



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

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

Livestream

<https://www.youtube.com/@sanbernardinocommunitycoll42/streams>

Public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection in the Office of the Chancellor at SBCCD, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA, during regular business hours or on the District's website www.sbccd.edu

Anyone who wishes to address the Board of Trustees on an agenda or non-agenda item may do so pursuant to Board Policy 2350 Speakers. Presentations relating to matters on the agenda shall be heard before the vote is called. Comments on non-agenda items shall do so at the time designated on the agenda. Comments must be limited to three (3) minutes per speaker or 20 minutes on the same, or a substantially similar subject, unless the Board votes to extend the time limit.

If you have questions about access or require an accommodation in order to participate in the public meeting, please 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. PRESENTATIONS

A. Sabbatical Reports

Mark McConnell

Joel Murphy

B. Early Retirement Incentive

C. Military Equipment Policy

III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

IV. CLARIFICATION

V. APPROVAL OF MINUTES

A. 2023-10-19

VI. RECOGNITION/CELEBRATIONS

- A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance
- B. Retirements

VII. ACTION AGENDA

- A. 2023 Sustainability Plan
- B. 2024 Early Retirement Incentive Plan
- C. Board Policies for Final Approval
- D. Military Equipment Use Policy
- E. Resolution # 2023-11-09-FP-01 to approve the Settlement with Argonaut Insurance Company and Award Contract #CC01-3605.02 – Completion Contract for SBVC New Softball Field Project

VIII. CONSENT AGENDA

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

A. Instruction/Student Services

- 1. Advisory Committee List-Fall 2023
- 2. Curriculum - CHC
- 3. Curriculum - SBVC

B. Human Resources

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Employee Promotions
- 4. Non-Instructional Pay
- 5. Payment of Stipends
- 6. Reclassification of Employees

C. Business & Fiscal Services

- 1. Alcoholic Beverages
- 2. Conference Requests
- 3. Contracts at or Above \$109,300
- 4. District College Expenses
- 5. Individual Memberships
- 6. Interfund Borrowing Transactions
- 7. Resolution #2023-11-09-FS-01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

D. Facilities

1. Amendments 01 and 02 to the Design-Build Agreement with McCarthy Building Companies

IX. REPORTS**A. Board Committee & Activity Reports**

1. Board Finance Committee (BFC)
2. Board Legislative Committee (BLC)
3. Board Policy & Procedures Advisory Committee (BPPAC)

Regional & State Reports

1. Board of Governors (BOG)
2. Joint Powers Authority (JPA)

B. Chancellor's Report

1. Goal 3 Status Update

C. Represented Groups (3 minutes per group)

1. Crafton Hills College Academic Senate
2. Crafton Hills College Classified Senate
3. Crafton Hills College Associated Students
4. San Bernardino Valley College Academic Senate
5. San Bernardino Valley College Classified Senate
6. San Bernardino Valley College Associated Students
7. CSEA
8. CTA
9. Police Officers Association

D. Staff Reports (3 minutes per person)

1. San Bernardino Valley College President
2. Crafton Hills College President
3. Executive Vice Chancellor
4. Vice Chancellor of Human Resources & Police Services
5. Vice Chancellor of Educational & Student Support Services

X. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. Construction Change Orders and Amendments - Bond
- E. Construction Change Orders and Amendments - Non-Bond
- F. Contracts Below \$109,300

- G. General Fund Cash Flow Analysis
- H. MOUs between SBCCD and the CSEA
 - I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Order Report
- K. Resignations
- L. Volunteers

XI. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Real Property Negotiators
Government Code Section 54956.8

Property: 441 W. 8th Street, San Bernardino, CA
 Agency Negotiators: Jose F. Torres, Executive Vice Chancellor, and
 Constance Schwindt of Atkinson, Andelson, Loya, Ruud & Romo,
 District Legal Counsel
 Negotiating Parties: San Bernardino Police Officers Association
 (Buyer)
 Under Negotiation: Instructions to negotiators will concern price and
 terms of payment for the sale of the property.

- B. Conference with Labor Negotiators
Government Code 54957.6
 Agency Representatives: Diana Rodriguez and Kristina Hannon
 Non-Represented Groups: CSEA, CTA, POA,
 Management/Supervisors, and Confidential Employees
- C. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
 Number of cases: 1
- D. Conference with Legal Counsel – Anticipated Litigation
 Significant Exposure to Litigation Pursuant to Subdivision (d)(2) and
 (e) of Government Code Section 54956.9
 Number of cases: 1
- E. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1)
 Number of cases: 1
- F. Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
 Title: Chancellor

XII. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

XIII. CONVENE CLOSED SESSION

XIV. RECONVENE PUBLIC MEETING

XV. REPORT OF ACTION IN CLOSED SESSION

XVI. ADJOURN

The next meeting of the Board: Annual & Business Meeting
December 8, 2023 at 4:00 PM
SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San
Bernardino, CA

Supplemental Handouts (not part of the agenda)

CHC Report to the Board
EDCT Report to the Board
KVCR Report to the Board
SBVC Report to the Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: November 9, 2023

SUBJECT: Sabbatical Report

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

The process for awarding sabbatical leaves is based on the bargaining agreement, Article 18, Section H.1. (a) between SBCCD and the CTA. The Sabbatical Leave Committee at each college will evaluate each proposal and forward the applications and recommendations to the District Sabbatical Leave Committee. The District Sabbatical Leave Committee shall forward its recommendations to the Chancellor for review and any recommendation to the Board.

Per the bargaining agreement between the District and the CTA, the recipient of a sabbatical leave must complete a comprehensive written report with specific evaluation of the leave in terms of each of the purposes stated in the original application. The report must identify as clearly as possible the benefits to students of the district that have accrued from the sabbatical leave.

ANALYSIS

On January 13, 2022, the SBCCD Board of Trustees approved the sabbatical leave of Mark McConnell and Joel Murphy for the 2022-2023 academic year. The purpose of the report is to provide the Board of Trustees with an update on the professional activities conducted by this Faculty member during their sabbatical leave.

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.



Sabbatical Report Cover Sheet

Mark McConnell, CHC

A. Executive Summary:

Mark McConnell Sabbatical report to the Board of Trustees. The report includes samples of work produced.

B. Purpose of this presentation/report:

To demonstrate the work that was created during my sabbatical in Spring 2023.

C. What are the outcomes and next steps?

Outcomes include using these materials in the Music Theory sequence of courses (MUS 101, 102, 201, 202) at Crafton Hills College.

D. What can the Board do to help?

Continue to offer sabbaticals to faculty within our district. This is an extremely valuable benefit to our faculty, students, and community.

Sabbatical Report
 Mark Dennis McConnell
 Crafton Hills College, Music Professor

2023.09.28

Board of Trustees,

I am submitting this report to inform you of the progress that I made during my sabbatical (Spring 2023). I took a sabbatical with plans to write materials for the Music Theory sequence of courses that we offer at Crafton (MUS 101, 102, 201, 202). My plan was to:

1. Write a textbook for Music Theory 1-4
2. Write a textbook for Ear Training textbook to accompany that Music Theory sequence
3. Create audio material for sight singing and ear training for the Music Theory sequence
4. Write a book of compositions designed for the adult beginner in piano

1. I completed the textbook for Music Theory 1-4, with chapters on SATB chorale style writing, counterpoint, modulations, altered chords, chordal function, and other upper level theory topics. Though I had not planned to, I also wrote history chapters to help students gain an understanding of 20th/21st Century theory and the history that has created it. I am currently using these materials in my Music Theory II (MUS 201) course.

2. I wrote an accompanying set of drills for ear training, including melodic examples for sight singing, and rhythmic examples for rhythm training. This also includes warmup material and exercises for learning scales and chords.

3. I developed a set of audio materials that accompany the ear training materials. These are recordings of the ear training drills.

4. I wrote a series of 5 compositions for intermediate to piano students, specifically those that are non-pianists (music students typically study piano even if it is not their primary instrument or voice). I was working to address the lack of compositions that exist for intermediate players. There are ample amounts of compositions for beginning players, and there is a massive amount of literature for very advanced pianists (Beethoven Piano Sonatas, Chopine Preludes, Liszt Etudes, etc.) but there is very little music for players between those levels. The pieces that I wrote are specifically for the intermediate and non-pianist piano students. I intend to continue writing pieces in this style as I found it not only helpful for students but also very personally rewarding.

This sabbatical let me develop materials that music majors at Crafton will use. My primary reason for writing these books was to create high quality instructional materials that help students succeed in music theory. A secondary goal was to create materials that would eliminate the high cost of studying music at the college level. The books that I would typically assign this sequence of course would include the following:

Music in Theory and Practice Volume 1 Benward and Saker	\$186.83
Music in Theory and Practice Volume 2 Benward and Saker	\$150
Workbook to accompany Music in Theory and Practice, Volume 1 Benward and Saker	\$99.97
Workbook to accompany Music in Theory and Practice, Volume 2 Benward and Saker	\$159.95
Ear Training, Revised Benward	\$124.65
<hr/>	
Approximate cost of books for Music Theory 1-4	\$721.40

This cost creates an extreme hardship for the majority of our music students. I am offering my texts to them at no cost. Though my primary intention was to create high quality materials, a result of this work is that music students will be saving money while pursuing their educational goals.

I have included samples of the work that I produced at the end of this document.

I would like to express my most sincere gratitude to the board of trustees and our district for offering sabbaticals for faculty. Many of the teachers in our district do this work because we have a profound love for teaching. And, many of us gained that love of teaching as students, doing research and writing. Having the opportunity to spend a semester researching and writing has given me the opportunity to make materials that will aid our students in their educational goals, but it also provided me with the opportunity to better myself as an educator. Thank you.

Mark D. McConnell
CHC Music Professor

Altered Chords

Altered chords are chords that contain altered notes (non-diatonic notes). For example, a chord in a piece that is in the key of C Major (no sharps or flats) contains a sharp or flat, it is an Altered chord.

Jazz notation often uses the term “Alt” for chords that have specific altered tones. Though the idea is the same (using notes outside of the scale in a chord), the specific uses of “Alt” chords in Jazz is different than in CPE classical music.

For aesthetic purposes, or possibly out of boredom with the confines of the diatonic scale, Baroque composers started exploring chords with accidentals outside of the scale to create new and varied harmonic choices as well as chromatic melodic choices. **Altered chords will always contain at least one accidental from outside of the scale.**

Altered chords are divided into families. The term Altered chord is an umbrella term that refers to any chord with an accidental in it. Within Altered chords there are several families of chords that are grouped together by similarities in spelling and/or function.

Altered Chords

<i>Borrowed/N6</i>	<i>Secondary Dominants</i>	<i>Augmented 6^{ths}</i>
<i>Chromatic Mediants and Submediants</i>	<i>Altered Dominants</i>	<i>CTo7</i>

Melodic chromatic notes

Many Altered chords, especially the Borrowed/N6 chords and the Augmented 6th chords, will result in two chords in a row having two chromatic versions of the same note (C and C#, B and Bb, etc.). The two notes are typically placed in the same voice (Soprano, Alto, Tenor, or Bass) to avoid awkward cross relationships between different voices. As composers in the Baroque Era started to explore using altered chords, they found the voice leading sounded better when one voice had the chromatic notes, and they also found that it was much easier to perform. If the Soprano has a C in one chord, and a C# in the next chord, it is easy for them to find the note than if the Soprano has a C in one chord and the Alto has the C# in the next chord.

Flat sixth scale degree

Many Altered chords involve the lowered 6th scale degree. Throughout the Common Practice Era, many composers have been attracted to the sound of the lowered 6th scale degree (Ab in C Major for example), especially when it resolves down to the 5th scale degree. Because of the strong tendency a minor 6th has to resolve to a Perfect 5th, Altered chords that involve the sixth scale degree typically resolve it down.

Melodic resolution of altered tones

In general, when a voice has two subsequent tones that are a diatonic note and then the altered version of that note (C and C# in the key of C Major), they resolve in the same direction as the altered note. In the key of C, if one voice has a C, then a C#, it will typically continue up and resolve to a D. If a voice has a B, then a Bb, it will continue down and resolve to an A.

Families of Altered Chords:

Borrowed/N6

Borrowed chords are Altered chords used in Major that have been borrowed from the parallel minor scale. The most common Borrowed chords are:

ii^o iv bVI vii^o7
ii^o7

They are the result of composers looking at the form of certain chords in minor and realizing that they could use that form in Major as well. A minor chord on iv sounds good in minor, so it can sound good in Major as well. For comparison, here are the forms of these chords in minor and Major:

The image displays two musical staves. The top staff is for C Major, showing the chords ii, ii₇, IV, vi, and vii^o₇. The bottom staff is for c minor, showing the chords ii^o, ii^o₇, iv, bVI, and vii^o₇. Each chord is represented by a treble clef, a key signature (no sharps or flats for C Major, three flats for c minor), and a chord symbol with its corresponding notes on a five-line staff.

C Major: ii ii₇ IV vi vii^o₇

c minor: ii^o ii^o₇ iv bVI vii^o₇

You could technically borrow any chord from minor into Major, but the ones that are used commonly (ii^o, iv, bVI, vii^o7) are the ones that composers have found to sound good. In the same way that the diatonic ii commonly contains a seventh, the ii^o also can have a seventh, making it a half diminished seventh chord (ii^o7). This could include the Borrowed i, bIII, and v, which though rare, are occasionally found using the same root motion rules as they would in minor. The way that Borrowed chords are referred to only applies to chords borrowed from minor into Major, but there are chords that go the other way. The Major V chord for example, is the preferred chord (compared to the v chord) in harmonic and melodic minor because it gives the chord a Dominant sound and utilized the raised leading tone. It could be seen as a borrowing from Major into minor, but is typically not termed a Borrowed chord, it is instead referred to as simply being part of harmonic and minor scales.

The function of the iio, iv, and viio7 is the same as their non-altered counterpart. The iio functions like a ii, the iv functions like a IV, and the viio7 functions like a vii \emptyset 7.

Borrowed chord	Functions like	Functions as	Typically resolves to
iio (and ii \emptyset 7)	ii (diatonic)	Predominant	Dominant (V or viio)
iv	IV (diatonic)	Predominant	Dominant (V or viio)
viio7	vii \emptyset 7 (diatonic)	Dominant	Tonic (I)

The bVI (*“flat Major six” when spoken*) is different than the other three Borrowed chords in that it changes function. The diatonic vi chord is a Passing chord that follows standard root motion (it will move to a chord that is U2, D3, D5). The Borrowed bVI is a Predominant chord and will almost always resolve to a Dominant chord (V or viio). An exception to this is that the bVI will sometimes move to a iv chord in a sequence of Borrowed chords.

Borrowed chord	Functions as	Typically resolves to
bVI	Predominant	Dominant (V)

The iio, iv, bVI, and viio7 all contain the lowered 6th scale degree. The lowered sixth has a strong tendency to resolve down to the fifth, so in writing Borrowed chords, resolve the lowered sixth down by step in the same voice. Notice that the following chords all have a flatted sixth scale degree, in this example the A that is lowered to Ab. That Ab will typically resolve down by a step to G, which is the root of the Dominant and the Fifth of the Tonic triad, strengthening their function as Predominant and Dominant chords.

	Ab	C	Eb	Ab
	F	Ab	C	F
	D	F	Ab	D
C Major:	iio	iv	bVI	viio7

Examples of borrowed chords and their diatonic counterparts in the key of G:

The image shows a musical score for G major and G minor chords in first inversion. The key signature is one sharp (F#). The score is divided into five measures, each containing a pair of chords: a diatonic chord and a borrowed chord. The chords are labeled as follows:

- Measure 1: $G: ii_6$ (diatonic) and ii°_6 (borrowed)
- Measure 2: ii_5 (diatonic) and ii°_5 (borrowed)
- Measure 3: IV (diatonic) and iv (borrowed)
- Measure 4: vi (diatonic) and $\flat VI$ (borrowed)
- Measure 5: vii°_7 (diatonic) and vii°_7 (borrowed)

N6

The N6 was first used by Italian Baroque opera composers. It is a Major Altered chord in first inversion based on the lowered 2nd scale degree. The bass note of the chord (the 3rd) is typically doubled. It is often used before the Dominant. Though not generally labeled in Roman numerals, it can be helpful to think of the chord as it would be labeled in Roman numerals – $biI6$ (built on the flatted second scale degree, Major, in first inversion). Root motion rules apply to the N6 as they do any super-tonic chord (ii , $ii\circ 7$, $ii\circ$, $ii\circ 7$). The Neapolitan 6th (N6) is treated as and grouped in with the borrowed chords because it functions like and sounds like a Borrowed chord, even though it is not technically borrowed from any form of minor. It is also different than the other truly Borrowed chords in that the N6 is used in **both Major and minor** compositions (unlike the other Borrowed chords that are only found in Major). The N6 is also not found naturally in either minor or Major. In many ways it would make sense to make the N6 its own family of Altered chords, but because it functions like a Borrowed chord, sounds like a Borrowed chord, and contains the flat 6th scale degree, it gets grouped together in the Borrowed chord family of Altered chords.

N6	Functions like	Functions as	Typically resolves to
N6	ii	Predominant	Dominant (V)

The image shows a musical score for N6 chords in F major and f minor. The score is divided into four measures, each containing an N6 chord. The chords are labeled as follows:

- Measure 1: $F: N_6$
- Measure 2: N_6
- Measure 3: $f \text{ min: } N_6$
- Measure 4: N_6

Doubling Rules in Four Voices

The iio, iv, and viio7 have the same doubling as their non-Altered versions. In other words, in a IV chord it is not typical to double the root. In a iv chord, it is also most typical to double the root. There are exceptions with the iio, bVI, and N6. Because the iio is a diminished triad, the most typical note to double is the third of the chord to avoid doubling the tritone. In the bVI and the N6, it is also more typical to double the third, because that is the one note that is still diatonic and it will strengthen its ties to the diatonic scale.

<u>Borrowed chord/N6</u>	<u>Chord member to double</u>
N6	3 rd
iio	3 rd
iv	root (if inverted follow typical inversion doubling)
bVI	3 rd
viio7	none (there are already four notes)

Function of all Borrowed/N6 chords:

<u>Borrowed chord</u>	<u>Functions like</u>	<u>Functions as</u>	<u>Typically resolves to</u>
N6	ii	Predominant	Dominant (V)
iio	ii (diatonic)	Predominant	Dominant (V or viio)
iv	IV (diatonic)	Predominant	Dominant (V or viio)
bVI	(<i>unique, ii, IV</i>)	Predominant	Dominant (V or viio)
viio7	viiØ7 (diatonic)	Dominant	Tonic (I)

Typical chord progressions:

I	iio	V	I
I	iv	V	I
I	IV	viio7	I
I	bVI	V	I
I	N6	V	I

Secondary Dominants

Secondary Dominant chords are Altered Chords that function as the Dominant to a chord other than the Tonic. They are analyzed as a Roman numeral over a Roman numeral (and look like a fraction). The top Roman numeral indicates the type of Dominant (V, V7, viio, viio7, viiØ7). The bottom Roman numeral indicates the chord being treated as the Tonic (ii, iii, IV, V, or vi), called the Tonicized chord. They are spoken as “five of two,” “five of five,” “five of four,” etc.

Notice that this chord is written different ways depending on technology and font choices being used. When handwritten, they should look like a fraction (one Roman numeral on top of the other with a line dividing them).

$$\begin{array}{ccccc} \text{V/ii} & = & \frac{\text{V}}{\text{ii}} & \text{V/V} & = & \frac{\text{V}}{\text{V}} & \text{V/iv} & = & \frac{\text{V}}{\text{iv}} \end{array}$$

This example demonstrates the V/V in C Major:

$$\begin{array}{ccccc} \text{C Major:} & \frac{\text{V}}{\text{V}} & = & \text{Dominant of the key of} & = & \text{D F\# A} \\ & & & \text{the V chord (G Major)} & & \text{from G Major} \end{array}$$

This example demonstrates the V/V in A Major:

$$\begin{array}{ccccc} \text{E Major:} & \frac{\text{V}}{\text{V}} & = & \text{Dominant of the key of} & = & \text{B D\# F\#} \\ & & & \text{the V chord (E Major)} & & \text{from E Major} \end{array}$$

This example demonstrates the V/ii in F Major:

$$\begin{array}{ccccc} \text{F Major:} & \frac{\text{V}}{\text{V}} & = & \text{Dominant of the key of} & = & \text{G B natural D} \\ & & & \text{the V chord (C Major)} & & \text{from C Major} \end{array}$$

$\frac{\text{V}}{\text{V}}$ is the most commonly used Secondary Dominant in Major or minor scales.

A Secondary Dominant and its resolution act as a dominant to tonic progression (V-I), so they resolve to the chord indicated by the lower Roman numeral.

$$\begin{array}{ccccc} \frac{\text{V}}{\text{ii}} \text{ resolves to } \text{ii} & \frac{\text{V}}{\text{iii}} \text{ resolves to } \text{iii} & \frac{\text{V}}{\text{V}} \text{ resolves to } \text{V} & \text{etc.} \\ & & & \end{array}$$

Secondary Dominants can be found in all Dominant forms: V, V7, viio, viio7, viiø7. However, the chord that it resolves to determines which of these can be used because all of these chords are Dominant function chords in Major, but the viiø7 chord is not used in minor. If the resolution chord (the bottom Roman numeral) is Major, all may be used. If the resolution chord is minor, only the V, V7, viio, and viio7 may be used.

$$\begin{array}{ccccccccc} \frac{\text{V}}{\text{ii}} & \frac{\text{V7}}{\text{ii}} & \frac{\text{viio}}{\text{ii}} & \frac{\text{viio7}}{\text{ii}} & & \frac{\text{V}}{\text{V}} & \frac{\text{V7}}{\text{V}} & \frac{\text{viio}}{\text{V}} & \frac{\text{viio7}}{\text{V}} & \frac{\text{viiø7}}{\text{V}} \end{array}$$

D: V/ii
B Major chord
is the dominant in
the key of e minor (ii)

V/iii
C # Major chord
is the dominant in
the key of f # minor (iii)

V7/IV
D Dominant seventh
chord is the dominant
in the key of G Major (IV)

V/V
E Major chord
the dominant in
the key of A Major (V)

V/vi
F # Major chord
is the dominant in
the key of b minor (vi)

A Secondary Dominant resolves the same way as a Dominant in that the leading tone of the scale (of the lower Roman numeral) resolves up and the seventh of the chord resolves down.

There is no Secondary Dominant based on the leading tone triad (vii°) because the resolution would be to a diminished chord. The diminished chord does not sound like a Tonic triad as there is no scale that has a diminished chord as its Tonic.

There is no V/IV in Major, because a V/IV has no altered tones. In C, a V of IV would be the V of F, which is a C Major triad (C E G). All parts of the C triad are in the C scale, so nothing in the chord is altered (there is no accidental). A V7/IV is possible, however, because the 7th is an altered tone (C E G **Bb** in C Major).

In minor, Secondary Dominants are typically only found on iv and V:

$\frac{V}{iv}$ $\frac{V}{V}$

d min: V/iv
D Major chord
is the dominant in
the key of g minor (iv)

V/V
E Major chord
is the dominant in
the key of A Major (V)

To construct a Secondary Dominant, it may be helpful to move through a process of questions. This example would apply to a V/V in Bb Major:

for Bb Major: $\frac{V}{V}$

- Question: What is the V chord in Bb (the bottom Roman numeral)?
 - Answer: F Major triad
- Question: What is the V chord in that key (F Major)?
 - Answer: C Major triad
- Question: How do you spell the C Major triad in the F Major scale?
 - Answer: C E natural G
- Question: Is there an accidental (because there must be for it to be an Altered chord)?
 - Answer: Yes, the E natural is an accidental (it is not in the key of Bb Major)

Augmented 6ths

Augmented Sixth chords are very strong chords with multiple tendency tones (tones that have a tendency to resolve in a specific way). They provide extreme tension towards their resolution.

The most common use of the chord is built on the lowered 6th scale degree in Major scales, or the 6th scale degree in natural minor (which is already lowered compared to Major, resulting in the same note whether in minor or Major). They are occasionally built on the flatted 2nd scale degree.

Augmented Sixth Chords are found in three forms: Italian, French, and German. These terms are just terms of convenience, they do indicate a country of origin for each of the three types.

All Augmented Sixth Chords contain a root (the lowered sixth scale degree), a Major third above the root, and an Augmented sixth above the root. To be consistent with Baroque SATB style, composers added a fourth note to these chords. The fourth voice is what separates the three types of Aug.6 Chords. In addition to the Root, 3rd, and Augmented 6th that all Aug.6 chords share, they also have an added note.

Italian has a doubled 3rd

French has an Augmented 4th (above the root)

German has a Perfect 5th (above the root).

Added note:	A6	A6	A6	(above root)
	M3	A4	P5	(above root)
	M3	M3	M3	(above root)
	Root	Root	Root	
	Italian 6	French 6	German 6	

The Root and Aug. 6 of the triad always resolve in contrary motion to form an octave. This is what creates such strong tension in the chord and also what makes the resolution so powerful.

Aug 6 chords (both based on b6 and b2) function as a pre-Dominants and typically resolve to V (or a Cadential 6/4 - I6/4 – V – I.

The Augmented Sixth chord is typically approached by a I, I6, or IV6 (i, i6, or iv6 in minor).

Parallel fifths are common and acceptable in the German 6.

Common chord progressions that use the Aug 6 chord:

Major: I	IV6	Ger.6	V	I	
Major: I	IV6	Ger.6	I6/4	V	I
minor: i	iv6	It. 6	V	i	

Aug 6 chords can also be built on the lowered 2nd scale degree (instead of the lowered 6th). The intervals added above and the fourth voice are the same whether built on the lowered 2nd or lowered 6th scale degree. The resolution of the Augmented 6th interval is the same – it moves in contrary motion to form an octave. The both act as Predominants moving to the Dominant.

Spelling in G Major:

	C#	F#
	Bb	Eb
	G	C
G Major:	Eb	Ab
	Ger. 6 on lowered 6 th	Ger. 6 on lowered 2 nd

Spelling in a minor:

	D#	G#
	C	F
	A	D
a minor:	F	Bb
	Ger. 6 on 6 th	Ger. 6 on lowered 2 nd

Another way of looking at these chords is to focus on the Tonic of the scale and add notes above and below the Tonic. Many people see these chords easier this way and many institutions teach them this way, partly because some people do not find these chords to truly be triads. They are in a sense one of the first chords to break the pattern of the traditional triad (3 notes in 3rds). The following example uses an Augmented Sixth chord in the key of D Major:

The base Augmented Sixth chord contains the Tonic of the scale, a Major 3rd below the Tonic, and a Tritone above the Tonic.

G#
 >Add a Tritone above the Tonic
 D (Tonic)
 >Add a M3 below the Tonic
 Bb

D Major: Aug.6

This builds the chord through different steps, but the resulting spelling of notes is exactly the same. After the base chord is built, add the fourth note. It is either an doubled Tonic (French), a M2 above the Tonic (Italian), or a m3 above the Tonic (German).

	G#	G#	G#	
		D (doubled Tonic)	E (M2 above Tonic)	F (m3 above Tonic)
	D	D	D	
	Bb	Bb	Bb	
D Major:	Base Aug 6	Italian	French	German

Chromatic Mediants and Chromatic Submediants

Rarely used in Baroque and Classical literature, Chromatic Mediants and Submediants are chords that grew in popularity in the later Romantic era and 20th/21st Century. They have also grown in popularity in film music. They are based on the idea of **Third Relations** – utilizing chords with roots that are a minor or Major 3rd third apart, often do not follow typical root motion, contain non-diatonic tones, and also typically contain common tones with the existing scale. These chords tend to be used near the beginning or end of compositions and have a very unique sound, so they tend to be used for strong dramatic effects. They are typically used to draw attention to the Tonic triad, so they are often found approached by and resolving to a Tonic. Occasionally, they will have the same function around the Dominant chord.

Chromatic Mediants in Major:	(diatonic = iii)	III	bIII	biii
Chromatic Submediants in Major:	(diatonic = vi)	VI	bVI	vbi
Chromatic Mediants in minor:	(diatonic = III)	iii	#III	#iii
Chromatic Submediants in minor:	(diatonic = VI)	vi	#VI	#vi

Writing these chords can be a simple task if you are proficient with the Roman numeral system. Just rely on the Roman numerals and follow them as instructions.

To use a bIII in the key of G Major, use the Roman numerals as a guide.

		D	F	D
		B	D	B
		G	Bb	G
Chord progression:	G Major:	I	bIII	I

The diatonic Mediant chord (iii) would be spelled with notes in the G Major scale, so the chord would be B D F#. The Roman numeral (bIII) has a flat in front of it, so the root is lowered (B becomes Bb). Because the Roman numeral is upper case, the chord is Major, so a Major chord is constructed on the Bb root. This makes the chord Bb D F.

The following are examples of typical chord progression using the Chromatic Mediants and Submediant chords:

Major, surrounding the Tonic:	I	bIII	I
	I	VI	I
Major, surrounding the Dominant:	V	bIII	V
	V	VI	V
minor, surrounding the Tonic:	i	iii	i
	i	#VI	i
minor, surrounding the Dominant:	V	bIII	V
	V	VI	V

Chromatic Mediants and Submediants tend to be used in root position. When there are common notes, keep them in a common voice, and move the other notes to notes with the smallest intervals possible.

Avoid writing Chromatic Mediants or Submediants when demonstrating four voice writing in the Baroque or Bach style. These chords are outside of that style.

Altered Dominants

The term Altered Chord is often used to indicate any chord that has been altered, especially among later Romantic era composers who often altered Major chords with an altered 5th (lowered or raised 5th). Later Romantic era composers altered chords to provide chromatic melodic material and to increase tension towards the resolution of chords. The most common of these are the Altered Dominant chords, used by later Romantic era composers, and used extensively by Jazz and many Popular musicians. Altered Dominants are Dominant chords with altered notes. They function as any other Dominant chord, the altered tones are used to create more tension and to strengthen and color the Dominant sound. They take the place of a diatonic Dominant chord, so they tend to resolve to the Tonic in Major and in minor. Altered Dominants are typically found in root position. They are found in Major and minor (except the V+ and V+7, which is only found in Major), but they occur in Major more often than in minor. They can be used as secondary dominants (V+7/V). Altered Dominants are often used in a sequence following the non-altered Dominant (V V+ I). There are five typically used Altered Dominants:

V+ V+7 Vb5 V7b5 vØ7

The following examples are the spellings of the Altered Dominants in Ab Major. The diatonic V and V7 are shown for reference.

		Db		Db		Db	Db
	Bb	Bb		B	B	Bbb	Bbb
	G	G		G	G	G	Gb
	Eb	Eb		Eb	Eb	Eb	Eb
Ab Major:	V	V7		V+	V+7	Vb5	V7b5 vØ7

The following examples are the spellings of the Altered Dominants in e minor. The V and V7 (the Dominants from harmonic minor) are shown for reference.

		A		A	A
	F#	F#		F	F
	D#	D#		D#	D
	B	B		B	B
e minor:	V	V7		Vb5	V7b5 vØ7

Familiarity with the Roman numeral system makes dealing with Altered Dominants very formulaic. Keeping in mind that the diatonic V chord is a Major chord, follow the Roman numerals as instructions. To write a V+7, follow these steps:

	C	C# (+ means to make the chord Augmented)
	A	A
	F	F
Bb Major:	V chord	V+

Avoid writing Altered Dominants when demonstrating four voice writing in the Baroque or Bach style. These chords are outside of that style.

Common Tone Diminished Seventh Chord

The Common Tone Diminished Seventh chord (CTo7) is a fully diminished seventh chord that is used to embellish, decorate, prolongate, emphasize, highlight, or enforce another chord, typically the Tonic or Dominant chord. It functions like the Chromatic Mediants and Submediants in that it is usually approached by and resolves to the same chord (the Tonic or the Dominant).

I	CTo7	I	emphasizing the Tonic
V	CTo7	V	emphasizing the Dominant

It is a fairly rare Altered chord and is used mostly in the later Romantic era and into the 20th/21st Century.

The chord is a fully diminished seventh chord, where one of the notes is common with the chord that comes before and after it.

		C	
	G	A	G
	E	F#	E
	C	D#	C
C Major:	I	CTo7	I

Notice that the Tonic chord (I) and the fully diminished seventh chord (CTo7) have a common tone, the C natural. Keep this tone in the same voice, in typical usage the common tone is in the lowest (Bass) voice.

Other examples:

		Bb				Fb	
	D	G	D		F	Db	F
	B	E	B		D	Bb	D
	G	C#	G		Bb	G	Bb
G Major:	I	CTo7	I	Bb Major:	I	CTo7	I

The common tone can be the root, 3rd, 5th, or 7th, of the CTo7 chord. This demonstrates all possibilities in the key of F Major:

		Ebb	Cb	Ab	F	
	C	Cb	Ab	F	D	C
	A	Ab	F	D	B	A
	F	F	D	B	G#	F
F Major:	I	CTo7	CTo7	CTo7	CTo7	I

Avoid writing the CTo7 when demonstrating four voice writing in the Baroque or Bach style. This chord is outside of that style.

Chordal Function

The Tonic Dominant Relation

(also called the dominant tonic relation, the tonic dominant relationship, the dominant tonic relationship)

At the core of most Western Common Practice Era music is the idea that listeners like pieces to start stable, move toward something unstable, then return and resolve to something stable. This is a common Western idea – much story telling (opera, musical, film, television, etc.) is based on the same format. In music, the tonic dominant relation is the basic idea that pieces tend to start on a tonic triad, move to a dominant triad, then resolve to a tonic triad (I – V – I in Major, i – V – i in minor). It is amazing how much music relies on this simple technique.

Chordal Function

Chords have specific functions within chord progressions (and within songs and compositions). We talk about their function in terms of what chords “want” to do, but it is more what the ear hears as correct or logical for the chord to be doing (which is of course very subjective). As late Renaissance and early Common Practice Era composers started to explore chords within scales, they added chords to their vocabulary. In this process, they assigned function to those chords.

Many of the terms used to discuss function are used in other situations. The term Tonic can refer to the first note of a scale, the I chord in a key, or the function of the Tonic triad in a chord progression. For clarity, the term here is **Tonic function**.

The **Tonic function** chord sounds like the home/base/fundamental/basic chord or the chord of most consonance and resolve. It often starts and ends compositions. It is the most stable and resolved chord in a chord progression. The Tonic triad in both Major (I) and minor (i) is the Tonic functioning chord.

Dominant function chords are powerful sounding chords that provide a contrast to the Tonic chord. Dominant function chords provide dissonance that is resolved by the Tonic function chord. We often hear them as the question that is answered by the Tonic.

Predominant function chords are exactly what their name describes – they are chords that come before Dominant chords. More importantly, they are chords that lead to and prepare the ear for the Dominant function chords.

Passing Function (also called **Mediant Function**) chords are chords that are used in between other chords, often to embellish, lengthen, or decorate chord progressions, or simply because the composer of the piece thought they sounded good. They do not have a strong dissonance that the ear wants to hear resolved, they are not “home” sounding. They are literally chords that pass from another to another.

Major keys	Tonic	Predominant	Dominant	Passing (Mediant)
(Diatonic)	I	IV ii ii7	V V7 vii° vii°7 V9 V11 V13	iii vi
(Altered)		ii° iihd7 iv N6 bVI (<i>unique because this chord changes function when altered</i>)	V/V V7/V vii°/V vii°7/V V/ii, V/iii, V7/IV, V/vi	

minor keys	Tonic	Predominant	Dominant	Passing (Mediant)
(Diatonic)	i	iv IV ii° ii	V V7 vii° vii°7 V9 V11 V13	III VI VII
			V/V V7/V V/iv V7/iv	

Secondary Dominant chords are unique in their function. They are Dominant functioning chords, yet they do not function as the Dominant in the key. They instead act as the Dominant chord to the chord directly after the Secondary Dominant. In other words, a V/V chord in C Major functions as the Dominant to the key of the V chord (G Major). This temporarily makes the V chord (G) sound like the tonic, and it is referred to as the tonicized chord.

	C Major:	I	V/V	V
I		Tonic	Secondary Dominant	Dominant
Tonic		(in C Major)	V in the key of G Major	(in C Major)
(in C Major)				Tonicized chord

Baroque style SATB writing

Known by many names, like SATB style, chorale style, Bach style, Baroque style, part-writing, voice-leading etc. Music theorists and composers have been infatuated with J.S. Bach's SATB (Soprano, Alto, Tenor, Bass) writing, particularly his use of four voice polyphony in the chorale movement of his cantatas. Bach's harmonic writing has been studied extensively and he is considered to be a pinnacle figure in Common Practice Era harmonic practice.

A cantata is a composition for choir, soloists, and orchestra that was very popular in the Baroque era. They can be sacred or secular. Theorists tend to focus on Bach's secular cantatas which have lyrics derived from religious texts. Cantatas tend to be in several movements, divided into Chorales/Choruses (a large movement for the full choir and orchestra), Arias (lyrical songs for a soloist or group of soloists accompanied by the orchestra), and Recitatives (a spoken-like movement where a solo singer performs in a way that is similar to speech, that is typically accompanied by the basso continuo). The focus on Bach's style surrounds his use of the four voices of the choir, the SATB, in his Chorale movements.

In his writing, Bach treated the four voices equally in terms of melodic style. In addition to the four voices creating chords, each voice individually makes a well constructed melody. This is the real beauty of Bach's writing: his ability to construct four simultaneously moving melodies that are strong melodies on their own, but also form a chord structure in combination.

One of the most fundamental goals of studying theory is to master the ability to imitate Bach's style. Through this, you learn to compose melodies and harmony, you employ cadences and non-harmonic tones, you develop an understanding of triads and altered chords, and you are work in grand staff which develops reading skills.

It is common for people to refer to the practices that theorists have observed about Bach's writing as rules. Many textbooks and theory teachers use the term rules when talking about the practices that Bach followed in his compositions. This text will use the term rule, while acknowledging that it is a misleading term. Bach did not have a list of rules at hand when he composed, he simply composed what sounded good or correct to his ear. In fact, these "rules" have been developed long after Bach's death. It would be a better term to say something like Bach's "conventions" or "tendencies," but I am going to use the term rules because as someone studying theory, you will likely hear or read that term used frequently. One problem with calling his tendencies rules is that every "rule" listed below will be broken quite often, and there are exceptions to almost every rule.

Basic rules of Bach style partwriting:

- All parts of the triad should be present (root, third, fifth). If a voice is omitted, the most common member of the triad to omit is the fifth (because without a root the chord does not sound like the chord intended, and without a third a chord has no Major or minor quality).
- Avoid large melodic leaps in the Soprano, Alto, and Tenor (Bass is the exception).
- Maintain an octave or less between the Tenor and the Soprano. This is called closed position and was a favored style by Bach and many other Baroque composers. Open position is when there is an octave or more between the upper three voices (SAT).
- Root position and inversions. Most chords are found in root position more than any other position. Typically, you should always double the root of any chord. It is the fundamental part of the triad, so doubling it strengthens the chord.
 - In general double the root of any triad. If you cannot double the root, double the fifth
 - Avoid doubling the third of chords. It is the strong part of the chord that determines its quality and can sound out of balance when doubled. There are some exceptions to this:
 - Always double the third in diminished chords. Doubling the root or fifth doubles the tritone, over emphasizing the strong dissonance.
 - Always double the third in N6 chords and bVI chords. The third is the tone that is diatonic in an N6 and a bVI in Major, so doubling it reinforces that key that a piece is in.

Inversion rules

- In root position triads, double the root
- In first inversion triads, double the soprano
- In second inversion triads, double the bass
- Maintain voice independence, avoid Parallel Perfect Octaves, Fifths, and Unisons within two voices in two adjacent chords. In other words, if the Soprano and Tenor are at a Perfect Fifth in one chord, make sure that they are not at a Perfect Fifth in the next chord. This was Bach's way of creating voice independence so that the four voices all sound unique and not just a duplicate of another voice. This also makes his music sound Baroque and not chant-like, where Perfect Parallel motion was popular.
- Do not double the leading tone of the scale
- Do not double the seventh of a seventh chord
- Avoid awkward intervals and intervals that look different than they sound in any one voice. This is typically the tritone (Augmented Fourth) because the interval is so strong and dissonant, and Augmented Seconds (which look on paper like a second, but sound to the ear like a minor Third).

- Keep common tones. When there is a note in a chord that is also in the next chord, keep that note in the same voice. For example, if a C Major chord moves to an F Major chord, both of those chords contain a C. Keep the C in the same voice.
- When you cannot keep common tones, move to the nearest chord tone. As a general rule, the best writing is to keep a tone in one voice the same in the next chord. If you cannot keep it the same, move it up or down a step or a third. You may occasionally move a voice a Fourth or Fifth, but avoid too many leaps in a row. Avoid writing anything larger than a Fifth in one voice. The Bass is the exception to this – many Baroque compositions have Bass parts that include large leaps of up to an octave.
- In Dominant function chords, try to always resolve the leading tone up to the tonic.
- The seventh of a seventh chord resolves down and is prepared by itself (the same note).
- The ii (or iio in minor) chord is usually in first inversion (ii6 or iio6). This helps avoid parallel motion, especially when moving from a I chord to a ii chord (or a I to a iio in minor).
- The viio chord is usually in first inversion (viio6) to avoid doubling the leading tone

Root Motion Rules

Root motion is an observation of how chords move from one chord to another. There are very few motions that Baroque composers used, and it is remarkable how influential this has been on nearly all music since, including many genres of Popular music and Jazz. Root motion looks at the interval between two chords, regardless of their position or inversion. When we say that a chord moves up a second, it just means that the root of the first chord moved up a step to the root of the next chord. We ignore inversions when looking at root motion. Root motion works exactly the same in minor as it does in Major. There are three standard root motions.

- Chords tend to move up a second, down a third, or down a fifth (U2 D3 D5). Typically, compositions do not move the same interval more than about three times in a row. There are a few exceptions to this:
 - The Tonic can move to any chord
 - Any chord can move to the Tonic or Dominant triad
 - The leading tone triad (viio or viio7 or viio7) typically moves up a Second to the Tonic triad.

Up a Second		Down a Third		Down a Fifth	
I	ii	I	vi	I	IV
ii	iii	ii	viio	ii	V
iii	IV	iii	I*	iii	vi
IV	V	IV	ii	IV	viio
V	vi	V	iii*	V	I
vi	viio	vi	IV	vi	ii
viio	I	viio	V*	viio	iii*

*not common

Writing in four voices

The first thing to do is to create a draft of chords according to standard root motion. Do not attempt to write the chords in four voices at first, just map out chords that make sense according to standard root motion. Chord progressions tend to start on the Tonic triad (when they do not, the most common chord to start on is a Dominant chord).

Examples:

Major:

I up a second ii down a third viio up a second I

I down a third vi down a third IV up a second V down a fifth I

minor:

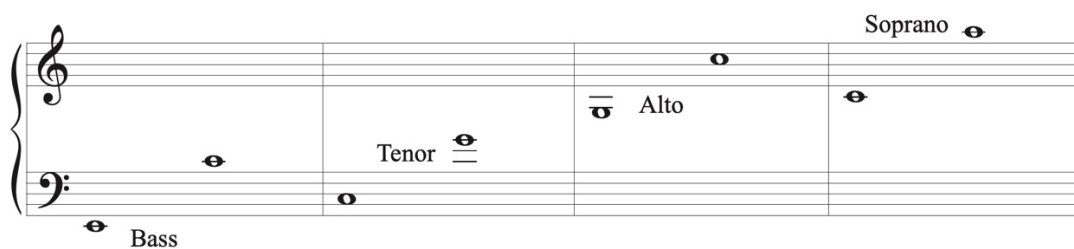
i down a fifth iv up a second V down a fifth i

i up a second iio down a third viio up a second i

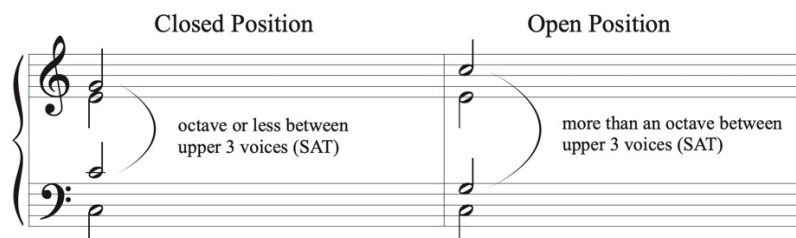
The second step, and in some ways the hardest, is to spell the first chord out in four voices. There are many variations in how Bach wrote his first chords, so there are as many exceptions as there are rules. Some things to consider:

- Chords are very strong when the Bass and Soprano both have the root of the chord.
- The position of the upper three voices can be any arrangement. The root, third, and fifth can be in any voice. The position or inversion is only determined by which member of the triad the Bass has.
- Thirds start to sound dissonant the lower they are, so when the Bass is on a D (middle line of the bass clef) or lower, avoid writing the Tenor a third higher. Instead, give the Tenor a note that is a Fifth or more from the Bass. When the Bass is at the higher part of its range, the Tenor can sound good when it is a third from the Bass.
- Keep an octave or less (closed position) between the upper three voices (SAT).
- Write the Soprano and Tenor voices with stems up, and the Alto and Bass with stems down.
- Keep voices within their ranges:

Ranges for Soprano, Alto, Tenor, and Bass



Stem direction for SATB



- The third step is to start writing each chord in four voices, making sure to properly spell the chord while also making sure to make each individual voice melodic (avoiding leaps or awkward intervals), especially the upper three voices (SAT).

In this chord progression, look for common tones between chords. If there are no common tones, look for the smallest intervals possible. An individual line could be constructed using the highlighted notes (C C B C):]

	C	F	G	C
	G	C	D	G
	E	A	B	E
	C	F	G	C
C Major:	I	IV	V	I

Another option, starting on the G in the first chord:

	C	F	G	C
	G	C	D	G
	E	A	B	E
	C	F	G	C
C Major:	I	IV	V	I

Another option, starting on the F in the first chord. Notice that there is a small leap (a third) between the second and third notes (F and D):

	C	F	G	C
	G	C	D	G
	E	A	B	E
	C	F	G	C
C Major:	I	IV	V	I

As chords are most commonly found in root position, the Bass voice is often less smooth than the other three voices. Leaps are common in Bass parts as a result. This is typical and well within the Baroque style. The following example shows the notes that could be used as the Bass part in the same chord progression:

	C	F	G	C
	G	C	D	G
	E	A	B	E
	C	F	G	C
C Major:	I	IV	V	I

Steps to write in four voices:

- Map out a chord progression according to standard root motion (U2, D3, D5). Make sure to end the chord progression with a cadence. Work in entire phrases, so map out the chord progression for an entire phrase at a time (typically four measures).
- Write the first chord. Be prepared to have to start over and restructure the order of the notes in the first if the voice leading presents problems over the next few chords.
- Write the second chord, and check to make sure there are:
 - no omitted notes
 - no awkward intervals (tritone, Augmented 2)
 - no Parallel Perfect Unisons, Fifths, or Octaves
 - no large leaps in the upper three voices (SAT)
- Make sure that the notes are:
 - the same from chord to chord (common tones), or close if that is not possible
 - an octave or less from the Tenor up to the Soprano (closed position)
 - melodic, especially the Soprano, Alto, and Soprano
 - within the ranges of the voices
- Write the third chord, observing everything above. Then move onto the fourth chord, the fifth chord, and so on.

Piano Etude 1

Mark Dennis McConnell

$\text{♩} = 120$

The musical score is written for piano in D major (two sharps) and 12/8 time. It consists of four systems of two staves each. The first system (measures 1-4) features a treble staff with a melody of eighth and sixteenth notes, marked with a forte *f* dynamic, and a bass staff with whole rests. The second system (measures 5-8) continues the treble melody while the bass staff enters with a simple harmonic accompaniment of eighth notes. The third system (measures 9-12) shows the treble staff playing a series of half notes and the bass staff continuing the eighth-note accompaniment. The fourth system (measures 13-16) features a more complex treble melody with sixteenth-note runs, while the bass staff continues the accompaniment. The piece concludes with a final cadence in the fourth measure of the last system.

Piano Etude 2

Mark Dennis McConnell

The musical score for Piano Etude 2 is presented in four systems, each containing two staves (treble and bass clef). The key signature is one sharp (F#) and the time signature is 4/4.

- System 1 (Measures 1-5):** The first staff begins with a piano (*p*) dynamic. The melody consists of quarter and eighth notes. The bass staff features whole notes: C2 (below the staff), F#2, C3, F#2, and C3.
- System 2 (Measures 6-9):** The first staff continues the melody, with a slur over measures 8 and 9. The bass staff has whole notes: C3, F#2, C3, and a half note G#2.
- System 3 (Measures 10-13):** The first staff continues the melody. The bass staff features a triplet of eighth notes in measures 10-12, followed by a quarter note in measure 13. The dynamic is marked *mp* (mezzo-piano).
- System 4 (Measures 14-16):** The first staff continues the melody. The bass staff features a triplet of eighth notes in measures 14-15, followed by a quarter note in measure 16.

Sabbatical Report Cover Sheet

Joel Murphy, SBVC

A. Executive Summary:

This sabbatical to study critical thinking and how to teach it has had many twists and turns, from taking classes in Philosophy at CSULB to adopting a new textbook to teach English 101. As one of my professors at CSULB said, "We cannot simply check a box and say that students now understand critical thinking—it is something we have to build and analyze every day."

B. Purpose of this presentation/report:

To show how what I learned on my sabbatical is being applied in the classroom and engaging students.

C. What are the outcomes and next steps?

I have just adopted a new text for English 101 entitled Current Issues. My plan now is to learn by trial and error how best to use the text to teach critical thinking. Central to this text and to CT are teaching the concept of argument. We have been working on finding arguments in readings and then analyzing them. Students have also begun to create their own arguments and evaluate them.

My next step will be to create a Canvas shell with CT activities to share with other English instructors. I will continue to investigate best practices for teaching CT in online classes. This situation requires more detailed Canvas activities and finding new and better tools to reach online students in terms of CT.

I also plan on sharing my Canvas shells with other faculty to engage them and receive feedback.

I also will be taking more classes at CSULB to continue to reinvigorate my teaching of critical thinking.

D. What can the Board do to help?

By continuing to offer sabbaticals; by overseeing the fair and objective sabbatical policy that we now have; and by practicing the use of critical thinking and argument in all district decision-making!

Post-Sabbatical Leave Report

Joel Murphy, Associate Professor of English

San Bernardino Valley College

Sabbatical: Fall 2022

Achievements resulting from Sabbatical:

As Dr. Smith, recently retired from our research office, used to say: we learn from our failures. My conception of how to address critical thinking was flawed in many ways, as I found out from my colleagues in the English Department, College of the Desert, Long Beach CC, and Long Beach St colleagues. Critical thinking cannot be fairly assessed by a pre- or post-test. CT is something we need to work on each day. Thus, my sabbatical plan was seriously flawed in many ways.

Benefits to our students:

The 3 English 101 classes and one section of English 087 are getting a boatload of critical thinking activities on a weekly basis: from readings in one of the most difficult texts available to teach English 101, to studying dozens of logical fallacies, to creating arguments with presumes and conclusions, to understanding the difference between a valid and sound argument, to asking "What is your argument?" to analyzing complex articles for a thesis and evidence; to seeing how a sound argument differs from writing an academic essay; to using research tools to find peer-reviewed articles; to distinguishing between propaganda (say, on social media or cable tv) and substantiated claims, our students are now engaged in critical thinking on a regular basis, online or in a face-to-face class.

Benefits to our college:

I have begun discussions with both the English and Philosophy Departments at Valley in how best to teach critical thinking. At least two textbooks for English 101 engage students in terms of critical thinking, and as I am now using both textbooks, I will be able to determine the results of the texts. The course is, however, taught by a faculty member and not just a text, so the pedagogical work needs to be done as well and assignments addressing critical thinking need to be created. Canvas is certainly useful in sharing modules or week assignments using critical thinking. I am testing out these modules this semester on 3 sections of English 101. I plan on sharing these Canvas modules with interested English and Philosophy faculty.

Benefits to faculty member:

As a result of this sabbatical, I have changed textbooks for English 101 and have had to rethink and redo most of my Canvas shells to engage students in critical thinking. I now ask students and even colleagues, "What is your argument?" instead of "That is a valid point." I continue to take philosophy classes at Cal State Long Beach and realize that I have so much to learn. At age 60, I am truly trying to be a lifetime learner, but it is oh so very difficult. I have also been finding myself very sympathetic to our new students at Valley who come to us not knowing what we teachers are getting at sometimes.

I would like to thank the board, and our union for negotiating sabbatical leave, and for allowing me to complete this project. It has in sum been an eye-opening experience for me and a rejuvenating one as well.



BOARD OF TRUSTEES

Meeting Minutes – October 19, 2023 (Submitted for board approval 11/09/23)

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

Livestream: <https://www.youtube.com/@sanbernardinocommunitycoll42/streams>

Meeting materials: www.sbccd.edu/govenda

MEMBERS PRESENT	ADMINISTRATORS PRESENT
Stephanie Houston, Chair Anne L. Viricel, Vice Chair John Longville, Trustee Gloria Macías Harrison, Trustee Frank Reyes, Trustee Michelle Ly, CHC Student Trustee (advisory) Dyami Ruiz-Martinez, SBVC Student Trustee (advisory)	Diana Z. Rodriguez, Chancellor Kevin Horan, CHC Vice President Linda Fontanilla, SBVC Interim President Kristina Hannon, VC Human Resources & Police Services Nohemy Ornelas, VC Educational & Student Support Services Angel Rodriguez, Associate VC Gov't Relations & Strategic Communications
MEMBERS ABSENT	ADMINISTRATORS ABSENT
Joseph R. Williams, Clerk Nathan Gonzales, Trustee	Jose F. Torres, Executive Vice Chancellor

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Houston called the meeting to order at 4:00 PM. Student Trustee Ruiz-Martinez led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Amy Avelar	Gerarda Costello	Jessy Lemieux
Tara Walker	Eliseo Lara	Ela Lara
Roberta Fuentes	Jourdan Ferguson	

III. PRESENTATIONS

A. SBCCD Police Officer Pinning Ceremony

- Officer Mark Cyr, pinned by wife Elizabeth Cyr
- Officer Brian Molina, pinned by fiancée Lisa Harris
- Officer Edwin Carbajal, pinned by wife Jocelyn Carbajal
- Officer Aaron Tang, pinned by Crystal Garcia

Police Chief Jackson introduced the new officers and administered the Oath.

B. Sabbatical Completion Reports

- Joel Murphy (Fall 2022) – Sabbatical project was to study critical thinking. A written report was provided.
- Scott Rippey (Spring 2023) – An oral report was given. The purpose of sabbatical was to create a collection of Directed Learning Activities in mathematics for students at Crafton Hills College that allows students to practice a concept or skill.
- Jeremiah Gilbert (Spring 2023) – Sabbatical project was to review several area colleges to identify best practices for SBVC's mathematics department to consider with the implementation of AB 705. A written report was provided,

C. Dual Enrollment Update

Vice Chancellor Ornelas presented an update on the Dual Enrollment program with a primary emphasis on Strategic Goal 1, which is to eliminate barriers to student access and success. The presentation highlighted key points as follows:

- Increasing Student Enrollment: The goal is to increase student enrollment by promoting a college-going culture through intentional community outreach and providing clear communication regarding educational pathways.
- Dual Enrollment Headcount: Data showed the headcount of students participating in Dual Enrollment over a seven year period. In 2017, dual enrollment was 326 and by August 2023, it grew to 1,754 students.
- Dual Enrollment FTES (Full-Time Equivalent Students): The presentation displayed the FTES for fall semesters, reaching 290.3 as of August 30, 2023.

Trustee Viricel left the meeting at 5:05pm.

IV. APPROVAL OF MINUTES

A. 2023-09-14

Motion: to approve the 09/14/23 minutes.

Moved by Trustee Longville Seconded by Trustee Longville

Roll call vote: AYES: Harrison, Houston, Longville, Reyes, Ly (advisory), Ruiz-Martinez (advisory)
NOES: None

Motion passed

V. RECOGNITION/CELEBRATIONS

A. Applause Cards

The Board recognized applause recipients for extending extra effort to provide quality service and valued assistance.

VI. ACTION AGENDA

A. Board Policies for Final Approval

Motion: to approve the Board Policies for second reading and final approval and receive administrative procedures for information and review for consistency with Board policies.

- 2210 Officers
- 2725 Board Member Compensation

Moved by Trustee Harrison. Seconded by Trustee Reyes.

Roll call vote: AYES: Harrison, Houston, Longville, Reyes, Ly (advisory), Ruiz-Martinez (advisory)
NOES: None

Motion passed

B. Resolution #2023-10-12-SBVC-01-Child Care

Motion: to adopt Resolution #2023-10-12-SBVC-01 authorizing a change in contact person for the San Bernardino Valley College Child Development Center.

Moved by Trustee Longville. Seconded by Trustee Reyes.

Roll call vote: AYES: Harrison, Houston, Longville, Reyes, Ly (advisory), Ruiz-Martinez (advisory)
NOES: None

Motion passed

C. Resolution #2023-10-19-BFS-01 Authorizing the Issuance of the SBCCD (San Bernardino and Riverside Counties) Election of 2008 General Obligation Bonds, Series E

Motion: to adopt Resolution #2023-10-19-BFS-01 authorizing the issuance of San Bernardino Community College District (San Bernardino and Riverside Counties, California) Election of 2008 General Obligation Bonds, Series E, and actions related thereto.

Moved by Trustee Harrison. Seconded by Trustee Reyes.

Roll call vote: AYES: Harrison, Houston, Longville, Reyes, Ly (advisory), Ruiz-Martinez (advisory)
NOES: None

Motion passed

D. Resolution #2023-10-19-BFS-02 Authorizing the Issuance of the SBCCD (San Bernardino and Riverside Counties) Election of 2018 General Obligation Bonds, Series B

Motion: adopt Resolution #2023-10-19-BFS-02 authorizing the issuance of San Bernardino Community College District (San Bernardino and Riverside Counties, California) Election of 2018 General Obligation Bonds, Series B, and actions related thereto.

Moved by Trustee Reyes. Seconded by Trustee Harrison.

Roll call vote: AYES: Harrison, Houston, Longville, Reyes, Ly (advisory), Ruiz-Martinez (advisory)
NOES: None

Motion passed

VII. CONSENT AGENDA

- A. Instruction/Student Services
 - 1. Curriculum - CHC
- B. Human Resources
 - 1. Adjunct and Substitute Academic Employees
 - 2. Appointment of District Employees
 - 3. Appointment of Interim Managers
 - 4. Classified Job Descriptions and Revision to Classified Salary Schedule
 - 5. Employee Promotions
 - 6. Grant Sabbatical Leaves for the 2024-2025 Academic Year
 - 7. Non-Instructional Pay
 - 8. Payment of Stipends
 - 9. Updated DSO Reorganization
 - 10. Revise Rates of Pay for Professional Expert and Short-Term Employees
 - 11. Salary Placement for Executive Managers
 - 12. Tentative Agreement with the CTA
- C. Business & Fiscal Services
 - 1. Alcoholic Beverages
 - 2. Contracts at or Above \$109,300
 - 3. District College Expenses
 - 4. Individual Memberships
 - 5. Surplus Property and Authorization for Private Sale or Disposal
- D. Facilities
 - 1. Award Bid #CC01-3610-24 and Contract for SBVC Biology Garden Expansion Project
 - 2. Award Bid #CC02-3626.03.02 and Contract for CHC Campus Accessibility and Site Improvement Phase 2 Project
 - 3. Master Services Agreements and Task Orders for Bond Construction

Motion: [approve Consent Agenda items as presented](#)

Moved by Trustee Longville Seconded by Trustee Harrison.

Roll call vote: AYES: [Harrison, Houston, Longville, Reyes, Viricel, Ly \(advisory\), Ruiz-Martinez \(advisory\)](#)
NOES: [None](#)

Motion passed

VIII. REPORTS

Brief oral reports were provided. All written reports are uploaded and can be referenced at www/sbccd.edu/Govenda

- A. Board Committee & Activity Reports
 - 1. Board Finance Committee (BFC) – A written report was submitted.
 - 2. Board Legislative Committee (BLC) - Trustee Reyes provided a brief report.
 - 3. Board Policy & Procedures Ad-Hoc Committee (BPPAC)
- B. Regional and State Reports
 - 1. Board of Governors (BOG) – Trustee Williams gave a brief report.
 - 2. Women's Caucus – No report
 - 3. Joint Powers Authority – No report
- C. Chancellor's Report
 - 1. Goal 2 Status Report
- D. Represented Groups
 - 1. Crafton Hills College Academic Senate – Meridith McLaren gave a brief report.
 - 2. Crafton Hills College Classified Senate – Karen Peterson gave a brief report.
 - 3. Crafton Hills College Associated Students – Angelic Cuevas gave a brief report of the written report provided.
 - 4. San Bernardino Valley College Academic Senate – John Feist gave a brief report.
 - 5. San Bernardino Valley College Classified Senate – Ernest Guillen gave a brief report.
 - 6. San Bernardino Valley College Associated Students – Nelva Ruiz-Martinez gave a brief report.
 - 7. CSEA – Mary Valdemar gave a brief report.
 - 8. CTA – Ed Gomez gave a brief report.
 - 9. Police Officers Association – Officer Quigley provided a brief report of the written report provided.

E. Staff Reports

1. San Bernardino Valley College President – Interim President Linda Fontanilla gave a brief report.
2. Crafton Hills College President –President Kevin Horan gave a brief report.
3. Executive Vice Chancellor – Executive Vice Chancellor Jose Torres shared a video and provided a brief report.
4. Vice Chancellor of Human Resources & Police Services – Vice Chancellor Kristina Hannon provided a brief report.
5. Vice Chancellor of Educational & Student Support Services – Vice Chancellor Nohemy Ornelas gave a brief report.

VIII. INFORMATION ITEMS

- A. Annual Security Report
- B. Board Master Action Planning Calendar
- C. Board Policies for First Reading
- D. Budget Revenue & Expenditure Summary
- E. Construction Change Orders and Amendments - Bond
- F. Construction Change Orders and Amendments - Non-Bond
- G. Construction Contracts Below \$60,000
- H. Contracts Below \$109,300
- I. General Fund Cash Flow Analysis
- J. MOUs between SBCCD and the CSEA
- K. 2023-24 Policies & Procedures Review List
- L. Professional Expert Short-Term and Substitute Employees
- M. Purchase Order Report
- N. Resignations
- O. 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. Conference with Labor Negotiator
Government Code 54957.6
Agency Representative: Mark Thompson, Atkinson, Andelson, Loya, Ruud & Romo
Unrepresented Employee: Chancellor
- C. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957 (2 cases)
- D. Conference with Legal Counsel – Anticipated Litigation
Government Code 54956.9(d)(2) (1 case)
- E. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1) (3 cases)
Workers Compensation Claim #599150
Workers Compensation Claim #525007
- F. Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
Title: Chancellor

X. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no public comments.

XI. CONVENE CLOSED SESSION

The Board convened to closed session at 6:05 p.m.

XII. RECONVENE PUBLIC MEETING

Chair Houston reconvened the public meeting at 6:35 p.m.

XIII. REPORT OF ACTION IN CLOSED SESSION

- On October 19, 2023, the Board unanimously took action to not re-employ the Social Science Division Dean, San Bernardino Valley College, for the 2024-2025 academic year and to send notice to management employee #505.
Board members present: Houston, Harrison, Longville, Reyes
Board members absent: Gonzales, Williams, Viricel
- On October 19, 2023, the Board unanimously took action to approve settlement of Workers Comp Claim #525007 with employee #28284
Board members present: Houston, Harrison, Longville, Reyes
Board members absent: Gonzales, Williams, Viricel

XIV. ADJOURNMENT

The next meeting of the Board: Business Meeting
November 9, 2023 at 4:00 PM
SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA
Chair Houston adjourned the meeting at 6:37 p.m.

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: November 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 and included in the board 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.



APPLAUSE CARDS

Submitted for Information November 9, 2023

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Rebecca	Abeyta	Counseling	Thank you for always stopping what you're doing to answer a question or help me with something. I appreciate all your help!	Krista Ornelas-Mora
Crafton Hills College	Willie	Blackmon	Outreach and Partnerships	Willie provides support to RUSD for our ever growing Dual Enrollment program. We appreciate how easy it is to work with him and how he is responsive to our needs.	Julie Swan, Redlands Unified School District
Crafton Hills College	Rejoice	Chavira	Counseling	Thank you for being faithful to attend PPAC and share information with APIA. We so appreciate you and your dedication!	Asian and Pacific Islander Association
Crafton Hills College	Maria	Davila	Counseling	Maria always goes above and beyond to help students. She is always kind, patient and caring. We are blessed to work with her.	Rebecca Abeyta
Crafton Hills College	Riane	Ferras	Tutoring Center	She makes the place feel warmly welcoming and she asks how my days have been anytime I see her. It's cool.	Benjamin Lopez
Crafton Hills College	Moises	Gonzales	Custodial	Thank you so much for your generous help during Club Rush with the Health Sciences Club (HSC). The students and advisors of HSC is so grateful for the help and really appreciated you.	Sam Truong
Crafton Hills College	Joshua	Orosco	Custodial	Thank you so much for your generous help during Club Rush with the Health Sciences Club (HSC). The students and advisors of HSC is so grateful for the help and really appreciated you.	Sam Truong
Crafton Hills College	Kevin	Palkki	Theater	Thank you for the help in the scene shop.	The Theater Students

APPLAUSE CARDS

Submitted for Information November 9, 2023

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
DSO	Mark	Cyr	Police Department	Cyr conducted a follow up investigation and located a burglary suspect in a locked SBVC room. Arrest was made.	SBCCD PD Management
DSO	Sargeant	Owens	SBCCD Police	Compassionate, smart, understanding, respectful, well spoken, respectful, and just downright solid in my eyes and I'm sure many others. Thank you Sarg.	Thomas James Heward
San Bernardino Valley College	Patrice	Hollis	Financial Aid	Patrice was so patient and informative when I had questions for Financial Aid. Thank you for helping me out, Patrice!	Corrina Baber
San Bernardino Valley College	Dr. Craig	Luke	Valley Bound Commitment/First Year Experience	Mr. Luke did an amazing job of clarifying the goals I as the student in the Valley Bound Program must complete to continue being in the program. He also did a good job at making the environment a comfortable environment.	Bernardo Carrazco
San Bernardino Valley College	Jesus	Nolasco	Math / Statistics	I have attended tutoring in the Liberal Arts building and Professor Nolasco is always helpful and patient.	Desiree Williams
San Bernardino Valley College	Kay Dee	Yarbrough	Office of Instruction	She is an employee that works with all to find the solution & get the tasks accomplished. She has been helpful for the development of Curriculum. Thank you!	Tricia Holder

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 & Payroll Services

DATE: November 9, 2023

SUBJECT: Retirement Recognition

RECOMMENDATION

This item is for information only.

OVERVIEW

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

Bernnae Thomure, Administrative Clerk, SBVC

Bernnae Thomure has submitted a letter of intent to retire effective November 1, 2023 after 8½ years of service with the District. Bernnae began her career at SBVC as a Clerical Assistant II and then became an Administrative Clerk in 2017 in the Student Accessibility Services Department, where she remained for the entirety of her career.

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

SBCCD GOALS

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: November 9, 2023

SUBJECT: Consideration of Approval of the SBCCD 2023 Sustainability Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve the SBCCD 2023 Sustainability Plan as presented.

OVERVIEW

We are pleased to present the attached SBCCD 2023 Sustainability Plan which has been developed through a collaborative process involving input and approval from all constituency groups. This plan reflects the vision and ideas of our campus community, ensuring that we continue to lead the way in sustainable practices.

In 2012, SBCCD completed its previous Sustainability Plan which laid the groundwork for substantial progress in implementing sustainability initiatives across our campuses. Over the past decade, both state and federal governments have introduced numerous sustainability-related legislations, elevating the standards and expectations.

Today, it is imperative for us to build upon the achievements of the last ten years. To accomplish this, we are introducing a new set of goals and initiatives that not only are attainable but also push the boundaries of innovation in sustainability.

ANALYSIS

The Sustainability Plan will allow staff to pursue the outlined initiatives and allocate resources strategically at each campus and districtwide. This allocation will facilitate the achievement of goals in carbon mitigation, energy, water, transportation, and materials, while also fostering ongoing engagement, transparency, and education.

It is essential to note that this plan is dynamic – a "living document" designed to adapt to evolving standards, technological advancements, and community feedback. This plan positions us to set a compelling example for other educational institutions, solidifying SBCCD's leadership role in sustainability.



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

As initiatives are implemented there could be future budget implications that we will be addressed on a case-by-case basis and brought to the Board in the appropriate manner.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT SUSTAINABILITY PLAN



May 2023

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CHANCELLOR'S MESSAGE



Dear SBCCD Community,

As we approach our centennial milestone of serving this wonderful community, we're thrilled to announce our bold steps towards creating a greener future. The truth is, the quality of our air, water, and the cleanliness of our community is in our hands.

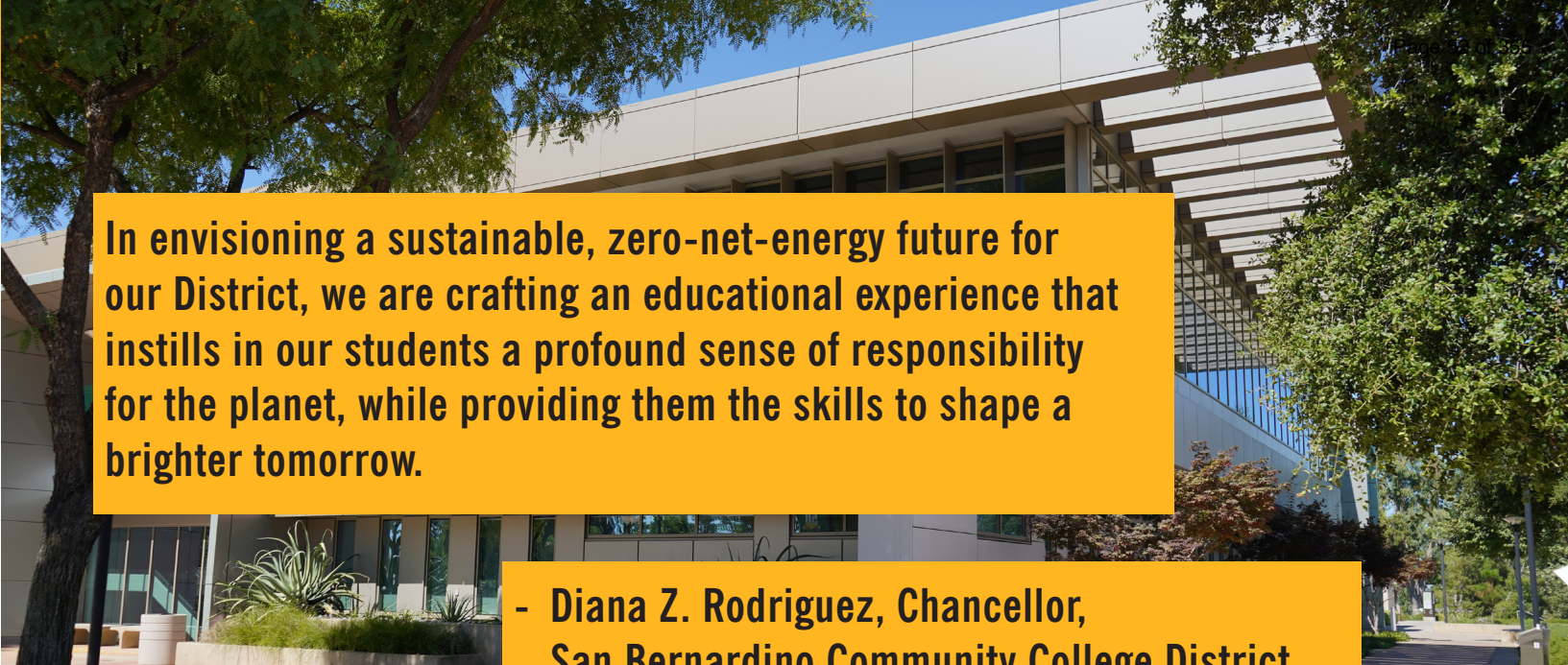
Our daily actions are the key to our well-being, and that's why we're excited to unveil the San Bernardino Community College District sustainability plan. This plan is our roadmap to the healthier future we all aspire to. It will guide us as we modernize our facilities, build new classrooms, and maintain

our campus landscapes. Our goal is clear: we're committed to reducing our carbon footprint, minimizing landfill waste, and lowering our energy consumption.

I want to express my heartfelt gratitude to our remarkable faculty, staff, students, and community partners who have played a pivotal role in shaping this dynamic plan. With your innovative spirit and unwavering support, I am confident that we will turn our vision of a sustainable future into reality.

Sincerely,

Diana Z. Rodriguez
Chancellor
San Bernardino Community College District




- Diana Z. Rodriguez, Chancellor,
San Bernardino Community College District




EXECUTIVE SUMMARY

San Bernardino Community College District (SBCCD) recognizes the need to take a leadership role on sustainability both within its local community as well as within the network of community colleges. SBCCD has undertaken a thorough strategic sustainability planning process to establish a set of sustainability goals to guide future operations at SBCCD. In alignment with State goals and the State Chancellor’s Office, the 24 goals in carbon mitigation, energy, water, transportation, materials, as well as, ongoing engagement and transparency, and education will provide a structure and direction for sustainable actions at SBCCD.




CARBON MITIGATION

- ▶ Achieve carbon neutrality for scope 1 and 2 emissions by 2035. Manage scope 3 emissions through the implementation of a Sustainability Task Force



ENERGY


- ▶ Continue to expand existing building efficiency efforts including retro-commissioning and benchmarking
- ▶ Maximize the amount of on-site renewable energy generation
- ▶ Move towards an all-electric approach for new construction and major renovations
- ▶ Conduct a zero-net-energy (ZNE) campus feasibility study and implement initiatives to move towards a ZNE district, starting with Valley College
- ▶ Consider establishing a Community Resilience Hub on each campus
- ▶ Collaborate with local utilities and other organizations to maximize cost-effectiveness of energy initiatives
- ▶ Consider conducting outdoor classes to minimize energy consumption and promote sustainability
- ▶ Implement “smart” building systems to reduce energy consumption



WATER


- ▶ Improve indoor water efficiency for existing buildings and new construction
- ▶ Utilize native and adaptive vegetation to minimize irrigation water use
- ▶ Expand the use of alternative water supplies to reduce potable water use
- ▶ Reduce potable water use by 25% by 2030
- ▶ Establish partnership with the local water district to promote implementation of best practices and education about the local water cycle and ecosystem

The initiatives that are included in this report to support the realization of these goals were arrived at through stakeholder engagement from the student body, faculty, staff, and facility personnel. Discussion of the specific initiatives and action items to be implemented in pursuit of these sustainability goals can be found in the detailed discussion of each sustainability pillar later in this document. These initiatives are also consolidated in Appendix A: Sustainability Goals Matrix, intended as a quick reference document.




TRANSPORTATION

- ▶ Establish a transportation demand management plan to encourage alternative modes of transport and reduce single-occupancy vehicles (SOVs) demand
- ▶ All new purchases of fleet vehicles shall be zero emissions by 2025, to achieve a full conversion of the fleet by 2035
- ▶ Install electric vehicle (EV) charging infrastructure to promote the use of EVs within the local community




MATERIALS

- ▶ Reduce waste going to landfill by 50% by 2035
- ▶ Increase procurement of sustainable products and services by 25% by 2030, on a cost basis



ONGOING ENGAGEMENT AND TRANSPARENCY

- ▶ Track and report ongoing sustainability performance against goals every five years starting in 2025
- ▶ Utilize social media, newsletters, KVCR, and a new student-led sustainability organization to regularly engage the campus community about initiatives and sustainable behaviors
- ▶ For all new construction and major renovations over 30k sqft, achieve CALGreen Tier 1 and LEED Gold at a minimum, and CALGreen Tier 2 and LEED Platinum where possible



EDUCATION

- ▶ Enhance curricular educational opportunities for sustainability
- ▶ Establish both campuses as a living laboratory by using sustainability initiatives as an opportunity for hands-on learning

PURPOSE OF THE PLAN

The vision for sustainability within the San Bernardino Community College District revolves around enhancing its educational system by incorporating a threefold commitment to sustainability: environmental, social, and economic. It aims to ensure that SBCCD becomes a leader in implementing sustainable practices that positively impact not only our campus but also our wider community. The long-term plan aims to advance all facets of the district's operations, promoting a balanced growth that respects our planet, benefits our community, and ensures economic viability.

ABOUT THE PLAN

Sustainability Planning Process

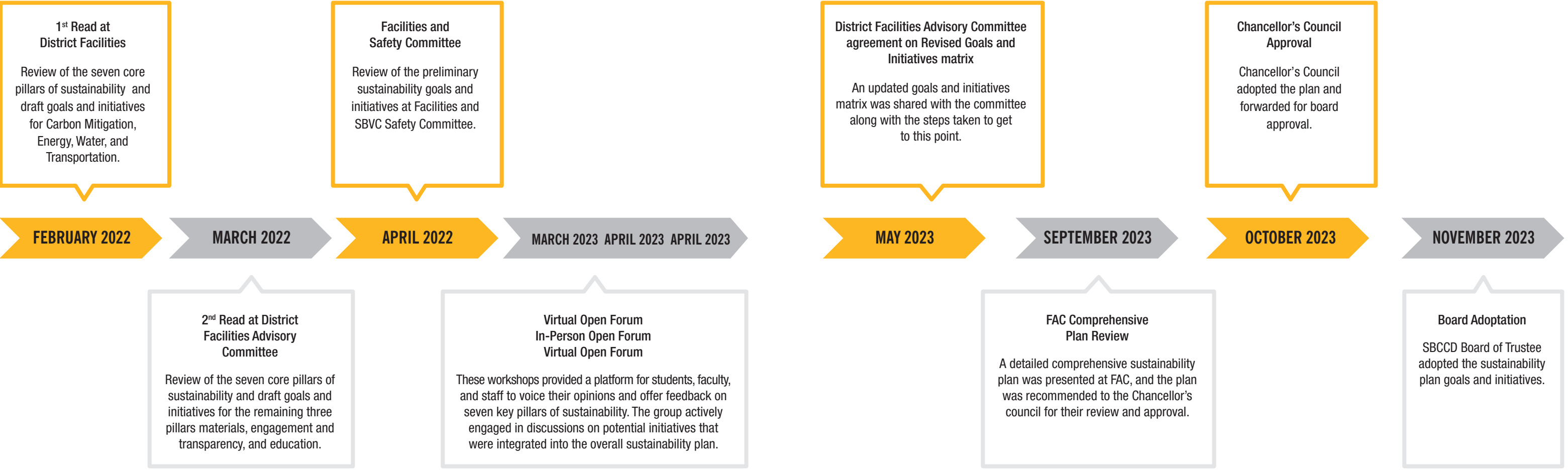
This Sustainability Plan serves as a strategic blueprint devised for the San Bernardino Community College District (SBCCD), including its two colleges—San Bernardino Valley College (SBVC) and Crafton Hills College (CHC). The plan is the result of a collaborative process involving diverse stakeholders represented by students, faculty, and staff, all committed to enhancing sustainability across the district.

The district engaged the services of ARUP U.S. to assist in the creation and development of the plan. ARUP played a pivotal role in facilitating an inclusive process, encouraging constructive dialogue and exchange of

ideas among all the stakeholders. The result is a comprehensive and forward-thinking plan that reflects the collective input and vision of the entire SBCCD community.

Embarking on this endeavor, the San Bernardino Community College District (SBCCD) set its sights on establishing a comprehensive and robust blueprint for sustainability efforts. This framework:

- Synchronizes with the Climate Action and Sustainability Framework laid out by the Board of Governors for the California Community Colleges, thus fostering alignment and unity in our environmental goals.
- Positions SBCCD for competitive advantage in procuring future funding, thereby ensuring we can sustain and expand our sustainability initiatives.
- Highlights the proactive role SBCCD has undertaken in sustainability stewardship, demonstrating our commitment to preserving and enhancing the environment.
- Incorporates a sustainability component into the Bond program, ensuring that our infrastructure improvements are grounded in green principles.



DESCRIPTION OF SBCCD

San Bernardino Community College District (SBCCD) is one of 72 community college districts within the California Community College system, the largest educational system in the world, which encompasses 112 community colleges. SBCCD serves 27,000 students at its Crafton Hills College and San Bernardino Valley College campuses. SBCCD has an 85-year history of providing its community and students with quality and affordable vocational certificates, associate degrees, and preparation for transfer to a four-year college or university through San Bernardino Valley College (SBVC) and Crafton Hills College (CHC).

Beyond academic excellence, SBCCD plays a pivotal role in the community’s development through its Economic Development and Corporate Training Division (EDCT) and KVCR TV-FM. These initiatives not only foster professional growth but also disseminate enriching cultural and educational information, benefiting the broader community as a whole.

SBCCD continues to foster growth, innovation, and success for both its students and the wider community, making a profound and lasting impact on the region it serves.

HISTORY OF SUSTAINABILITY AT SBCCD

The District has a long-standing history of exhibiting sustainable innovation, and these efforts have only accelerated in recent years. In 2012, the Board of Trustees approved our first sustainability plan which included seven goals.

SBCCD Sustainability Plan 2012 Goals

- 1 Create a campus-wide culture of sustainability
- 2 Incorporate sustainability into the development of new and renovated facilities
- 3 Invest in renewable energy and energy efficiency programs
- 4 Develop a more sustainable transportation system
- 5 Develop a more sustainable system for the purchase of supplies and materials
- 6 Enhance curricular educational opportunities for sustainability
- 7 Establish a commitment to climate action



To meet these goals SBCCD has:

- 1 Implemented the district-wide energy conservation strategies, such as upgrades to mechanical equipment and lighting retrofits.
- 2 In 2018, the District utilized Proposition 39 funds to retrofit its headquarters, turning it into California’s first Zero Net Energy building in the community college system.
- 3 SBCCD has demonstrated its commitment to green architecture by designing and constructing 10 LEED-certified buildings throughout the district, with more underway.
- 4 Public access to an Energy Dashboard allows the community to track the District’s electricity, gas, and water consumption, promoting transparency and accountability.
- 5 SBCCD has minimized turf areas to conserve water and reduce maintenance demands, contributing to efficient resource management.
- 6 Through the effective management of heating and cooling systems, the District has been able to significantly reduce its overall energy consumption.
- 7 SBCCD incorporates operable walls in its designs to adjust room sizes and layouts based on occupancy requirements, thus enhancing functional efficiency and energy conservation.
- 8 An integrated pest control program combining preventive measures and non-toxic products is in place to ensure environmental safety.
- 9 Crafton Hills College (CHC) employs an intelligent irrigation system that waters plants only when necessary, optimizing water usage.
- 10 CHC uses non-potable water for non-drinking purposes, effectively lowering the demand for treated water.
- 11 The District’s exterior and interior lighting systems employ controls to adjust brightness based on occupancy and natural light, resulting in energy savings.
- 12 The installation of sub-metering across the colleges enables the monitoring of energy usage in specific areas, allowing for the identification and rectification of energy inefficiencies.
- 13 A 1.3 MW concentrating solar power system installed at Crafton Hills College offsets 4 million pounds of carbon dioxide equivalent emissions annually while also saving on utility costs.
- 14 SBCCD’s dedication to sustainability has earned it 19 accolades from organizations like the California Higher Education Sustainability Conference (CHESC) and the US Green Building Council – Los Angeles (USGBC-LA).



A VISION OF SUSTAINABILITY AT SBCCD

SBCCD’s vision of sustainability is centered around meeting the needs of the present while safeguarding future generations, encompassing the environmental, social, and economic spheres. This involves:

- The institution recognizes that focusing solely on environmental efforts is insufficient for achieving true sustainability and therefore aims to enhance its education system across all three sustainability dimensions.
- SBCCD is committed to affordability in education for its diverse communities, ensuring that sustainability initiatives do not impose excessive costs that compromise the accessibility of education.
- Sustainability investments are carefully evaluated to ensure a reasonable return on investment, maintaining economic sustainability for future operations.
- Equity is a fundamental aspect of SBCCD’s sustainability vision, and all commitments are designed to address equity issues and create opportunities for everyone within the SBCCD community.
- Stakeholder engagement and inclusivity are important to ensure that decisions made align with SBCCD’s vision for sustainability and benefit all involved parties.

Return on Investment (ROI) Consideration

To gauge the economic aspect of SBCCD’s sustainable development vision, a complete life-cycle cost analysis (LCCA) shall be performed for each sustainability measure. The intent of the LCCA is to determine if the return on investment (ROI) is reasonably lower than the expected useful life of the sustainability measure from cradle to grave. This cost-effectiveness test will allow SBCCD to prioritize programs by assessing both their co-benefits and cost-benefits. Even if the program is not cost-effective, SBCCD, on a case-by-case basis, will assess whether the co-benefits associated with a sustainability measure are worth the added costs. This ROI consideration process provides SBCCD with the information necessary to make strategic investment decisions that maximizes benefits to its stakeholders with efficient use of taxpayer dollars.

POLICY DRIVERS

The State of California is a nationwide leader in sustainability. The political environment in California encourages, and at times mandates, sustainable action through progressive and established regulations. Below are a few key pieces of legislation that informed and helped shape SBCCD’s sustainability goals.

STATE POLICIES

California Global Warming Solutions Act of 2006: Emissions Limit, Senate Bill 32¹

The bill designates the State Air Resources Board as the authority to monitor and regulate statewide greenhouse gas emissions such that State greenhouse gas emissions are capped to 1990 levels by 2020, and 40% below 1990 levels by 2030, with a long-term policy goal (not mandated) of reaching 80% below 1990 levels by 2050.

Senate Bill 100: Joint Agency Report²

Senate Bill 100 puts California on the path to a 100% clean grid by 2045. The bill mandates utilities to source 60% of its electricity from renewable sources by 2030, and 100% from carbon-free sources by 2045.

California Long-Term Energy Efficiency Strategic Plan³

First released in 2008 and updated in 2011, the California Public Utilities Commission (CPUC) adopted the Long-Term Energy Efficiency Strategic Plan. The California Energy Efficiency Strategic Plan sets forth ambitious policy goals for zero net energy (ZNE). It aims for all new commercial construction to be ZNE by 2030, and 50% of commercial buildings to be retrofitted to be ZNE by 2030.

Title 24, Part 11

Title 24, Part 11 is the California Green Building Code (i.e., CALGreen). Every three years, the building code sets progressively more stringent requirements on building energy and water efficiency for new buildings or major renovations. With the latest 2022 cycle that went into effect in January 2023, CALGreen continues to enforce requirements for on-site renewable energy generation and EV-charging capability as well.

Water Conservation Act of 2009, SB X7-7⁴

The Water Conservation Act of 2009 signs in to law the requirement for the State to achieve a 20% reduction in urban water consumption per capita by the end of 2020. The bill also required water suppliers to increase their water efficiency – mandating urban retail water suppliers to develop urban water use targets, and agricultural water suppliers to implement water efficiency measures. Signed in 2018, AB-1668 and SB-606 upheld the Water Conservation Act of 2009 and begun the process of establishing new, long-term goals. Several years of workshops run by the California Water Board have recommended similar conservation goals and their findings are expected to be codified in 2024.⁶

Recycled Water Policy⁶

The State Water Board adopted the policy goal to increase the use of recycled municipal wastewater in California from 714,000 acre-feet per year (afy) in 2015 to 1.5 million afy by 2020, and to 2.5 million afy by 2030. The policy focuses on increasing recycled water use at a utility-level, and the recycled water is intended to supply non-potable demands such as irrigation and process water.

Sustainable Communities and Climate Protection Act of 2008, Senate Bill 375^{7,8}

Senate Bill 375 focuses on limiting greenhouse gas emissions by reducing vehicle miles traveled and urban sprawl. The bill designates the California Air Resource Board (CARB) the authority to set regional targets for greenhouse gas emission reductions from passenger vehicle use. Under Senate Bill 150 – signed into effect in 2017 – CARB is required to report to legislature every four years to discuss regional emissions related to Senate Bill 375 implementation. For San Bernardino, which falls under the Southern California Association of Governments jurisdiction, CARB has outlined an 8% reduction in greenhouse gas emissions from passenger vehicles by 2020, and 19% reduction by 2035.

Low Carbon Fuel Standard⁹

The Low Carbon Fuel Standard, amended in 2019, is a market-based policy that requires refiners, blenders, producers and importers of transportation fuels to reduce the carbon intensity of the fuels they sell by 20% by 2030. Carbon intensity is a measure of the life-cycle greenhouse gas emissions associated with producing, distributing and consuming a fuel, calculated on a per megajoule of energy basis.

Innovative Clean Transit Regulation¹⁰

The Innovative Clean Transit Regulation requires all public transit agencies to achieve a full zero emission bus (ZEB) fleet transition by 2040. The regulation sets interim targets for a gradual transitioning to full ZEB conversion, requiring 25% of new bus purchases to be zero emissions by 2023, and 100% of new purchases to be zero emission by 2029.

California 75 Percent Initiative^{11, 12}

California has set a policy goal of achieving 75% recycling, composting and source reduction of solid waste by 2020. Two key laws were passed to help meet this goal. Released in 2011, Assembly Bill 341 requires all commercial businesses and public entities to establish a recycling program. Released in 2014, Assembly Bill 1826 mandates organic waste recycling for commercial facilities.

Buy Clean California Act¹³

The Buy Clean California Act applies to State agencies, University of California and California State University System. The Act requires these agencies and institutions to disclose the embodied emissions of select building materials used in new construction through submission of Environmental Product Declarations. Not only must they disclose the impacts of the materials, but the materials purchased cannot exceed lifecycle global warming potential limits set by the Department of General Services.

¹“Bill Text - SB-32 California Global Warming Solutions Act of 2006: emissions limit.” California Legislative Information, 2012, https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB32.
²“Bill Text - SB-100 California Renewables Portfolio Standard Program: emissions of greenhouse gases.” California Legislative Information, 2012, https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB100.
³Engage360. CA Energy Efficiency Strategic Plan. Jan. 2011, www.cpuc.ca.gov/WorkArea/DownloadAsset.aspx?id=5303.
⁴“Bill Text - SB-7.” Water.CA.gov, 2009, <https://water.ca.gov/LegacyFiles/wateruseefficiency/sb7/docs/SB7-7-TheLaw.pdf>.

⁵ California Water Boards’ Office of Research, Planning, and Performance. “Proposed Regulatory framework for Making Conservation a California Way of Life.” Board Workshop, March 23, 2023.
⁶State Water Resources Control Board. Water Quality Control Policy for Recycled Water. 2018, www.waterboards.ca.gov/board_decisions/adopted_orders/resolutions/2018/121118_7_final_amendment_oal.pdf.
⁷California Air Resource Board. Appendix A of Updated Final Staff Report Proposed Update to the SB 375 Greenhouse Gas Emission Reduction Targets. 2018, ww3.arb.ca.gov/cc/sb375/appendix_a_feb2018.pdf.
⁸California Air Resource Board. SB 375 Regional Greenhouse Gas Emissions Reduction Targets. 2018, ww3.arb.ca.gov/cc/sb375/finaltargets2018.pdf.
⁹California Air Resources Board. CARB Amends Low Carbon Fuel Standard for Wider Impact. Sept. 2018, ww2.arb.ca.gov/news/carb-amends-low-carbon-fuel-standard-wider-impact.
¹⁰California Air Resources Board. Innovative Clean Transit (ICT) Regulation Fact Sheet. May 2019, ww2.arb.ca.gov/resources/fact-sheets/innovative-clean-transit-ict-regulation-fact-sheet.
¹¹“Bill Text - AB-341 Solid Waste: Diversion.” California Legislative Information, 2012, leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201120120AB341.
¹²“Bill Text - AB-1826 Solid Waste: Organic Waste.” California Legislative Information, 2012, http://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB1826&search_keywords.
¹³Department of General Services. Buy Clean California Act. www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Buy-Clean-California-Act.



STATE CHANCELLOR OFFICE OF SUSTAINABILITY POLICIES

Updated in 2023, the California Community Colleges Chancellor's Office's Climate Action and Sustainability Goals adopted 8 subcategories defined by the Association for the Advancement of Sustainability in Higher Education's (AASHE) Sustainability Tracking, Assessment and Rating System (STARS) to align with the statewide sustainability goals outlined above. The STARS subcategories have been adopted in SBCCD's Sustainability Plan to align with the unique challenges within our campus community.

In addition to the categorical framework, the Chancellor's Office's defines performance goals that have guided the key performance indicators and goals to be pursued by SBCCD. These goals require a performance benchmark to be established in 2025 with progressive conservation goals to be achieved in 2030 and 2035.

These goals include:

- ▶ Reduce greenhouse gas emissions by 75% by 2030, relative to the 2025 baseline.
- ▶ All new buildings and major renovations will be ZNE ready and LEED or WELL gold certified by 2030, and certified Zero Carbon by 2035.
- ▶ Increase renewable energy consumption by 75% by 2030, relative to the 2025 baseline.
- ▶ Decrease energy usage intensity (EUI) by 25% by 2030, and 40% by 2035, relative to the 2025 baseline.
- ▶ Reduce potable water usage by 25% by 2030 and 50% by 2035, relative to the 2025 baseline.
- ▶ Reduce total material consumption by 10% by 2030 and 25% by 2035, relative to the 2025 baseline.
- ▶ Increase procurement of sustainable products and service by 25% by 2030 and 50% by 2035, relative to the 2025 baseline.
- ▶ Ensure 50% of new fleet vehicles and rolling stock are zero emissions vehicles by 2030, and 100% by 2035.
- ▶ Increase campus sustainable food practices by 20% by 2030, relative to 2025 baseline.



SBCCD SUSTAINABILITY PLAN 2023 GOALS

SBBCD’s sustainability vision is woven around a number of sustainability focus areas, under which high-level goals have been defined.



CARBON MITIGATION



MATERIALS



ENERGY



ONGOING ENGAGEMENT AND TRANSPARENCY



WATER

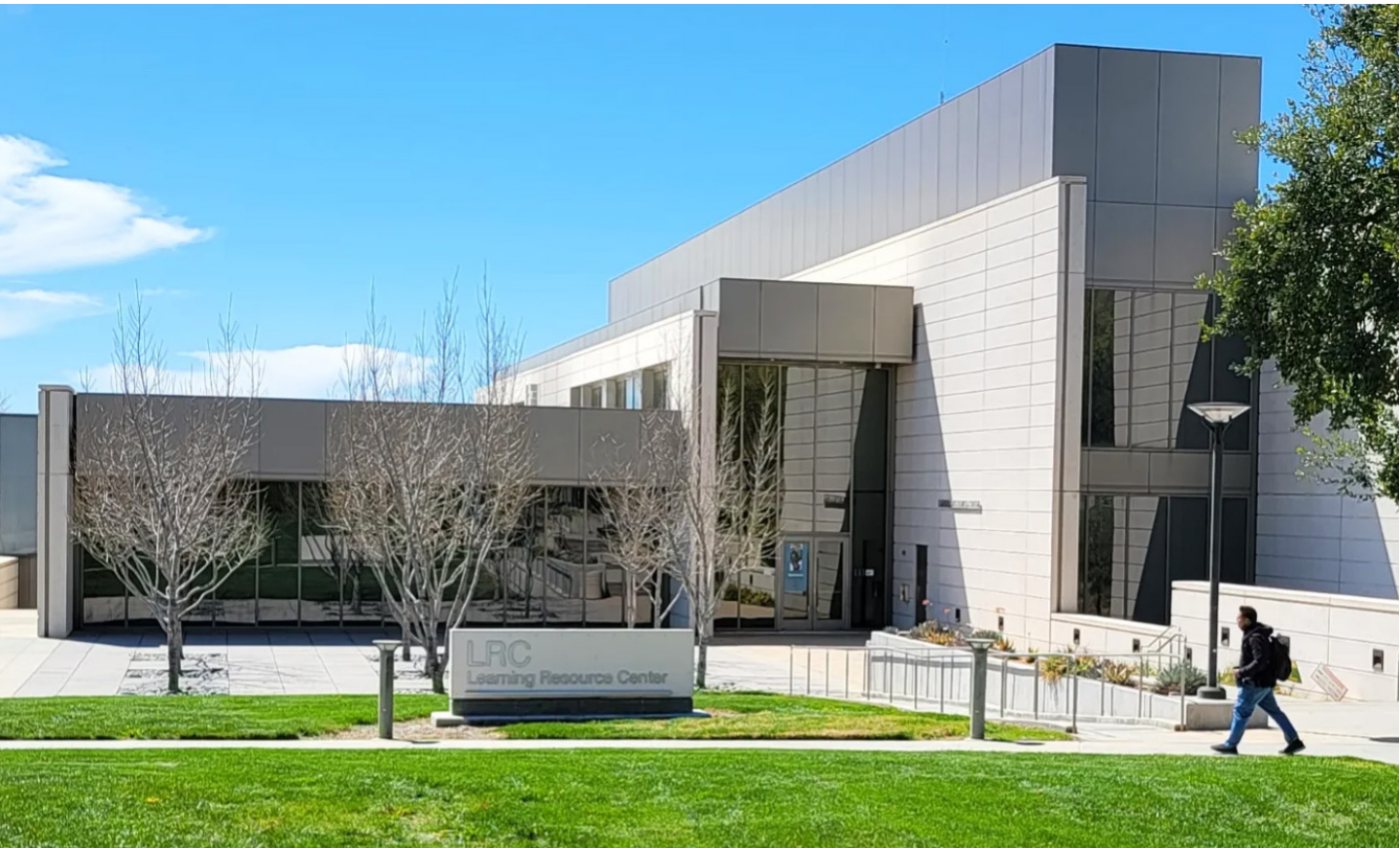


EDUCATION



TRANSPORTATION

Projects or initiatives that will help achieve the goals have started to be identified and are listed within this section. This Sustainability Plan is expected to be updated every five years and the initiatives and projects listed will continue to grow and change to reflect market trends, District needs, policy drivers, and the general landscape of sustainability. Within each goal, a key performance indicator (KPI) has also been included. It is expected that the KPI’s will be used to track progress towards goals in a consistent and transparent way.





1.0 CARBON MITIGATION

The first goal set by SBCCD is to align itself with State of California Climate Change goals by targeting carbon neutrality by 2035 for scope 1 and scope 2 emissions. This includes direct emissions within the District – natural gas combustion and emissions associated with District owned vehicles – and indirect emissions associated with imported electricity. Scope 3 emissions – indirect emissions associated with employee travel, waste, commuting, leased buildings and goods will be tracked and performance targets will be set by a new Sustainability Task Force made up with representatives of key SBCCD stakeholder groups. The main mission of the Sustainability Task Force is to promote operational sustainability at SBCCD.

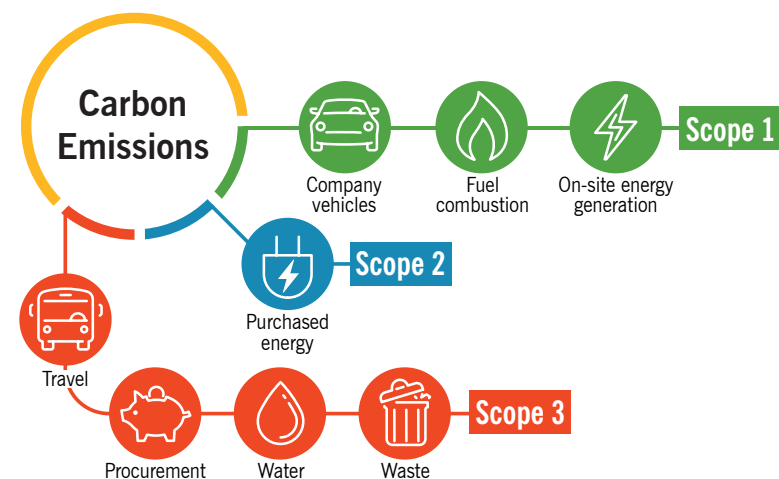
1.1 GOAL 1

Achieve carbon neutrality for scope 1 and 2 emissions by 2035. Manage scope 3 emissions through the implementation of a Sustainability Task Force

Key Performance Indicator: Greenhouse Gas Emissions, CO2e/yr

Key Initiatives

- ▶ 1.1.1 Complete a greenhouse gas inventory of all Scope 1, 2 and 3 emissions. Update every five years. Publicly share a comparative carbon footprint analysis with peer institutions to facilitate collaborative learning and foster regional impact awareness.
- ▶ 1.1.2 Complete a Climate Action Plan (CAP) to meet or exceed goals and provide a roadmap for achieving them.
- ▶ 1.1.3 Evaluate projects in a holistic, life-cycle means to understand the carbon footprint, life-cycle costs, opportunity cost of funds, and Return on Investment.



“EMPOWERING OUR STUDENTS STARTS

BY EMPOWERING OUR PLANET.

SUSTAINABILITY IS NOT JUST AN OPTION; IT’S OUR FUTURE.”





2.0 ENERGY

The operational energy use of buildings is responsible for almost a third of the global emissions.¹⁴ Playing such a large role in the district's carbon footprint, SBCCD has already undertaken numerous efforts in energy efficiency and renewable energy generation and has now pledged to 8 goals in pursuit of a clean and robust energy system. To eliminate emissions, reduce risk of supply cuts and rising energy costs, and maximize social benefits such as lower regional air pollution, SBCCD has tackled sustainable energy through a three-step approach:

- 1 Energy Efficiency**
Reduce the energy demand of the district through load reduction and building systems upgrades
- 2 Renewables**
Increase clean energy production on site
- 3 Offsite**
Increase the amount of off-site renewable energy generation used by the district

2.1 GOAL 1

Continue to expand existing building efficiency efforts including retro-commissioning and benchmarking

- Key Performance Indicator:** District-wide energy use intensity, kBtu/sqft
- Key Initiatives**
- ▶ 2.1.1 Conduct equipment inventory and benchmark the Energy Usage Intensity (EUI) of each building.
 - ▶ 2.1.2 Install building-level electrical sub-meters.
 - ▶ 2.1.3 Add sub-meters to measure major electrical loads (i.e. HVAC, lighting, and plug loads) in new construction and major renovation projects.

The first goal aims to reduce energy demands by increasing the energy efficiency of buildings throughout the district. This can be monitored with each iteration of the sustainability plan by measuring the district-wide energy use intensity, which is the amount of energy consumed by the district on a per-square-foot basis. To cost-effectively strategize where to implement energy efficiency efforts, SBCCD plans to expand its already comprehensive energy metering network and to add a sub-meter at each building and at its significant end-use energy users, where possible. Data gathered from this initiative will allow SBCCD to benchmark energy efficiency and carbon mitigation efforts, and to inform future initiatives through retrospective assessment of what strategies have proven most useful.

2.2 GOAL 2

Maximize the amount of on-site renewable energy generation

- Key Performance Indicator:** Annual on-site renewable energy generation, kWh/yr
- Key Initiatives**
- ▶ 2.2.1 Develop and implement a solar energy masterplan.
 - ▶ 2.2.2 Perform feasibility analysis to add battery storage along with renewable power.

The District has already taken large strides to increasing its on-site renewable energy generation, with a 1.3 MW concentrating solar power farm in Crafton Hills College. Efforts to capitalize on the solar potential of Valley College are already underway. SBCCD plans to develop a solar energy masterplan at Valley College that maximizes the amount of solar PV available, given space constraints, while also assessing its structural and financial feasibility. As shown by the existing solar farm at Crafton Hills College, on-site solar generation not only reduces emissions from its fuel mix, but also offers an opportunity for reduced annual operational costs. Battery Energy Storage Systems (BESS) can serve as valuable supplements to on-site renewables and will be evaluated for their applicability at SBCCD.

¹⁴Architecture 2030. New Buildings: Embodied Carbon. 2018, architecture2030.org/new-buildings-embodied/.

2.3 GOAL 3

Move towards an all-electric approach for new construction and major renovations

Key Performance Indicator: Number of all-electric buildings in the District

Key Initiatives

- 2.3.1 Conduct a district-wide electrification study to assess the feasibility of integrating electrification into district building standards and to understand its implications on utility costs and infrastructure upgrades.

The California Public Utilities Commission requires electric utilities to integrate more renewables into their fuel mix for an increasingly cleaner grid. By 2045, the grid will be sourced from completely carbon-free sources. To capitalize on this trend, SBCCD is divesting in fossil-fuel-based assets and investing in an all-electric future. SBCCD will conduct a district-wide electrification study to assess the feasibility of integrating electrification into district building standards, and to understand its implications on utility costs and infrastructure upgrades.

2.4 GOAL 4

Conduct a zero-net-energy (ZNE) campus feasibility study and implement initiatives to move towards a ZNE district, starting with Valley College

Key Performance Indicator: Number of ZNE buildings in the District

Key Initiatives

- 2.4.1 Design the new Technical building to be ZNE Ready.
- 2.4.2 Conduct a ZNE campus feasibility study and implement initiatives.

Zero net energy means to produce an equal or greater amount of renewable energy than energy consumed over the year. Zero net energy buildings lend to lower operational costs and greater energy resilience. Strategies used in ZNE design – such as natural daylighting and ventilation – can improve student and faculty productivity, while also showcasing exemplar technologies.

SBCCD leads the region in ZNE design with the only ZNE building among community colleges in all of California. Retrofitted in 2018, the District Office is a clear example of SBCCD's sustainable leadership and innovation.

2.5 GOAL 5

Consider establishing a Community Resilience Hub on each campus

Key Performance Indicator: Number of people served with protected supply of energy, water and other basic needs

Key Initiatives

- 2.5.1 Consider feasibility of piloting microgrids and energy storage for increased energy resilience.
- 2.5.2 Consider ways to integrate resilience focused design for new buildings.

As evident in the scale and frequency of wildfires in California in recent years, the dangers of climate-related hazards are becoming more real and impactful, especially for SBCCD. Crafton Hills College falls into a very high fire hazard severity zone, and a fault line runs directly through the center of Valley College. In response to increasing climate risks, regulations on utilities have changed such that they are given more authority to preemptively shut off power. This poses a threat to SBCCD and its greater community – disrupting education and increasing exposure of sensitive receptors to heat stress. SBCCD shall assess the feasibility and benefits of establishing a community resilience hub on each campus that pilots a combination of microgrids, renewables and energy storage to ensure continuous operations of critical loads. During preemptive grid shutdowns or natural catastrophes, SBCCD could use these resilience hubs to safeguard its students, faculty, staff and surrounding community.

2.6 GOAL 6

Collaborate with local utilities and other organization to maximize cost-effectiveness of energy initiatives

Key Performance Indicator: External funds used for sustainability initiatives, \$

Key Initiatives

- 2.6.1 Collaborate with Southern California Edison and other organizations to utilize incentives and grants for energy efficiency, zero net energy design and/or resilience hub piloting.

SBCCD will continue to collaborate with local utilities and other organizations to identify funding opportunities for energy initiatives. The goals set forth in this plan align with many incentive programs already available, such as Southern California Edison's (SCE) Energy Savings by Design and Solar + Storage Resiliency Center Learning Pilot incentive programs. Additional outside grants, such as those offered by SoCalREN and the California Public Utilities Commission, will also be investigated to maximize the cost effectiveness of energy initiatives and protect taxpayer capital.

2.7 GOAL 7

Consider conducting outdoor classes to minimize energy consumption and promote sustainability

Key Performance Indicator: Number of courses offered outdoors

Key Initiatives

- 2.7.1 Investigate the feasibility of conducting outdoor classes to minimize energy consumption associated with indoor classroom settings and promote environmental sustainability.

To reduce building system energy consumption, certain courses may be offered outdoors. In addition to reducing usage of lights, HVAC, computers, etc. this may also serve to improve the health and well-being of SBCCD's students and faculty. This will align with standards from organizations such as LEED and Fitwell regarding environmental quality and healthy lifestyle practices.

2.8 GOAL 8

Implement "smart" building systems to reduce energy consumption

Key Performance Indicator: Building-level energy use intensity, kBtu/sqft

Key Initiatives

- 2.8.1 Implement and optimize "smart" building systems, including occupancy sensors, to efficiently manage HVAC and lighting systems, reducing energy consumption, and promoting sustainable practices.

Building Automation and Building Management Systems are valuable tools to supplement other building energy efficiency measures. "Smart" building systems are programmable and adaptive and will facilitate the other sustainability objectives including resource use reductions, metering, and benchmarking.

"SUSTAINABILITY IS THE MOST IMPORTANT LESSON WE CAN IMPART FOR, IT ENSURES THERE ARE LEARNERS FOR GENERATIONS TO COME."





3.0 WATER

Water conservation is a particularly key issue for California due to its climatic conditions and increasing stress from climate change. Groundwater, which supplies approximately 40% of the water used by Californians, is on a steady decline. Water is being pumped out of groundwater basins at a rate faster than they can be replenished. Unsustainable management of groundwater basins and climate-vulnerable surface water reservoirs have led to historically uncertain water supplies. As was done in California’s prior periods of drought, collective action from all the public is needed to mitigate drought risk and secure a long-term source of water. SBCCD will systematically minimize the amount of water used by (1) reducing indoor potable water demand through building fixture efficiency and water conservation education, (2) reduce outdoor water demand through irrigation and landscape best practices, and (3) investigate alternative supplies of water to offset potable water consumption.

3.1 GOAL 1

Improve indoor water efficiency for existing buildings and new construction

Key Performance Indicator: Retrofit existing building indoor water fixtures and fittings to meet CALGreen

Key Initiatives

- ▶ 3.1.1 Retrofit existing building indoor water fixtures and fittings to meet CALGreen
- ▶ 3.1.2 For new construction and major renovations, achieve CALGreen Tier 1 at a minimum, and Tier 2 when possible.

California’s green building code, CALGreen, has some of the most stringent indoor water requirements in the country. CALGreen’s minimum flowrates for water fixtures and fittings already meet the water efficiency prerequisite in LEED. However, CALGreen is only required for newly constructed or majorly renovated buildings. With increasing drought risk, SBCCD will fill in the gap by tackling its existing building stock as well. SBCCD will continue existing building retrofit efforts, upgrading indoor water fixtures and fittings district-wide to meet CALGreen standards.

Furthermore, as outlined in Ongoing Transparency and Engagement Goal 2, SBCCD plans to go beyond code for new construction. SBCCD aims to achieve the voluntary CALGreen Tier 1 for all new construction and major

renovations, and Tier 2 when possible. To qualify for Tier 1, the building must meet Tier 1 prerequisites and a sufficient number of electives requirements. In the 2022 code cycle, the key Tier 1 prerequisite for water conservation is achieving a 12% reduction in indoor water use against code minimums, while the Tier 2 prerequisite is a 20% reduction. A 12% reduction against an already leading-edge building standard nationwide is a strong move take leadership in reducing per capita water consumption to aid and abet long-term water supply concerns.

3.2 GOAL 2

Utilize native and adaptive vegetation to minimize irrigation water use

Key Performance Indicator: Annual outdoor water consumption, gal/yr

Key Initiatives

- ▶ 3.2.1 Reduce irrigation demand through the planting of native and adaptive vegetation with each new construction or major renovation. Consider opportunities to xeriscape new and existing spaces.
- ▶ 3.2.2 Consider phased retrofitting of existing landscapes with native or adaptive species.
- ▶ 3.2.3 Each potential project assesses the environmental and economic benefits of landscaping modifications, such as reducing the impact of heat islands and enhancing campus identities.

A simple and passive strategy of reducing outdoor water consumption is to reduce irrigation demand through the planting of native and adaptive vegetation as opposed water-intensive species such as turf grass. SBCCD will explore opportunities for native and adaptive vegetation and xeriscaping with each new construction or major renovation in Bond Measure CC, such as the new Technical Building. SBCCD will also consider phased retrofitting of existing landscapes with native or adaptive species and/or xeriscaping strategies. For each potential project, SBCCD will assess the environmental and economic benefits of landscaping modifications, such as reducing the impact of heat islands and enhancing campus identities.

3.3 GOAL 3

Expand the use of alternative water supplies to reduce potable water use

Key Performance Indicator: Annual recycled water use, gal/yr

Key Initiatives

- ▶ 3.3.1 Explore the opportunity for using non-potable well water for toilet flushing and potentially cooling tower make-up water
- ▶ 3.3.2 Investigate the viability of bringing Purple Pipe to Valley College
- ▶ 3.3.3 When recycled water is available, include dual piping in all new construction

Potable water consumption can be decreased by using alternative water supplies to meet non-potable water demands such as flushing toilets, irrigation and process water. One type of alternative water supply is recycled municipal wastewater. The State aims to triple recycled municipal wastewater from 2015 levels by 2030. Distributing the recycled wastewater from wastewater treatment plants to a potential user requires long-term infrastructure upgrades for both parties as reclaimed non-potable water cannot be piped with potable water. SBCCD will coordinate with local municipal water suppliers to investigate the viability of bringing recycled water to Valley College. If and when recycled water becomes available, SBCCD will install dual piping in all new construction.

In addition to recycled municipal wastewater, other non-potable sources of water can be used to offset potable water consumption. Crafton Hills College already mitigates potable water consumption by using non-potable groundwater to irrigate a significant portion of its landscape. SBCCD will investigate other opportunities for reclaiming water, such as rainwater harvesting, grey water reuse and condensate catchment.



3.4 GOAL 4

Reduce potable water use by 25% by 2030

Key Performance Indicator: Potable water use reduction, %

Key Initiatives

- ▶ 3.4.1 Complete three previous Water Initiatives.
- ▶ 3.4.2 Provide all new construction and major renovations building with water sub-metering.
- ▶ 3.4.3 Install building-level water sub-meters for each building.

In alignment with the State Chancellor’s Climate Action and Sustainability Goals, SBCCD aims to achieve a 25% reduction by 2030 from current levels. Similar to energy metering, SBCCD plans to expand its existing water metering network and submeter where possible in order to enable data collection for benchmarking, fault detection and opportunities for improvement.

3.5 GOAL 5

Establish partnership with the local water district to promote implementation of best practices and education about the local water cycle and ecosystem

Key Performance Indicator: Potable water use reduction, %

Key Initiatives

- ▶ 3.5.1 Establish a partnership with the local water district to organize an interactive educational fair that engages students, faculty, and staff in learning about water conservation best practices, the significance of the local watershed, and the unique ecosystem of the Santa Ana River.

Greater engagement with the local water district will offer additional insights to how the SBCCD community interacts with the local water ecosystem. In conjunction with workshops and events sponsored by SBCCD, events hosted with the water district will expand our community’s appreciation for water systems and offer additional opportunities for engagement.



4.0 TRANSPORTATION

Similar to the sustainable energy and water approaches, sustainable transportation should first prioritize reducing demands. Electric vehicles, although significantly better in comparison to its gasoline or diesel counterparts, do not emit ‘zero’ emissions. Electric vehicles emit more greenhouse gases than gasoline cars during the manufacturing process due to the rare metals needed to build batteries. However, over the entire lifecycle of the vehicles, electric vehicles emit, on average, half the greenhouse gas emissions of a gasoline car. Therefore, although electric vehicles and other ‘zero emission vehicles’ of the like significantly reduce carbon emissions, reducing the need for them is the most cost- and carbon-effective approach.

4.1 GOAL 1

Establish a transportation demand management plan to encourage alternative modes of transport and reduce single-occupancy vehicle (SOVs) demand

Key Performance Indicator: Vehicle miles traveled

Key Initiatives

- ▶ 4.1.1 Promote existing transit subsidy program.
- ▶ 4.1.2 Conduct Transportation Survey to establish the frequency of travel and mode of commute to gather information regarding various aspects of current transportation behavior.
- ▶ 4.1.3 Install bike racks near existing facilities and provide bicycle racks at all new facilities.
- ▶ 4.1.4 Establish a transportation demand management plan by incentivizing alternate modes of transport such as walking, public transit, micro-mobility, and rideshare.
- ▶ 4.1.5 Identify potential carpool incentives to reduce single-occupancy vehicle trips.
- ▶ 4.1.6 Implement a ridesharing program for employees and students in collaboration with AQMD and recruit a volunteer to serve as Transportation Coordinator.

Due to low density in San Bernardino and a lack of a dense public transit network, many students and faculty drive to campus. SBCCD aims to establish a transportation demand management plan to offset these factors by incentivizing and facilitating alternative modes of transport such as walking, public transit, micro-mobility and rideshare.

4.2 GOAL 2

All new purchases of fleet vehicles shall be zero emissions by 2025, to achieve a full conversion of the fleet by 2035

Key Performance Indicator: Percent of SBCCD fleet vehicles that are zero emissions, %

Key Initiatives

- ▶ 4.2.1 Begin transitioning campus security to zero-emission vehicles, then target conversion of forklifts, courier vehicles, maintenance vehicles, and any other fleet vehicles.

In alignment with the Innovative Clean Transit Regulation set by the State, SBCCD will ensure all fleet vehicles will be zero emission vehicles by 2025, working towards a full transition to a zero-emission fleet by 2035. SBCCD has already adopted the use of electric golf carts for facilities operations. Remaining gasoline or diesel vehicles, such as the security patrol vehicles, will be phased out through end-of life replacements.

4.3 GOAL 3

Install electric vehicle (EV) charging infrastructure to promote the use of EV’s within the local community

Key Performance Indicator: Number of EV chargers

Key Initiatives

- ▶ 4.3.1 Support the fleet change and encourage the SBCCD community to use electric vehicles by building out all EV-capable parking spaces required by Title 24 with EV charging infrastructure.
- ▶ 4.3.2 Collaborate with SCE to utilize utility and/or state funding for these charging stations, where possible.

To support the fleet change and to encourage the SBCCD community use electric vehicles, SBCCD will build out all EV-capable parking spaces required by code. The plan will consider various transportation demand tactics such as carpool priority parking and micro-mobility incentives. The reduction in SOVs will be monitored through a reduction in total vehicle miles traveled. The plan will build on existing transportation demand management strategies, such as the transit subsidy program that allows students to ride buses for free.



5.0 MATERIALS

Solid waste is one of the more tangible and visible sustainability issues. Students interact, and directly produce, waste on a day-to-day basis. Given this, in addition to optimizing facility waste operations, waste efforts need to also engage students with proactive education and enable them with supportive infrastructure. In all sectors of the district, waste will be tackled by first reducing the amount produced through source reduction and reuse. Then, the district will focus on how to recycle waste to create new products, like composting to create fertilizer. Finally, if possible, the district will then see how to recover energy from the waste produced before or after it is sent to the landfill.

5.1 GOAL 1

Reduce waste going to the landfill by 50% compared to current levels by 2030

Key Performance Indicator: Waste diversion percentage, %

Key Initiatives

- ▶ 5.1.1 Track waste diversion percentages.
- ▶ 5.1.2 Task the Sustainable Task Force with reviewing annual waste audits and evaluating strategies to improve waste diversion percentages.
- ▶ 5.1.3 Employ source reduction, recycling, and composting efforts where possible.
- ▶ 5.1.4 Increase the number of water bottle filling stations and show locations in campus maps and wayfinding.
- ▶ 5.1.5 Coordinate on-campus collection events for Universal Waste, such as e-waste, batteries, and lamps, to facilitate proper disposal and recycling within the community.

SBCCD will align with the State Chancellors Office to strive for a 50% reduction in waste going to the landfill by 2030. To achieve this reduction, SBCCD will employ source reduction, recycling, and composting efforts where possible. To benchmark and measure progress to this goal, it is crucial that SBCCD begin tracking waste diversion percentages. The Sustainable Task Force will conduct annual waste audits to understand what the waste stream is currently comprised of and evaluate opportunities for operational waste improvements.

5.2 GOAL 2

Increase procurement of sustainable products and services by 25% compared to current levels by 2030, on a cost basis

Key Performance Indicator: Waste diversion percentage, %

Percentage of sustainable products procured by costs, %

Key Initiatives

- ▶ 5.2.1 Establish a district-wide procurement guideline that provides direction to those involved in the procurement process on how to make sustainable procurement decisions.
- ▶ 5.2.2 Explore the feasibility of centralizing procurement and/or developing an online procurement platform, to better regulate and encourage sustainable procurement across the District.
- ▶ 5.2.3 Partner with sustainable suppliers to increase sustainability.

In alignment with the State Chancellor's Office goals, SBCCD shall increase the procurement of sustainable products and services by 25% by 2030, as measured on a cost basis. To achieve this, SBCCD will establish a district-wide procurement guideline that provides direction to those involved in the procurement process on how to make sustainable procurement decisions. SBCCD will also explore the feasibility of centralizing procurement and/or developing an online procurement platform, to better regulate and encourage sustainable procurement across the district.





6.0 ONGOING ENGAGEMENT AND TRANSPARENCY

At SBCCD, we are deeply committed to cultivating a culture of continuous engagement and transparency. We value the contributions of every member of our community, from students to faculty, staff, and stakeholders. The following three goals outline our strategic path towards achieving heightened engagement and transparency. Through consistent, open dialogue and active collaboration, we aim to develop a vibrant and environmentally-aware campus. Our vision is to set a benchmark in responsible environmental stewardship and inspire others to do the same.

6.1 GOAL 1

Track and report ongoing sustainability performance against goals every five years starting in 2025

- Key Initiatives**
- ▶ 6.1.1 Create an implementation matrix and recruit volunteers to address operational sustainability, including campus engagement, waste auditing, and Scope 3 carbon emissions.

To lead in the realm of sustainability, SBCCD will demonstrate honest and measurable progress to its goals. SBCCD will update its sustainability plan every five years, tracking progress through the stated key performance indicators and adjusting course where needed depending on external trends. SBCCD will also engage its student and faculty population through the formation of a Sustainable Task Force. The Sustainable Task Force will be comprised of student, faculty, and facility ambassadors. They will spearhead initiatives that cannot be solved from operational changes alone, such as scope 3 carbon mitigation and community waste patterns. The Sustainable Task Force will be the voice for ensuring SBCCD is on track to achieving its vision for sustainability.

6.2 GOAL 2

Utilize social media, newsletters, KVCR, and a new, student-led sustainability organization to regularly engage the campus community about initiatives and sustainable behaviors

- Key Initiatives**
- ▶ 6.2.1 Leverage social media platforms to effectively promote and encourage sustainable behavior changes.
 - ▶ 6.2.2 Prepare and distribute quarterly newsletter focused on encouraging sustainable behaviors.
 - ▶ 6.2.3 Reintroduce the Community Garden and begin hosting farmer’s markets, local trade markets, etc. and open a food bank on campus.
 - ▶ 6.2.4 Partner with KVCR to explore possibilities for producing sustainability-related content, raising public awareness, and promoting environmentally responsible behavior within the community.
 - ▶ 6.2.5 Support the establishment of a student-led sustainability organization or club, empowering students to identify and address the environmental issues they find most relevant and engaging, while fostering a sense of community and shared responsibility.

Maintaining consistent and active engagement throughout SBCCD is a critical component of achieving our sustainability goals. Establishing a student-led sustainability organization will help ensure there is an ongoing dialogue between students and the SBCCD administration regarding the success and visibility of sustainability in the campus community.

6.3 GOAL 3

For all new construction and major renovations over 30 ksqft, achieve CALGreen Tier 1 and LEED Gold at a minimum, and CALGreen Tier 2 and LEED Platinum where possible

- Key Initiatives**
- ▶ 6.3.1 Incorporate this goal into buildings standards for a transparent, holistic, and systematic approach to integrating sustainability into SBCCD’s infrastructure.

SBCCD is at an opportune point of time where operational facilities documents such as the district-wide building standards and an Owners Project Requirement (OPR) template, are being developed in parallel to this plan. Integration of whole-building sustainable requirements, such as LEED Gold and CALGreen Tier 1, into the district-wide building standards and the OPR sets up a protocol for consistent and ambitious steps towards sustainability.



7.0 EDUCATION

7.1 GOAL 1

Enhance curricular educational opportunities for sustainability

Key Performance Indicator: Number of sustainability-inclusive programs offered

Key Initiatives

- ▶ 7.1.1 Expand the offerings of sustainability-focused or related courses, fostering environmental awareness and equipping students with the knowledge and skills to contribute to a greener future.
- ▶ 7.1.2 Prepare students for careers in the expanding sustainability industry, and expand avenues through certificates, badges, associate degrees, etc.
- ▶ 7.1.3 Provide prospective students with full visibility to the outline of each course and their sustainable attributes.
- ▶ 7.1.4 Organize sustainability-focused events, lectures, and workshops to foster awareness and active engagement in sustainable practices among students, faculty, and staff.

SBCCD’s main mission is to prepare its students for jobs of the future. Policy, market, and social trends have made it clear that green jobs are jobs of the future. SBCCD has already taken steps to support its students with the knowledge and skills necessary to excel in the future market by establishing several sustainability programs and courses. Valley College’s Green Technician program teaches students how to design, install and maintain solar power systems. As part of Valley College’s Automotive Program, SBCCD has developed a “Introduction to Hybrid and Electric Vehicle Technology” course. SBCCD aims to expand its sustainability course offerings in part by establishing an electric vehicle charging and zero net energy program, as well as extracurricular opportunities for additional sustainability awareness and engagement independent of a student’s chosen career path.

7.2 GOAL 2

Establish both campuses as a living laboratory by using sustainability initiatives an opportunity for hands-on learning

Key Performance Indicator: Number of students engaged in ongoing sustainability initiatives

Key Initiatives



- ▶ 7.2.1 Capitalize on on-campus sustainability initiatives as educational opportunities.
- ▶ 7.2.2 Add signage and displays showcasing on-site sustainability initiatives by building a living laboratory.
- ▶ 7.2.3 Establish a community garden at SBVC, providing students with a space for hands-on learning, fostering environmental awareness, and promoting sustainable practices.

All the aforementioned sustainability initiatives offer an opportunity for campus communities to learn. Implementing on-site renewable energy generation at Valley College could offer hands-on, practical skill-building to further the Green Technician program offered at Valley College. Integrating dual piping into building designs to receive recycled wastewater could expose Water Supply Technology students to the theoretical systems they learn in-class. The vast variety of sustainability initiatives incorporated into this plan can be used to launch additional programs and showcase SBCCD as a living laboratory.



Appendix A: Sustainability Goals Matrix

CATAGORIES	SUSTAINABILITY GOALS	KEY INITIATIVES
<div>1 CARBON MITIGATION</div>	<div>1.1 Carbon Neutrality by 2035 (Scope 1 and 2)</div>	<div><div>1.1.1 Complete a greenhouse gas inventory of all Scope 1, 2 and 3 emissions. Update every five years. Publicly share a comparative carbon footprint analysis with peer institutions to facilitate collaborative learning and foster regional impact awareness.</div><div>1.1.2 Complete a Climate Action Plan (CAP) to meet or exceed goals and provide a roadmap for achieving them.</div><div>1.1.3 Evaluate projects in a holistic, life-cycle means to understand the carbon footprint, life-cycle costs, opportunity cost of funds, and Return on Investment.</div></div>
<div>2 ENERGY</div>	<div><div>2.1 Retro-Commissioning Program</div><div>2.2 Onsite Renewables</div><div>2.3 Fully Electric Buildings</div><div>2.4 ZNE Campus</div><div>2.5 Community Resilience Hub</div><div>2.6 Collaboration with Utilities</div><div>2.7 Reduce Energy Usage</div><div>2.8 Smart Capabilities</div></div>	<div><div>2.1.1 Conduct equipment inventory and benchmark the Energy Usage Intensity (EUI) of each building.</div><div>2.1.2 Install building-level electrical sub-meters.</div><div>2.1.3 Add sub-meters to measure major electrical loads (i.e. HVAC, lighting & plug loads) in new construction and major renovation projects.</div><div>2.2.1 Develop and implement a solar energy masterplan.</div><div>2.2.2 Perform feasibility analysis to add battery storage along with renewable power.</div><div>2.3.1 Conduct a district-wide electrification study to assess the feasibility of integrating electrification into district building standards and to understand its implications on utility costs and infrastructure upgrades.</div><div>2.4.1 Design new buildings to be zero-net-energy (ZNE) ready.</div><div>2.4.2 Conduct a ZNE campus feasibility study and implement initiatives.</div><div>2.5.1 Consider feasibility of piloting microgrids and energy storage for increased energy resilience.</div><div>2.5.2 Consider ways to integrate resilience focused design for new buildings.</div><div>2.6.1 Collaborate with Southern California Edison (SCE) and other organizations to utilize incentives & grants for energy efficiency, zero net energy design and/or resilience hub piloting.</div><div>2.7.1 Investigate the feasibility of conducting outdoor classes to minimize energy consumption associated with indoor classroom settings and promote environmental sustainability.</div><div>2.8.1 Implement and optimize “smart” building systems, including occupancy sensors, to efficiently manage HVAC and lighting systems, reducing energy consumption and promoting sustainable practices.</div></div>

CATAGORIES	SUSTAINABILITY GOALS	KEY INITIATIVES
<div> 3 WATER</div>	3.1 Indoor Water Efficiency	3.1.1 Retrofit existing building indoor water fixtures and fittings to meet CALGreen. 3.1.2 For new construction and major renovations, achieve CALGreen Tier 1 at a minimum, and Tier 2 when possible.
	3.2 Native and Adaptive Vegetation	3.2.1 Reduce irrigation demand through the planting of native and adaptive vegetation with each new construction or major renovation. 3.2.2 Consider phased retrofitting of existing landscapes with native or adaptive species. 3.2.3 Each potential project assesses the environmental and economic benefits of landscaping modifications, such as reducing the impact of heat islands and enhancing campus identities.
	3.3 Water Reuse and Reclamation	3.3.1 Explore the opportunity for using non-potable well water for toilet flushing and potentially cooling tower make-up water. 3.3.2 Investigate the viability of bringing Purple Pipe to Valley College. 3.3.3 When recycled water is available, include dual piping in all new construction.
	3.4 Reduce Potable Water Use 25% by 2030	3.4.1 Complete three previous Water Initiatives. 3.4.2 Provide all new construction and major renovations building with water sub-metering. 3.4.3 Install building-level water sub-meters for each building.
	3.5 Local Partnerships for hands-on Education	3.5.1 Establish a partnership with the local water district to organize an interactive educational fair that engages students, faculty, and staff in learning about water conservation best practices, the significance of the local watershed, and the unique ecosystem of the Santa Ana River.
<div> 4 TRANSPORTATION</div>	4.1 Alternative Transportation	4.1.1 Promote existing transit subsidy program. 4.1.2 Conduct Transportation Survey to establish the frequency of travel and mode of commute to gather information regarding various aspects of current transportation behavior. 4.1.3 Install bike racks near existing facilities and provide bicycle racks at all new facilities. 4.1.4 Establish a transportation demand management plan by incentivizing alternative modes of transport such as walking, public transit, micro-mobility and rideshare. 4.1.5 Identify potential carpool incentives to reduce single-occupancy vehicle trips 4.1.6 Implement a ridesharing program for employees and students in collaboration with AQMD and recruit a volunteer to serve as a transportation Coordinator.
	4.2 All ZEV Fleet by 2035	4.2.1 Begin with transitioning campus security to zero-emission vehicles, then target conversion of forklifts, courier vehicles, maintenance vehicles, and any other fleet vehicles.
	4.3 EV Charging	4.3.1 Support the fleet change and to encourage the SBCCD community to use electric vehicles by building out all EV-capable parking spaces required by Title 24 with EV charging infrastructure. 4.3.2 Collaborate with SCE to utilize utility and/or state funding for these charging stations where possible.

CATAGORIES	SUSTAINABILITY GOALS	KEY INITIATIVES
<div>5 MATERIALS</div>	<div>5.1 Reduce Waste Going to Landfills 50% by 2035</div> <div>5.2 Increase Procurement of Sustainable Products and Services by 25% by 2030</div>	<div>5.1.1 Track waste diversion percentages.</div> <div>5.1.2 Task the Sustainable Task Force with reviewing annual waste audits and evaluating strategies to improve waste diversion percentages.</div> <div>5.1.3 Employ source reduction, recycling, and composting efforts where possible.</div> <div>5.1.4 Increase the number of water bottle filling stations and show locations in the map.</div> <div>5.1.5 Coordinate on-campus collection events for Universal Waste, such as e-waste, batteries, and lamps, to facilitate proper disposal and recycling within the community.</div> <div>5.2.1 Establish a district-wide procurement guideline that provides direction to those involved in the procurement process on how to make sustainable procurement decisions.</div> <div>5.2.2 Explore the feasibility of centralizing procurement and/or developing an online procurement platform, to better regulate and encourage sustainable procurement across the district.</div> <div>5.2.3 Partner with suppliers to increase sustainability.</div>
<div>6 ENGAGEMENT AND TRANSPARENCY</div>	<div>6.1 Track Sustainability Goals</div> <div>6.2 Engagement</div> <div>6.3 CALGreen Tier 1 and LEED Gold</div>	<div>6.1.1 Create an implementation matrix and recruiting volunteers to address operational sustainability, including campus engagement, waste auditing, and scope 3 carbon emissions.</div> <div>6.2.1 Leverage social media platforms to effectively promote and encourage sustainable behavior changes.</div> <div>6.2.2 Prepare and distribute quarterly newsletter focuses on encouraging sustainable behaviors.</div> <div>6.2.3 Reintroduce the Community Garden and begin hosting farmer’s markets, local trade markets, etc. and open a food bank on campus.</div> <div>6.2.4 Partner with KVCR to explore possibilities for producing sustainability-related content, raising public awareness and promoting environmentally responsible behavior within the community.</div> <div>6.2.5 Support the establishment of a student-led sustainability organization or club, empowering students to identify and address the environmental issues they find most relevant and engaging, while fostering a sense of community and shared responsibility.</div> <div>6.3.1 Incorporate this goal into buildings standards for a transparent, holistic and systematic approach to integrating sustainability into SBCCD’s infrastructure.</div>
<div>7 EDUCATION</div>	<div>7.1 Sustainable Education</div> <div>7.2 Hands On Learning</div>	<div>7.1.1 Expand the offerings of sustainability-focused or related courses, fostering environmental awareness and equipping students with the knowledge and skills to contribute to a greener future.</div> <div>7.1.2 Prepare students for careers in the expanding sustainability industry. Expand avenues through certificates, badges, associates degrees, etc.</div> <div>7.1.3 Provide prospective students with full visibility to the outline of each course and their sustainable attributes.</div> <div>7.1.4 Organize sustainability-focused events, lectures, and workshops to foster awareness and active engagement in sustainable practices among students, faculty, and staff.</div> <div>7.2.1 Capitalize on on-campus sustainability initiatives as educational opportunities.</div> <div>7.2.2 Add signage and displays showcasing on-site sustainability initiatives by building a living laboratories.</div> <div>7.2.3 Establish a community Garden at SBVC, providing students with a space for hands-on learning, fostering environmental awareness, and promoting sustainable practices.</div>

**THE BEST WAY TO PREDICT THE FUTURE
IS TO CREATE A SUSTAINABLE ONE."**





CONTACT

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San Bernardino Community College District
 550 E Hospitality Ln #200, San Bernardino, CA 92408

For all the latest news and updates



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 Dr. Linda Fontanilla, San Bernardino Valley College, Interim President

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: November 9, 2023

SUBJECT: Consideration of Approval of the 2024 Early Retirement Incentive Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2024 Early Retirement Incentive Plan for employees that are eligible between October 26, 2023 – June 30, 2024, with a retirement date on or before June 30, 2024.

OVERVIEW

As a cost savings strategy and a proactive measure to mitigate the effects of the currently scheduled 2025-2026 expiration of the State’s hold harmless funding protection, the District is recommending approval of an early retirement incentive plan. It is important to note that this is not a typical supplemental employee retirement plan (SERP); retirement health benefits are not being offered. However, employees will still be eligible to participate in the service retirement options afforded by their bargaining unit contract.

ANALYSIS

There are currently 215 employees that will be eligible for this early retirement incentive. For the plan’s goals to be successful, a minimum number of employees must participate. If minimum levels of participation cannot be confirmed by March 14, 2024, the offer will be withdrawn.

Eligibility for Participation	Payout
To be eligible for participation, employees must be at least 55 years of age <u>and</u> have a minimum of 5 years of service with the District as of June 30, 2024.	The payout amount being offered for all employees who choose to participate is \$20,000.

BOARD GOALS

4. Ensure Fiscal /Accountability/Sustainability

FINANCIAL IMPLICATIONS

The financial implications based on all 215 employees is a one-time payout amount of \$4,300,000; however, the actual amount will not be known until June 15, 2024. One-time payout will be made out from the SBCCD Unrestricted General Fund balance.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: 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: November 9, 2023

SUBJECT: Consideration of Board Policies for Final Approval

RECOMMENDATION

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

OVERVIEW

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

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

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

ANALYSIS

The Board received the following items for first reading on October 19, 2023. The changes include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the District.

Policies & Procedures Presented for First Reading
2330 Quorum and Voting
2340 Agendas
2365 Recording
2712 Conflict of Interest Code
3300 Public Records
3410 Nondiscrimination
4010 Academic Calendar
5013 Students in the Military

Policies & Procedures Presented for First Reading
6250 Budget Management
6400 Financial Audits
6800 Occupational Safety

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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

BP 2330 Quorum and Voting

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023
Reason(s) for Review/Changes > Legal Update 42: The Service updated this policy to clarify voting requirements related to the sale or lease of surplus real property.			

Review Level**Level 1**
Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

09/06/2023 BPPAC Approval
 09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

BP 2330 Quorum and Voting

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to clarify voting requirements related to the sale or lease of surplus real property.

~~(Replaces current SBCCD BP 2130)~~

Four Board members, other than the Student Trustees, shall constitute a quorum for the transaction of business. The Board of Trustees shall act by majority vote of all voting members of the Board. In the event of a minimum quorum, all four Board members must vote in favor of motions to pass motions.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-third majority of all members of the Board:

1. Resolution of intention to sell or lease District real property, which is not or will not be needed by the District for school classroom buildings (except where a unanimous vote is required);
2. Resolution of intention to dedicate or convey an easement;
3. Resolution authorizing and directing the execution and delivery of a deed;
4. Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
5. Resolution providing for the transfer from the reserve for contingencies to any expenditure classification;
6. Resolution to condemn real property;
7. Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIIA of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a unanimous vote of all members of the Board:

- A. Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- B. Resolution authorizing lease of District property under a lease for the production of gas.
- C. Any authorization to change an existing construction contract.

References:

Education Code Sections 15266, 72000 subdivision (d)(3), 81310 et seq, 81360, 81365, 81511, and 81432;

Government Code Sections 53094 and 54950 et seq.;

Code of Civil Procedure Section 1245.240

End of Recommendation for BP 2330 Quorum and Voting

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 2330 Quorum and Voting

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023
Reason(s) for Review/Changes > Minor Clerical Edit			

Review Level

Level 1

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

09/06/2023 BPPAC Approval
 09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

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2. Staff recommended changes are **shown in red**.
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5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

AP 2330 Quorum and Voting

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> Minor Clerical Edit

~~From current SBCCD BP 2130 titled Quorum/Majority~~

Meeting Dismissed for Lack of a Quorum

Parliamentary procedures for conducting a meeting adjourned for lack of a quorum shall include:

1. Call to order by the Chairperson for the meeting;
2. Recitation of Pledge of Allegiance to the American Flag;
3. Roll call by the Chairperson;
4. Declaration of adjournment by the Chairperson for lack of a quorum.

A record of the permanent minutes of this meeting shall be recorded in the permanent files of the District and will include:

1. The time the meeting was convened;
2. Names of members of the Board of Trustees, administrators, and guests in attendance;
3. The time the meeting was adjourned for lack of a quorum.

References:

Education Code Sections 72000(d)(3), 81310 et seq, [81360](#), 81365, 81432, and 81511;
Government Code Sections 53094 and 54950 et seq.;
Code of Civil Procedure Section 1245.240

End of Recommendation for AP 2330 Quorum and Voting

BP 2340 Agendas

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023
Reason(s) for Review/Changes <ul style="list-style-type: none"> > Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act. > Legal Update 40: The Service updated this policy to reflect amended Brown Act provisions on public requests for agenda materials (2022-23 carryover) 			

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

09/06/2023 BPPAC Approval
 09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

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2. Staff recommended changes are **shown in red**.
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RECOMMENDATION STARTS ON NEXT PAGE

BP 2340 Agendas

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.
- > Legal Update 40: The Service updated this policy to reflect amended Brown Act provisions on public requests for agenda materials (2022-23 carryover)

An agenda shall be posted adjacent to the place of meeting as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

1. a majority decides there is an "emergency situation" as defined for emergency meetings;
2. two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
3. an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board of Trustees.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Agendas shall be developed by the Chancellor in consultation with the Officers of the Board.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor, although the District may defer a request to a later date. (See Education Code Section 72121.5 and Administrative Procedure 2340). The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

For consideration, items from members of the public must be submitted and received by the Office of the Chancellor two weeks prior to the Board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

References:

Education Code Sections 72121 and 72121.5;
Government Code Sections ~~6250~~ 7920.000 et seq. and 54954 et seq

End of Recommendation for BP 2340 Agendas

AP 2340 Agendas

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023
Reason(s) for Review/Changes > Chapter Lead: To remove repetitive language from the AP.			

Review Level

Level 1

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

09/06/2023 BPPAC Approval
 09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
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5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

AP 2340 Agendas

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> Chapter Lead: To remove repetitive language from the AP.

~~(Replaces current SBCCD AP 2120)~~

The agenda for the Board of Trustees Meetings is the official document under which business is transacted. The official agenda shall be posted on the District website and on the front door of the District ~~Aa~~administration ~~Bb~~uilding, ~~Cc~~ampus ~~Aa~~administration ~~Bb~~uildings, and District ~~ee~~ducation ~~cc~~enters, or adjacent to the place of the meeting, at least 72 hours prior to each Regular Meeting and 24 hours prior to each Special Meeting of the Board. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board Meeting and in the Board Room prior to the start of each meeting.

~~Agenda Development~~ *(The duplicate language below is being removed as it is already contained in the BP.)*

~~The agenda is prepared by the Chancellor in consultation with the Officers of the Board.~~

~~Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor, although the District may defer a request to a later date. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.~~

~~Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.~~

References:

Education Code Section 72121

End of Recommendation for AP 2340 Agendas

BP 2365 Recording

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023
Reason(s) for Review/Changes > Legal Update 42: The Service updated this policy to add a citation to and to reflect recent reorganization and renumbering of the California Public Records Act.			

Review Level**Level 1****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

09/06/2023 BPPAC Approval
 09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

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5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

BP 2365 Recording

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to add a citation to and to reflect recent reorganization and renumbering of the California Public Records Act.

~~(Replaces current SBCCD BP 2150)~~

Any audio or video recording of an open and public Board of Trustees Meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections ~~6250~~ 7920.000 et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video recording device or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the Chair of the Board to stop.

References:

Education Code Section 72121(a);
Government Code Sections ~~6250~~ 7920.000 et seq, 54953.5 and 54953.6

End of Recommendation for BP 2365 Recording

AP 2365 Recording

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023
Reason(s) for Review/Changes > To match changes to BP from Legal Update 42			

Review Level**Level 1**
Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

09/06/2023 BPPAC Approval
 09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

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5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

AP 2365 Recording

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> To match changes to BP from Legal Update 42

Recordings are available for inspection by the public in the Chancellor's Office within 30 days of the Board meeting. Copies of recordings can be obtained through written request to the Chancellor's Office. Recordings are provided upon payment of a fee covering the current direct cost of duplication.

Any individual may, at their own expense, record the proceedings of a Board meeting. Persons desiring to record the meeting are encouraged to inform the Chancellor's Office in advance. Such recording may not constitute a persistent disruption of the proceedings.

References:

Government Code Sections ~~6250~~ [7920.000](#), 54953.5, and 54953.6

End of Recommendation for AP 2365 Recording

AP 2712 Conflict of Interest Code (no matching BP exists)

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	9/6/2023
Reason(s) for Review/Changes > Legal Update 42: The Service updated this procedure to update the gift limit and to revise the disclosure categories.			

Review Level**Level 1****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

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2. Staff recommended changes are **shown in red**.
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RECOMMENDATION STARTS ON NEXT PAGE

AP 2712 Conflict of Interest Code (no matching BP exists)

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this procedure to update the gift limit and to revise the disclosure categories.

(Replaces current SBCCD AP-2260)

The Political Reform Act (Government Code Section ~~81000~~ 87200, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the San Bernardino Community College District (District).

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

APPENDIX A**DESIGNATED POSITIONS**

Designated Positions	Disclosure Categories
Board of Trustees	1, 2
Chancellor	1, 2
Executive Vice Chancellor	1, 2
General Counsel	1, 2
Business Manager	1, 2
Director, Facilities Planning, Emergency Management & Construction	2
Associate Deans	2
Associate Director of Energy, Sustainability & Safety Administration	2
Campus Project Manager	2
Chief Technology Officer	2
College President, CHC	2

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 2712 Conflict of Interest Code (no matching BP exists)

10/20/23



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Current Step:
BOT Final Approval

College President, SBVC	2
Deans	2
Director, Diversity, Equity and Inclusion	2
Director of Technology Services	2
Director, Administrative Application Systems	2
Director, Alternative Text Production Center	2
Director, Technology Services	2
Director, SAS	2
Director, Fiscal Services	2
Director, Grants Development & Administration	2
Facilities Project Manager	2
General Manager, KVCR TV/FM	2
Local Business Outreach Administrator Measure CC	2
Vice Chancellor, Educational and Student Support Services	2
Vice Chancellor of Human Resources and Police Services	2
Vice Chancellor, Workforce Development, Advancement & Media Systems	2
Vice President of Administrative Services	2
Vice President of Instruction	2
Vice President of Student Services	2
Director, Facilities, Maintenance & Operations	3
Director, Human Resources, EEO, Legal Services and Labor Relations	3
Food Services Supervisor	3
Chief of Police	3
Consultants/New Positions	*

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

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

AP 2712 Conflict of Interest Code (*no matching BP exists*)

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

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

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

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

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

APPENDIX B**DISCLOSURE CATEGORIES**

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

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

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

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

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

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

References:

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

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

End of Recommendation for AP 2712 Conflict of Interest Code (*no matching BP exists*)

BP 3300 Public Records

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/6/2023
Reason(s) for Review/Changes > Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.			

Review Level

Level 1

Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
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5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

BP 3300 Public Records

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.

The Chancellor shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

References:

Government Code Sections [7920.000](#) ~~6250~~, et seq.

End of Recommendation for BP 3300 Public Records

AP 3300 Public Records

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/6/2023
Reason(s) for Review/Changes			
> FYI Only			

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

09/18/2023 PPAC Approves Review Level
09/19/2023 Level 1 to Constituents for Information Only
10/19/2023 BOT First Reading
11/09/2023 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

AP 3300 Public Records

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> FYI Only

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Chancellor's Office.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor or designee may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, the Chancellor or designee will determine whether the records can be produced and will communicate the determination to the member of the public requesting the record(s).

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g).)
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h)).
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)

AP 3300 Public Records

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

- Home address, home telephone number, cellular phone number, and date of birth of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3)
- Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section 6254.3(b)).
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.
- Identification number, alphanumeric character, or other unique identifying code that a district uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in a public bidding or an audit involving the public agency. (Government Code Section 6254.3)

The District will comply with the provisions of Penal Code Sections 832.7 and 832.8 regarding the disclosure of specified peace officer and custodial officer personnel records when responding to Public Records Act requests.

References:

Government Code Sections 6250, et seq.

Penal Code Sections 832.7 and 832.8

End of Recommendation for AP 3300 Public Records

BP 3410 Nondiscrimination

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	9/6/2023

Reason(s) for Review/Changes

- > Legal Update 41: The Service updated this policy to include “ethnicity” as a protected class consistent with the legal references cited in the policy.
- > Legal Update 42: The Service updated this policy to add antidiscrimination provisions related to a person’s use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.

Review Level**Level 1****Anticipated AP2410 Schedule** *(for info on this process, visit <https://sbccd.edu/ap2410>)*

09/18/2023 PPAC Approves Review Level
09/19/2023 Level 1 to Constituents for Information Only
10/19/2023 BOT First Reading
11/09/2023 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

BP 3410 Nondiscrimination

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

- > Legal Update 41: The Service updated this policy to include “ethnicity” as a protected class consistent with the legal references cited in the policy.
- > Legal Update 42: The Service updated this policy to add antidiscrimination provisions related to a person’s use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.

~~(Replaces current SBCCD BP 3410)~~

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because ~~he/she~~ he/she/they is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District shall not discriminate against a person in hiring, termination, or any term or condition of employment or otherwise penalize a person based upon the person’s use of cannabis off the job and away from the workplace unless permitted by California law.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because ~~he/she~~ he/she/they is perceived to have one or more of the foregoing characteristics, or because of ~~his/her~~ him/her/their association with a person or group with one or more of these actual or perceived characteristics.

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Labor Code Section 1197.5;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.;

Title 2 Sections 10500 et seq.;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)

End of Recommendation for BP 3410 Nondiscrimination

AP 3410 Nondiscrimination

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	8/7/2023	Recommendation Received	9/6/2023
Reason(s) for Review/Changes > Legal Update 42: The Service updated this procedure to add antidiscrimination provisions related to a person's use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.			

Review Level**Level 1****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

AP 3410 Nondiscrimination

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this procedure to add antidiscrimination provisions related to a person's use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.

Education Programs

The District shall provide access to its services, classes and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she/they is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" mean's a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic employees, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;

Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements [\(formerly II.B.2.c\)](#)

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, immigration status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. [The District shall not discriminate against a person in hiring, termination, or any term or condition of employment or otherwise penalize a person based upon the person's use of cannabis off the job and away from the workplace unless permitted under Government Code Section 12954.](#)

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

AP 3410 Nondiscrimination

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

Nondiscrimination References for Employment:

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.;
Government Code Sections 11135 et seq. and 12940 et seq.
[Title 2 Sections 10500 et seq.](#);
[Labor Code Section 1197.5](#)

End of Recommendation for AP 3410 Nondiscrimination

BP 4010 Academic Calendar

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/1/2023	Recommendation Received	4/1/2023
Reason(s) for Review/Changes > Minor Clerical Edit (2022-23 carryover)			

Review Level**Level 3**
Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

04/10/2023 PPAC Approves Review Level
 04/19/2023 Level 3 First Anticipated AS Review
 05/08/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 05/17/2023 Level 3 Second Anticipated AS Review
 09/18/2023 PPAC Reviews Second AS Feedback
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

BP 4010 Academic Calendar (10+1)

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> Minor Clerical Edit (2022-23 carryover)

~~(Replaces current SBCCD BP 4010)~~

The Chancellor shall, in consultation with the appropriate groups, develop an annual academic calendar.

Reference:

Education Code Section 70902(b)(12)

End of Recommendation for BP 4010 Academic Calendar

AP 4010 Academic Calendar

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/1/2023	Recommendation Received	4/1/2023
Reason(s) for Review/Changes > Legal Update 39: The Service updated this procedure to add optional language regarding designating Juneteenth as a district holiday. The Service also clarified optional language in this procedure. (2022-23 carryover)			

Review Level**Level 3****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

04/10/2023 PPAC Approves Review Level
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RECOMMENDATION STARTS ON NEXT PAGE

AP 4010 Academic Calendar (10+1)

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this procedure to add optional language regarding designating Juneteenth as a district holiday. The Service also clarified optional language in this procedure. (2022-23 carryover)

~~(Replaces current SBCCD BP 4010)~~

The traditional academic calendar is composed of at least ~~170-175~~ scheduled days of instruction and evaluation. Mandated holidays are determined by the State Chancellor's Office. The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists.

A ~~District~~district-wide subcommittee meets to coordinate the academic calendar for the District. The deliberations from this subcommittee ~~are will be~~ shared with the Academic Senates for both colleges before they are reported to ~~District Assembly~~the Institutional Effectiveness Advisory Committee (IEAC). ~~where~~ The IEAC will review ~~the Academic Senate a~~ recommendations and submit make a recommendation will be made to the Chancellor's Council and Chancellor for approval followed by Board Action on any calendar.

Holidays, ~~which~~ include:

New Year's Day (January 1)
Dr. Martin Luther King, Jr. Day (~~t~~Third Monday in January)
Lincoln Day (February 12 or see ~~N~~ote below)
Washington Day (~~T~~Third Monday in February)
Memorial Day (~~L~~ast Monday in May)
Juneteenth (June 19)
Independence Day (July 4)
Labor Day (~~F~~irst Monday in September)
Veterans Day (November 11)
Thanksgiving Day (~~f~~Fourth Thursday in November)
Christmas Day (December 25)

Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020(k) and 79020(l)).

Lincoln Day is selected from the dates provided by the State Chancellor's Office.

Other Holidays – The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists. (These holidays traditionally have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.)

References:

Education Code Section 79020;
Title 5 Sections 55700 et seq. and Section 58142

End of Recommendation for AP 4010 Academic Calendar

AP 5013 Students in the Military (no matching BP exists)

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	1/31/2024	Recommendation Received	4/1/2023
Reason(s) for Review/Changes > Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residencies determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315) (2022-23 carryover)			

Review Level**Level 3****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

04/10/2023 PPAC Approves Review Level
 04/19/2023 Level 3 First Anticipated AS Review
 05/08/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 05/17/2023 Level 3 Second Anticipated AS Review
 09/18/2023 PPAC Reviews Second AS Feedback
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

AP 5013 Students in the Military (10+1)(no matching BP exists)

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this procedure to reflect amendments to Title 38 of the U.S. Code regarding residencies determinations for a student with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679, as amended by Public Law 116-315) (2022-23 carryover)

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if ~~he/she~~ **the student** is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and ~~his/her~~ **their** dependents, regardless of the veteran's state of residence is entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California is entitled to resident classification.

An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty is entitled to resident classification.

A parent who is a federal civil service employee and ~~his/her~~ **their** natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or

AP 5013 Students in the Military (10+1)(no matching BP exists)

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

[See Administrative Procedure \(AP\) 5075, Course Adds, Drops, and Withdrawal for additional information.](#)

~~Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.~~

References:

Education Code Sections 68074, 68075, 68075.5, and 68075.7; Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620; Military and Veterans Code Section 824; 38 U.S. Code Section 3679

End of Recommendation for AP 5013 Students in the Military

BP 6250 Budget Management

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/6/2023
Reason(s) for Review/Changes > Legal Update 42: The Service updated this policy to align to a recommendation regarding unrestricted budget reserves.			

Review Level**Level 1****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

BP 6250 Budget Management

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to align to a recommendation regarding unrestricted budget reserves.

~~(Replaces current SBCCD BP 6250)~~

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The unrestricted general reserves shall be no less than the prudent reserve defined by the State Chancellor's Office ~~and Board Budget Priorities~~ as specified in AP 6305 Reserves.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

References: Title 5 Sections 58307 and 58308

End of Recommendation for BP 6250 Budget Management

AP 6250 Budget Management

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/6/2023
Reason(s) for Review/Changes > Minor Clerical Edit			

Review Level**Level 1**
Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
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RECOMMENDATION STARTS ON NEXT PAGE

AP 6250 Budget Management

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> Minor Clerical Edit

~~(Replaces current SBCCD AP 6250)~~

Title 5 requires that budget management conforms to the following minimum standards:

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Board of Trustees.
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.
- Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.
- Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

References:

Title 5 Sections 58305, 58307, and 58308

End of Recommendation for AP 6250 Budget Management

BP 6400 Financial Audits

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/6/2023
Reason(s) for Review/Changes > Minor Clerical Edit			

Review Level**Level 1**
Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

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 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

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RECOMMENDATION STARTS ON NEXT PAGE

BP 6400 Financial Audits

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> Minor Clerical Edit

~~(Replaces current SBCCD BP 6400)~~

There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the Title 5 regulations. The Chancellor shall assure that an annual outside audit is completed. The Chancellor shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit.

Reference:

Education Code Section 84040(b)
ACCJC Accreditation Standard III.D.7

End of Recommendation for BP 6400 Financial Audits

AP 6400 Financial Audits

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/6/2023
Reason(s) for Review/Changes > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.			

Review Level**Level 1****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

09/18/2023 PPAC Approves Review Level
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RECOMMENDATION STARTS ON NEXT PAGE

AP 6400 Financial Audits

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

~~(Replaces current SBCCD AP 6400)~~

On or before April 1 of the fiscal year, the Board of Trustees shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for no more than three years. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- a summary of audit exceptions and management recommendations.

The District shall file an Audit reports for the preceding fiscal year must be presented to the Board and submitted to with the California Community Colleges State Chancellor's Office, and with other agencies specified in the Chancellor's Contracted District Audit Manual, for the preceding fiscal year no later than by December 31, unless this date is extended by the California Community Colleges Chancellor's Office.

References:

Education Code Sections 84040(b), 84040.5, and 81644; Title 5 Section 59102; ACCJC Accreditation Standard III.D.7

End of Recommendation for AP 6400 Financial Audits

BP 6800 Occupational Safety

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/6/2023
Reason(s) for Review/Changes > Legal Update 42: The Service updated this policy to clarify legal citations.			

Review Level**Level 1**
Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

09/12/2023 BPPAC Approval
 09/18/2023 PPAC Approves Review Level
 09/19/2023 Level 1 to Constituents for Information Only
 10/19/2023 BOT First Reading
 11/09/2023 BOT Final Approval

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RECOMMENDATION STARTS ON NEXT PAGE

BP 6800 Occupational Safety

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to clarify legal citations.

~~(Replaces current SBCCD BP 6800)~~

The Chancellor shall establish administrative procedures to ensure the safety of employees and students on District owned or operated property, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable Occupational Health and Safety Administration (OSHA) regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.

References:

[Government Code Section 7597.1:](#)

49 Code of Federal Regulations, Parts 40 and 655;

Title 8 Section 3203;

29 Code of Federal Regulations, [Parts](#) 1910.101 et seq.;

[Health & Safety Code Section 104420](#)

End of Recommendation for BP 6800 Occupational Safety

AP 6800 Occupational Safety

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
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Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/6/2023
Reason(s) for Review/Changes > Minor Clerical Edit			

Review Level**Level 1**
Anticipated AP2410 Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

09/12/2023 BPPAC Approval
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RECOMMENDATION STARTS ON NEXT PAGE



AP 6800 Occupational Safety

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Reason(s) for Review/Changes

> Minor Clerical Edit

~~(Replaces current SBCCD AP 6800)~~

Definitions

Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.

Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college community.

Emergencies

Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 and then notifying law enforcement.

Equipment and Sanitation

Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment. Complaints related to health safety, sanitation and working conditions shall be forwarded to Police and Safety Services for review and recommendation.

Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or Police and Safety Services. The supervisor shall immediately notify Police and Safety Services about any acts or threats of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence or any other behavior which deliberately hurts or harms another person at the college to their immediate supervisor and the District Police Department or local law enforcement. Such reports will be promptly and thoroughly investigated.

AP 6800 Occupational Safety

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

Employee Crisis Assistance Team

An Employee Crisis Assistance Team is established to provide regular training and advice to individuals and departments. Training activities may include, but not be limited to, skill development in conflict resolution, communication, anger management and early identification of unsafe working conditions in the workplace.

Team advising activities may include individual consultations, peer mediation, conflict resolution services and referral to outside sources.

Immediately upon notification of an act of violence or threat of violence involving an employee, the team member notified will initiate Employee Crisis Assistance Team procedures as stated below.

In the event of an act or threat of violence, the team will investigate the incident and forward the results of the completed investigation to the Chief of Police and Safety Services for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

The team will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

Restraining Orders/Court Orders

An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to the District Police Department or local law enforcement. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the District Police Department or local law enforcement, ensure they are aware of it, and that they have a copy of the restraining order on file.

INJURY AND ILLNESS PREVENTION PROGRAM

The District will institute and administer a comprehensive occupational Injury and Illness Prevention Program (IIPP) for all employees. The goal of the program is to prevent accidents, to reduce personal injury and occupational illness, and to comply with all safety and health standards.

A. Responsibility

The Executive Director, Facilities Planning/Administrative Services, is responsible for district-wide coordination of the program. The College President is responsible for administration of the program on campus. Each supervisor is responsible for implementing the IIPP in his/her work area. A copy of the IIPP shall be available from each supervisor. Questions regarding the program should be directed to one's supervisor, the College President, or the Executive Director, Facilities Planning/Administrative Services.

B. Employee Compliance

1. Employees who follow safe work practices will have this fact documented on their performance reviews. Employees who are unaware of correct safety and

AP 6800 Occupational Safety

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

health procedures will be trained or retrained as necessary.

2. Willful violations of safe work practices may result in disciplinary action.

C. Communication

1. Matters concerning occupational safety and health will be communicated to employees by written documentation, staff meetings, formal and informal training and posting. Communication from employees to supervisors about unsafe or unhealthy conditions is encouraged and may be verbal or written, as the employee chooses. The employee may use the "Report of Safety Hazard" form and remain anonymous.
2. NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS, OR POTENTIAL HAZARDS, OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.
3. The results of the investigation of any employee safety suggestion or report of hazard will be reported to all employees affected by the hazards or posted on appropriate bulletin boards.

D. Inspections

1. Each supervisor and/or safety representative will conduct an inspection to identify unsafe work conditions and practices:
 - a. At least once each quarter in all work areas; and
 - b. Whenever new substances, processes, procedures, or equipment are introduced into the workplace that represent a new occupational safety and health hazard; and
 - c. Whenever the supervisor is made aware of a new or previously unrecognized hazard.
2. The "Hazard Checklist" or "Hazard Assessment" form shall be used to document inspections.

E. Injury and Illness Investigation

Occupational injuries and illness will be investigated in accordance with established procedures and documented.

F. Correction of Unsafe or Unhealthy Conditions

1. Whenever an unsafe or unhealthy condition, practice, or procedure is observed or reported, the supervisor will take appropriate corrective measures in a timely manner based upon the severity of the hazard. Employees will be informed of the hazard and interim protective measures taken until the hazard is corrected.
2. Employees may not enter an imminent hazard area, without appropriate equipment, training, and the prior specific approval of the supervisor.

AP 6800 Occupational Safety

10/20/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT Final Approval

G. Training

1. The program administrator shall assure that supervisors receive training on safety and health hazards to which employees under their immediate direction and control may be exposed.
2. Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.
3. This training is provided:
 - a. To all employees and those given new assignments for which training has not previously been received. The "Employee Safety Checklist" should be used to document this training;
 - b. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard; and
 - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
4. When a supervisor is unable to provide the required training, he/she should request such training be given to the employee by others by notifying the program administrator. The "Request for Training" form should be used.

H. Record Keeping

1. The supervisor shall keep records of inspections, including the name of the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for three years.
2. The supervisor shall also keep documentation of safety and health training attended by each employee, including employee name, training dates, type(s) of training and training providers. This documentation shall be maintained for three years.

References:

[California Occupational Safety and Health Administration \(Cal/OSHA\)](#);
Labor Code Sections 6300 et seq;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Section 273.6

End of Recommendation for AP 6800 Occupational Safety

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 & Payroll Services

DATE: November 9, 2023

SUBJECT: Consideration of Approval of Military Equipment Use Policy in Accordance with AB 481

RECOMMENDATION

It is recommended that the Chair of the Board of Trustees approve the military equipment use policy in accordance with AB 481 after an opportunity to review and comment at a public hearing.

OVERVIEW

Government Code 7071 law enforcement agency shall obtain approval of the governing body, by an ordinance adopting a military equipment use policy at a regular meeting of the governing body held pursuant to the Brown Act prior to using any new or existing military equipment.

ANALYSIS

This board item makes public the proposal to discuss and adopt a military equipment use policy in accordance with AB 481.

SBCCD PD 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.



**BEFORE THE GOVERNING BOARD
OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

RESOLUTION NO. 2023-11-09-HR01

**A RESOLUTION OF THE GOVERNING BOARD OF THE SAN
BERNARDINO COMMUNITY COLLEGE DISTRICT AUTHORIZING
THE ADOPTION OF MILITARY EQUIPMENT USE POLICY IN
ACCORDANCE WITH AB 481.**

WHEREAS, On September 30, 2021, California Governor Gavin Newsom signed AB 481 into law; and

WHEREAS, AB 481 requires the law enforcement agency of the San Bernardino Community College District (“SBCCD” or “District”), to obtain approval from the governing body to adopt a military equipment use policy, as specified, by ordinance at a regular meeting held pursuant to the Brown Act open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment, as defined; and

WHEREAS, AB 481 also requires approval of the continued use of military equipment in the SBCCD Police Department’s (“SBCCD PD”) possession acquired prior to January 1, 2022. AB 481 allows the governing body to approve the funding, acquisition, or use of military equipment within its jurisdiction only if it determines that the military equipment meets specified standards; and

WHEREAS, the SBCCD PD has deployed the AR-15 semi-automatic rifles and Bean Bag Shotguns for over 6 years, which are now deemed “Military Equipment” under AB 481.

WHEREAS, the SBCCD PD officers have a continued need to deploy the AR-15 semi-automatic rifle, an effective weapon necessary to defend students, faculty, members of the public, and the officers themselves in the event of an active shooter, hostage situation, or when encountering an individual or individuals with body armor.

WHEREAS, the SBCCD PD officers have a continued need to deploy the Bean Bag Shotguns, an effective less lethal option. SBCCD PD Officers are committed to reducing the potential for violent confrontations. Bean Bag (kinetic energy) projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

WHEREAS, on August 10, 2023, the San Bernardino Community College District Board of Trustees approved and adopted Resolution No.2023-08-10-HR01 to commence the process to develop a military equipment use policy in accordance with AB 481.

WHEREAS, on August 10, 2023, the SBCCD PD submitted a proposed military equipment use policy to the District in accordance with AB 481.

WHEREAS, on June 15, 2023, the SBCCD PD made the proposed military equipment use policy available on its internet website in accordance with AB 481.

WHEREAS, on November 9, 2023 the San Bernardino Community College District Board of Trustees considered the proposed military equipment use policy as an agenda item for an open session of a regular meeting and provided for public comment in accordance with AB 481.

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that the AR-15 semiautomatic rifles and Bean Bag Shotguns are necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that the SBCCD PD's prior use of the AR-15 semiautomatic rifle and Bean Bag Shotguns were in compliance with the accompanying policies (Policy 303 – Control Devices and Techniques, Policy 307 – Firearms, and Policy 413 – Rapid Response and Deployment that were in effect at the time.

WHEREAS, the SBCCD PD has made the proposed military use policy publicly available on its internet website and shall make the final military equipment use policy publicly available on its internet website in order to facilitate public participation.

NOW, THEREFORE, BE IT RESOLVED, that the San Bernardino Community College District Board of Trustees approves the SBCCD PD's military equipment use policy.

BE IT FURTHER RESOLVED, that the San Bernardino Community College District Board of Trustees directs the SBCCD PD to make the final military equipment use policy publicly available on its internet website in accordance with AB 481.

PASSED AND ADOPTED by the Governing Board of the San Bernardino Community College District of San Bernardino County this 9th day of November, 2023 by the following votes:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

I HEREBY CERTIFY that the foregoing resolution was duly introduced, passed and adopted at the time and place and by the vote stated.

_____,
Diana Z. Rodriguez, Secretary to the Governing Board
of the San Bernardino Community College District

Military Equipment

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070)

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue handguns.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.

Military Equipment

- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

706.2 POLICY

It is the policy of the San Bernardino Community College District Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

706.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as a liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of the San Bernardino Community College District Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 1. Publicizing the details of the meeting.
 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

706.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

- Remington 870 12- Gauge 2 $\frac{3}{4}$ Shotgun Less-Lethal Shotgun with orange-colored stock and forestock/forend.

Military Equipment

- Colt AR-15 .223/5.56 NATO Rifle

706.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

706.6 COORDINATION WITH OTHER JURISDICTIONS

Other law enforcement agencies and their members who respond to assist with incidents in this jurisdiction shall use their military equipment in accordance with their agencies' policies.

706.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072)

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in the department inventory.

Military Equipment

706.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

DRAFT

San Bernardino Community College District Police Department**Attachment A to Policy 706 - Military Equipment Use Policy****Equipment Type:**

SEMIAUTOMATIC PATROL RIFLES.

Quantity Owned:

8 Patrol Rifles.

Capabilities:

The Colt AR-15 semiautomatic carbine rifle is a standard issue firearm for sworn member of the police department. It fires 5.56 (.223 caliber) ammunition and is capable of firing at greater distances and with greater accuracy than Department-issued pistols.

Manufacturer's Description:

Colt AR-15 .223/5.56 NATO Rifle.

Ammunition Utilized:

Federal or Remington .223 Caliber (5.56 NATO).

Lifespan:

Approximately 25 years or 30,000 rounds.

Purpose/Authorized Uses:

Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the officer reasonably anticipates an armed encounter.
- (b) When an officer is faced with a situation that may require the delivery of accurate and effective fire at long range.
- (c) Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When an officer reasonably believes that there may be a need to deliver fire on a barricaded suspect or a suspect with a hostage.
- (e) When an officer reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.

- (g) When needed to euthanize an animal.

Fiscal Impacts:

The semiautomatic rifles and associated equipment/accessories have already been purchased over time. Ongoing maintenance, ammunition, and/or replacement costs will vary.

Legal/Procedural Rules Governing Use:

All applicable local, state, and federal laws governing police use of force as well as all applicable San Bernardino Community College District Police Department policies concerning Use of Force and Firearms.

Training Required:

Officers are required to successfully complete departmental training. This training shall consist of an initial 16-hour patrol rifle user's course and qualification score with a certified patrol rifle instructor. Officers shall thereafter be required to successfully complete quarterly training and qualify semi-annually with a certified patrol rifle instructor.

Equipment Type:

Remington 870 Shotgun with orange-colored stock and forestock/forend for Bean Bag deployment.

Quantity Owned:

2 Bean Bag shotguns.

Capabilities:

Bean Bag shotguns can fire a 12-gauge bean bag round with a maximum effective range of sixty feet.

Manufacturer's Description:

The Remington Model 870™ is a pump-action shotgun design with ultimate strength, durability, silky-smooth bind-free action, with sleek and classical lines. As one of the most popular shotguns, the Model 870 is offered in dozens of configurations to suit hundreds of applications.

Ammunition Utilized:

Safariland Defense Technology 12 gauge Drag Stabilized Bean Bag Round.

Lifespan:

Approximately 25 years or 30,000 rounds.

Purpose/Authorized Uses:

This department is committed to reducing the potential for violent confrontations. Bean Bag (kinetic energy) projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

Fiscal Impacts:

The bean bag shotguns and associated equipment/accessories have already been purchased over time. Ongoing maintenance, ammunition, and/or replacement costs will vary.

Legal/Procedural Rules Governing Use:

All applicable local, state, and federal laws governing police use of force as well as all applicable San Bernardino Community College District Police Department policies concerning Use of Force and Firearms.

Training Required:

All sworn personnel receive their initial less lethal/munitions training during the basic POST police academy training course. Upon joining our Department, all sworn personnel receive a two-hour (2) refresher course every 24 months on less lethal/munitions at the trimester training at the San Bernardino Co. Sheriff's Department.

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the San Bernardino Community College District Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 ISSUING, CARRYING, AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

303.4 RESPONSIBILITIES

303.4.1 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander may authorize the use of a control device by selected personnel who have successfully completed the required training.

303.4.2 DEPARTMENT ARMORER RESPONSIBILITIES

The Department Armorer shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated, or expended control devices or munitions are properly disposed of, repaired, or replaced.

Every control device will be periodically inspected by the Department Armorer or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging, or cleaning shall remain the responsibility of personnel using the various devices.

Control Devices and Techniques

Any damaged, inoperative, outdated, or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Department Armorer for disposition. Damage to District property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys, and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

303.6 OLEORESIN CAPSICUM (OC) GUIDELINES

See SBCCD PD Policies & Procedures Manual Sections 6.05 et al.

303.7 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.7.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons, and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles, or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

Control Devices and Techniques

303.7.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of the subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.7.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect the shotgun and projectiles at the beginning of each shift to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the officer shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

Control Devices and Techniques

303.8 TRAINING FOR CONTROL DEVICES

The Training Sergeant shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

303.9 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

Firearms

307.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance, and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

307.2 POLICY

The San Bernardino Community College District Police Department will equip its members with firearms to address the risks posed to the public and Department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

307.3 AUTHORIZED FIREARMS, AMMUNITION, AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Department Armorer. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized Department range.

All other weapons not provided by the Department, including but not limited to edged weapons, chemical or electronic weapons, impact weapons, or any weapon prohibited or restricted by law or that is not covered elsewhere by Department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Chief. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

307.3.1 HANDGUNS

The authorized Department-issued handgun is the Glock Model 21 .45 Caliber or Glock Model 17 9MM.

307.3.2 SHOTGUNS

The authorized Department-issued shotgun is the Remington 870 12 Gauge. When not deployed, the shotgun shall be properly secured consistent with Department training in a locking weapons rack in the patrol vehicle or in the Department armory.

307.3.2.1 Less Lethal/Bean Bag Shotguns

The authorized Department-issued Less Lethal/Bean Bag shotgun is the Remington 870 12 Gauge with the orange-colored stock and forestock/forend.

Firearms

307.3.3 PATROL RIFLES

A patrol rifle is an authorized weapon which is owned by the Department and which is made available to properly trained and qualified members as a supplemental resource to their duty handgun or shotgun. No personally owned rifles may be carried for patrol duty unless pre-approved in writing by the Chief of Police and the Department armorer.

The authorized Department-issued patrol rifle is the Colt AR-15 .223/5.56 NATO.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with Department training in a locking weapons rack in the patrol vehicle or in the Department armory.

307.3.3.1 PATROL RIFLE MAINTENANCE

- (a) Primary responsibility for the maintenance of patrol rifles shall fall on the Rangemaster, who shall inspect and service each patrol rifle on a monthly basis.
- (b) Each member carrying a patrol rifle may be required to field strip and clean an assigned patrol rifle as needed.
- (c) Each member shall be responsible for promptly reporting any damage or malfunction of an assigned patrol rifle.
- (d) Any patrol rifle found to be unserviceable shall be removed from service. The rifle shall be clearly labeled as "out of service" and details regarding the weapon's condition shall be included on the label.
- (e) Each patrol rifle shall be subject to inspection by a supervisor or the Rangemaster at any time.
- (f) No modification shall be made to any patrol rifle without prior written authorization from the Rangemaster.

*Firearms***307.3.3.2 PATROL RIFLE TRAINING**

Members shall not carry or utilize the patrol rifle unless they have successfully completed the required POST training. This training shall consist of an initial 16-hour patrol rifle user's course and qualification score with a certified patrol rifle instructor. Members shall thereafter be required to successfully complete triannual training and semi-annual qualification conducted by a certified patrol rifle instructor.

Any member who fails to qualify or who fails to successfully complete two or more department-sanctioned training/qualification sessions within a calendar year will no longer be authorized to carry the patrol rifle without successfully retaking the initial patrol officer user's course and qualification.

307.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order and on the Department's list of approved firearms.
- (b) The firearm shall be inspected by the Department Armorer prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the Department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, color, serial number, and caliber of the firearm to the Department Armorer, who will maintain a list of the information.

307.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry Department or personally-owned secondary handguns are subject to the following restrictions:

- (a) The handgun shall be in good working order and on the Department's list of approved firearms.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

Firearms

- (e) The handgun shall be inspected by the Department Armorer prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (f) Ammunition shall be the same as the Department issue. If the caliber of the handgun is other than a Department issue, the Chief of Police or the authorized designee shall approve the ammunition.
- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the Department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number, and caliber of a secondary handgun to the Department Armorer, who will maintain a list of the information.

307.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) The member may use his/her duty firearm or may use a personally owned firearm that is carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy. A member carrying his/her duty firearm will be deemed to have complied with (c), (d), and (e) of this section.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent accidental unintentional cocking, discharge, or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to the Department Armorer for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Department Armorer.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Department Armorer that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.
- (f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Department Armorer, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry Department-authorized ammunition.

Firearms

- (i) When armed, officers shall carry their badges and San Bernardino Community College District Police Department identification cards under circumstances requiring possession of such identification.

307.1.1 AMMUNITION

Members shall carry only Department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all Department-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Department Armorer when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from Department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

307.2 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

307.2.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Department Armorer.

Firearms that are the property of the Department or personally owned firearms that are approved for Department use may be repaired or modified only by a person who is Department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Department Armorer.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Department Armorer.

307.2.2 HOLSTERS

Only Department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

307.2.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Department Armorer. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

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307.2.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster and approved by the Chief of Police. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Members are required to attend an 8-hour course to be certified for the use of optics prior to carrying a firearm with optics or laser sights while on- or off-duty.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

307.3 SAFE HANDLING, INSPECTION, AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Department Armorer. Members shall not dry fire or practice quick draws except as instructed by the Department Armorer or other firearms training staff.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.
- (d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.
- (e) Members shall not place or store any firearm or other weapon on Department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.
- (f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of the Chief of Police or an authorized designee.
- (g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Department Armorer approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Department Armorer will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will

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be issued to the member until the duty firearm is serviceable.

307.3.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

307.3.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles, or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit Department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (Penal Code § 25100).

307.3.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

307.3.4 STORAGE IN VEHICLES

When leaving a handgun in an unattended vehicle, members shall ensure that it is locked in the trunk, or in a locked container that is placed out of view, or in a locked container that is permanently affixed to the vehicle's interior and not in plain view, or in a locked toolbox or utility box permanently affixed to the vehicle (Penal Code § 16850; Penal Code § 25140; Penal Code § 25452).

If the vehicle does not have a trunk or a locked container, then the firearm should be locked within the center utility console that can be locked with a padlock, keylock, combination lock, or other similar locking device (Penal Code § 25140).

Officers are exempt from these requirements during circumstances requiring immediate aid or action in the course of official duties (Penal Code § 25140).

307.4 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training quarterly with their duty firearms. In addition to quarterly training, all members will qualify at least semi-annually with their duty firearms. Members who carry a Patrol Rifle while on duty are required to successfully complete triannual training and semi-annual qualification conducted by a certified patrol rifle instructor. Members will qualify with off-duty and secondary firearms at least twice a year. Training and qualifications must be on an approved range course.

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At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

307.4.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 - 1. Unauthorized range make-up
 - 2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

307.5 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the member shall file a written report with his/her Chief or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

307.5.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

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In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, Department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER® device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

307.5.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

Stray or abandoned injured animals that may be moved or taken to an available veterinarian should not be euthanized. With supervisor approval, abandoned injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made. Injured dogs and cats found without their owners shall be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed (Penal Code § 597.1).

307.5.3 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

307.6 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their San Bernardino Community College District Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).
- (c) The San Bernardino Community College District Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the San Bernardino Community College District Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

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- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the Department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

307.7 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this Department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry his/her San Bernardino Community College District Police Department identification card whenever carrying such firearm.
- (b) The officer is not the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other Department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Rapid Response and Deployment

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces, and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

413.2 POLICY

The San Bernardino Community College District Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

413.3 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.

Rapid Response and Deployment

- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

413.3.1 RESPONSE TO COLLEGE THREATS

Upon receiving a threat or perceived threat from a college official, officers shall immediately investigate and conduct a threat assessment. The investigation shall include a review of the firearm registry of the California Department of Justice. A reasonable search of the school at issue shall be conducted when the search is justified by reasonable suspicion that it would produce evidence related to the threat or perceived threat (Education Code § 49394).

For purposes of this subsection a "threat" or "perceived threat" means any writing or action of a pupil that creates a reasonable suspicion that the pupil is preparing to commit a homicidal act related to college or a college activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the pupil. It may also include a warning by a parent, pupil, or other individual (Education Code § 49390).

413.4 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

413.5 PLANNING

The Chief of Police or the authorized designee should coordinate critical incident planning. Planning efforts should consider:

Rapid Response and Deployment

- (a) Identification of likely critical incident target sites, such as colleges, entertainment and sporting event venues.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

413.6 TRAINING

The Training Sergeant should include rapid response to critical incidents in the training plan. This training should address:

- (a) Orientation to likely critical incident target sites, such as colleges, entertainment and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
 - (a) This should include the POST terrorism incident training required for officers assigned to field duties (Penal Code § 13519.12).
- (d) First aid, including gunshot trauma.
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

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: November 9, 2023

SUBJECT: Consideration of Approval to Adopt Resolution # 2023-11-09-FP-01 to approve the Settlement with Argonaut Insurance Company and Award Contract #CC01-3605.02 – Completion Contract for SBVC New Softball Field Project.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution # 2023-11-09-FP-01 to approve the settlement with Argonaut Insurance Company and authorize the Chancellor, and/or the Chancellor's designee(s), to enter a contract for the Project with Los Angeles Engineering, Inc. as the replacement contractor on the San Bernardino Valley College New Softball Field Project **and** award Contract #CC01-3605.02– Completion Contract for SBVC New Softball Field Project to **Los Angeles Engineering, Inc.**, of Covina, California in the amount of **\$4,100,000.00**.

OVERVIEW

Los Angeles Engineering, Inc. shall perform and complete all work required to complete the remaining scope of work pertaining to the Completion Contract for the SBVC New Softball Field Project at Valley College. The Project consists of a new Softball Field, hitting cage, bullpen, home/visitor dugouts, restrooms/storage building, and associated site work and utilities.

ANALYSIS

As a result of the district's contractor, Green Contractor Studio, Inc. ("Green"), abandoning the Project, the District terminated Green Contractor Studio in March 2023 and made a demand on Green Contractor Studio's performance bond with Argonaut Insurance Company ("Surety"). The Surety issued a performance bond, protecting against Green Contractor Studio's default, in the amount of \$3,587,500.00 ("Bond Penal Sum"). The Surety also issued a payment bond, to cover payment claims by sub-contractors.

Due to Green Contractor Studio's default and its failure to complete the Project, the district is holding approximately \$931,408.25 in remaining project funds, which includes retention. This would provide the district with approximately \$4,518,908.25 to complete the Project.

The Surety prepared bid/proposal packages for contractors to submit proposals for completion of the Project. The Surety's construction representative in participation with the district's construction



team conducted negotiations with the contractors to address questions about the Project and determine the final proposed pricing.

Bid/proposals were received from Kemp Bros Construction, Inc., Icon-West, Inc., and Los Angeles Engineering, Inc. The bid/proposal amounts received are the following:

Vendor	Contractor Bid/Proposal	Owner Allowance	Total Bid
Los Angeles Engineering, Inc. of Covina, CA	\$3,800,000.00	\$300,000.00	\$4,100,000.00
Icon West, Inc. of Los Angeles, CA	\$3,999,246.00	\$300,000.00	\$4,299,246.00
Kemp Bros. Construction, Inc. of Santa Fe Springs, CA	\$4,634,694.00	\$300,000.00	\$4,934,694.00

All of the bids/proposals exceed the Bond Penal Sum. After taking into consideration allowances and contingencies, the Surety's construction representative and the district's construction team concluded that Los Angeles Engineering provided the lowest bid/proposal to complete the Project. The Los Angeles Engineering bid/proposal is also less than the combined Bond Penal Sum and the Remaining Project Funds.

We have had extensive negotiations with the Surety. The Surety has agreed to provide the district with the full amount of the Bond Penal Sum and to release any claim to the Remaining Project Funds.

An analysis of the bids/proposals received indicates that **Los Angeles Engineering, Inc. of Covina, CA** is the lowest responsive bidder/proposer. In support of the Community Benefits Agreement, Los Angeles Engineering, Inc. will adhere to the 50% local hires which supports the economic mobility of the community.

SBCCD GOALS

Use those that apply from the list.

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

FINANCIAL IMPLICATIONS

This project will be funded by the settlement from Argonaut Insurance Company and the Bond Construction budget.

RESOLUTION NO. 2023-11-09-FP-01**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TO APPROVE THE SETTLEMENT WITH ARGONAUT INSURANCE COMPANY AND AUTHORIZES THE CHANCELLOR, AND/OR THE CHANCELLOR'S DESIGNEE(S), TO ENTER INTO A CONTRACT FOR THE PROJECT WITH LOS ANGELES ENGINEERING. INC. AS THE REPLACEMENT CONTRACTOR ON THE SAN BERNARDINO VALLEY COLLEGE NEW SOFTBALL FIELD PROJECT**

WHEREAS, the San Bernardino Community College District ("SBCCD") is the owner and operator of San Bernardino Valley College, located at 701 South Mount Vernon Avenue, San Bernardino, California 92410 ("SBVC"); and

WHEREAS, after competitive bidding required by law, on or about December 16, 2021, SBCCD awarded a contract to Green Contractor Studio, Inc. ("Green"), to construct the SBVC New Softball Field Project CC01-3605 ("Project"); and

WHEREAS, in or around the end of December 2022, Green abandoned the Project and notified the district that it would not be able to complete the Project; and

WHEREAS, District staff investigated potential ways in which the Project might be completed without the need for terminating Green, none of which were feasible; and

WHEREAS, SBCCD received Stop Payment Notices from subcontractors who claimed that they had not been paid by Green for their work; and

WHEREAS, on March 1, 2023, SBCCD provided Green with a Notice of Default on the Project; and

WHEREAS, on March 9, 2023, the Board approved the termination of Green and on March 10, 2023, the District sent Green a Notice of Termination, with notice to the Surety, Argonaut Insurance Company, for a claim on the performance bond; and

WHEREAS, the amount of the Performance Bond protecting against Green's default is in the amount of \$3,587,500.00 ("Bond Penal Sum"); and

WHEREAS, since that time, SBCCD has been working with the Surety to ensure that the Surety would take responsibility for, and pay for, the remainder of the Project; and

WHEREAS, pursuant to the contractual terms of the Performance Bond, the Surety prepared bid/proposal packages for replacement contractors to submit proposals for completion of the Project; and

WHEREAS, the Surety's construction representative conducted negotiations with the potential contractors to address questions about the Project and determine final proposed pricing; and

WHEREAS, SBCCD's construction team was able to participate in the negotiation process; and

WHEREAS, bid/proposals were received to complete the Project from Kemp Bros. Construction, Inc., Icon West, Inc., and Los Angeles Engineering, Inc.; and

WHEREAS, all of the bids/proposals exceed the Bond Penal Sum under the Performance Bond; and

WHEREAS, after taking into consideration allowances and contingencies, SBCCD's construction team concluded that Los Angeles Engineering, Inc. provided the lowest bid/proposal to complete the Project; and

WHEREAS, due to Green's default and its failure to complete the Project, SBCCD is holding \$931,408.25 in remaining Project funds, which includes retention ("Remaining Project Funds"); and

WHEREAS, SBCCD has claims against Green and the Surety in the form of liquidated damages due to the significant delay of the Project; and

WHEREAS, after extensive negotiations with the Surety, the Surety has agreed to pay SBCCD the full amount of the Bond Penal Sum (\$3,587,500.00) and to release any claim to the Remaining Project Funds (appx. \$931,408.25); and

WHEREAS, with the Bond Penal Sum and the Remaining Project Funds, SBCCD will be left with \$4,518,908.25 to complete the Project and cover liquidated damages of the district; and

WHEREAS, public works projects are typically subject to competitive bidding laws; and

WHEREAS, upon termination of Green, the Surety sought bids for completion of the Project and negotiated pricing, which was a contractual requirement under the Performance Bond; and

WHEREAS, California law provides that "where competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage, the statute requiring competitive bidding does not apply" (*Hiller v. City of Los Angeles* (1961) 197 Cal.App.2d 685, 694), and that public entities need not comply with competitive bidding processes where to do so would be impractical or futile and would not serve the purposes of competitive bidding (*Los Angeles Dredging Company v. City of Long Beach* (1930) 2 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631); and

WHEREAS, the Surety was contractually obligated to negotiate with potential replacement contractors, and the Surety completed this task, and now that the Surety will

agree to provide SBCCD with the full amount of the Bond Penal Sum, there is no purpose in having SBCCD conduct a second bid process; and

WHEREAS, based on all of the foregoing, SBCCD staff has determined that it would be incongruous, futile, and unavailing to solicit additional public bids for the Project; and

WHEREAS, based on all of the foregoing, SBCCD staff requests that the Board of Trustees ("Board") authorize the settlement with the Surety for the full amount of the Bond Penal Sum and Chancellor, and/or the Chancellor's designee(s), to enter into a contract for the Project with Los Angeles Engineering, Inc. and without further competitive bidding; and

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. All of the above-listed recitals are incorporated herein by this reference and shall hereinafter be deemed to be the findings of the Board.

Section 2. The Board hereby approves the settlement with Argonaut Insurance Company and authorizes the Chancellor, and/or the Chancellor's designee(s), to enter into a contract for the Project with Los Angeles Engineering, Inc. and without further competitive bidding.

Section 3. The Board hereby approves a delegation of authority and appoints the Chancellor, and/or the Chancellor's designee(s), who is/are hereby authorized and directed to take any other action to carry out the terms or intent of this Resolution.

Section 4. If a court of competent jurisdiction determines, for any reason, that any language, part, section, provision, or requirement of this Resolution is invalid or unenforceable, such determination shall not invalidate or render unenforceable any other language, part, section, provision, or requirement of this Resolution. In such event, the language, parts, sections, provisions, or requirements that are not the subject of the court's determination shall be interpreted, to the extent permitted by law, in a manner that is consistent with the intent and purpose underlying the invalid or unenforceable language, part, section, provision, or requirement.

Likewise, if a court of competent jurisdiction determines, for any reason, that any language, part, section, provision, or requirement of this Resolution is invalid or unenforceable as applied to a specific person or entity, such determination shall not affect the applicability of such language, part, section, provision, or requirement to any other persons or entities. In such event, the language, parts, sections, provisions, or requirements that are not the subject of the court's determination shall be interpreted, to the extent permitted by law, in a manner that is consistent with the intent and purpose underlying the inapplicable language, parts, sections, provisions, or requirements.

Section 5. This Resolution shall take effect upon adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on the 9th day of November 2023, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Diana Z. Rodriguez, Secretary to 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 to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Linda Fontanilla, Interim President, SBVC
Dr. Kevin Horan, President, CHC

PREPARED BY: Dr. Dina Humble, Vice President of Instruction, SBVC
Dr. Keith Wutz, Vice President of Instruction, CHC

DATE: November 9, 2023

SUBJECT: Advisory Committees

RECOMMENDATION

It is recommended that the Board of Trustees approve the Advisory Committee members who serve the various academic programs throughout San Bernardino Valley and Crafton Hills College.

OVERVIEW

According to Title 5, all Career Technical Education programs must have an Advisory Committee. These committees must be presented and approved by the Institution's Board of Trustees.

ANALYSIS

Title 5 of the California Code of Regulations explicitly states that Career Technical Education (CTE) programs serving higher educational facilities must have Advisory Committees. These Advisory Committees are composed of industry leaders, local business, community and faculty, along with other experts in the field who have extensive knowledge, and/or education, of the subject matter in which they are serving as committee members. These committee members offer the most up-to-date knowledge, expertise, and guidance within their chosen field.

SBCCD GOALS

1. Be a Leader and Partner in Addressing Regional Issues

FINANCIAL IMPLICATIONS

None



CHC ADVISORY COMMITTEE EMAIL LIST - FALL 2023				
DIVISION				
Discipline	Member	Affiliation	Years on Committee	Email
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CHC ADVISORY COMMITTEE EMAIL LIST - FALL 2023

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SBVC ADVISORY COMMITTEE EMAIL LIST - FALL 2023

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SBVC ADVISORY COMMITTEE EMAIL LIST - FALL 2023

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	Means, Louis	Caliber Collision	5	
	Murdock, Skyler	RCC	6	
	Navarro, Joe	Service King Collision Center	6	
	O'Connell, Paul	RCC	5	
	Ramirez, Edgar	SBVC	6	
	Russell, Jeff	SBVC	8	
	Scheurer, Mark	Genuine Auto Parts & Paint	9	
	Spears, Matthew	Da Spot Auto Body	6	
	Stoffel, Chris	Chief Frame	6	
	Torres, Thomas	NAPA Auto Parts	5	
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SBVC ADVISORY COMMITTEE EMAIL LIST - FALL 2023

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	Kelly, Latasha	SBCUSD Director	6	latashia.kelly@sbcusd.k12.ca.us
	Knight, Denise	SBVC Child Development, Faculty Co-chair	29	dknight@valleycollege.edu
	McLaren, Meridyth	CHC Child Development, Faculty Chair	17	mmclaren@craftonhills.edu

SBVC ADVISORY COMMITTEE EMAIL LIST - FALL 2023

DIVISION				
Discipline	Member	Affiliation	Years on Committee	Email
	Mitroi, Mariana	Colton USD, Child Development Supervisor	6	mariana_mitroi@cjusd.net
	Moore, Randi	SBUSD, Support Staff	7	randy.moore@sbcusd.k12.ca.us
	Price, Brandi	SBVC Child Development, Adjunct Faculty	11	bprice@valleycollege.edu
	Terrell, LaTrenda	SBC Preschool Services Department, Program Manager	11	latrenda.terrell@hss.sbcounty.gov
	Thompson, Melissa	Moreno Valley College Child Development, Faculty	10	melissa.thompson@mvc.edu
	Wagner, Tamara	Rialto Unified School District, Early Education Administrator - SBVC Adjunct Faculty	7	twagner@valleycollege.edu
	Wasbotten, Deborah	CHC, Child Development Center Director, Retired	12	dwasbotten@craftonhills.edu
	Wilcox-Herzog, Amanda	CSUSB Human Development, Contract Faculty	12	awilcox@csusb.edu
Criminal Justice				
	Blacksher, Anthony	San Bernardino Valley College Interim Dean	0	ablacksher@sbccd.edu
	Chencharick, John	Patton Police Lieutenant	13	john.chencharick@dsh.ca.gov
	Croy, Jeremy	Administration of Justice Department Chair	4	jcroy@valleycollege.edu
	Dennis, Paul	SBVC Police Academy Director	5	pdennis@valleycollege.edu
	German, Randy	San Bernardino Sheriff's Training Facility Captain	0	rgerman@sbcusd.org
	Gonzales, Amelia	Criminal Justice Secretary	7	agonzales@valleycollege.edu
	Green, Kenneth	San Bernardino Administration of Justice Adjunct	5	kgreen@valleycollege.edu
	Gutierrez, John	Cal State University, San Bernardino	5	john.gutierrez@sbcusd.k12.ca.us
	Jackson, Alvin	San Bernardino Community College District Chief	4	aljackson@sbccd.edu
	Lewis, Rosalind	SBVC Police Academy Coordinator	4	rlewis@valleycollege.edu
	Paulino, Joseph	San Bernardino County Unified School District Chief	13	joseph.paulino@sbcusd.k12.ca.us
	Schroeder, Paul	San Bernardino Department Public Safety Training Manager	1	Paul.Schroeder@sanmanuel-nsn.gov
Human Services				
	Chagolla, Daniel	Cedar House Life Change Center, Director/CEO	4	https://cedarhouse.org/
	Degnan, Russel	New Hope Director of Operations	6	
	Delgado, Brittani	Professional Expert SBVC	2	bdelgado@valleycollege.edu
	Frey (Marier), April	Director of Behavioral Health	2	amarier@ruhealth.org
	Hughes, Tina	San Bernardino Recovery Center, Inland Valley Recovery Services, Coordinator	6	
	Mendoza, Ruben	Professional Expert SBVC	1	rmendoza@valleycollege.edu
	Moneymaker, Melinda	SBVC Human Services Professor/Faculty Chair	16	mmoneyma@valleycollege.edu
	Nelson, Brandy	SBVC Human Services Contract Faculty	7	bnelson@valleycollege.edu

SBVC ADVISORY COMMITTEE EMAIL LIST - FALL 2023

DIVISION				
Discipline	Member	Affiliation	Years on Committee	Email
	Rasmussen, Jill	Counselor, La Sierra University	2	https://lasierra.edu/
	Williamson, Asia	SBVC Adjunct Faculty	2	awilliamson@sbccd.cc.ca.us

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: November 9, 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 2024-2025 College Catalog.

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

None.



COURSE MODIFICATION

COURSE ID	COURSE TITLE
COUN 110	INTRODUCTION TO CAREER, EDUCATION, AND LIFE PLANNING
STUDENT LEARNING OUTCOMES:	No revision
RATIONALE:	Updated course information, and content for six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	FALL 2024

COURSE ID	COURSE TITLE
RADIOL 090	SURVEY OF RADIOLOGIC TECHNOLOGY
STUDENT LEARNING OUTCOMES:	No revision
RATIONALE:	To better deliver the information to the students and open more sections each semester to serve the students
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	FALL 2024

COURSE ID	COURSE TITLE
SPAN 101	COLLEGE SPANISH I
CATALOG DESCRIPTION:	Introductory course beginning the development of the student's listening, speaking, reading, and writing skills in Spanish. The course includes a study of Spanish pronunciation, vocabulary, idioms, and grammatical structure, along with an introduction to the cultures of Spanish-speaking countries. NOTE: This course corresponds to the first two years of high school Spanish.
SCHEDULE DESCRIPTION:	Introductory course beginning the development of the student's listening, speaking, reading, and writing skills in Spanish. NOTE: This course corresponds to the first two years of high school Spanish.
STUDENT LEARNING OUTCOMES:	No revision
RATIONALE:	These modifications are needed to make the course better align with the identical course at SBVC. Particularly, the statement that Spanish 101 corresponds to the first year of high school Spanish needed to be changed to agree with SBVC, where 101 is the equivalent of two years of high school Spanish. In addition, some updates and better wording was needed to be added to better reflect the

	content of the course and in response to the new CurriQunet framework. The course outline also needed to be updated for DE.
EQUATE:	Equates with SPAN-101 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
SPAN 102	COLLEGE SPANISH II
CATALOG DESCRIPTION:	A continuation of SPAN 101. Further development of the student's listening, speaking, reading, and writing skills in Spanish. The course includes a study of Spanish vocabulary, idioms, and grammatical structures, along with a continued exploration of the cultures of Spanish speaking countries.
SCHEDULE DESCRIPTION:	A continuation of SPAN 101. Further development of the student's listening, speaking, reading, and writing skills in Spanish.
STUDENT LEARNING OUTCOMES:	No revision
RATIONALE:	These modifications are needed to make the course better align with the identical course at SBVC. Particularly, the statement that Spanish 102 corresponds to the second year of high school Spanish needed to be eliminated to agree with SBVC, in which there is no such statement. In addition, some updates and better wording were added to better reflect the content of the course and in response to the new CurriQunet framework. The course outline also needed to be updated for DE.
EQUATE:	Equates with SPAN-102 at SBVC
EFFECTIVE:	Fall 2024

NEW COURSE

COURSE ID	COURSE TITLE
SPAN 101H	COLLEGE SPANISH - HONORS
DISCIPLINE:	Foreign Language
DEPARTMENT:	Communication and Language
CATALOG DESCRIPTION:	Introductory course beginning the development of the student's listening, speaking, reading, and writing skills in Spanish. The course includes a study of Spanish pronunciation, vocabulary, idioms, and grammatical structure, along with an introduction to the cultures of Spanish-speaking countries. NOTE: This course corresponds to the first two years of high school Spanish.
SCHEDULE	Introductory course beginning the development of the student's listening,

DESCRIPTION:	speaking, reading, and writing skills in Spanish. NOTE: This course corresponds to the first two years of high school Spanish.
STUDENT LEARNING OUTCOMES:	New
UNITS:	5
CONTACT HOURS:	80-90
RATIONALE:	<p>Spanish is the most popular foreign language among college students.</p> <ol style="list-style-type: none"> 1. Although not necessarily required. Spanish can be extremely useful to students who plan to prepare for professions in public service, business, marketing, education, public relations, medical/health services, psychology, law and law enforcement, government, politics, religion, food service and international relations. 2. Spanish is becoming even more vital and important as Hispanics become the largest minority population in the United States. 3. Spanish prepares students to be more competitive in the job market, as there is a large demand now for bilingual employees. 4. For future teachers, school psychologists, and counselors in the American Southwest, Spanish is essential in preparing them to be more effective educators, especially at the primary and middle school levels. 5. Spanish provides students with a broader educational experience as well as exposure to a second language and a different culture. 6. By learning Spanish, students will be able to enjoy a wider range of vacation and retirement opportunities. 7. SPAN 101 is required for students who are majoring or minoring in Spanish and is a requirement for the AA and AA-T in Spanish. 8. SPAN 101 is associate degree applicable, satisfies the humanities general education requirement for the associate degree, transfers to CSU.
EQUATE:	Equates with SPAN-101H at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
SPAN 102H	COLLEGE SPANISH II - HONORS
DISCIPLINE:	Foreign Language
DEPARTMENT:	Communication and Language
CATALOG DESCRIPTION:	A continuation of SPAN 101. Further development of the student's listening, speaking, reading, and writing skills in Spanish. The course includes a study of Spanish vocabulary, idioms, and grammatical structures, along with a continued exploration of the cultures of Spanish speaking countries.
SCHEDULE DESCRIPTION:	A continuation of SPAN 101. Further development of the student's listening, speaking, reading, and writing skills in Spanish.
STUDENT LEARNING OUTCOMES:	New

PREREQUISITE:	Span 101 College Spanish I or 101H College Spanish I Honors & Acceptance into College Honors Institute.
UNITS:	5
CONTACT HOURS:	80-90
RATIONALE:	<p>Spanish is the most popular foreign language among college students.</p> <ol style="list-style-type: none"> 1. Although not necessarily required. Spanish can be extremely useful to students who plan to prepare for professions in public service, business, marketing, education, public relations, medical/health services, psychology, law and law enforcement, government, politics, religion, food service and international relations. 2. Spanish is becoming even more vital and important as Hispanics become the largest minority population in the United States. 3. Spanish prepares students to be more competitive in the job market, as there is a large demand now for bilingual employees. 4. For future teachers, school psychologists, and counselors in the American Southwest, Spanish is essential in preparing them to be more effective educators, especially at the primary and middle school levels. 5. Spanish provides students with a broader educational experience as well as exposure to a second language and a different culture. 6. By learning Spanish, students will be able to enjoy a wider range of vacation and retirement opportunities. 7. SPAN 102 is required for students who are majoring or minoring in Spanish and is a requirement for the AA and AA-T in Spanish. 8. SPAN 102 is associate degree applicable, satisfies the humanities general education requirement for the associate degree, transfers to CSU.
EQUATE:	Equates with SPAN-102H at SBVC
EFFECTIVE:	Fall 2024

DISTANT EDUCATION

COURSE ID:	COUN 110	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Career, Education and Life Planning	
RATIONALE:	DE Addition	
EFFECTIVE:	Fall 2024	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	SPAN 101	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	College Spanish I	

RATIONALE:	DE Addition
EFFECTIVE:	Fall 2024
EQUATE:	Equates with SPAN-101 at SBVC

COURSE ID:	SPAN 101H	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	College Spanish I - HONORS	
RATIONALE:	DE Addition	
EFFECTIVE:	Fall 2024	
EQUATE:	Equates with SPAN-101H at SBVC	

COURSE ID:	SPAN 102	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	College Spanish II	
RATIONALE:	DE Addition	
EFFECTIVE:	Fall 2024	
EQUATE:	Equates with SPAN-102 at SBVC	

COURSE ID:	SPAN 102H	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	College Spanish II HONORS	
RATIONALE:	DE Addition	
EFFECTIVE:	Fall 2024	
EQUATE:	Equates with SPAN-102H at SBVC	

PROGRAM MODIFICATION

3D Modeling for Animation, Game Art and Visual Effects Crafton - A.S. Degree

Required Courses:

ART 121	21.0
Foundations of Three-Dimensional Design	
MULTI 100	3.0
Multimedia Foundations	
MULTI 111	3.0
Adobe Photoshop I	

MULTI 150 3D Modeling and Sculpting	3.0
MULTI 155 Digital Sculpting	3.0
MULTI 250 Intermediate 3D Modeling	3.0
MULTI 214 Digital Media Portfolio	3.0
	3.0
	Total: 21.0

RATIONALE:	Since MULTI 214 was approved from variable 1 to 3 units to 3 units changed the total units of this degree from 19-21 to 21 units.
EFFECTIVE:	Fall 2024
EQUATE:	Not currently equated with SBVC

PROGRAM MODIFICATION

3D Modeling for Animation, Game Art and Visual Effects Certificate - Certificate of Achievement

REQUIRED COURSES	18.0
MULTI 100 Multimedia Foundations	3.0
MULTI 111 Adobe Photoshop I	3.0
MULTI 150 3D Modeling and Sculpting	3.0
MULTI 250 Intermediate 3D Modeling	3.0
MULTI 155 Digital Sculpting	3.0
MULTI 214 Digital Media Portfolio	3.0
	3.0
	Total: 18.0

RATIONALE:	As the field becomes more specialized, the need for 3D modeling specialists has increased across multiple industries: 3D Modeling for Animation, Game Art, Visual Effects, Manufacturing, Design, Engineering and Toy Industry, and Animatronics. (Summary: Replace 3D Animation with 3D Modeling). Since MULTI 214 was just approved from variable 1 to 3 units to 3 units changed the total units of this degree from 16-18i to now 18.
EFFECTIVE:	Fall 2024
EQUATE:	Not currently equated with SBVC

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Linda Fontanilla Ed.D., Interim President, SBVC

PREPARED BY: Dina Humble Ed.D., Vice President, Instruction, SBVC

DATE: November 9, 2023

SUBJECT: Curriculum – SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2023-2024 and 2024-2025 College Catalogs.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

None.



**SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
November 9, 2023**

CONTENT REVIEW

No Changes to the College Catalog

AUTO 056	AUTO 064	HMDT 021	HMDT 022
HMDT 023	HMDT 024	HMDT 026	HMDT 028
HMDT 035	HMDT 042	HMDT 064	HMDT 098
HMDT 621	HMDT 622	HMDT 623	HMDT 624
HMDT 626	HMDT 628	HMDT 634	HMDT 635
HMDT 664			

Rationale: Content Review
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AERO 611**
Course Title: General Maintenance Test Preparation
Hours: 10 – 14 hours per semester
Lecture: 6 – 8 hours per semester
Laboratory: 4 – 6 hours per semester
Prerequisite: None
Course Description: This noncredit course prepares students for the FAA Aviation Mechanic Certification - General oral and practical test. Students will be given extra instruction in practice in the FAA test subjects.
TOP Code: 0950.00
Equate: Course not offered at CHC.
Rationale: This noncredit course will prepare students for the FAA Mechanics exam.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AERO 612**
Course Title: Airframe Maintenance Test Preparation
Hours: 10 – 16 hours per semester
Lecture: 6 – 8 hours per semester
Laboratory: 4 – 8 hours per semester
Prerequisite: None
Course Description: This noncredit course prepares the students for the FAA Aviation Mechanic Certification. Airframe written, oral and practical test. Students will review subjects as determined by latest FAA performance statistics.
TOP Code: 0950.00
Equate: Course not offered at CHC.
Rationale: This noncredit course will prepare students for the FAA Mechanics exam.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID:	AERO 613
Course Title:	Powerplant Maintenance Test Preparation
Hours:	10 – 14 hours per semester
Lecture:	6 – 8 hours per semester
Laboratory:	4 – 6 hours per semester
Prerequisite:	None
Course Description:	This noncredit course prepares students for the FAA Aviation Mechanic Certification - Powerplant oral and practical test. Students will be given extra instruction in practice in the FAA test subjects.
TOP Code:	0950.00
Equate:	Course not offered at CHC.
Rationale:	This noncredit course will prepare students for the FAA Mechanics exam.
Effective:	Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID:	ENGL 686
Course Title:	Strategies for College Composition
Hours:	16 – 18 hours per semester
Corequisite:	ENGL 101
Course Description:	This noncredit course provides support for English 101, including strategies for college level reading, writing and critical thinking. . Multi-cultural readings and writing assignments will help to connect students to their own lived experiences. This course is taken as pass/no pass only. (Formerly ENGL 086).
TOP Code:	1501.00
Equate:	Course not offered at CHC.
Rationale:	Changing the course from credit to noncredit will provide equity for students who are required to take the co-requisite English Course for English 101.
Effective:	Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID:	ENGL 687
Course Title:	Fundamentals for College Composition
Hours:	32 – 36 hours per semester
Corequisite:	ENGL 101
Course Description:	This noncredit course provides intensive support for English 101, including fundamentals for successful college level reading, writing and critical thinking. Reading and writing assignments will focus on students' lived experiences as they connect to the course content. This course is offered as pass/no pass only. (Formerly 087).
TOP Code:	1501.00
Equate:	Course not offered at CHC.
Rationale:	This course is being switched from credit to noncredit to offer students more equity.
Effective:	Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID:	REALST 601
Course Title:	Real Estate Exam Preparation: CA Licensing
Hours:	16 – 18 hours per semester
Departmental Advisory:	Completion of REALST 100, REALST 062 and one REALST elective course in order to meet the requirements to apply for the DRE Real Estate Salesperson License exam.
Course Description:	This noncredit course is designed to prepare the student for the State of California Department of Real Estate (DRE) licensing examination. In the course, many real estate topics are covered in examination format. The following topics will be covered: real and personal property acquisition, ownership, estates in real property, joint tenancies, partnerships, sales contracts, homesteads, deeds and taxes. methods of financing, real estate practices, and regulation of the real estate business.
TOP Code:	0511.00
Equate:	Course not offered at CHC.
Rationale:	Combining REALST 901 and 902 into a noncredit course.
Effective:	Fall 2024

COURSE MODIFICATION

Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
HMDT 034	DIESEL ALTERNATIVE FUELS

Course Title:	Heavy/Medium Duty Truck Alternative Fuels
Equate:	Course not offered at CHC.
Rationale:	Updating title to remove “diesel”.
Effective:	Fall 2024

COURSE MODIFICATION

Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
HMDT 040	COMMERCIAL DRIVER'S LICENSE (CDL) DMV EXAM PREPARATION

Departmental Advisory:	HMDT 026 and HMDT 028 and HMDT 035
Equate:	Course not offered at CHC.
Rationale:	Adding advisories.
Effective:	Fall 2024

COURSE MODIFICATION

Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
HMDT 041	COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING LAB

Departmental Advisory: HMDT 026 and HMDT 028 and HMDT 035
Equate: Course not offered at CHC.
Rationale: Adding advisories.
Effective: Fall 2024

COURSE MODIFICATION

Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
HMDT 640	COMMERCIAL DRIVER'S LICENSE (CDL) DMV EXAM PREPARATION

Departmental Advisory: HMDT 626 and HMDT 628 and HMDT 635
Equate: Course not offered at CHC.
Rationale: Adding advisories.
Effective: Fall 2024

COURSE MODIFICATION

Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
HMDT 641	COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING LAB

Departmental Advisory: HMDT 626 and HMDT 628 and HMDT 635
Equate: Course not offered at CHC.
Rationale: Adding advisories.
Effective: Fall 2024

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
OCEAN 101	ELEMENTS OF OCEANOGRAPHY

Prerequisite: None
Departmental Advisory: ENGL 101 or ENGL 101H
Equate: OCEAN 101 at CHC.
Rationale: Changing ENGL 101/101H from a pre/co-requisite to an advisory.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
WST 652	BASIC WATERWORKS MATH TEST PREPARATION

Lecture: 32-36 hours per semester
Equate: Course not offered at CHC.
Rationale: Increasing hours from 16 to 32-36.
Effective: Fall 2024

COURSE INACTIVATION

CIT 621	CIT 622	CIT 623	CIT 624
CIT 625	CIT 626	CIT 627	CIT 628
CIT 629	PHLB 600	PHLB 601	REALST 066
REALST 901	REALST 902	STSP 050	STSP 051
STSP 060	STSP 061	STSP 062	STSP 063
STSP 070	STSP 071	STSP 080	STSP 083

Rationale: Courses are no longer offered.
Effective: Fall 2024

COURSE CORRECTION

COURSE ID	COURSE TITLE
ARCH 112	DESIGN STUDIO I

Departmental Advisory: ARCH 102
Prerequisite: ARCH 105
Rationale: Updating prerequisites and removing corequisite to make course more accessible to students.
Previous Board Approval: June 8, 2023
Effective: Fall 2024

COURSE CORRECTION

COURSE ID	COURSE TITLE
ARCH 113	DESIGN STUDIO II

Departmental Advisory: ENGL 101 or ENGL 101H and ARCH 103
Prerequisite: ARCH 112
Rationale: Updating prerequisites and removing corequisite to make course more accessible to students.
Previous Board Approval: June 8, 2023
Effective: Fall 2024

COURSE CORRECTION

COURSE ID	COURSE TITLE
MATH 106	MATHEMATICAL CONCEPTS FOR ELEMENTARY SCHOOL TEACHERS

Prerequisite: Completion of intermediate algebra or appropriate college-level placement based on the SBVC Guided-Self Placement process.
Rationale: Updating prerequisite to align with UC TCA requirements.
Effective: Fall 2024

COURSE CORRECTION

COURSE ID	COURSE TITLE
MATH 108	INTRODUCTION TO PROBABILITY AND STATISTICS

Prerequisite: Completion of intermediate algebra or appropriate college-level placement based on the SBVC Guided-Self Placement process.
Rationale: Updating prerequisite to align with UC TCA requirements.
Effective: Fall 2024

COURSE CORRECTION

COURSE ID	COURSE TITLE
MATH 108H	INTRODUCTION TO PROBABILITY AND STATISTICS - HONORS

Prerequisite: Completion of intermediate algebra or appropriate college-level placement based on the SBVC Guided-Self Placement process.
Rationale: Updating prerequisite to align with UC TCA requirements.
Effective: Fall 2024

COURSE CORRECTION

COURSE ID	COURSE TITLE
MATH 180	INTRODUCTION TO DATA SCIENCE

Prerequisite: Completion of intermediate algebra or appropriate college-level placement based on the SBVC Guided-Self Placement process.
Rationale: Updating prerequisite to align with UC TCA requirements.
Effective: Fall 2024

DISTANCE EDUCATION

AUTO 056	AUTO 064	ENGL 686	ENGL 687
HMDT 021	HMDT 022	HMDT 023	HMDT 024
HMDT 026	HMDT 028	HMDT 034	HMDT 035
HMDT 040	HMDT 042	HMDT 064	HMDT 098
HMDT 621	HMDT 622	HMDT 623	HMDT 624
HMDT 626	HMDT 628	HMDT 634	HMDT 635
HMDT 640	HMDT 664	OCEAN 101	WST 652

Rationale: **Distance Education Delivery**

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

Effective: Fall 2024

NEW CERTIFICATE

Fitness Specialist - Certificate of Achievement

The Fitness Specialist Certificate is designed to prepare students for employment as fitness instructors and a career in the rapidly expanding health and fitness industry. Students will gain academic knowledge and fitness skills through the required course work, as well as develop the skills necessary to apply this knowledge in a vocational setting. The curriculum has been designed to equip the student with a scientific background, both theoretical and practical, to successfully customize fitness programs that include education and guidance on nutrition, weight control, exercise physiology, flexibility, core strength, cardiovascular exercise, and resistance training.

REQUIRED COURSES:

KIN 080	Techniques of Weight Training	2.0
KIN 081	Exercise and Fitness Assessment	2.0
KIN 101	Sports Psychology	3.0
KIN 104	Exercise Nutrition	3.0
KIN 200	Introduction to Kinesiology	3.0
KIN 231	First Aid and CPR	3.0

Optional Work Experience Course:

KIN 098	Kinesiology Work Experience	1.0-4.0
		Total: 16.0

This is a Gainful Employment Program

Rationale: New certificate to assist students with becoming fitness instructors.

Effective: Fall 2024

CERTIFICATE MODIFICATION

Accounting - Certificate of Achievement

The Accounting Certificate is designed to prepare students for entry-level positions, updating and maintaining accounting records, calculating disbursements and receipts, tracking accounts payable and receivable, and determining profit and loss.

REQUIRED COURSES:

ACCT 047	Computerized Accounting	3.0
ACCT 200	Financial Accounting	4.0
ACCT 201	Managerial Accounting	4.0
BUSAD 100	Introduction to Business	3.0
BUSAD 210	Business Law	3.0
ECON 208	Business and Economic Statistics OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0
ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0

RECOMMENDED COURSES:

ACCT 030	Federal and State Individual Income Taxation	4.0
ACCT 090	Payroll Accounting	3.0
MATH 102	College Algebra	4.0
CIT 101	Introduction to Computer Literacy	3.0
CIT 114	Spreadsheets: Excel	3.0

Total: 27.0

This is a Gainful Employment Program

Rationale: Adding MATH 108H to course list.

Effective: Fall 2024

CERTIFICATE MODIFICATION

Basic Machine Operator - Certificate of Career Preparation

The Basic Machine Operator certificate is designed to prepare students with basic entry-level machine operator skills, safety knowledge, theory, and quality control skills in manufacturing processes. Students obtaining this certificate will qualify for the first level certification in National Industry Metal Skills (NIMS).

REQUIRED COURSES:

MACH 021	Machine Shop	3.0
MACH 075	Computer Aided Design/Computer Aided Manufacturing Software	3.0
MACH 090	Mechanical Print Reading	3.0
MACH 120	Machine Shop Theory	2.0

Total: 11.0

Rationale: Updating description, MACH 021 title and units, and MACH 075 title.

Effective: Fall 2024

CERTIFICATE MODIFICATION

Basic Waterworks - Certificate of Completion

This noncredit Basic Waterworks Certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the water supply, delivery, and treatment operations. [Note: The Basic Waterworks Certificate is not equivalent to the "Certificate of Competency" issued by the California State Water Resources Control Board in Water Distribution or Water Treatment].

REQUIRED COURSES:

CIT 601	Introduction to Basic Computer Skills	24.0-36.0
VOCED 631	Fundamentals of Business English	16.0-32.0
WST 601	Test Review for Water Distribution D1	8.0-16.0
WST 611	Test Review for Water Treatment T1	8.0-16.0
WST 629	Introduction to Water Supply Technology	4.0-8.0
WST 652	Basic Waterworks Math Test Preparation	32.0-36.0
WST 661	Introduction to Water Distribution	32.0-36.0
WST 671	Introduction to Water Treatment	32.0-36.0
		Total: 156.0-216.0

Rationale: Updating WST 652 hours and total number of hours.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Computer Numerical Control: CAD/CAM - Certificate of Achievement

The Computer Numerical Control: CAD/CAM certificate is designed to prepare students for entry-level employment as production machinists working with complex Computer Numerical Control (CNC) cutting machines.

REQUIRED COURSES:

MACH 021	Machine Shop	3.0
MACH 022	Machine Shop II	4.0
MACH 090	Mechanical Print Reading	3.0
MACH 120	Machine Shop Theory	2.0
MACH 123	Machine Shop III	4.0
MACH 124	Machine Shop IV	4.0
TECALC 087	Technical Calculations	4.0

REQUIRED SPECIALIZED COURSES:

MACH 070	Computer Numerical Control Programming (CNC) I	3.0
MACH 071	Computer Numerical Control Programming II	3.0
MACH 072	Computer Aided Design and Manufacturing Programming I	3.0
MACH 073	Computer Aided Design and Manufacturing Programming II	3.0
MACH 074	Computer Numerical Control (CNC) Machining Setup and Operation	3.0
MACH 129	Manufacturing Processes	2.0

Total: 41.0

This is a Gainful Employment Program

Rationale: Updating description, title and units for MACH 021, and units for MACH 129.
Effective: Fall 2024

CERTIFICATE MODIFICATION

ESL Integrated Skills - Beginning - Certificate of Competency

This noncredit program is designed to prepare beginning English language learners with the fundamental speaking, listening, reading and writing skills of the English language. This program will also prepare students with the necessary skills to be successful in the composition-based ESL (English as a second language) courses.

REQUIRED COURSES:

ESL 601	ESL Integrated Skills - Introduction to Basic English Literacy	64.0-72.0
ESL 602	ESL Integrated Skills - English for Home and School	64.0-72.0
ESL 603	ESL Integrated Skills - English for Work and Leisure	64.0-72.0
ESL 604	ESL Integrated Skills - English for Work and Education	64.0-72.0
		Total: 256.0-288.0

Rationale: Updating course titles.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Information Security and Cyber Defense - Certificate of Achievement

A comprehensive introduction to the principles of Information Assurance, Information Systems Security, and Cyber Defense. Program content and outcomes are aligned with industry certifications and the recommendations of the National Security Administration/US Department of Homeland Security. Includes practical experiences with the application of Information Assurance principles to Systems and Network Administration.

REQUIRED COURSES:

CIT 101	Introduction to Computer Literacy	3.0
CIT 110	Information and Communications Technology Essentials	4.0
CIT 155	Systems and Network Administration	3.0
CIT 160	Introduction to Information Systems Security	3.0
CIT 232	Computer Network Fundamentals	3.0

Computer Programming - One Course from the Following:

CS 120	Introduction to Visual Basic.NET	4.0
CIT 215	Database Management Systems	3.0

Statistics - One Course from the Following:

ECON 208	Business and Economic Statistics	4.0
MATH 108	Introduction to Probability and Statistics	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0

Total: 23.0-24.0

This is a Gainful Employment Program

Rationale: Adding MATH 108H to course list.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Machinist Standard - Certificate of Achievement

The Machinist Standard certificate is designed to prepare students for entry-level employment in manufacturing using advanced setup techniques on machine tools such as lathes, mills, and grinders to produce close tolerance precision parts.

REQUIRED COURSES:

MACH 021	Machine Shop	3.0
MACH 022	Machine Shop II	4.0
MACH 123	Machine Shop III	4.0
MACH 124	Machine Shop IV	4.0
MACH 120	Machine Shop Theory	2.0
MACH 090	Mechanical Print Reading	3.0
MACH 091	Geometric Dimensioning & Tolerancing	2.0
MACH 129	Manufacturing Processes	2.0
		Total: 24.0

This is a Gainful Employment Program

Rationale: Updating description, and units for MACH 021 and MACH 129.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Psychiatric Technology - Certificate of Achievement

This certificate is designed to prepare students for employment as a Psychiatric Technician, providing care and participating in the treatment of mentally and developmentally disabled clients. Learning activities are conducted on the college campus and a variety of community agencies.

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

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

GENERAL EDUCATION REQUIREMENTS:

BIOLOGY (4-8 UNITS)

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

ENGLISH (4 UNITS)

ENGL 101	College Composition OR	4.0
ENGL 101H	College Composition-Honors	4.0

MATHEMATICS (0-4 UNITS) - Students must complete one of the following or place into a transfer-level

MATH course:

MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
ECON 208	Business and Economic Statistics OR	4.0

PSYCH 105	Statistics for the Behavioral Sciences	4.0
PSYCHOLOGY (3 UNITS)		
PSYCH 100	General Psychology OR	3.0
PSYCH 100H	General Psychology – Honors	3.0
REQUIRED COURSES (46 UNITS):		
PSYTCH 084	Introduction to Psychiatric Technology	17.0
PSYTCH 085	Psychiatric Technology: Nursing Science	12.0
PSYTCH 086	Introduction to Psychiatric Technology: Behavioral Science	17.0
		Total: 57.0-65.0

This is a Gainful Employment Program

Rationale: Updating ENGL 101/101H title and adding MATH 108H to course list.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Tool and Die - Certificate of Achievement

The Tool and Die certificate is designed to prepare students for entry-level employment in producing tools, dies, and special guiding and holding devices that enable machines to manufacture a variety of products used daily - from clothing to furniture to heavy equipment and parts for aircraft.

REQUIRED COURSES:		
MACH 021	Machine Shop	3.0
MACH 022	Machine Shop II	4.0
MACH 090	Mechanical Print Reading	3.0
MACH 120	Machine Shop Theory	2.0
MACH 123	Machine Shop III	4.0
MACH 124	Machine Shop IV	4.0
TECALC 087	Technical Calculations	4.0
REQUIRED SPECIALIZED COURSES:		
MACH 061	Jig and Fixture Machining	4.0
MACH 129	Manufacturing Processes	2.0
MACH 160	Tool and Die	4.0
		Total: 34.0

This is a Gainful Employment Program

Rationale: Updating description, title and units for MACH 021, and units for MACH 129.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Wastewater Technology - Certificate of Completion

The noncredit Wastewater Technology Certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in wastewater collections, treatment, and recycle operations. [Note: The Wastewater Technology Certificate is not equivalent to the "Certificate of Competency" issued by the California Water Environment Association (CWEA) in wastewater collection system operations or the "Certificate of Competency" issued by the State Water Resources Control Board (SWRCB) in Wastewater Treatment.] The Cooperative Work Experience course, WST 098, is highly recommended for students not currently employed in the field.

REQUIRED COURSES:

CIT 601	Introduction to Basic Computer Skills	24.0-27.0
VOCED 631	Fundamentals of Business English	32.0-36.0
WST 629	Introduction to Water Supply Technology	4.0-8.0
WST 625	Test Review for Wastewater Treatment Plant Operations Grades One and Two	8.0-16.0
WST 653	Wastewater Technology Math Test Preparation	32.0-36.0
WST 681	Introduction to Wastewater Collections	32.0-36.0
WST 691	Introduction to Wastewater Treatment	32.0-36.0
		Total: 164.0-195.0

Rationale: Updating hours for WST 653.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Water Use Specialist - Certificate of Completion

This noncredit Water Use Specialist Certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment as a water use efficiency practitioner. [Note: The Water Use Specialist Certificate is not equivalent to the certification issued by the American Water Works Association (AWWA) in water use efficiency].

REQUIRED COURSES:

CIT 601	Introduction to Basic Computer Skills	24.0-27.0
VOCED 631	Fundamentals of Business English	32.0-36.0
WST 629	Introduction to Water Supply Technology	4.0-8.0
WST 631	Introduction to Water Use Efficiency	32.0-36.0
WST 652	Basic Waterworks Math Test Preparation	32.0-36.0
		Total: 124.0-143.0

Rationale: Updating hours for WST 652
Effective: Fall 2024

CERTIFICATE INACTIVATIONS

Phlebotomy Certificate of Completion

Sterile Processing Certificate of Achievement

Surgical Technologist Certificate of Achievement

Rationale: Courses within these certificates have never been offered, inactivating in order to remove from active programs list.
Effective: Fall 2023

DEGREE MODIFICATION

Accounting - A.A. Degree

The Associate of Arts (AA) - in accounting - is designed to provide fundamental skills for individuals planning to enter the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, payroll clerk, credit clerk, bookkeeper, accounting intern, tax preparer or comparable positions. This AA program focuses on entry-level accounting skills including communication and ethics needed in today's professional environment. The program provides a fundamental understanding of not only essential practitioner skills but also addresses the unique skills needed by an entry-level accountant. Accounting topics include - financial accounting, managerial accounting, federal taxation, payroll, bookkeeping and the use of business application and accounting software.

REQUIRED COURSES:

ACCT 047	Computerized Accounting	3.0
ACCT 200	Financial Accounting	4.0
ACCT 201	Managerial Accounting	4.0
BUSAD 100	Introduction to Business	3.0
BUSAD 210	Business Law	3.0
ECON 208	Business and Economic Statistics OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0
ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0

RECOMMENDED COURSES:

ACCT 030	Federal and State Individual Income Taxation	4.0
ACCT 090	Payroll Accounting	3.0
CIT 101	Introduction to Computer Literacy	3.0
CIT 114	Spreadsheets: Excel	3.0
MATH 102	College Algebra	4.0

Total: 27.0

Rationale: Adding MATH 108H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

Anthropology Associate in Arts - Transfer Degree, AA-T

Anthropology is the study of what it means to be human. It has been called the most scientific of the humanities and the most humanistic of the sciences as it takes a broad approach to the study of humanity, integrating biological, archaeological, cultural, and linguistic perspectives. Anthropologists often aim for their work to aid in understanding and solving real-world issues faced by humans today. The courses within this program are designed to provide students with applicable skills useful in a vast range of occupations.

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

- completion of the following major requirements with a minimum grade of "C" (or "P");

- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

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

REQUIRED COURSES: (9 UNITS)

ANTHRO 100	Introduction to Archaeology	3.0
ANTHRO 102	Cultural Anthropology OR	3.0
ANTHRO 102H	Cultural Anthropology – Honors	3.0
ANTHRO 106	Biological Anthropology OR	3.0
ANTHRO 106H	Biological Anthropology – Honors	3.0

List A - One course from the following: (3 units minimum)

ANTHRO 125	Language and Culture	3.0
ENGL 102	Intermediate Composition and Critical Thinking OR	4.0
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0

List B: One to two courses: (4 units maximum)

BIOL 260	Human Anatomy	4.0
GEOL 101	Introduction to Physical Geology AND	3.0
GEOL 111	Introduction to Physical Geology Laboratory	1.0
GEOL 122	Environmental Geology	3.0
GEOL 140	Earth Science AND	3.0
GEOL 141	Earth Science Laboratory	1.0
GIS 130	Introduction to Geographic Information Systems (GIS)	3.0
PSYCH 201	Research Methods for the Behavioral Sciences	4.0

List C - One course or any course from List A or B not already used: (3 units minimum)

ANTHRO 103	Anthropology of Food	3.0
ANTHRO 106L	Biological Anthropology Laboratory	1.0
ANTHRO 108	Introduction to Native American Studies OR	3.0
ETHS 108	Introduction to Native American Studies	3.0
ANTHRO 109	Visual Culture and Art	3.0
ANTHRO 111	The Anthropology of Magic, Witchcraft, and Religion OR	3.0
ANTHRO 111H	The Anthropology of Magic, Witchcraft, and Religion – Honors	3.0
ART 108	Art of Mexico and Mesoamerica	3.0
COMMST 174	Intercultural Communication	3.0
ENGL 163	Chicana/o Literature OR	3.0
ETHS 163	Chicana/o Literature	3.0
ENGL 165	African-American Literature OR	3.0
ETHS 165	African-American Literature	3.0
HIST 107	Native American Experiences in U.S. History OR	3.0
HIST 107H	Native American Experiences in U.S. History – Honors OR	3.0
ETHS 107	Native American Experiences in U.S. History OR	3.0
ETHS 107H	Native American Experiences in U.S. History – Honors	3.0
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History	3.0

HIST 139	The African American Experience in U.S. History from 1877	3.0
HIST 140	Chicano Experiences in U.S. History OR	3.0
HIST 140H	Chicano Experiences in U.S. History – Honors	3.0
HIST 150	Introduction to Latin American History	3.0
HIST 170	World History to 1500	3.0
HIST 171	World History Since 1500	3.0
MUS 107	Music Cultures of the World	3.0
POLIT 141	Introduction to World Politics OR	3.0
POLIT 141H	Introduction to World Politics – Honors	3.0
RELIG 101	Introduction to World Religions	3.0
SOC 100	Introduction to Sociology OR	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
SOC 141	Race and Ethnic Relations OR	3.0
SOC 141H	Race and Ethnic Relations – Honors OR	3.0
ETHS 141	Race and Ethnic Relations OR	3.0
ETHS 141H	Race and Ethnic Relations – Honors	3.0
Major Total:		18-21
Total units that may be double-counted:		12-19
General Education (CSU GE-Breadth or IGETC) Units:		37-39
Elective (CSU Transferable) Units:		15-24
Total: 60.0		

Rationale: Adding MATH 108H to course list, and removing ETHS 137, ETHS 139, ETHS 140, ETHS 140H.

Effective: Fall 2024

DEGREE MODIFICATION

Business Administration 2.0 Associate in Science - Transfer Degree, AS-T

The Associate in Science for Transfer (AS-T) in Business Administration 2.0 is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. To earn this Business Administration 2.0 degree, students must meet the following requirements:

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

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

REQUIRED COURSES: (24 units)

ACCT 200	Financial Accounting	4.0
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ACCT 201	Managerial Accounting	4.0
ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
ECON 201	Principles of Microeconomics	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
BUSAD 210	Business Law	3.0
MATH 102	College Algebra OR	4.0
MATH 141	Business Calculus	4.0
ECON 208	Business and Economic Statistics OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0
BUSAD 100	Introduction to Business OR	3.0
BUSAD 127	Business Communication	3.0
Major Total Units:		28
Total Units that May Be Double-Counted:		9
General Education (CSU-GE or IGETC) Units:		37-39
Elective (CSU Transferable) Units:		2-4
		Total: 60.0

Rationale: Adding MATH 108H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

Business Administration - A.A. Degree

The Business Administration Associate of Arts degree helps students start or advance careers in the business field. By enrolling in this degree program, students will develop skills required to plan, organize, make effective decisions, communicate, and lead complex organizations. For those already working in the business field, but lack the education to advance their career, obtaining an associate of arts degree in Business Administration can help move to the next level.

Two of the greatest benefits of a career in business administration are the flexibility and choice of industries that offer employment. Business Administration graduates can work in fields such as Human Resources, Marketing, Pre-law, Small Business, International Management, Sales, Accounting, Banking Finance, Management, and Import/Export.

REQUIRED COURSES:

ACCT 200	Financial Accounting	4.0
ACCT 201	Managerial Accounting	4.0
ECON 208	Business and Economic Statistics OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0
BUSAD 100	Introduction to Business	3.0
BUSAD 103	Marketing Principles	3.0
BUSAD 210	Business Law	3.0
CIT 101	Introduction to Computer Literacy	3.0
ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
		Total: 30.0

Rationale: Adding MATH 108H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

Computer Numerical Control: CAD/CAM - A.S. Degree

To graduate with a specialization in Computer Numerical Control: CAD/CAM, students must complete the following required courses for the certificate plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:

MACH 021	Machine Shop	3.0
MACH 022	Machine Shop II	4.0
MACH 090	Mechanical Print Reading	3.0
MACH 120	Machine Shop Theory	2.0
MACH 123	Machine Shop III	4.0
MACH 124	Machine Shop IV	4.0

REQUIRED SPECIALIZED COURSES:

MACH 070	Computer Numerical Control Programming (CNC) I	3.0
MACH 071	Computer Numerical Control Programming II	3.0
MACH 072	Computer Aided Design and Manufacturing Programming I	3.0
MACH 073	Computer Aided Design and Manufacturing Programming II	3.0
MACH 074	Computer Numerical Control (CNC) Machining Setup and Operation	3.0
MACH 129	Manufacturing Processes	2.0

Total: 37.0

Rationale: Updated MACH 021 title and units, and MACH 129 units.
Effective: Fall 2024

DEGREE MODIFICATION

Economics Associate in Arts - Transfer Degree, AA-T

The Economics program focuses on the systematic study of the production, conservation and allocation of resources in conditions of scarcity, together with the organizational frameworks related to these processes. Economics is truly all around us, present in almost every aspect of our lives from the perspective that every human activity involves choice between alternatives (i.e., trade-offs) and the use of some scarce resource. Studying the subject gives students a general understanding of the world and its inner workings. Students learn everything from what determines the price of goods and services to why the average standards of living vary so widely within and between countries. An economics major is very versatile and provides excellent preparation for law school. Economics majors can find positions with the government, in all areas of business decision-making, in positions associated with technology or finance, and more.

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

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

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

REQUIRED COURSES: (12-13 Units)

ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
ECON 208	Business and Economic Statistics OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0
MATH 141	Business Calculus OR	4.0
MATH 250	Single Variable Calculus I	4.0

LIST A - One course from the following: (3-4 units)

ACCT 200	Financial Accounting	4.0
ACCT 201	Managerial Accounting	4.0
BUSAD 127	Business Communication	3.0
CIT 101	Introduction to Computer Literacy	3.0
MATH 102	College Algebra	4.0
MATH 151	Precalculus	4.0
MATH 251	Single Variable Calculus II	4.0

LIST B - One course from the following: (3-5 Units)

ECON 100	Introduction to Economics	3.0
ETHS 100	Introduction to Ethnic Studies	3.0
GLST 101	Introduction to Global Studies	3.0
MATH 252	Multivariable Calculus	5.0
MATH 265	Linear Algebra	4.0
POLIT 140	Introduction to Comparative Politics	3.0
POLIT 141	Introduction to World Politics	3.0
POLIT 141H	Introduction to World Politics – Honors	3.0
POLIT 150	Introduction to Public Policy	3.0
PSYCH 100	General Psychology	3.0
PSYCH 100H	General Psychology – Honors	3.0
SOC 100	Introduction to Sociology	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
MAJOR TOTAL:		20-23
CSU GE-Breadth or IGETC for CSU Requirements:		37-39
Total Units that may be double-counted for CSU-GE or IGETC:		9
CSU Electives (as needed to reach 60 transferable units):		7-12
		Total: 60.0

Rationale: Updating description and adding courses to required courses and List B.
Effective: Fall 2024

DEGREE MODIFICATION

Environmental Science - A.S. Degree

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

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

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

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

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

REQUIRED COURSES:

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

ONE OF THE FOLLOWING:

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

ONE OF THE FOLLOWING PHYSICS COURSE SEQUENCES:

PHYSIC 151	General Physics for the Life Sciences I AND	4.0
PHYSIC 152	General Physics for the Life Sciences II OR	4.0
PHYSIC 202	Physics I AND	4.0

PHYSIC 203	Physics II AND	4.0
PHYSIC 204	Physics III	4.0
TWO COURSES FROM THE FOLLOWING:		
BIOL 104	Human Ecology	3.0
BIOL 207	Evolutionary Ecology	4.0
CHEM 205	Quantitative Chemical Analysis	5.0
CHEM 212	Organic Chemistry I	5.0
CHEM 213	Organic Chemistry II	5.0
GEOG 130	Introduction to Geographic Information Systems (GIS) OR	3.0
GIS 130	Introduction to Geographic Information Systems (GIS)	3.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0
MATH 266	Ordinary Differential Equations	4.0
Total: 50.0-63.0		

Rationale: Adding POLIT 100H and MATH 108H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

Environmental Science Associate in Science - Transfer Degree, AS-T

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

Awareness of the issues of environmental quality and environmental justice are increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Within the human population, socioeconomically and politically disenfranchised communities oftentimes suffer the consequences of polluted environments when compared with more advantaged communities. This uneven, inequitable environmental landscape is viewed through the lenses of environmental racism, environmental justice, and multiculturalism.

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

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

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) for STEM or Intersegmental General Education Transfer Curriculum (IGETC-CSU) for STEM, which requires a minimum of 31-33 units.

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

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

REQUIRED COURSES: (14 Units)

BIOL 205	Cell and Molecular Biology	4.0
CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0

LIST A: (15 Units)

ENVSCI 100	Introduction to Environmental Science	3.0
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One of the following course sequences:

GEOL 101	Introduction to Physical Geology AND	3.0
GEOL 111	Introduction to Physical Geology Laboratory OR	1.0
GEOG 110	Physical Geography AND	3.0
GEOG 111	Physical Geography Laboratory OR	1.0
GEOG 111H	Physical Geography Laboratory – Honors	1.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
ECON 208	Business and Economic Statistics OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0
MATH 250	Single Variable Calculus I OR	4.0
MATH 141	Business Calculus	4.0

LIST B - Two to three courses from the following: (11 units)

ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
PHYSIC 202	Physics I AND	4.0
PHYSIC 203	Physics II	4.0

Major Total: 43

CSU GE-Breadth or IGETC-CSU for STEM for CSU Requirements: 31-33

Total units that may be double-counted: 13

CSU Electives (as needed to reach 60 transferable units): 0-2

Total: 60.0

Rationale: Adding MATH 108H to course list.

Effective: Fall 2024

DEGREE MODIFICATION

Geography - A.S. Degree

The Associate of Science Degree in Geography provides a transfer path to four-year baccalaureate degrees, and it serves the diverse needs of students who wish to obtain a broad and an in-depth understanding of the field. Additionally, this degree allows students to examine the environmental and spatial science of geography, including physical and cultural landscapes across the Earth. Courses in Geography prepare students interested in careers in environmental studies, environmental and social justice, education, engineering, urban planning, politics, law, and architecture.

The environmental and spatial science of geography examines physical and human landscapes across the Earth. As a spatial science, physical and human location and patterns on Earth's surface are central to the study of geography. It includes the study of all forces of nature and the consequences of those forces, with an emphasis on human-environment interactions.

Geography integrates multiple physical and social sciences and includes: the nature and interactions of the atmosphere and the land, plants and animals, the Earth's waters, weather, climate, the Earth's dynamic surface,

landforms and soil, and the way people have inhabited and altered the Earth by creating various forms of agriculture, language, religion, and cities.

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

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

REQUIRED COURSES:

GEOG 102	Cultural Geography	3.0
GEOG 110	Physical Geography	3.0
GEOG 111	Physical Geography Laboratory OR	1.0
GEOG 111H	Physical Geography Laboratory – Honors	1.0

12 UNITS FROM THE FOLLOWING:

GEOG 100	Map Interpretation and Geospatial Analysis OR	3.0
GIS 100	Map Interpretation and Geospatial Analysis	3.0
GEOG 106	Geographic Perspectives on the Environment	3.0
GEOG 114	Weather and Climate	4.0
GEOG 118	California Geography	3.0
GEOG 120	World Regional Geography	3.0
GIS 130	Introduction to Geographic Information Systems (GIS) OR	3.0
GEOG 130	Introduction to Geographic Information Systems (GIS)	3.0
GIS 133	GIS Cartography and Base Map Development	3.0
ECON 208	Business and Economic Statistics OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0

RECOMMENDED COURSES:

ECON 100	Introduction to Economics	3.0
POLIT 100	American Politics OR	3.0
POLIT 100H	American Politics – Honors	3.0
POLIT 141	Introduction to World Politics	3.0
SOC 100	Introduction to Sociology OR	3.0
SOC 100H	Introduction to Sociology – Honors	3.0

Total: 19.0

Rationale: Adding MATH 108H and POLIT 100H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

History Associate in Arts - Transfer Degree, AA-T

Historians critically evaluate the causes and significance of events in the past to better understand the individuals, ideas, actions, and events that have shaped our present. The work of historians promotes a better understanding of cultures and societies from the past. While the study of history is valuable in its own right, it also serves as a useful preparation for careers in law, archival work, public service, education, journalism, and business.

This history degree includes foundational coursework in United States History and World History, with additional coursework in specialized history courses and/or introductory social science courses. Students will be prepared to successfully complete upper division coursework in history, and related disciplines, having completed this history degree. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

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

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

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

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

REQUIRED COURSES: (6 Units)

HIST 100	United States History to 1877 OR	3.0
HIST 100H	United States History to 1877 – Honors	3.0
HIST 101	United States History: 1865 to Present OR	3.0
HIST 101H	United States History: 1865 to Present – Honors	3.0

LIST A - 6 Units:

HIST 170	World History to 1500	3.0
HIST 171	World History Since 1500	3.0

LIST B - One course from Area 1 and Area 2: (6 Units)

Area 1:

HIST 107	Native American Experiences in U.S. History OR	3.0
HIST 107H	Native American Experiences in U.S. History – Honors OR	3.0
ETHS 107	Native American Experiences in U.S. History OR	3.0
ETHS 107H	Native American Experiences in U.S. History – Honors	3.0
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History	3.0
HIST 138	The African American Experience in U.S. History to 1877	3.0
HIST 139	The African American Experience in U.S. History from 1877	3.0
HIST 140	Chicano Experiences in U.S. History OR	3.0
HIST 140H	Chicano Experiences in U.S. History – Honors	3.0
HIST 142	Experiences of Asian Americans in U.S. History	3.0
HIST 150	Introduction to Latin American History	3.0
HIST 185	Women in United States History	3.0

Area 2:

ANTHRO 102	Cultural Anthropology OR	3.0
ANTHRO 102H	Cultural Anthropology – Honors	3.0
GEOG 102	Cultural Geography	3.0
HIST 145	History of California OR	3.0
HIST 145H	History of California – Honors	3.0
HIST 176	Comparative History of Genocide and War Crimes	3.0
SOC 100	Introduction to Sociology OR	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
SOC 110	Social Problems OR	3.0
SOC 110H	Social Problems – Honors	3.0
SOC 141	Race and Ethnic Relations OR	3.0
SOC 141H	Race and Ethnic Relations – Honors OR	3.0
ETHS 141	Race and Ethnic Relations OR	3.0

ETHS 141H Race and Ethnic Relations – Honors	3.0
Major Total:	18
Total Units that may be Double-Counted:	12-15
General Education (CSU-GE or IGETC) Units:	37-39
Elective (CSU Transferrable) Units:	15-20
Total:	60.0

Rationale:	Removing ETHS 137, ETHS 138, ETHS 139, ETHS 140, ETHS 140H, and ETHS 142 from course list.
Effective:	Fall 2024

DEGREE MODIFICATION

Hospitality Management Associate in Science - Transfer Degree, AS-T

Hospitality is the study of servicing and satisfying guests within hotels, restaurants, private clubs, managed food service, event planning, tourism related businesses, and travel providers. The students will be trained in principles of supervision, marketing, purchasing, cost control, customer service, basic food service and catering, business and accounting in relationship to the hospitality and tourism industry. The courses within this program are designed to provide students with applicable skills useful in a vast range of occupations.

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

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

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

REQUIRED COURSE: (3 Units)

HOSP 100	Introduction to Hospitality and Customer Service	3.0
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LIST A - Three courses from the following: (9 Units)

ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
CULART 225	Sanitation and Safety	3.0
HOSP 120	Hospitality Cost Control	3.0
HOSP 130	Hospitality Food and Beverage Management	3.0
HOSP 160	Culinary Production and Kitchen Operations	3.0

LIST B: Two courses from the following (or any courses from List A not already used): (6-7 Units)

ACCT 200	Financial Accounting	4.0
BUSAD 210	Business Law	3.0
CULART 161	Quantity Food Preparation	3.0
CULART 240	Procurement, Purchasing and Selection	3.0
ECON 208	Business and Economic Statistics OR	4.0

MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0
Major Total:		18-20
Total Units that may be double-counted:		6
General Education (CSU-GE or IGETC) Units:		37-39
Elective (CSU Transferable) Units:		7 - 11
		Total: 60.0

Rationale: Adding MATH 108H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

Information Systems and Technology - A.S. Degree

To graduate with a specialization in Information Systems and Technology students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units). The A.S. Degree in Information Systems and Technology is designed to prepare students who wish to pursue a Bachelor Degree from a four-year institution.

REQUIRED COURSES:

ECON 208	Business and Economic Statistics OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0
BUSAD 210	Business Law	3.0
CIT 101	Introduction to Computer Literacy	3.0
CIT 116	Database Management: Access	3.0
CIT 140	Introduction to Systems Analysis and Design	3.0
CIT 160	Introduction to Information Systems Security	3.0
CIT 215	Database Management Systems	3.0
CIT 232	Computer Network Fundamentals	3.0
CS 120	Introduction to Visual Basic.NET	4.0
MATH 102	College Algebra OR	4.0
MATH 151	Precalculus	4.0

RECOMMENDED COURSES:

CS 215	Programming with Java	4.0
CS 077	Introduction to C-Sharp	4.0

Total: 33.0

Rationale: Adding MATH 108H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

Kinesiology - A.A. Degree

The Kinesiology Associate of Arts Degree provides students with an education in the core aspects of the Exercise of Science, Pedagogical, and Health and Human Performance. Lecture and laboratory course content offers a comprehensive understanding of the human body and wellness. This degree will prepare students to transfer to a 4-year institution, enter the workforce, and establish lifelong healthy and fit lifestyle habits.

REQUIRED COURSES:

KIN 200	Introduction to Kinesiology	3.0
PSYCH 100	General Psychology OR	3.0

PSYCH 100H	General Psychology – Honors	3.0
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One Health Course from the Following:

HEALTH 100	Introduction to Public Health	3.0
HEALTH 101	Personal Health and Wellness	3.0
HEALTH 103	Introduction to Holistic Health	3.0
HEALTH 104	Women's Health	3.0

One Biology Course Sequence:

BIOL 250	Human Anatomy and Physiology I AND	4.0
BIOL 251	Human Anatomy and Physiology II OR	4.0
BIOL 260	Human Anatomy AND	4.0
BIOL 261	Human Physiology	4.0

Kinesiology - Fitness: One Course from the Following: (1 Unit Minimum)

KINF 100A	Beginning Pilates Mat	1.0
KINF 100B	Intermediate Pilates Mat	1.0
KINF 100C	Advanced Pilates Mat	1.0
KINF 101A	Beginning Boxing for Fitness	1.0
KINF 101B	Intermediate Boxing for Fitness	1.0
KINF 101C	Advanced Boxing for Fitness	1.0
KINF 102A	Beginning Spinning	1.0
KINF 102B	Intermediate Spinning	1.0
KINF 102C	Advanced Spinning	1.0
KINF 105A	Beginning Low Impact Aerobics	1.0
KINF 105B	Intermediate Low Impact Aerobics	1.0
KINF 105C	Advanced Low Impact Aerobics	1.0
KINF 108A	Beginning Weight Training	1.0
KINF 108B	Intermediate Weight Training	1.0
KINF 108C	Advanced Weight Training	1.0
KINF 112A	Beginning Body Conditioning	1.0
KINF 112B	Intermediate Body Conditioning	1.0
KINF 112C	Advanced Body Conditioning	1.0
KINF 115A	Beginning HIIT	1.0
KINF 115B	Intermediate HIIT	1.0
KINF 115C	Advanced HIIT	1.0
KINF 127A	Beginning Walking for Fitness	1.0
KINF 127B	Intermediate Walking for Fitness	1.0
KINF 127C	Advanced Walking for Fitness	1.0
KINF 132A	Beginning Distance Running	1.0
KINF 132B	Intermediate Distance Running	1.0
KINF 132C	Advanced Distance Running	1.0
KINF 138A	Beginning Physical Fitness	1.0
KINF 138B	Intermediate Physical Fitness	1.0
KINF 138C	Advanced Physical Fitness	1.0
KINF 142A	Beginning Conditioning for Sports	1.0
KINF 142B	Intermediate Conditioning for Sports	1.0
KINF 142C	Advanced Conditioning for Sports	1.0
KINF 154A	Beginning Hiking for Fitness	1.0
KINF 154B	Intermediate Hiking for Fitness	1.0
KINF 154C	Advanced Hiking for Fitness	1.0
KINF 168A	Beginning Yoga	1.0
KINF 168B	Intermediate Yoga	1.0
KINF 168C	Advanced Yoga	1.0
KINF 184A	Beginning Karate	1.0

KINF 184B	Intermediate Karate	1.0
KINF 184C	Advanced Karate	1.0
KINF 190A	Beginning Tai Chi	1.0
KINF 190B	Intermediate Tai Chi	1.0
KINF 190C	Advanced Tai Chi	1.0
Kinesiology - Sports or Athletics: One Course from the Following: (1 unit Minimum)		1.0-3.0
KINS 100A	Beginning Baseball	1.0
KINS 100B	Intermediate Baseball	1.0
KINS 100C	Advanced Baseball	1.0
KINS 103A	Beginning Badminton	1.0
KINS 103B	Intermediate Badminton	1.0
KINS 103C	Advanced Badminton	1.0
KINS 104A	Beginning Basketball	1.0
KINS 104B	Intermediate Basketball	1.0
KINS 104C	Advanced Basketball	1.0
KINS 107A	Beginning Ultimate Frisbee	1.0
KINS 107B	Intermediate Ultimate Frisbee	1.0
KINS 107C	Advanced Ultimate Frisbee	1.0
KINS 108A	Beginning Football	1.0
KINS 108B	Intermediate Football	1.0
KINS 108C	Advanced Football	1.0
KINS 110A	Beginning Futsal	1.0
KINS 110B	Intermediate Futsal	1.0
KINS 110C	Advanced Futsal	1.0
KINS 112A	Beginning Indoor Soccer	1.0
KINS 112B	Intermediate Indoor Soccer	1.0
KINS 112C	Advanced Indoor Soccer	1.0
KINS 116A	Beginning Soccer	1.0
KINS 116B	Intermediate Soccer	1.0
KINS 116C	Advanced Soccer	1.0
KINS 120A	Beginning Softball	1.0
KINS 120B	Intermediate Softball	1.0
KINS 120C	Advanced Softball	1.0
KINS 124A	Beginning Volleyball	1.0
KINS 124B	Intermediate Volleyball	1.0
KINS 124C	Advanced Volleyball	1.0
KINS 150A	Beginning Table Tennis	1.0
KINS 150B	Intermediate Table Tennis	1.0
KINS 150C	Advanced Table Tennis	1.0
KINX 110Ax3	Intercollegiate Cross Country – Men	3.0
KINX 110Bx3	Intercollegiate Cross Country - Men Pre-Season Athletics	1.0
KINX 110Cx3	Intercollegiate Cross Country - Men Off-Season Athletics	2.0
KINX 111Ax3	Intercollegiate Cross Country – Women	3.0
KINX 111Bx3	Intercollegiate Cross Country Women Pre-Season Athletics	1.0
KINX 111Cx3	Intercollegiate Cross Country - Women Off-Season Athletics	2.0
KINX 112Ax3	Intercollegiate Football – Offense	3.0
KINX 112Bx3	Intercollegiate Football - Offense Pre-Season Athletics	1.0
KINX 112Cx3	Intercollegiate Football - Offense Off-Season Athletics	2.0
KINX 113Ax3	Intercollegiate Football – Defense	3.0
KINX 113Bx3	Intercollegiate Football - Defense Pre-Season Athletics	1.0
KINX 113Cx3	Intercollegiate Football - Defense Off-Season Athletics	2.0
KINX 114Ax3	Intercollegiate Soccer – Men	3.0

KINX 114Bx3	Intercollegiate Soccer - Men Pre-Season Athletics	1.0
KINX 114Cx3	Intercollegiate Soccer - Men Off-Season Athletics	2.0
KINX 115Ax3	Intercollegiate Soccer – Women	3.0
KINX 115Bx3	Intercollegiate Soccer - Women Pre-Season Athletics	1.0
KINX 115Cx3	Intercollegiate Soccer - Women Off-Season Athletics	2.0
KINX 116Ax3	Intercollegiate Volleyball – Women	3.0
KINX 116Bx3	Intercollegiate Volleyball - Women Pre-Season Athletics	1.0
KINX 116Cx3	Intercollegiate Volleyball - Women Off-Season Athletics	2.0
KINX 120Ax3	Intercollegiate Basketball - Men, Fall	1.5
KINX 120Bx3	Intercollegiate Basketball - Men, Spring	1.5
KINX 120Cx3	Intercollegiate Basketball - Men Pre-Season Athletics	1.5-2.0
KINX 120Dx4	Intercollegiate Basketball - Men Off-Season Athletics	0.5-1.0
KINX 121Ax3	Intercollegiate Basketball - Women, Fall	1.5
KINX 121Bx3	Intercollegiate Basketball - Women, Spring	1.5
KINX 121Cx3	Intercollegiate Basketball - Women Pre-Season Athletics	1.5-2.0
KINX 121Dx4	Intercollegiate Basketball - Women Off-Season Athletics	0.5-1.0
KINX 130Ax3	Intercollegiate Baseball	3.0
KINX 130Bx3	Intercollegiate Baseball Pre-Season Athletics	2.0
KINX 130Cx3	Intercollegiate Baseball Off-Season Athletics	1.0
KINX 131Ax3	Intercollegiate Softball	3.0
KINX 131Bx3	Intercollegiate Softball Pre-Season Athletics	2.0
KINX 131Cx3	Intercollegiate Softball Off-Season Athletics	1.0
KINX 132Ax3	Intercollegiate Track and Field – Men	3.0
KINX 132Bx3	Intercollegiate Track and Field - Men Pre-Season Athletics	2.0
KINX 132Cx3	Intercollegiate Track and Field - Men Off-Season Athletics	1.0
KINX 133Ax3	Intercollegiate Track and Field – Women	3.0
KINX 133Bx3	Intercollegiate Track and Field - Women Pre-Season Athletics	2.0
KINX 133Cx3	Intercollegiate Track and Field - Women Off-Season Athletics	1.0

Electives - Two courses:

CHEM 101	Introductory Chemistry	4.0
FN 162	Introduction to Food and Nutrition	3.0
KIN 101	Sports Psychology	3.0
KIN 104	Exercise Nutrition	3.0
KIN 106	Athletic Administration	3.0
KIN 202	History of Physical Education and Sport in the United States	3.0
KIN 203	Theory of Coaching	3.0
KIN 205	Sports Management	3.0
KIN 231	First Aid and CPR	3.0
KIN 232	Prevention and Care of Athletic Injuries	3.0
KIN 236	Stress Management and Wellness	3.0

Total: 25.0-28.0

Rationale: Updating title for KIN 200, adding KINF 115ABC and KINF 184ABC.
Effective: Fall 2024

DEGREE MODIFICATION

Kinesiology Associate in Arts - Transfer Degree, AA-T

Kinesiology is the study of the principles of mechanics and anatomy in relation to human movement. The Kinesiology Associate in Arts Degree for Transfer (Kinesiology AA-T degree) provides students with an education in the core aspects of the Exercise of Science, Pedagogical, and Health and Human Performance. The Kinesiology AA-T degree prepares students for transfer to CSU campuses that offer bachelor's degrees in Kinesiology.

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

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

- completion of the following major requirements with grades of C (or "P");
- completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

Students planning to transfer to a baccalaureate institution and major in Kinesiology should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED COURSES: (11 units)

KIN 200	Introduction to Kinesiology	3.0
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One Biology Course Sequence:

BIOL 250	Human Anatomy and Physiology I AND	4.0
BIOL 251	Human Anatomy and Physiology II OR	4.0
BIOL 260	Human Anatomy AND	4.0
BIOL 261	Human Physiology	4.0

Movement Based Courses - One course maximum from any of the categories below: (3 units minimum)

Combative:

KINF 184A	Beginning Karate	1.0
KINF 184B	Intermediate Karate	1.0
KINF 184C	Advanced Karate	1.0
KINF 190A	Beginning Tai Chi	1.0
KINF 190B	Intermediate Tai Chi	1.0
KINF 190C	Advanced Tai Chi	1.0

Dance:

DANCE 101A	Beginning Modern Dance	2.0
DANCE 101B	Beginning/Intermediate Modern Dance	2.0
DANCE 102A	Intermediate Modern Dance	2.0
DANCE 102B	Intermediate/Advanced Modern Dance	2.0
DANCE 103A	Beginning Ballet	2.0
DANCE 103B	Beginning/Intermediate Ballet	2.0
DANCE 105A	Beginning Jazz Dance	2.0
DANCE 105B	Beginning/Intermediate Jazz Dance	2.0
DANCE 106A	Intermediate Jazz Dance	2.0
DANCE 106B	Intermediate/Advanced Jazz Dance	2.0

DANCE 107x2 Beginning Tap Dance	2.0
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Fitness:

KINF 100A	Beginning Pilates Mat	1.0
KINF 100B	Intermediate Pilates Mat	1.0
KINF 100C	Advanced Pilates Mat	1.0
KINF 101A	Beginning Boxing for Fitness	1.0
KINF 101B	Intermediate Boxing for Fitness	1.0
KINF 105A	Beginning Low Impact Aerobics	1.0
KINF 105B	Intermediate Low Impact Aerobics	1.0
KINF 105C	Advanced Low Impact Aerobics	1.0
KINF 108A	Beginning Weight Training	1.0
KINF 108B	Intermediate Weight Training	1.0
KINF 108C	Advanced Weight Training	1.0
KINF 112A	Beginning Body Conditioning	1.0
KINF 112B	Intermediate Body Conditioning	1.0
KINF 115A	Beginning HIIT	1.0
KINF 115B	Intermediate HIIT	1.0
KINF 115C	Advanced HIIT	1.0
KINF 127A	Beginning Walking for Fitness	1.0
KINF 127B	Intermediate Walking for Fitness	1.0
KINF 132A	Beginning Distance Running	1.0
KINF 132B	Intermediate Distance Running	1.0
KINF 138A	Beginning Physical Fitness	1.0
KINF 138B	Intermediate Physical Fitness	1.0
KINF 138C	Advanced Physical Fitness	1.0
KINF 168A	Beginning Yoga	1.0
KINF 168B	Intermediate Yoga	1.0
KINF 168C	Advanced Yoga	1.0

Individual Sports:

KINS 103A	Beginning Badminton	1.0
KINS 103B	Intermediate Badminton	1.0
KINS 103C	Advanced Badminton	1.0
KINS 150A	Beginning Table Tennis	1.0
KINS 150B	Intermediate Table Tennis	1.0
KINS 150C	Advanced Table Tennis	1.0

Team Sports:

KINS 104A	Beginning Basketball	1.0
KINS 104B	Intermediate Basketball	1.0
KINS 104C	Advanced Basketball	1.0
KINS 107A	Beginning Ultimate Frisbee	1.0
KINS 107B	Intermediate Ultimate Frisbee	1.0
KINS 107C	Advanced Ultimate Frisbee	1.0
KINS 116A	Beginning Soccer	1.0
KINS 116B	Intermediate Soccer	1.0
KINS 116C	Advanced Soccer	1.0
KINS 120A	Beginning Softball	1.0
KINS 120B	Intermediate Softball	1.0
KINS 120C	Advanced Softball	1.0
KINS 124A	Beginning Volleyball	1.0
KINS 124B	Intermediate Volleyball	1.0
KINS 124C	Advanced Volleyball	1.0

LIST A - Two courses from the following: (6 units minimum)

BIOL 100	General Biology	4.0
CHEM 104	Introduction to Organic Chemistry and Biochemistry	4.0
CHEM 105	Introduction to General, Organic and Biochemistry	5.0
CHEM 150	General Chemistry I	5.0
ECON 208	Business and Economic Statistics OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0
HEALTH 101	Personal Health and Wellness	3.0
KIN 231	First Aid and CPR	3.0
PHYSIC 151	General Physics for the Life Sciences I	4.0
PHYSIC 202	Physics I	4.0
PSYCH 100	General Psychology OR	3.0
PSYCH 100H	General Psychology – Honors	3.0
Major Total:		20-24
Total Units that may be Double Counted:		4-13
CSU GE-Breadth or IGETC for CSU requirements:		37-39
CSU electives (as needed to reach 60 transferable units):		3-14
		Total: 60.0

Rationale: Adding KINF 184ABC, KINF 115ABC, and MATH 108H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

Machinist Standard - A.S. Degree

The Machinist Standard A.S. Degree is designed to prepare students for entry-level employment in manufacturing using advanced setup techniques on machine tools such as lathes, mills, and grinders to produce close tolerance precision parts.

REQUIRED COURSES:

MACH 021	Machine Shop	3.0
MACH 022	Machine Shop II	4.0
MACH 090	Mechanical Print Reading	3.0
MACH 091	Geometric Dimensioning & Tolerancing	2.0
MACH 120	Machine Shop Theory	2.0
MACH 123	Machine Shop III	4.0
MACH 124	Machine Shop IV	4.0
MACH 129	Manufacturing Processes	2.0
		Total: 24.0

Rationale: Updating title and units for MACH 021, and updating units for MACH 129.
Effective: Fall 2024

DEGREE MODIFICATION

Mathematics Associate in Science - Transfer Degree, AS-T

Mathematics is one of the oldest sciences. Mathematicians usually work in two general areas of mathematics, theoretical or applied mathematics. Mathematicians expand mathematical knowledge, by discovering mathematical principles or expanding on known mathematical theory. Mathematicians develop models indirectly or directly to solve problems in other fields such as business, chemistry, biology, physics, engineering, statistics, computer science, and other sciences.

An AS-T degree in mathematics includes a general study of calculus, with additional study in linear algebra, differential equations, or computer science. The degree will prepare students to successfully complete additional study in mathematics at CSU.

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

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

- completion of the following major requirements with grades of C (or "P");
- completion of a minimum of 60 CSU transferrable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

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

REQUIRED CORE COURSES: (13 units)

MATH 250	Single Variable Calculus I	4.0
MATH 251	Single Variable Calculus II	4.0
MATH 252	Multivariable Calculus	5.0

8 units from List A and B with at least 4 units from List A.

List A - One to two courses from the following (4-8 units)

MATH 265	Linear Algebra	4.0
MATH 266	Ordinary Differential Equations	4.0

List B - One course from the following: (4 units)

CS 190	Programming in C++	4.0
PHYSIC 202	Physics I	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
ECON 208	Business and Economic Statistics	4.0

Major Total:	21
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CSU-GE Breadth or IGETC Requirements:	37-39
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Total units that may be double-counted for CSUGE or IGETC:	3
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CSU Electives (as needed to reach 60 transferable units):	3-5
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Total: 60.0

Rationale:

Updating description and adding MATH 108H to course list.

Effective:

Fall 2024

DEGREE MODIFICATION

Music - A.A. Degree

To obtain the Associates Degree (AA) in Music, students participate in four semesters of music performance and music theory training. The AA in Music degree prepares students with a foundation that may be followed by advanced degrees in a variety of specialties including music education, music performance, commercial music/music industry, jazz studies, ethnomusicology, and other music-related fields.

Required Theory Courses: (16 Units)

MUS 101	Music Theory I: Fundamentals	3.0
MUS 101L	Musicianship I	1.0
MUS 102	Music Theory II: Scales and Modes	3.0
MUS 102L	Musicianship II	1.0
MUS 201	Music Theory III: Basic Harmony	3.0
MUS 201L	Musicianship III	1.0
MUS 202	Music Theory IV: Harmony	3.0
MUS 202L	Musicianship IV	1.0

Required Applied Courses: (4 Semesters totaling 2 units)

MUS 141X2	Applied Music I AND	0.5
MUS 241x2	Applied Music II	0.5

Required Ensemble Courses: (4 semesters with a minimum of 4 units selected from the following)

MUS 150X4	Mixed Chorus	1.0
MUS 152X4	Chamber Singers	1.0
MUS 154X4	College Singers	1.0
MUS 156X4	Concert Choir	1.0
MUS 158X4	Gospel Choir	1.0
MUS 162x4	Wind Ensemble	1.0
MUS 166x4	Concert Band	1.0
MUS 167x4	Jazz Combo	1.0
MUS 168x4	Jazz Band	1.0
MUS 170x2	Jazz Improvisation and Theory I	1.0
MUS 171x2	Jazz Improvisation and Theory II	1.0
MUS 180x4	Instrumental Chamber Music	1.0

Recommended Courses:

MUS 100	Music Appreciation OR	3.0
MUS 100H	Music Appreciation – Honors	3.0
MUS 108	History of Hip Hop Music	3.0
MUS 121	Music History and Literature-Middle Ages through Baroque OR	3.0
MUS 121H	Music History and Literature - Middle Ages through Baroque – Honors	3.0
MUS 122	Music History and Literature - Classic through Contemporary OR	3.0
MUS 122H	Music History and Literature - Classic through Contemporary – Honors	3.0
MUS 123	Electronic Music I	3.0
MUS 124	Electronic Music II	3.0
MUS 133	Elementary Piano	1.0
MUS 170x2	Jazz Improvisation and Theory I	1.0
MUS 171x2	Jazz Improvisation and Theory II	1.0
MUS 180x4	Instrumental Chamber Music	1.0

Total: 22.0

Rationale: Adding MUS 167x4, MUS 168x4, and MUS 100H, and updating units.
Effective: Fall 2024

DEGREE MODIFICATION

Music Associate in Arts - Transfer Degree, AA-T

The Associate of Arts for Transfer (AA-T) in Music develops a well-rounded musician. Students who pursue this degree will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree provides students with transfer preparation and pre-professional training. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

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

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

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

Students planning to transfer to a baccalaureate institution and major in Music should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED COURSES: (12 Units)

MUS 101	Music Theory I: Fundamentals	3.0
MUS 101L	Musicianship I	1.0
MUS 102	Music Theory II: Scales and Modes	3.0
MUS 102L	Musicianship II	1.0
MUS 201	Music Theory III: Basic Harmony	3.0
MUS 201L	Musicianship III	1.0

APPLIED MUSIC: (2 Units)

MUS 141X2	Applied Music I AND	0.5
MUS 241x2	Applied Music II	0.5

LARGE ENSEMBLE: (Select a minimum of 4 units from the following courses. Note: a total of four semesters is required)

MUS 150X4	Mixed Chorus	1.0
MUS 152X4	Chamber Singers	1.0
MUS 153x4	Chamber Chorale	1.0
MUS 154X4	College Singers	1.0
MUS 156X4	Concert Choir	1.0
MUS 158X4	Gospel Choir	1.0
MUS 162x4	Wind Ensemble	1.0
MUS 166x4	Concert Band	1.0
MUS 167x4	Jazz Combo	1.0
MUS 168x4	Jazz Band	1.0
MUS 170x2	Jazz Improvisation and Theory I	1.0
MUS 171x2	Jazz Improvisation and Theory II	1.0
MUS 180x4	Instrumental Chamber Music	1.0

LIST A: (3-4 Units)

MUS 100	Music Appreciation OR	3.0
MUS 100H	Music Appreciation – Honors	3.0
MUS 121	Music History and Literature-Middle Ages through Baroque OR	3.0
MUS 121H	Music History and Literature - Middle Ages through Baroque – Honors	3.0
MUS 122	Music History and Literature - Classic through Contemporary OR	3.0
MUS 122H	Music History and Literature - Classic through Contemporary – Honors	3.0
MUS 133	Elementary Piano	1.0
MUS 134	Intermediate Piano	1.0
MUS 135	Advanced Piano	1.0
MUS 202	Music Theory IV: Harmony	3.0
MUS 202L	Musicianship IV	1.0
MAJOR TOTAL:		21-26
CSU GE-Breadth or IGETC for CSU requirements:		37-39
Total units that may be double-counted for CUSGE or IGETC:		6
CSU ELECTIVES (as needed to reach 60 transferable units):		1-8
Total: 60.0		

Rationale: Adding MUS 167x4, MUS 168x4, MUS 100H, and updating units.
Effective: Fall 2024

DEGREE MODIFICATION**Nursing - A.S. Degree**

This degree program is designed to prepare students to become Registered Nurses who provide nursing care to assist patients in attaining their maximum level of wellness. Graduates are eligible to apply for their Associate Degree in Nursing (ADN) and take the National Counsel Licensure Examination – RN (NCLEX-RN). The program is accredited by the California State Board of Registered Nursing and the Accreditation Commission for Education in Nursing (ACEN).

To graduate with an Associate of Science degree with a major in nursing, complete each of the following courses with a 78% or higher along with the general education breadth requirements. (The Prerequisites that are required)

REQUIRED NURSING COURSES:**First Semester**

NURS 150	Foundations of Nursing	4.0
NURS 151	Introduction to Medical Surgical Nursing	5.0

Second Semester

NURS 160	Nursing Care of the Childbearing Family and Newborn	4.0
NURS 161	Beginning Medical Surgical Nursing	5.0

Third Semester

NURS 250	Nursing Care of Children and their Families	4.0
NURS 251	Intermediate Medical Surgical Nursing	5.0

Fourth Semester

NURS 260	Psychiatric-Mental Health Nursing	4.0
NURS 261	Complex Care and Leadership	5.0

Total: 36.0

Rationale: Updating title for NURS 260.
Effective: Fall 2024

DEGREE MODIFICATION

Nutrition and Dietetics Associate in Science - Transfer Degree, AS-T

Nutrition and Dietetics is an interdisciplinary science that studies factors that affect our food choices, the chemical and physiological processes involved in processing and delivering the chemical components of those foods to the body. Students will focus their studies in nutritional science including chemistry and physiology as well as institutional nutrition, community nutrition, food production, management of foodservice operations. The courses within this program are designed to provide students with applicable skills useful in a vast range of occupations.

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

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

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

Required Courses: (16 Units)

FN 162	Introduction to Food and Nutrition	3.0
PSYCH 100	General Psychology OR	3.0
PSYCH 100H	General Psychology – Honors	3.0
CHEM 150	General Chemistry I	5.0
BIOL 270	Microbiology	5.0

LIST A - Two courses from the following: (8-9 Units)

CHEM 151	General Chemistry II	5.0
CHEM 212	Organic Chemistry I	5.0

One Biology Course Sequence:

BIOL 250	Human Anatomy and Physiology I AND	4.0
BIOL 251	Human Anatomy and Physiology II OR	4.0
BIOL 260	Human Anatomy AND	4.0
BIOL 261	Human Physiology	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
ECON 208	Business and Economic Statistics OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0

LIST B - One course from the following: (3-5 Units)

HOSP 160	Culinary Production and Kitchen Operations	3.0
CHEM 104	Introduction to Organic Chemistry and Biochemistry	4.0
CHEM 105	Introduction to General, Organic and Biochemistry	5.0
CHEM 213	Organic Chemistry II	5.0
MATH 102	College Algebra	4.0
MATH 103	Plane Trigonometry	4.0
MATH 151	Precalculus	4.0

Major Total:	27 - 30
Total Units that may be Double-Counted:	10-16
General Education (CSU-GE or IGETC) Units:	37-39
Electives (CSU Transferable) Units:	3-10
Total:	60.0

Rationale: Adding MATH 108H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

Political Science Associate in Arts - Transfer Degree, AA-T

Political Science is the academic discipline that investigates the institutions and processes by which human societies are ruled. Political scientists use the techniques of empirical research and historical analysis, along with normative consideration of the ends of political action, to explore the outcomes of various governmental arrangements and alternatives. The study of political science will prepare students for careers in law, politics, governmental service, social science teaching, and journalism, as well as for active participation in the political system of the United States.

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

To earn a Political Science AA-T degree, students must meet the following requirements:

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

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

REQUIRED COURSES: (3 units)

POLIT 100	American Politics OR	3.0
POLIT 100H	American Politics – Honors	3.0

LIST A - Three courses from the following: (9-10 units)

POLIT 141	Introduction to World Politics OR	3.0
POLIT 141H	Introduction to World Politics – Honors	3.0
POLIT 110	Introduction to Political Theory OR	3.0
POLIT 110H	Introduction to Political Theory – Honors	3.0
POLIT 140	Introduction to Comparative Politics	3.0
ECON 208	Business and Economic Statistics OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0

LIST B - Two courses from the following: (6 units)

ANTHRO 102	Cultural Anthropology OR	3.0
ANTHRO 102H	Cultural Anthropology – Honors	3.0

COMMST 135	Mass Media and Society	3.0
ECON 100	Introduction to Economics	3.0
ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
HIST 100	United States History to 1877 OR	3.0
HIST 100H	United States History to 1877 – Honors	3.0
HIST 101	United States History: 1865 to Present OR	3.0
HIST 101H	United States History: 1865 to Present – Honors	3.0
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History	3.0
HIST 150	Introduction to Latin American History	3.0
HIST 170	World History to 1500	3.0
HIST 171	World History Since 1500	3.0
POLIT 138	Service Learning: Student Leadership OR	3.0
POLIT 138H	Service Learning: Student Leadership – Honors	3.0
POLIT 139	Service Learning: Community Leadership OR	3.0
POLIT 139H	Service Learning: Community Leadership – Honors	3.0
POLIT 150	Introduction to Public Policy	3.0
PSYCH 100	General Psychology OR	3.0
PSYCH 100H	General Psychology – Honors	3.0
RELIG 135	Religion in America	3.0
SOC 100	Introduction to Sociology OR	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
MAJOR TOTAL:		18-19
Total Units that may be double-counted:		12
CSU GE-Breadth or IGETC for CSU requirements:		37-39
CSU electives (as needed to reach 60 transferable units):		14-17
		Total: 60.0

Rationale: Adding POLIT 100H and MATH 108H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

Psychiatric Technology - A.S. Degree

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

Students are admitted in the Fall and Spring semesters. Students must complete program prerequisites, support courses, required courses, apply and be accepted to the program. To enroll in the program, students must pass a Livescan background check and meet the health requirements. California law allows for denial of the PT license based on any conviction or legal action related to PT practice. For further information: http://www.bvnpt.ca.gov/licensees/fingerprint_faq.shtml

GENERAL EDUCATION REQUIREMENTS:

BIOLOGY

BIOL 155	Introductory Anatomy and Physiology OR	4.0
BIOL 250	Human Anatomy and Physiology I AND	4.0
BIOL 251	Human Anatomy and Physiology II OR	4.0
BIOL 260	Human Anatomy OR	4.0

BIOL 261	Human Physiology	4.0
ENGLISH		
ENGL 101	College Composition OR	4.0
ENGL 101H	College Composition-Honors	4.0
MATHEMATICS		
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
ECON 208	Business and Economic Statistics OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0
PSYCHOLOGY		
PSYCH 100	General Psychology OR	3.0
PSYCH 100H	General Psychology – Honors	3.0
REQUIRED COURSES:		
PSYTCH 084	Introduction to Psychiatric Technology	17.0
PSYTCH 085	Psychiatric Technology: Nursing Science	12.0
PSYTCH 086	Introduction to Psychiatric Technology: Behavioral Science	17.0
		Total: 61.0-65.0

Rationale: Updating ENGL 101/101H title and adding MATH 108H to course list.
Effective: Fall 2024

DEGREE MODIFICATION

Real Estate - A.A. Degree

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

REQUIRED COURSES:		
REALST 062	Real Estate Practice	3.0
REALST 068	Real Estate Appraisal: Residential	3.0
REALST 070	Real Estate Finance	3.0
REALST 074	Legal Aspects of Real Estate	3.0
REALST 076	Property Management	3.0
REALST 080	Escrow Procedures	3.0
REALST 100	Real Estate Principles	3.0
REALST 078	Real Estate Economics OR	3.0
ECON 100	Introduction to Economics	3.0
RECOMMENDED COURSES:		
ACCT 200	Financial Accounting	4.0
BUSAD 103	Marketing Principles	3.0
BUSAD 106	Principles of Selling	3.0
BUSAD 100	Introduction to Business	3.0
BUSAD 210	Business Law	3.0
BUSAD 050	Business Math	3.0
CIT 010	Beginning Keyboarding and Word Processing	3.0
REALST 063	Real Estate Loan Processing Fundamentals	3.0
		Total: 24.0

Rationale: Removing REALST 066 from course list.
Effective: Fall 2024

DEGREE MODIFICATION

Spanish Associate in Arts - Transfer Degree, AA-T

The Associate in Arts for Transfer (AA-T) degree in Spanish has a threefold purpose. It is designed to help students: increase proficiency in the language; understand the cultures of the Spanish-speaking world; and, meet the requirements for completion of the bachelor's degree in the CSU or UC systems. Students who complete the Spanish AA-T will have a solid foundation in reading, writing, speaking, and comprehending Spanish. Additionally, they will have developed a deeper awareness and understanding of the unique and diverse cultural milieu of Latin America and Spain. The skills acquired will help students prepare for a variety of careers in areas where a knowledge of Spanish is desirable, such as business, healthcare, journalism, education, communications, public safety, and more.

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

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

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

REQUIRED COURSES: (16 Units)

SPAN 101	College Spanish I OR	5.0
SPAN 101H	College Spanish I – Honors	5.0
SPAN 102	College Spanish II OR	5.0
SPAN 102H	College Spanish II – Honors	5.0
SPAN 103	College Spanish III OR	4.0
SPAN 103H	College Spanish III – Honors OR	4.0
SPAN 157	Spanish for Heritage Speakers I	4.0
SPAN 104	College Spanish IV OR	4.0
SPAN 158	Spanish for Heritage Speakers II	4.0

Note: If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units from List A to compensate or complete the following approved course substitutions (ANTHRO 102, ANTHRO 125, COMMST 174, ETHS 141, ETHS 141H, GEOG 102, SOC 100, SOC 141, SOC 141H, SOC 145) to meet the 18-unit requirement for the major.

LIST A - One course from the following: (3 Units)

ENGL 163	Chicana/o Literature OR	3.0
ETHS 163	Chicana/o Literature	3.0
HIST 140	Chicano Experiences in U.S. History OR	3.0
HIST 140H	Chicano Experiences in U.S. History – Honors	3.0
HIST 150	Introduction to Latin American History	3.0
Major Total:		21
Total units that may be double-counted:		9
General Education (CSU-GE or IGETC) Units:		37 - 39
Elective (CSU Transferable) Units:		9 - 11

Total: 60.0

Rationale: Removing deleted course.
Effective: Fall 2024

DEGREE MODIFICATION

Tool and Die - A.S. Degree

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

REQUIRED COURSES:

MACH 021	Machine Shop	3.0
MACH 022	Machine Shop II	4.0
MACH 090	Mechanical Print Reading	3.0
MACH 120	Machine Shop Theory	2.0
MACH 123	Machine Shop III	4.0
MACH 124	Machine Shop IV	4.0

REQUIRED SPECIALIZED COURSES:

MACH 061	Jig and Fixture Machining	4.0
MACH 129	Manufacturing Processes	2.0
MACH 160	Tool and Die	4.0

Total: 30.0

Rationale: Updating title and units for MACH 021, and units for MACH 129.
Effective: Fall 2024

DEGREE CORRECTION

Administration of Justice - Transfer Degree, AS-T

Administration of Justice is the study of the causes, consequences and control of crime. The program leading to the Associate in Science in Administration of Justice for Transfer (AS-T) is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice systems in America. The goal of this program is to familiarize students with a foundation in the Criminal Justice sub-systems: Law Enforcement, Correctional Science, Criminology, Forensics, Investigations, and the Judicial /Court's role. The program is both academic and professional in that it is an interdisciplinary attempt to relate intellectual issues and practitioner perspectives to the challenge of crime in a free society. Consequently, the program provides preparation for employment with a related agency and /or transfer to a college or university.

Students will be prepared to work in a variety of fields, including: public law enforcement agencies such as municipal police, CHP, probation officers, county deputy sheriffs, correctional officers, game wardens, state park rangers, and private security. Students completing the AS-T in Administration of Justice degree will be able to transfer to the California State University systems and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Science, Social Science/Criminology, Forensics, and Pre- Law.

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

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

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

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

Required Courses:

ADJUS 101	Introduction to Administration of Justice	3.0
ADJUS 103	Concepts of Criminal Law	3.0

List A - Select two courses from the following: (6 units)

ADJUS 102	Principles and Procedures of the Justice System	3.0
ADJUS 104	Legal Aspects of Evidence	3.0
ADJUS 105	Community Relations	3.0
ADJUS 106	Principles of Investigation	3.0
ADJUS 108	Juvenile Procedures	3.0
ADJUS 151	Introduction to Corrections	3.0

List B - Two courses from the following, or any course not used from LIST A: (6 units)

CIT 101	Introduction to Computer Literacy	3.0
ENGL 102	Intermediate Composition and Critical Thinking OR	4.0
ENGL 102H	Intermediate Composition and Critical Thinking – Honors OR	4.0
PHIL 102	Critical Thinking and Writing	3.0
PHIL 103	Introduction to Logic: Argument and Evidence	3.0
POLIT 100	American Politics OR	3.0
POLIT 100H	American Politics – Honors	3.0
PSYCH 100	General Psychology OR	3.0
PSYCH 100H	General Psychology – Honors	3.0
PSYCH 105	Statistics for the Behavioral Sciences OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
ECON 208	Business and Economic Statistics	4.0
SOC 100	Introduction to Sociology OR	3.0
SOC 100H	Introduction to Sociology – Honors	3.0

Major Total: 18-20

Total Units That May Be Double Counted: 6

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

Elective (CSU Transferable) Units: 7-11

Total: 60.0

Rationale: Adding POLIT 100H to course list.

Previous Board Approval: June 8, 2023

Effective: Fall 2024

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 & Payroll Services

DATE: November 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 2023-2024 budgets.





Adjunct and Substitute Academic Employees

Presented for Information November 9, 2023

[v.10.18.2023.p.2][2]

2023 – 2024 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Dennett, Loni	SBVC	Counseling	Counseling
Xochipiltecatl Vazquez, Sandra	SBVC	Anthropology	Anthropology
Barrie, Trinette	CHC	Counseling	Counseling
Bogh, Debra	CHC	Counseling	Counseling
Castaneda, Caleb	CHC	Philosophy	Philosophy
Chavira, Rejoice	CHC	Counseling	Counseling
Clement, Brooke	CHC	Counseling	Counseling
Flores, Jennifer	CHC	Anatomy	Biological Sciences
Garcia, Claudia	CHC	Counseling	Counseling
Grabow, James	CHC	Counseling	Counseling
Hoehn, Marisela	CHC	Counseling	Counseling
Hogan, Ryan	CHC	Counseling	Counseling
Killian, Tony	CHC	History	History
Macamay, Mariana	CHC	Counseling	Counseling
Mattson, Haly	CHC	Counseling	Counseling
McAtee, Robert	CHC	Counseling	Counseling
Mejia, April	CHC	Anthropology	Anthropology
Mulder, Kathryn Kylie	CHC	Counseling	Counseling
Rivera, Ernesto	CHC	Counseling	Counseling
Scott, Shella	CHC	Counseling	Counseling
Shum, Chang "Cynthia"	CHC	Counseling	Counseling
Smith, Veronica	CHC	Health	Health
Sosa, Sara	CHC	Counseling	Counseling
Stephens, Pete	CHC	Psychology	Psychology
Sternard, Evan	CHC	Counseling	Counseling
Wilson, Debra	CHC	Counseling	Counseling
Xayaphthong, Soutsakhone	CHC	Counseling	Counseling

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: November 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 2023-2024 budgets.





Appointment of District Employees

Submitted for Board Approval November 9, 2023

[v.10.23.2023.p.1|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Babb, Franco Grant Technician DSO EDCT	11/13/23	Classified 34A	Briana Flores	California's Manufacturing Technology Consulting Fund	TBD [†]
Bacon, Keith Vice President, Administrative Services SBVC Administrative Services	01/01/24	Management 26D	Scott Stark	General Fund	10/13/23
Brunty, Demian Director, Facilities, Maintenance, & Operations CHC Administrative Services	11/13/23	Management 19C	Lawrence Cook	General Fund	TBD [†]
Fox, Jonathan Manager, Workforce Development DSO EDCT	11/13/23	Management 10C	Wendy Lester	California's Manufacturing Technology Consulting Fund	TBD [†]
Hearn, Joseph College Security Officer DSO Police Department	11/13/23	Classified 33A	Alyssa Taylor	General Fund	09/26/23
Matavao, Ulavale Counselor, Non-Tenure Track SBVC Student Services <i>Ratification: Academic employee start date is prior to Board approval due to a need in the department.</i>	11/09/23	Academic C1	Nicole Jimenez	Student Success and Support Program Fund	TBD [†]

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

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



Appointment of District Employees

Submitted for Board Approval November 9, 2023

[v.10.23.2023.p.2|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Tesfay, Yohanna Grant Technician DSO EDCT	11/13/23	Classified 34A	New	High Road Construction Careers Resilient Workforce Fund	02/13/19
Wiarco, Vanessa Community Engagement Manager DSO KVCR	11/13/23	Management 10C	New	KVCR General Fund	TBD†

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: November 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 2023-2024 budgets.





Employee Promotions

Submitted for Board Approval November 9, 2023

[v.10.20.2023.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Grotke, Angela	SBVC Social Sciences Administrative Assistant I Classified Salary Schedule Range 33, Step F	SBVC Social Sciences Administrative Assistant III Classified Salary Schedule Range 41, Step C	Sharen Chavira	General Fund	01/01/18

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC

DATE: November 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 2023-2024 budgets.





Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 9, 2023

[v.10.24.2023.p.1|8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Addington, Samuel Inland Empire Cybersecurity Grant Funds	SBVC	07/01/23	12/31/23	\$52.00	59	\$3,068.00	Computer Science Club - Student recruitment, mentoring, and competition training. <i>Ratification: Grant money had not been confirmed. We have now been given permission to submit non-instructional hours.</i>
Alhoch, Bashar Basic Skills-Categorical	SBVC	11/10/23	12/31/23	\$52.00	30	\$1,560.00	Community of Practice Leadership Team
Aziz, Hussein Strong Workforce Program Regional Shares	SBVC	11/10/23	11/25/23	\$52.00	5	\$260.00	Clean Up the HVAC Lab
Chou, Jesse Inland Empire Cybersecurity Grant Funds	SBVC	07/01/23	12/31/23	\$52.00	54	\$2,808.00	Computer Science Club - Student recruitment, mentoring, and competition training. <i>Ratification: Grant money had not been confirmed. We have now been given permission to submit non-instructional hours.</i>
Colern-Mulz, Leslie Basic Skills-Categorical	SBVC	11/10/23	12/31/23	\$52.00	30	\$1,560.00	Community of Practice Leadership Team
Dennett, Loni SAS Categorical Fund	SBVC	07/01/23	08/11/23	\$63.00	131	\$8,253.00	Adjunct Counseling- SAS <i>Amendment: Board approved on 6/8/2023. This item is being amended to reflect the date change from 7/5/23-8/11/23 and decrease in hours from 422 to 131.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 9, 2023

[v.10.24.2023.p.2]8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Dennett, Loni SAS Categorical Fund	SBVC	08/14/23	12/15/23	\$63.00	422	\$26,586.00	Adjunct Counseling- SAS <i>Amendment: Board approved on 6/8/2023. This item is being amended to reflect the date change from 08/14/23-12/15/23 and increase in hours from 391 to 422.</i>
Duncan, William Strong Workforce Program Regional Shares	SBVC	11/15/23	11/25/23	\$52.00	5	\$260.00	Clean Up the HVAC Lab
Gonzales, Francisco Strong Workforce Program Regional Shares	SBVC	11/15/23	12/30/23	\$52.00	173	\$8,996.00	Developing Partnerships
Hoelle, Nicole Basic Skills-Categorical	SBVC	11/10/23	12/31/23	\$52.00	30	\$1,560.00	Community of Practice Leadership Team
Joshua, Judy Basic Skills-Categorical	SBVC	11/10/23	12/31/23	\$52.00	20	\$1,040.00	Community of Practice Leadership Team
Kellogg, Elena Basic Skills-Categorical	SBVC	11/10/23	12/31/23	\$52.00	30	\$1,560.00	Community of Practice Leadership Team
Lawton, Phillip Strong Workforce Program Regional Shares	SBVC	11/11/23	11/25/23	\$52.00	5	\$260.00	Clean Up the HVAC Lab
Massie, John Strong Workforce Program Regional Shares	SBVC	11/11/23	11/25/23	\$52.00	5	\$260.00	Clean Up the HVAC Lab



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 9, 2023

[v.10.24.2023.p.3]8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Metu, Regionald Inland Empire Cybersecurity Grant Funds	SBVC	07/01/23	12/31/23	\$52.00	59	\$3,068.00	Computer Science Club - Student recruitment, mentoring, and competition training. <i>Ratification: Grant money had not been confirmed. We have now been given permission to submit non-instructional hours.</i>
Millen, Shannon Strong Workforce Program Regional Shares	SBVC	11/15/23	12/30/23	\$52.00	38	\$1,976.00	Curriculum Development for the Aeronautics Department
Mills, Amy Basic Skills-Categorical	SBVC	11/10/23	12/31/23	\$52.00	20	\$1,040.00	Community of Practice Leadership Team
Vansell, Melanie Instruction Office General Funds	SBVC	11/10/23	12/15/23	\$52.00	10	\$520.00	Instruction for Honors Classes
Vogel, Katherine Basic Skills-Categorical	SBVC	11/10/23	12/31/23	\$52.00	30	\$1,560.00	Community of Practice Leadership Team
Wilkerson, Kenneth Strong Workforce Program Regional Shares	SBVC	11/15/23	12/30/23	\$52.00	80	\$4,160.00	Developing Partnerships
Wilkins, Janice Instructional General Fund	SBVC	07/31/23	05/31/24	\$63.00	400	\$25,200.00	Academic Senate/Curriculum Co-Chair <i>Ratification: Due to administration changes, Professor Wilkins accepted the assignment prior to details being finalized for board submission.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 9, 2023

[v.10.24.2023.p.4|8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Wilson, Justin Strong Workforce Program Regional Shares	SBVC	11/15/23	11/25/23	\$52.00	5	\$260.00	Clean Up the HVAC Lab
Worley, Edward Strong Workforce Program Regional Shares	SBVC	11/15/23	11/25/23	\$52.00	5	\$260.00	Clean Up the HVAC Lab
Andrews, Breanna Guided Pathways Categorical Fund	CHC	01/31/23	08/30/23	\$52.00	20	\$1,040.00	ASL Non-Credit Curriculum for the San Bernadino Airport <i>Ratification: Missed board deadline due to oversight.</i>
Barrie, Trinette Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	290	\$18,270.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS
Begley, David Guided Pathways Categorical Fund	CHC	08/09/23	08/09/23	\$52.00	3	\$156.00	Maple Learn <i>Missed board deadline due to oversight.</i>
Bogh, Debra Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	30	\$1,890.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS
Chavira, Rejoice Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	30	\$1,890.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS
Clement, Brooke Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	422	\$26,586.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 9, 2023

[v.10.24.2023.p.5][8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Davila, Rosa Guided Pathways Categorical Fund	CHC	08/09/23	08/09/23	\$52.00	3	\$156.00	Maple Learn <i>Ratification: Missed board deadline due to oversight.</i>
Dugan, Jonathan Guided Pathways Categorical Fund	CHC	08/09/23	08/09/23	\$52.00	3	\$156.00	Maple Learn <i>Ratification: Missed board deadline due to oversight.</i>
Garcia, Claudia Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	70	\$4,410.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Grabow, James Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	30	\$1,890.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS
Hoehn, Marisela Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	400	\$25,200.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Hogan, Ryan Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	422	\$26,586.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Kaye, Adelina Mesa Grant	CHC	08/14/23	12/15/23	\$52.00	110	\$5,720.00	STEM Center <i>Ratification: Missed board deadline due to late add.</i>
Lamb, Wendy Instruction General Fund	CHC	09/08/23	10/13/23	\$52.00	9	\$468.00	AB705 Workshops <i>Ratification: The 2023-2023 names were not provided until they attended the first session.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 9, 2023

[v.10.24.2023.p.6][8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Macamay, Mariana Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	30	\$1,890.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS
Mattson, Haly Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$59.00	380	\$22,420.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
McAtee, Robert Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	30	\$1,890.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS
Mulder, Kathryn Kylie Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$59.00	300	\$17,700.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Nguyen, Uyen Guided Pathways Categorical Fund	CHC	08/09/23	08/09/23	\$52.00	3	\$156.00	Maple Learn <i>Ratification: Missed board deadline due to oversight.</i>
Rivera, Ernesto Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	30	\$1,890.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS
Robinson, Jesse Guided Pathways Categorical Fund	CHC	08/09/23	08/09/23	\$52.00	3	\$156.00	Maple Learn <i>Ratification: Missed board deadline due to oversight.</i>
Roche, Joshua Guided Pathways Categorical Fund	CHC	08/09/23	08/09/23	\$52.00	3	\$156.00	Maple Learn <i>Ratification: Missed board deadline due to oversight.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 9, 2023

[v.10.24.2023.p.7|8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Scott, Shella Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	330	\$20,790.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Shum, Chang "Cynthia" Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	267	\$16,821.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Sosa, Sara Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$61.00	380	\$23,180.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS.
Sternard, Evan Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	30	\$1,890.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS.
Ward, Amanda Strong Workforce	CHC	11/10/23	12/31/23	\$52.00	20	\$1,040.00	Curriculum Work for Phlebotomy
Wilson, Debra Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	290	\$18,270.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS
Xayaphthong, Soutsakhone Student Equity and Achievement Program (SEAP)	CHC	01/02/24	05/31/24	\$63.00	30	\$1,890.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 9, 2023

[v.10.24.2023.p.8|8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Zein, George Guided Pathways Categorical Fund	CHC	01/31/23	08/30/23	\$52.00	30	\$1,560.00	ASL Non-Credit Curriculum for the San Bernadino Airport <i>Ratification: Missed board deadline due to oversight.</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 & Payroll Services

DATE: November 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 2023-2024 budgets.





Payment of Stipends

Submitted for Board Approval November 9, 2023

[v.10.19.2023.p.2[3]]

Assistant Coach 08/14/23 – 12/15/23

Ratification: Late additions to the Women's and Men's assistant coach teams.

Employee Name	Location Assignment	Department	Stipend
Aguilar, Samantha	CHC	Kinesiology and Health Science (Cross Country)	\$5,000.00
Estrada, Joshua	CHC	Kinesiology and Health Science (Cross Country)	\$2,500.00

Assistant Coach 11/10/23 – 12/31/23

Employee Name	Location Assignment	Department	Stipend
Uiagalelei, Robert	SBVC	Football	\$5,000.00

Other 10/19/23 – 12/31/23

Fall CNA Program Work

Ratification: information was not received in time to meet previous board deadline

Employee Name	Location Assignment	Department	Stipend
Bernal, Tara	CHC	CNA	\$4,899.00

Other 11/10/23 – 12/31/23

Basic Skills Projects supporting Community of Practice developed by the English Department.

Faculty will complete 15 hours.

Employee Name	Location Assignment	Department	Stipend
Alhoch, Bashar	SBVC	English-Community of Practice	\$500.00
Clevenger, Joanna	SBVC	English-Community of Practice	\$750.00
Colern-Mulz, Leslie	SBVC	English-Community of Practice	\$750.00
Farago, Emilia	SBVC	English-Community of Practice	\$750.00
Ferri-Milligan, Paula	SBVC	English-Community of Practice	\$750.00
Henry, Mark	SBVC	English-Community of Practice	\$750.00
Hoelle, Janet Nicole	SBVC	English-Community of Practice	\$750.00
James, Edna	SBVC	English-Community of Practice	\$750.00



Payment of Stipends

Submitted for Board Approval November 9, 2023

[v.10.19.2023.p.3|3]

Other 11/10/23 – 12/31/23

*Basic Skills Projects supporting Community of Practice developed by the English Department.
Faculty will complete 15 hours.*

Employee Name	Location Assignment	Department	Stipend
Joshua, Judy	SBVC	English-Community of Practice	\$750.00
Kellogg, Elena	SBVC	English-Community of Practice	\$750.00
Kuntz, John	SBVC	English-Community of Practice	\$500.00
Lee, Dirkson	SBVC	English-Community of Practice	\$500.00
Maestre, Joanne	SBVC	English-Community of Practice	\$750.00
Mills, Amy	SBVC	English-Community of Practice	\$750.00
Moreno, Dolores	SBVC	English-Community of Practice	\$500.00
Vogel, Katherine	SBVC	English-Community of Practice	\$750.00
Wagner, Eric	SBVC	English-Community of Practice	\$750.00
Wheeler, James	SBVC	English-Community of Practice	\$750.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: November 9, 2023

SUBJECT: Consideration of Approval of Reclassification of Employees

RECOMMENDATION

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

OVERVIEW

In accordance with Article 16: Personnel of the CSEA Collective Bargaining Agreement, either CSEA or SBCCD may propose a reclassification for any position at any time during the life of the Collective Bargaining Agreement, including a reclassification request may be initiated by the unit member or their immediate supervisor.

ANALYSIS

The reclassification on the attached list is 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 2022-23 budgets.





Employee Reclassifications

Submitted for Board Approval November 9, 2023

[v.10.25.2023.p.1|1]

Employee Name Location Assignment & Department	From	To	Effective Date
Gonzales, Amelia SBVC Administrative of Justice	Administrative Assistant II Classified Schedule Range 37, Step F	Administrative Assistant III Classified Schedule Range 41, Step E	08/22/23
Malika, Maryum SBVC Nursing	Administrative Assistant II Classified Schedule Range 37, Step E	Administrative Assistant III Classified Schedule Range 41, Step D	06/29/23

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: November 9, 2023

SUBJECT: Consideration of Approval to Serve Alcoholic Beverages

RECOMMENDATION

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

Event & Location	Sponsoring Group	Date & Time	Type(s) of Alcohol
President's Circle Champagne Toast CHC Public Safety Training Center	President's Office	December 7, 2023 5-6 p.m.	Champagne
Fire Academy Alumni Sneak Peek CHC Public Safety Training Center	President's Office	December 12, 2023 4-5 p.m.	Beer

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 Procedure 3560 on Alcoholic Beverages and California law. The appropriate paperwork has been or will be filed through the Business Services office to obtain the appropriate licenses.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
3. Be a Leader and Partner in Addressing Regional Issues

FINANCIAL IMPLICATIONS

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



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: November 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.





Conference Requests

Submitted for Board Approval November 9, 2023

[v.10.19.2023.p.1|1]

Requestor	Conference
Site: DSO Name: Frank Blanquet Department: KVCR Estimated Cost Per Person: \$545	Conference Name: 2023 National Native Media Conference Dates of Travel: 08/09/2023 – 08/13/2023 Location: Winnipeg, Canada Purpose: This conference is an opportunity for FNX to network with journalists worldwide, gain meaningful content and interviews for FNX Now, and bring on sponsorships. Funding Source: FNX Categorical Fund Ratification: An oversight was made in not requesting preapproval of this travel outside the United States. The Native American Journalists Association covered the registration fees, hotel and airfare, however, per diem meals and any incidental costs were also incurred requiring an expense report and SBCCD purchase order.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: November 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.



Board Date 11/09/2023

**Contracts and Agreements
Over \$109,300**

1 of 1

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
26305	Couts Heating & Cooling, Inc.	Mainteance/SBVC	UCCAP	\$115,148.00	
	Maintenance for HVAC systems at SBVC			09/25/2023 through 06/30/2024	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: November 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 more than \$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 November 9, 2023

[v.10.19.2023.p.1|4]

Event Information

Date(s)

10/12/2023

It's Fall Y'all

To be purchased are meals and refreshments for counselors from local high schools joining the counselor's lunch. Counselors will discuss benefits of dual enrollment, student engagement with EOPS, STEM/MESA presentation, honors institute presentation, and career exploration. Counselors will also participate in campus tour.

Site

CHC

Estimated Cost

\$1,000

Funding Source(s)

Outreach and Retention

Ratification/Amendment

Department was not able to meet before deadline.

Date(s)

10/18/2023

Hello Major, Hello Career Fair

To be purchased are meals and refreshments. The Crafton Hills Career Center will be hosting its annual Hello Major/Hello Career Fair. This event is geared toward informing all students about the various college majors and careers available. Students will meet with faculty, disciplined based student club organizations and employers and professionals about major, career goals and work opportunities. We would like to provide a lunch meal for approx. 80 persons and a discounted meal voucher to students for their participation.

Site

CHC

Estimated Cost

~~\$1,000~~

\$5,100

Funding Source(s)

Career Center General Fund

Ratification/Amendment

Originally approved on 09/14/2023, the event cost is being amended to reflect the cost of additional meals served to students which increased the original estimate.



District & College Expenses

Submitted for Board Approval November 9, 2023

[v.10.19.2023.p.2|4]

Event Information

Date(s)
10/28/2023

Independent City (I-City) Mardi Gras

Site
SBVC

To be purchased are table and chair rentals. The County of San Bernardino Children and Family Services, in sponsorship with SBVC Next Up and Guardian Scholars Programs, is coordinating a community event to teach foster youth students basic life skills. 150 community members and staff are anticipated to participate. EOPS staff will facilitate the event.

Estimated Cost
\$1,500

Funding Source(s)
Outreach and Retention Categorical Fund

Ratification/Amendment
Details were not finalized prior to board date.

Date(s)
10/30/2023

Priority Registration Block Party

Site
SBVC

To be purchased are meals and refreshments. EOPS is sponsoring a priority A registration event to encourage students to use their early registration dates. 200 students and staff are anticipated to participate. Keenan Giles will serve as facilitator.

Estimated Cost
\$15,000

Funding Source(s)
EOPS Categorical Fund

Ratification/Amendment
Details were not finalized prior to board date.

Date(s)
11/06/2023 to
11/09/2023

Adult Education Campus Visit

Site
CHC

To be purchased are meals and refreshments provided to adult students from the Redlands Adult High School while attending one of four workshops about the CHC campus, resources available to future students, and campus tours. English and Spanish workshops will be offered both morning and evening.

Estimated Cost
\$2,000

Funding Source(s)
Outreach and Retention Categorical Fund

Ratification/Amendment
Department was not able to meet before deadline to select date



District & College Expenses

Submitted for Board Approval November 9, 2023

[v.10.19.2023.p.3|4]

Event Information

Date(s)

11/08/2023

Veteran Appreciation Luncheon

To be purchased are meals and refreshments for veteran students at CHC. Veterans of the United States Armed Forces are invited to join us for a special luncheon celebration to honor the the sacrifices they made defending our nation.

Site

CHC

Estimated Cost

\$2,600

Funding Source(s)

Veterans Resource Center Categorical Fund

Ratification/Amendment

Department was not able to meet before deadline.

Date(s)

11/09/2023

4th Annual Trudell Poetry Festival

To be purchased are contracts, meals and refreshments. Arts, Lecture and Diversity is sponsoring an event designed to highlight the work of the English and Communications departments as well as provide an entertaining and educational event which highlights the contributions of Native Activist and SBVC Alum John Trudell.

Site

SBVC

Estimated Cost

\$4,500

Funding Source(s)

Diversity General Fund

Ratification/Amendment

Details were not finalized prior to board date.

Date(s)

11/18/2023

California Community College Athletic Association State Men's & Women's Cross Country Championship Meet

To be purchased are entry fee, meals, and lodging. Athletics is sponsoring a trip for the men's and women's cross-country team to participate in the Meet to take place at Woodward park, Fresno, CA. 22 students will be attending, James Ratigan, Ricardo Sanchez and Jennifer Sandoval will serve as chaperones.

Site

SBVC

Estimated Cost

\$2,700

Funding Source(s)

Men's Athletics- Cross Country General Fund and Women's Athletics - Cross Country General Fund



District & College Expenses

Submitted for Board Approval November 9, 2023

[v.10.19.2023.p.4|4]

Event Information

Date(s)
11/30/2023 to
12/3/2023

Site
CHC

Estimated Cost
\$15,000

Student Senate for the California Community Colleges Advocacy Academy Conference

To be purchased are SSCCC Advocacy Academy Conference registration, hotel, per diem, and travel for 10 students and 1 Advisor in Riverside, California.

Funding Source(s)
Student Rep Fee Fund

Date(s)
05/14/2024

Site
SBVC

Estimated Cost
\$1,700

Middle College High School Senior Luncheon

To be purchased are refreshments. This event will provide an opportunity for Middle College High School students to celebrate their accomplishments. Anticipated attendance is 100 students and faculty. Event will be facilitated by Kimberly Johnson and other counseling staff and food will be catered by the cafeteria, Erik Morden.

Funding Source(s)
Middle College High School Program General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Stacey Nikac, Administrative Officer

DATE: November 9, 2023

SUBJECT: Individual Memberships

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

Education Code Section 35160.1 (a) The Legislature finds and declares that school districts, county boards of education, and county superintendents of schools have diverse needs unique to their individual communities and programs. Moreover, in addressing their needs, common as well as unique, school districts, county boards of education, and county superintendents of schools should have the flexibility to create their own unique solutions. (b) In enacting Section 35160, it is the intent of the Legislature to give school districts, county boards of education, and county superintendents of schools broad authority to carry on activities and programs, including the expenditure of funds for programs and activities which, in the determination of the governing board of the school district, the county board of education, or the county superintendent of schools



are necessary or desirable in meeting their needs and are not inconsistent with the purposes for which the funds were appropriated. It is the intent of the Legislature that Section 35160 be liberally construed to affect this objective. (c) The Legislature further declares that the adoption of this section is a clarification of existing law under Section 35160.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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

INDIVIDUAL MEMBERSHIPS

Submitted for Board Approval 9/14/23

SITE, AMOUNT PER PERSON NAME(S) OF INDIVIDUAL	MEMBERSHIP FUNDING SOURCE
SBVC \$100.00 per person Raymond Carlos	California Community Colleges Organizacion de Latina/o/x Empowerment, Guidance, and Advocacy for Success (COLEGAS) Student Life Trust

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: November 9, 2023

SUBJECT: Consideration of Approval to Ratify Interfund Borrowing Transactions

RECOMMENDATION

It is recommended that the Board of Trustees ratify the following interfund borrowing transaction(s) in accordance with the resolution it adopted on May 11, 2023:

Date	Amount	From Fund (Oracle #)	To Fund (Oracle #)	Notes
10/13/23	\$2,000,000	41 Capital Outlay Projects Fund (410)	01 General Fund (110)	To repay temporary loan issued on July 12, 2023.

OVERVIEW

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

On May 11, 2023, the Board of Trustees adopted a resolution authorizing the chancellor or their designee to approve interfund transfers during fiscal year 2023-24 which would later be ratified by the Board.

ANALYSIS

The use of temporary borrowing between funds has been employed to offset interim shortages of cash flow. This standard business practice is approved annually by a resolution of the Board of Trustees. As required by E.C. 42603, the funds were borrowed during the 2023-24 fiscal year and are being repaid in the same fiscal year.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This item will not have a financial impact on the budget.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: November 9, 2023

SUBJECT: Consideration of Approval to Adopt Resolution #2023-11-09-FS-01
Approving Transfers from the Reserve for Contingencies to Various
Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2023-11-09-FS-01 approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

The 2023-24 Final Budget adopted by the Board of Trustees on September 14, 2023, 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 #2023-11-09-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.10.19.2023.p.1|2]

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

WHEREAS, on the 14th day of September, 2023, the San Bernardino Community College District (the District) adopted the 2023-24 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 November 9, 2023, by the following majority vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Diana Z. Rodriguez, Secretary to 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 to the Board of Trustees

**RESOLUTION #2023-11-09-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.10.19.2023.p.2[2]

EXHIBIT A

Fund 110/01			25,042,504	2023-24 Initial Fund Balance	
General Fund, Unrestricted			-	Net Change from Previously Approved Transfers	
			25,042,504	Fund Balance Before Transfer(s)	
Board Approved	Date of Transfer	Ref #	Amount to/(from) Reserve	ExpenditureClassification	Justification
11/9/2023	10/05/2023	018642	(3,323)	4000 Supplies & Materials	To reinstate amount of FY23 expense report posted against FY24 in error
			(3,323)	Total Approved at this Board Meeting	
			25,039,181	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: November 9, 2023

SUBJECT: Consideration of Approval of Amendments 01 and 02 to the Design-Build Agreement with McCarthy Building Companies, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve the following amendments to the Design-Build Agreement with McCarthy Building Companies, Inc. of Newport Beach, CA for the design and construction of the San Bernardino Valley College Student Services Building:

- Amendment 01 in the amount of \$190,000, and
- Amendment 02 in the amount of \$760,481.

OVERVIEW

In July 2022, the SBCCD Board of Trustees approved a contract with McCarthy Building Companies, Inc. for the design and construction of the San Bernardino Valley College Student Services Building.

ANALYSIS

The Design-Build Agreement between McCarthy Building Companies, Inc. and the District was previously approved at a not-to-exceed amount of \$79,028,832, including lump sum amounts for design services and pre-construction services. The causes for these amendments include the following.

- Amendment 01: This amendment is for the addition of gross square footage which occurred during the programming and schematic design phase of the project, as well as unprecedented escalation in design and construction costs post-pandemic. It will extend the contract term and increase the amount by \$190,000 resulting in a new contract value of \$79,218,832.
- Amendment 02: This amendment is for the design and pre-construction services related to a temporary swing space. The new Student Services Building will be constructed in the footprint of the existing Liberal Arts Building which will be demolished. Therefore, a temporary swing space must be developed on campus to provide interim housing to the various departments currently residing in the Liberal Arts Building. This amendment will increase the contract by \$760,481 resulting in a new contract value of \$79,979,313.



INSTITUTIONAL VALUES

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of these amendments will be included in the Bond Construction budget.

North/East Elevation



South/West Elevation

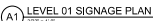


North/West Elevation



South/East Elevation

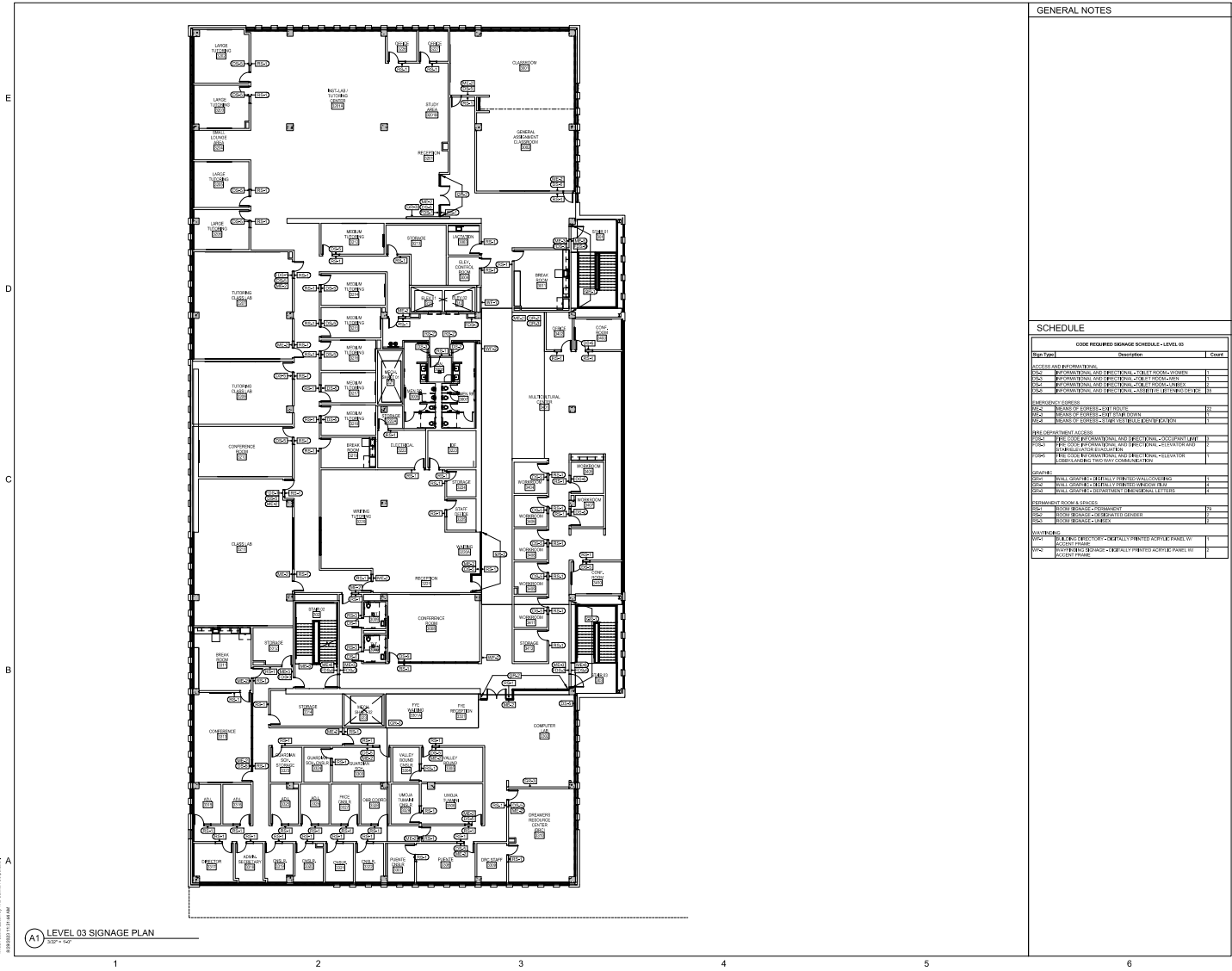




SL	Activity Description	Credit
PROFESSIONAL RECORDS:		
PRO1	Professionalism: ethics, legal issues, communication, interpersonal skills	1
PRO2	Professionalism: ethics, legal issues, communication, interpersonal skills	1
PRO3	Professionalism: ethics, legal issues, communication, interpersonal skills	1
PRO4	Professionalism: ethics, legal issues, communication, interpersonal skills	1
PRO5	Professionalism: ethics, legal issues, communication, interpersonal skills	1
PRO6	Professionalism: ethics, legal issues, communication, interpersonal skills	1
PRO7	Professionalism: ethics, legal issues, communication, interpersonal skills	1
PRO8	Professionalism: ethics, legal issues, communication, interpersonal skills	1
PRO9	Professionalism: ethics, legal issues, communication, interpersonal skills	1
PRO10	Professionalism: ethics, legal issues, communication, interpersonal skills	1
EDUCATIONAL COURSES:		
EDU1	Education: history, theory, practice	3
EDU2	Education: history, theory, practice	3
EDU3	Education: history, theory, practice	3
EDU4	Education: history, theory, practice	3
EDU5	Education: history, theory, practice	3
EDU6	Education: history, theory, practice	3
EDU7	Education: history, theory, practice	3
EDU8	Education: history, theory, practice	3
EDU9	Education: history, theory, practice	3
EDU10	Education: history, theory, practice	3
PSYCHOLOGY COURSES:		
PSY1	Psychology: general principles, research methods, statistics	3
PSY2	Psychology: general principles, research methods, statistics	3
PSY3	Psychology: general principles, research methods, statistics	3
PSY4	Psychology: general principles, research methods, statistics	3
PSY5	Psychology: general principles, research methods, statistics	3
PSY6	Psychology: general principles, research methods, statistics	3
PSY7	Psychology: general principles, research methods, statistics	3
PSY8	Psychology: general principles, research methods, statistics	3
PSY9	Psychology: general principles, research methods, statistics	3
PSY10	Psychology: general principles, research methods, statistics	3
GENERAL:		
GEN1	General: liberal arts, social sciences, natural sciences	3
GEN2	General: liberal arts, social sciences, natural sciences	3
GEN3	General: liberal arts, social sciences, natural sciences	3
GEN4	General: liberal arts, social sciences, natural sciences	3
GEN5	General: liberal arts, social sciences, natural sciences	3
GEN6	General: liberal arts, social sciences, natural sciences	3
GEN7	General: liberal arts, social sciences, natural sciences	3
GEN8	General: liberal arts, social sciences, natural sciences	3
GEN9	General: liberal arts, social sciences, natural sciences	3
GEN10	General: liberal arts, social sciences, natural sciences	3
RESEARCH AND PRACTICE:		
RES1	Research and Practice: research methods, data analysis, report writing	3
RES2	Research and Practice: research methods, data analysis, report writing	3
RES3	Research and Practice: research methods, data analysis, report writing	3
RES4	Research and Practice: research methods, data analysis, report writing	3
RES5	Research and Practice: research methods, data analysis, report writing	3
RES6	Research and Practice: research methods, data analysis, report writing	3
RES7	Research and Practice: research methods, data analysis, report writing	3
RES8	Research and Practice: research methods, data analysis, report writing	3
RES9	Research and Practice: research methods, data analysis, report writing	3
RES10	Research and Practice: research methods, data analysis, report writing	3

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GENERAL NOTES

SCHEDULE

CODE REQUIRED SIGNAGE SCHEDULE - LEVEL 03		
Sign Type	Description	Count
ACCESS AND EGRESS SIGNS		
SD1	EXIT SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD2	EXIT SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD3	EXIT SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD4	EXIT SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD5	EXIT SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
WAYFINDING SIGNS		
SD6	WAYFINDING SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD7	WAYFINDING SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD8	WAYFINDING SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
DEPARTMENTAL SIGNS		
SD9	DEPARTMENTAL SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD10	DEPARTMENTAL SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD11	DEPARTMENTAL SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD12	DEPARTMENTAL SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
GRAPHIC SIGNS		
SD13	GRAPHIC SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD14	GRAPHIC SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD15	GRAPHIC SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
PERMANENT ROOM & OFFICE SIGNS		
SD16	PERMANENT ROOM & OFFICE SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD17	PERMANENT ROOM & OFFICE SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD18	PERMANENT ROOM & OFFICE SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD19	PERMANENT ROOM & OFFICE SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
WAYFINDING SIGNS		
SD20	WAYFINDING SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD21	WAYFINDING SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1
SD22	WAYFINDING SIGNS - MINIMUM 18" X 24" - FLUORESCENT	1



NOT FOR CONSTRUCTION

100% DESIGN DEVELOPMENT 28 AUG 2022
Rev. Description Date

KEY PLAN

LEVEL 03 SIGNAGE PLAN

Project No. 00591-201 Checked by: Clerk

G0503

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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: November 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

Submitted for Information November 9, 2023

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

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.

BOARD POLICY & PROCEDURE COMMITTEE (BPPAC) ACTIVITY REPORT

2023 BOARD MEMBERS
(Committee chair is bold)

Trustee Nathan Gonzales
Trustee Joseph R. Williams

REGIONAL AND STATE BOARD ACTIVITY REPORT

Board of Governors
Joint Powers Authority

Trustee Joseph R. Williams
Trustee Stephanie Houston



SBCCD JOINED TOWARD A SHARED VISION

SBCCD Chancellor Diana Rodriguez welcomed educators, students, and leaders at the Growing Inland Achievement Summit. Students shared their journey in overcoming life's obstacles.

Big congratulations to Dr. Ivan Peña, Dean of Student Services and Counseling at Crafton Hills College, for receiving the Excellence in Innovation Award from GIA.

It's moments like these that remind us of the transformative power of education and the passion of our region to create more opportunities for all.



11.9.2023

CHANCELLOR'S REPORT



CHANCELLOR RODRIGUEZ SHARES SBCCD'S IMPACT AT LOCAL CITY COUNCIL MEETING

SBCCD Chancellor Diana Rodriguez had the privilege of visiting the Mayor and Councilmembers at the City of Redlands.

Chancellor Rodriguez had a conversation about how SBCCD is deeply committed to supporting our local economy and preparing local students for rewarding careers.

The evening was made even more delightful when she had the chance to meet some wonderful alumni from Crafton Hills College and San Bernardino Valley College, who are contributing their talents to make Redlands and our region a better place!

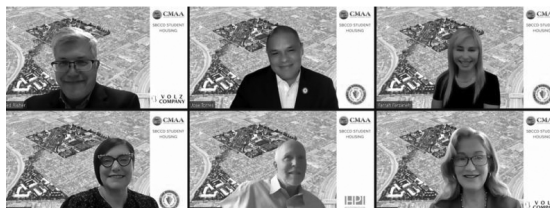
SBCCD FEATURED ON THE CMAA WEBINAR ON STUDENT HOUSING

SBCCD worked alongside CMAA in hosting a webinar seeking opportunities and solutions to provide affordable student housing. SBCCD focused on providing quality, affordable housing for its students. SBCCD strives to serve the community with economic development opportunities that may include, affordable and/or workforce housing, retail amenities, and recreational spaces. To achieve these overarching objectives, SBCCD realizes the importance of partnering with private developers, not-for-profit organizations, and/or governmental agencies. This is a recognized team effort; therefore, SBCCD has issued a Request for Information ("RFI") to solicit interest and answer questions from our potential partners. For more information, please visit <https://pbsystem.planetbids.com/portal/29414/bo/bo-search>



OWNERS
VIRTUAL EVENT

SBCCD Student Housing: P3 Approach to Meeting Basic Needs





CAMPUS UPDATE

THIS IS SBCCD

ROADRUNNERS ATTENDED HACU'S ANNUAL CONFERENCE CHAMPIONING HISPANIC HIGHER EDUCATION SUCCESS

Twenty-four Roadrunners prepared to attend the 37th annual conference of the Hispanic Association of Colleges and Universities (HACU) on Oct. 28-30 in Chicago. HACU has represented Hispanic Serving Institutions since 1986. This annual conference provides a forum for sharing information about the best practices in higher education and proposals for innovations that benefit Hispanic students.

Participation for this event was districtwide including students from San Bernardino Valley College, Crafton Hills College, DSO leadership, and Board of Trustees. Preparation for students began months ago after students were selected from applications submitted in the spring. Applicants also had to write an essay about why they were applying and be interviewed.

Student preparation includes showing participants how to prepare an effective resumé and apply for internships with corporations that will be at the conference. They also were provided business cards to use for developing networking connections with other students and organizations. Participating students who did not have business attire had the opportunity to access the Career Center's clothes closet for what they needed. In addition, they received tips on navigating the airports if they haven't flown before.



SBVC and CHC professor chaperones accompanied the students and provided guidance.

Students who attended this conference reported that it opened their eyes to possibilities they had never considered and acquainted them with the importance of the power of such organizations as HACU.

WOLVERINE'S WELCOMED FIRST LATINO ASTRONAUT FOR HISPANIC HERITAGE MONTH CELEBRATION



On October 12th, as a part of the celebration of Hispanic Heritage Month, San Bernardino Valley College hosted Latino astronaut José Hernández to share his remarkable journey.

From humble beginnings as a farm worker alongside his father, to earning a B.S. in electrical engineering from the University of the Pacific, and later his M.S. in electrical and computer engineering from UC Santa Barbara, Hernández's path led him to the stars.

Hernández's space exploration journey began in 2001 as a materials research engineer at NASA's Johnson Space Center. He was selected by NASA in 2004 to become an astronaut, setting him up for the significant milestone of serving as a mission specialist on the Space Shuttle's STS-128 mission in 2009.

Throughout his career, he was recognized for his many achievements, including receiving the Society of Mexican American Engineers and Scientists' 1999 Lifetime Achievement Award for his professional and community contributions.

Hernández's accomplishments continue beyond his time with NASA. After leaving the agency, he served as the Executive Director of Strategic Operations at MEI Technologies in Texas and ran for the U.S. House of Representatives in 2012. Currently, as the CEO of Tierra Luna Engineering, LLC, he continues to contribute to the fields of engineering and space exploration.

Hernández's story embodies unwavering dedication and resilience. Thank you for your inspiring words.

CHANCELLOR'S

holiday

PARTY, SERVICE AWARDS & FOOD DRIVE

Date:TBD



Hope for the Holidays Food Drive to Support SBCCD's Food Pantries
 Ugly Sweater Contest *(standards of professionalism apply)* • Districtwide Service Awards
 360° Photo Booth • Opportunity Drawings *(prizes from businesses within SBCCD's service area)*

CALIFORNIA FOR ALL COLLEGE CORPS PROGRAM REGIONAL CONVENING

College Corps Programs from around the region attended the IE Regional Convening where college students gathered to be sworn in and to attend many workshops. Below is the commitment each student pledged:



As a California for All College Corps Fellow, I am committed to make change in my community. I will serve with humility, compassion, and integrity.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me throughout my life. I am part of a core, connected by a common mission, to build a California for All.

I am a College Corps Fellow, and I will get things done.



College Corps combines academics with hands-on work experience, so students gain the skills they need for the future and help pay for school while giving back to local communities. SBCCD College Corps Fellows can receive up to \$10,000 in a combined monthly living allowance for completing 450 community service hours in one year. This program is open to AB540 CA Dream Act Students.

KVCR-TV IS NOW LIVE ON “LOCAL NOW”

KVCR Public Media announced that it is now live streaming on Local Now – Allen Media Group's leading free streaming service for local news and entertainment in America. Local Now's audience will now have access to inspiring and educational content from KVCR's locally-produced shows, along with PBS favorites – including Frontline and Antiques Roadshow.



Participating PBS stations like KVCR will make Local Now available to audiences in more than 300 markets and cities across the country, with the full launch completed by the end of this year. The partnership represents PBS's continued commitment to make its quality and award-winning content accessible to all Americans on as many digital platforms as possible.

"This is an historic agreement – we are thrilled that Local Now is the first non-PBS owned and operated streaming platform to offer PBS's award-winning programming from stations serving more than 300 U.S. cities and markets. The addition of local PBS stations is a major achievement for Local Now and cements our position as the leader of free-streaming local news and entertainment in America," said Byron Allen, Founder/Chairman/CEO of Allen Media Group, parent company of Local Now. "Viewers of all ages know and love

PBS and soon they will be able to stream this amazing content for free, anytime on our free-streaming service Local Now."

"This exciting partnership helps us continue to meet viewers everywhere they are with the quality content they expect from PBS," said PBS Chief Digital and Marketing Officer, Ira Rubenstein. "By providing an accessible platform through Local Now, PBS stations will be empowered to expand their digital footprint and engage new audiences with locally-produced and distributed programming. It's all part of supporting and boosting the presence of our PBS stations in the communities we serve."

"We are so excited to offer more ways for our Inland Empire communities to connect with KVCR. To not only watch their favorite PBS shows but also locally created content like Inland Edition and Learn With Me," said KVCR Executive Director, Connie Leyva.

Late last year, Allen Media Group announced its partnership with PBS, which launched the new PBS Digital Studios FAST channel on Local Now. The FAST channel offers original series and short-form content that explores science, arts, culture and more.

Local Now provides localized news, weather, sports, traffic, and entertainment, produced by various leading news organizations, in more than 225 markets across the U.S. It offers more than 450 free-streaming channels, including a Local Now channel in every DMA in the country, as well as more than 18,000 movies, TV shows, and documentaries. The Local Now app is available on Roku, Apple TV, Amazon Fire TV, Android TV, Xfinity, Vizio, Samsung, Android and IOS devices. (LocalNow.com)

KVCR EXECUTIVE DIRECTOR RECOGNIZED FOR COMMUNITY SERVICE AND DEDICATION

KVCR Executive Director Connie Leyva was recognized and presented with the Community Action Legacy Award for her excellent community service and dedication at the annual Community Action Partnership of San Bernardino County (CAPSBC) Gala in Ontario on October 27th.

During the Gala, the attendees enjoyed an unforgettable evening of inspirational messages, entertainment, a silent auction, raffles, and more. The CAPSBC Gala was attended by public dignitaries, community partners, and supporters who believe in their work. We believe that together, through collaborative efforts, we can create lasting change and bring about a brighter future for our community.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

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

DATE: November 9, 2023

SUBJECT: Strategic Plan Goal-3 Status Updates

RECOMMENDATION

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

OVERVIEW

The document provides a review of important actions and highlights related to Goal-3 (Be a Leader and Partner in Addressing Regional Issues).

ANALYSIS

SBCCD continues to be a leader and partner in addressing regional issues by maintaining DEIA training and initiatives districtwide, creating opportunities with industry partners to provide students with critical volunteer and work experience, and formalizing educational partnership agreements with industry leaders that entrust SBCCD to develop curriculum content that meets high-demand industry needs.

INSTITUTIONAL VALUES

3. Be a Leader and Partner in Addressing Regional Issues

FINANCIAL IMPLICATIONS

There are no financial implications.





SBCCD STRATEGIC PLAN AND OBJECTIVES

MONTHLY STATUS UPDATE 2023 2024

GOAL 3 BE A LEADER AND PARTNER IN ADDRESSING REGIONAL ISSUES

- ☒ SBCCD and Spectrum News are filming a TV news story about the collaboration between SBCCD and San Manuel aimed at improving diversity in the fire service workforce.
- ☒ SBCCD's Library Technology Program is working to place students with the Riverside County Library and Colton Public Library for volunteer and work experience.
- ☒ SBCCD is collaborating with UC Riverside to develop equity training for non-instructional and classified staff.
- ☒ SBCCD is formalizing educational partnership agreements with Sun Air Jets, Delta Airlines, and Rivian to develop curriculum content that meets their high-demand industry needs.
- ☒ SBCCD is working with local tribes to include our indigenous history in our building naming nomenclature.
- ☒ SBCCD has established a new pharmacy technology apprenticeship program with CVS. Students earn an hourly wage, gain core skills, and have their course fees paid by CVS.
- ☒ SBCCD added three new Skilled Nursing and Post Acute Care facilities for clinical rotations. These local businesses serve as prospective employers for graduates of the nursing services pathway.
- ☒ SBCCD's Career Center hosted an information session, hiring/career fair, and networking etiquette course to maximize student employment opportunities.

Outcome achieved:

SBCCD, in partnership with Tomorrow's Talent, hosted its second Industry Summit. With more than 75 participants representing at least 35 entities in attendance, the event allowed SBCCD to showcase its degree programs, students' talents, and partnership opportunities to industry leaders in the region.

INDUSTRY20
SUMMIT**23**



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: November 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

Submitted for Information November 9, 2023

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

MONTHLY	CONSENT AGENDA	INSTRUCTION/STUDENT SERVICES Curriculum modifications Donations HUMAN RESOURCES Classification advancements for academic employees Non-instructional pay, stipends, and reduced workload Tuition reimbursement Employment contracts & tenure track contracts Promotions, transfers, reclassifications, step advancements New hires (adjuncts, substitutes, classified, management, temporary, interim, permanent)	Job descriptions and revised salary schedules CSEA/CTA/POA agreements BUSINESS & FISCAL SERVICES Alcoholic beverages Conferences over \$5K or outside US District/College expenses Individual memberships Surplus property & authorization for private sale or disposal Contracts above bid limit Resolution: fund balance transfer	Ratification of interfund transfers Signature list changes FACILITIES Informal bid award (UCCAP) CBOC appointees Award RFQ/RFP/bids & contracts Master service agreement & task orders for bond construction Small scale construction contract award
	INFORMATION ITEMS REPORTS/UPDATES	OFFICE OF THE CHANCELLOR Applause recognition Retirements Board committee reports Reports from represented groups Board master planning action calendar	BUSINESS & FISCAL SERVICES/FACILITIES Board policies (1 st reading) Budget revenue & expenditure summary General fund cash flow analysis Purchase order report Contracts below bid limit Construction Change Orders and Amendments – Bond/Non-Bond	HUMAN RESOURCES CSEA/CTA/POA MOUs Professional expert, short-term, and substitute employees Resignations Retirements Volunteers

JANUARY	<ul style="list-style-type: none"> Adopt Budget Calendar (by 2/1) Budget Directives 1st Reading (BFC) § 53003. Updated District EEO Plan Presentation and ACTION (with comments from CCCCCO) EEO Plan (monitor, evaluate, and report annually) 	<ul style="list-style-type: none"> Mid-Year Executive Summary of Goals 1-4 (Board Retreat) Quarterly Financial Status Report (CCFS) 2022-2027 SBCCD Strategic Plan (begin renewal @ mid-year retreat for approval in June)
FEBRUARY	<ul style="list-style-type: none"> Grant Sabbaticals (name faculty, college, & term) Audit Report for Measure CC and Measure M Budget Directives 2nd Reading/Approval (by 3/1) 	<ul style="list-style-type: none"> Nonresident Tuition and Capital Outlay Fees (by 3/1) Legislative Priorities and State Budget Priorities Apportionment Attendance and FTES Calculation Report (CCFS 320) P1
MARCH	<ul style="list-style-type: none"> Sabbatical Completion Report from last fall (by First semester after return) CBOC Annual Report Presentation (by 3/31) Selection of Auditor (by 5/15) Grant Tenure/Tenure Contracts 	<ul style="list-style-type: none"> Regular Meeting Dates for the Board of Trustees Classified Employee of the Year Endorsement (by 3/15) Quarterly Certified Financial Status Report for Second Quarter (by 3/15) Financial Statements and Audit Report for Auxiliary Organizations (by 4/1)
APRIL	<ul style="list-style-type: none"> 4/10 Alternate Summer Work Schedule for Management & Confidential Employees Trustee Handbook 	<ul style="list-style-type: none"> Student Trustee Privileges (by 5/15) Quarterly Financial Status Report (CCFS) P&Ps 2100 (every two years on even election years), 2725 1st Reading
MAY	<ul style="list-style-type: none"> Interfund Transfer Resolution EEO Multiple Method Certification (by 6/1) Recognition of Outgoing Student Trustees 	<ul style="list-style-type: none"> P&P 6320, 4235 (every three years. Last approved 5/13/21) Apportionment Attendance and FTES Calculation Report (CCFS 320) P2 Preliminary Budget & Presentation (optional strategy session)
JUNE	<ul style="list-style-type: none"> Presentation: DEIA (HR) Presentation: Administer Oath of Office to New Student Trustees New Student Trustee Orientation Information FY Tentative Budget (by 7/1) Resolution: Expenditures of Prop 30 EPA Funds Resolution: Signature Authorizations for State of CA Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services Resolution: GANN Limit 	<ul style="list-style-type: none"> FY Sole Source Suppliers 2023-2028 CHC & SBVC Educational Master Plan 2023-2028 DSO Plan 2025-2029 Construction Plan (CCCCO annual requirement) District Bank Accounts Executive Summary of Goals 1-4 (Board Retreat) Resolution: Increase Board Compensation and Approve Excused Absences FY Open Purchase Orders for Meals, Refreshments 2022-2027 SBCCD Strategic Plan (begin renewal @ mid-year retreat for approval in June)
JULY	<ul style="list-style-type: none"> P&Ps 6320 Resolution: Transfer of Appropriations for the FY PARS Transactions Related to Tentative Budget 	<ul style="list-style-type: none"> Quarterly Financial Status Report (CCFS) 2020-2023 District Technology Strategic Plan (2020)

BOARD MASTER PLANNING ACTION CALENDAR

Submitted for Information November 9, 2023

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

MONTHLY	CONSENT AGENDA	INSTRUCTION/STUDENT SERVICES Curriculum modifications Donations HUMAN RESOURCES Classification advancements for academic employees Non-instructional pay, stipends, and reduced workload Tuition reimbursement Employment contracts & tenure track contracts Promotions, transfers, reclassifications, step advancements New hires (adjuncts, substitutes, classified, management, temporary, interim, permanent)	Job descriptions and revised salary schedules CSEA/CTA/POA agreements BUSINESS & FISCAL SERVICES Alcoholic beverages Conferences over \$5K or outside US District/College expenses Individual memberships Surplus property & authorization for private sale or disposal Contracts above bid limit Resolution: fund balance transfer	Ratification of interfund transfers Signature list changes FACILITIES Informal bid award (UCCAP) CBOC appointees Award RFQ/RFP/bids & contracts Master service agreement & task orders for bond construction Small scale construction contract award
	INFORMATION ITEMS REPORTS/UPDATES	OFFICE OF THE CHANCELLOR Applause recognition Retirements Board committee reports Reports from represented groups Board master planning action calendar	BUSINESS & FISCAL SERVICES/FACILITIES Board policies (1 st reading) Budget revenue & expenditure summary General fund cash flow analysis Purchase order report Contracts below bid limit Construction Change Orders and Amendments – Bond/Non-Bond	HUMAN RESOURCES CSEA/CTA/POA MOUs Professional expert, short-term, and substitute employees Resignations Retirements Volunteers

AUGUST	<ul style="list-style-type: none"> P&Ps 2745, 2435, 1100, 1200 Final Budget Presentation (strategy session last Thursday) Reaffirm Mission, Vision, Values (2022) 	<ul style="list-style-type: none"> 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)
SEPTEMBER	<ul style="list-style-type: none"> Approval to Grant 2 Districtwide Sabbaticals (notice required to employees by 10/1) § 53004. EEO Plan Analyses and Annual Report to CCCCCO Accreditation Midterm Report (due 10/15/24) Accreditation comprehensive review occurs fall 2027 	<ul style="list-style-type: none"> § 53003. District EEO Updated Plan (submit to CCCCCO by 10/2) Prior year Final Enrollment Fee Revenue Due (CCFS-323 by 9/15) Public Hearing and Final Budget Approval (by 9/15)
OCTOBER	<ul style="list-style-type: none"> Annual Security Report Quarterly Financial Status Report (CCFS) P&P Review Schedule Academic Calendar (2024-2026) Emergency Operations Plan (2023) 	<ul style="list-style-type: none"> Initial Proposals to Reopen Negotiations with CSEA/CTA Sabbatical Completion Reports (from Spring 2024) <ol style="list-style-type: none"> Colleen Hinds (from Fall 2023 & Spring 2024)
NOVEMBER	<ul style="list-style-type: none"> Full-Time Faculty Obligation Report (110/FFO due by 11/30) § 72000 (c)(2)(A); Board to select date and time of annual meeting and notify the county superintendent of schools. Note: Within 15 days of the annual meeting, written notice must be sent to members and members-elect notifying them of the date and time of the annual meeting. 	<ul style="list-style-type: none"> 2022-2025 Student Equity Plans Campus Advisory Committees 2023 Sustainability Plan

BOARD MASTER PLANNING ACTION CALENDAR

Submitted for Information November 9, 2023

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

MONTHLY	CONSENT AGENDA	INSTRUCTION/STUDENT SERVICES Curriculum modifications Donations HUMAN RESOURCES Classification advancements for academic employees Non-instructional pay, stipends, and reduced workload Tuition reimbursement Employment contracts & tenure track contracts Promotions, transfers, reclassifications, step advancements New hires (adjuncts, substitutes, classified, management, temporary, interim, permanent)	Job descriptions and revised salary schedules CSEA/CTA/POA agreements BUSINESS & FISCAL SERVICES Alcoholic beverages Conferences over \$5K or outside US District/College expenses Individual memberships Surplus property & authorization for private sale or disposal Contracts above bid limit Resolution: fund balance transfer	Ratification of interfund transfers Signature list changes FACILITIES Informal bid award (UCCAP) CBOC appointees Award RFQ/RFP/bids & contracts Master service agreement & task orders for bond construction Small scale construction contract award
	INFORMATION ITEMS REPORTS/UPDATES	OFFICE OF THE CHANCELLOR Applause recognition Retirements Board committee reports Reports from represented groups Board master planning action calendar	BUSINESS & FISCAL SERVICES/FACILITIES Board policies (1 st reading) Budget revenue & expenditure summary General fund cash flow analysis Purchase order report Contracts below bid limit Construction Change Orders and Amendments – Bond/Non-Bond	HUMAN RESOURCES CSEA/CTA/POA MOUs Professional expert, short-term, and substitute employees Resignations Retirements Volunteers

DECEMBER	ANNUAL MEETING		BUSINESS MEETING	
	<p>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 		<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: November 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 process for Board Policies & Administrative Procedures as outlined in AP 2410 and were reviewed by the Board Policies & Procedures Ad Hoc Committee. They are being forwarded to the Board at this time for first reading. Changes are indicated in the attached policies and procedures.

Policies & Procedures Presented for First Reading

3560 Alcoholic Beverages
5070 Attendance Accounting
5700 Intercollegiate Athletics



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.

BP 3560 Alcoholic Beverages

10/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Read

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	10/2/2023	Recommendation Received	10/6/2023
Reason(s) for Review/Changes > Review requested by Board Executive Committee.			

Review Level**Level 1****Anticipated AP2410 Schedule** *(for info on this process, visit <https://sbccd.edu/ap2410>)*

10/03/2023 BPPAC Approval
 10/09/2023 PPAC Approves Review Level
 10/10/2023 Level 1 to Constituents for Information Only
 11/02/2023 BPPAC Review of Feedback
 11/09/2023 BOT First Reading
 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE

BP 3560 Alcoholic Beverages

10/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Read

Reason(s) for Review/Changes

- > Review requested by Board Executive Committee.
- > Review Process Comments:
 - At the request of the Board Executive Committee, the Board Policies & Procedures Ad Hoc Committee reviewed the P&P and determined that it is legally compliant and fulfills the needs of SBCCD. It is being moved through the process with **no recommended changes**.

The Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

References:

Business and Professions Code Section 25608 ;
34 Code of Federal Regulations Part 668.46 subdivision (b)

End of Recommendation for BP 3560 Alcoholic Beverages

AP 3560 Alcoholic Beverages

10/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Read

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	10/2/2023	Recommendation Received	10/6/2023
Reason(s) for Review/Changes > Review requested by Board Executive Committee.			

Review Level**Level 1****Anticipated AP2410 Schedule** *(for info on this process, visit <https://sbccd.edu/ap2410>)*

10/03/2023 BPPAC Approval
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Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

AP 3560 Alcoholic Beverages

10/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Read

Reason(s) for Review/Changes

Click for CCLC Legal Update Info

> Review requested by Board Executive Committee.

> Review Process Comments:

- At the request of the Board Executive Committee, the Board Policies & Procedures Ad Hoc Committee reviewed the P&P and determined that it is legally compliant and fulfills the needs of SBCCD.
- During the feedback process, changes were recommended to allow events to take place when students are on the campus and to include terminology for beer making classes, allowing **the foundation the flexibility to have events when students may be on campus**. The ABC daily use permit requires that the alcohol is only available in the area designated for the event and not permitted to leave the area. No alcohol beyond this point signs are posted. Campus police sign off on the permits and areas designated for events with alcohol to make sure that it is in a space that is designated for the function and not available to anyone other than attendees.
- CHC Academic Senate rep requested that "zymurgy" be included which would be related to beer-making classes.

The possession, sale or furnishing of alcohol on campus is governed by California state law and these procedures and controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the District Police Department. The campus has been designated "drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the District Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized by the governing board to acquire, possess, use, sell, or consume it.
- A student at least 18 years of age tastes, but does not swallow or consume, an alcoholic beverage for educational purposes as part of the instruction in a hotel management, culinary arts, or enology or brewing degree program, and the alcoholic beverage remains in the control of the instructor.
- The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverage is wine produced by a bonded winery owned or operated as part of an instructional program in viticulture and enology; **or beer produced by a bonded brewery owned or operated as part of an instructional program in zymurgy**.
- The alcoholic beverage is wine **or beer** that is for use during an event sponsored by the District, or an organization operated for the benefit of the District, in connection with the District's instructional program in viticulture, ~~or~~ enology, **or zymurgy**.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event.

Recommended Changes (**shown in red**); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (**shown in blue**) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

AP 3560 Alcoholic Beverages

10/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Read

"Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District, or an organization operated for the benefit of the District, at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.
- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed, or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of a community college district ~~at a time when pupils are not on the grounds~~. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.

As the population of San Bernardino and Riverside Counties is greater than 250,000, no alcoholic beverage is allowed at any professional minor league baseball game played on the District's athletic facilities.

References:

Business and Professions Code Sections 24045.4, 24045.6, 25608, 25658 and 25668;

34 Code of Federal Regulations Part 668.46 subdivision (b)

End of Recommendation for AP 3560 Alcoholic Beverages

BP 5070 Attendance Accounting

10/11/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	4/25/2023	Recommendation Received	7/31/2023
Reason(s) for Review/Changes > Chapter Lead: BP 5070 updated in connection with adoption of AP.			

Review Level**Level 3****Anticipated AP2410 Schedule** *(for info on this process, visit <https://sbccd.edu/ap2410>)*

08/25/2023 PPAC Approves Review Level
 09/06/2023 Level 3 First Anticipated AS Review
 09/18/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 09/20/2023 Level 3 Second Anticipated AS Review
 10/09/2023 PPAC Reviews Second AS Feedback
 11/09/2023 BOT First Reading
 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
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RECOMMENDATION STARTS ON NEXT PAGE

BP 5070 Attendance Accounting (10+1)

10/11/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Reason(s) for Review/Changes

> Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.

~~(Replaces current SBCCD BP 5070)~~

NOTE: This policy is unique to SBCCD.

• ~~From current SBCCD BP 5070 titled Attendance~~

~~Student attendance will be recorded in accordance with the regulations in Title 5 and the Budget and Accounting manual regarding attendance accounting.~~

The District shall ensure that procedures are in place to document and retain all course enrollment, attendance, and disenrollment information. Procedures for implementation of this policy shall be maintained in the Admissions and Records Office and shall be reviewed annually and updated as necessary to reflect changes in state enrollment, attendance, and disenrollment reporting procedures.

References:

Ed. Code § 71020, 76300, 84040, 84040.5, and 84040.6;

Title 5, Sections 58000 et seq.

End of Recommendation for BP 5070 Attendance Accounting

AP 5070 Attendance Accounting

10/11/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	4/25/2023	Recommendation Received	7/31/2023
Reason(s) for Review/Changes > Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.			

Review Level**Level 3****Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

08/25/2023 PPAC Approves Review Level
 09/06/2023 Level 3 First Anticipated AS Review
 09/18/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 09/20/2023 Level 3 Second Anticipated AS Review
 10/09/2023 PPAC Reviews Second AS Feedback
 11/09/2023 BOT First Reading
 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
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RECOMMENDATION STARTS ON NEXT PAGE

AP 5070 Attendance Accounting (10+1)

10/11/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Reason(s) for Review/Changes

> Chapter Lead: AP 5070 Attendance Accounting is legally required, SBCCD should approve an AP 5070.

Pursuant to Education Code Section 58000, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Attendance accounting requirements are administered by the appropriate District offices and include the following areas:

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
- Selection of a single primary term length for credit courses
- Reporting of FTES during the "first period" (between July 1 and December 31), the "second period" (between July 1 and April 15), and "third period" (between July and June 30).
- Compliance with census procedures prescribed by the State Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
- Preparation of census day procedure tabulations
- Preparation of actual student contact hours of attendance procedure tabulations
- Preparation (as applicable) of actual apprenticeship hours of teaching procedure tabulations
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information.
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which ~~he/she~~ the student served.
- Maintenance of the colleges in the District for at least 175 days during the fiscal year.
- Modification of account procedures in response to emergency condition as prescribed by the state Chancellors Office.

The Office of Research, Planning & Institutional Effectiveness shall verify compliance with prescribed State procedures for reporting attendance according to valid census dates and FTES calculations for all classes.

Attendance is reported on the Apportionment Form CCFS-320 and Apprenticeship Form CCFS-321.

References:

Education Code Sections 84500-84501;
Title 5 Sections 58000 et seq.

End of Recommendation for AP 5070 Attendance Accounting

BP 5700 Intercollegiate Athletics

10/11/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	10/20/2022	Recommendation Received	7/31/2023

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this policy to add language regarding transgender student athletes. This Service also added legal citations to the Education Code regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation (Education Code Section 67456, as amended by Senate Bill 26) and reference to the California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)

Review Level**Level 3****Anticipated AP2410 Schedule** *(for info on this process, visit <https://sbccd.edu/ap2410>)*

08/25/2023 PPAC Approves Review Level
 09/06/2023 Level 3 First Anticipated AS Review
 09/18/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 09/20/2023 Level 3 Second Anticipated AS Review
 10/09/2023 PPAC Reviews Second AS Feedback
 11/09/2023 BOT First Reading
 12/08/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
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RECOMMENDATION STARTS ON NEXT PAGE

BP 5700 Intercollegiate Athletics (10+1)

10/11/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this policy to add language regarding transgender student athletes. This Service also added legal citations to the Education Code regarding student athletes' rights to earn compensation for their name, image, likeness, or athletic reputation (Education Code Section 67456, as amended by Senate Bill 26) and reference to the California Community College Athletic Association Constitution and Bylaws. (2022-23 carryover)

(Replaces current SBCCD BP 5700)

● **From current SBCCD BP 5700 titled Athletics**

The District shall maintain an organized program for ~~men and women students~~ in intercollegiate athletics. The District will offer opportunities to ~~participate equally on male or female athletic teams~~ for participation in athletics equally to male, ~~and female~~, ~~and transgender~~ students consistent with ~~their gender identity~~, state and federal law, and California Community College Athletic Association standards.

The Chancellor shall assure that the athletics program complies with state and federal law, the California Community College Athletic Association (CCCCA) Constitution, Bylaws, and Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

References:

Education Code Sections 78223, 66271.6, 66271.8, and 67360, and 78223 et seq

20 U.S. Code Sections 1681 et seq.;

ACCJC Accreditation Standard II.C.4

California Community College Athletic Association (CCCCA) Constitution and CCAA Bylaws

End of Recommendation for BP 5700 Intercollegiate Athletics (currently no matching AP)

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: November 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 2023-24 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 2023-24 fiscal year through October 17, 2023. As of that date, SBCCD was 29.8% through the fiscal year and had spent and/or encumbered approximately 26.0% of its unrestricted general fund budget.

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 10/17/23

[v.10.19.2023.p.1|2]

29.8% of Fiscal Year Elapsed

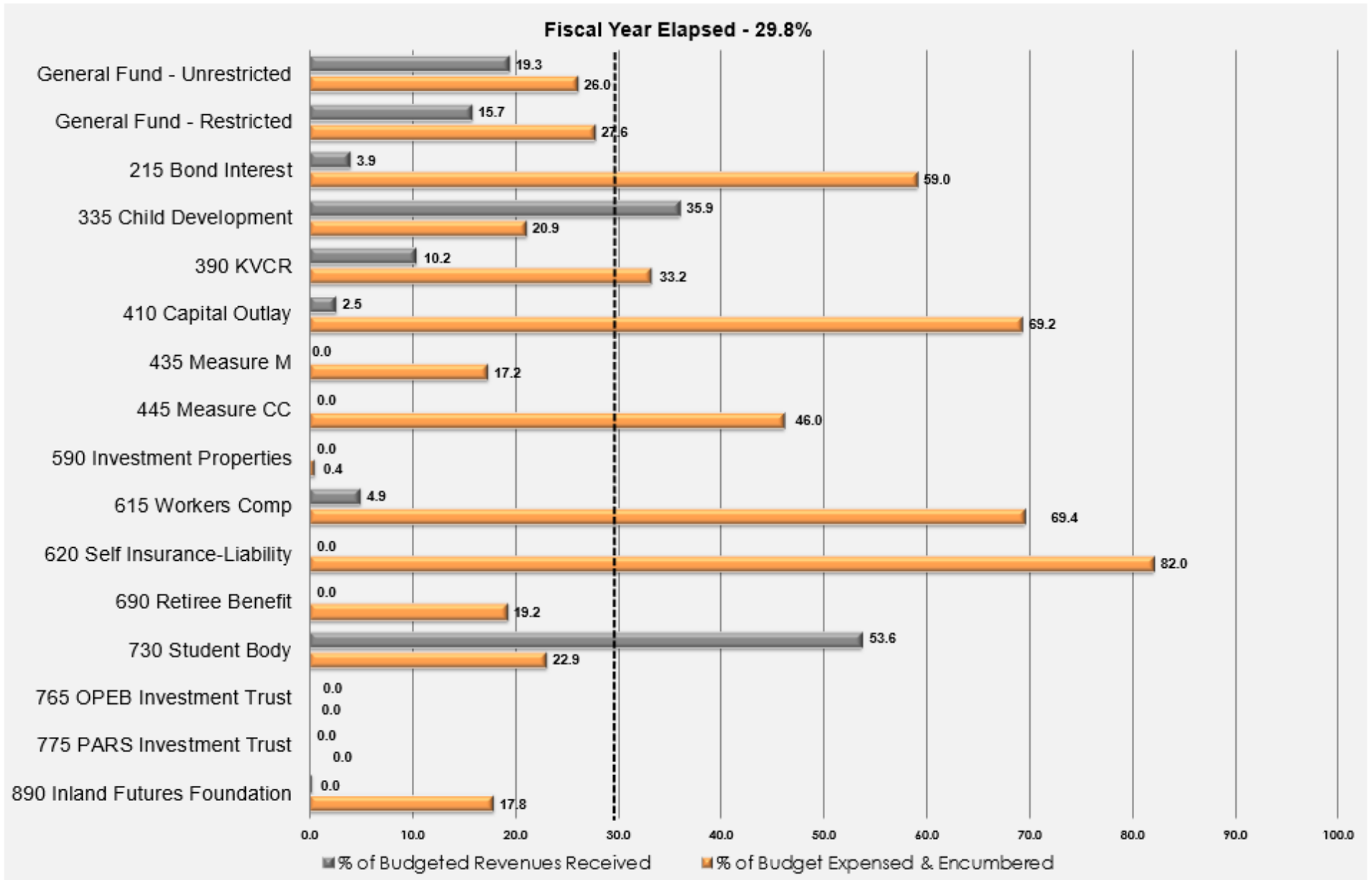
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
110 General Fund - Unrestricted	139,025,497	26,836,854	19.3%	138,919,445	36,076,092	26.0%	Expenditures are consistent with the needs of the fund given the current climate.
125 General Fund - Restricted	135,382,129	21,214,166	15.7%	135,382,129	37,419,677	27.6%	Most grant revenues are on a reimbursement basis.
215 Bond Interest & Redemption	58,000,000	2,241,715	3.9%	58,000,000	34,213,265	59.0%	Taxes are determined and collected by the County for bond measures.
335 Child Development	5,091,211	1,829,436	35.9%	5,091,211	1,066,592	20.9%	
390 KVCOR	9,027,953	925,047	10.2%	8,999,209	2,985,584	33.2%	Most grant revenues are on a reimbursement basis.
410 Capital Outlay	20,672,883	513,088	2.5%	22,930,540	15,874,640	69.2%	Purchase orders covering expenses for the entire fiscal year are created early in the year.
435 Measure M	100,450,000	-	0.0%	21,714,857	3,741,938	17.2%	Investment activity is posted on a quarterly basis. Q1 activity will be posted in late October.
445 Measure CC	4,500,000	-	0.0%	235,275,097	108,314,112	46.0%	Purchase order covering expenses for the entire fiscal year are created early in the year.
590 Investment Properties	4,390,350	-	0.0%	8,010,881	30,339	0.4%	Revenue and expenditure activity posted in arrears. Posting in progress for July activity.
615 Workers Compensation	2,444,920	118,580	4.9%	2,986,865	2,073,422	69.4%	Revenue activity posted in arrears. Purchase orders covering expenses for the entire fiscal year are created early in the year.
620 Self Insurance-Liability	1,200,000	1,200,000	100.0%	1,250,000	1,025,483	82.0%	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	387,700	-	0.0%	387,700	74,569	19.2%	Revenues are posted in arrears.
730 Student Body Center Fee	252,785	135,438	53.6%	252,785	57,962	22.9%	A significant amount of revenues received during Summer and Fall 2023 registration.
765 OPEB Trust	1,000,000	-	0.0%	82,000	-	0.0%	Investment activity is posted on a quarterly basis. Q1 activity will be posted in late October.
775 PARS Trust	5,050,000	-	0.0%	4,157,724	-	0.0%	Investment activity is posted on a quarterly basis. Q1 activity will be posted in late October.
890 Inland Futures Foundation	1,395,791	516	0.0%	1,395,791	247,983	17.8%	Revenues are posted in arrears.
Total (All Funds)	488,271,219	55,014,840	11.3%	644,836,234	243,201,660	37.7%	



Budget Revenue & Expenditure Summary

Year to Date 10/17/23

[v.10.19.2023.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: November 9, 2023

SUBJECT: Construction Change Orders and Amendments – Bond

RECOMMENDATION

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

OVERVIEW

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. The process includes a program-wide Bond Measure construction change order percentage goal of 5% or less. In addition, change orders that are <\$250,000 which result in a cumulative increase to a contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

ANALYSIS

A detailed summary of all Bond Measure Program Change Orders is attached. The change orders listed were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved procedures and goals.

Total Bond Measure Construction Contracts	Total Bond Measure Change Order Amount	Program-Wide Change Order %
\$290,630,626	\$2,228,282	0.77%

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate Bond construction budget.





SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY

Campus	Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	\$170,684,101.80	\$1,911,102.76	\$172,595,204.56	1.12%
CC02-2000 : Crafton Hills College	\$119,760,024.27	\$312,367.98	\$120,072,392.25	0.26%
CC03-3000 : San Bernardino Community College District Wide	\$186,500.17	\$4,812.02	\$191,312.19	2.58%
TOTAL FOR CHANGE ORDERS	\$290,630,626.24	\$2,228,282.76	\$292,858,909.00	0.77%



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC01-3601 : Technical Building Replacement (DBB)	\$69,832,624.00	\$1,106,109.30	\$70,938,733.30	1.58%
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)	\$4,870,412.92	\$0	\$4,870,412.92	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	\$13,346,831.88	\$447,243.46	\$13,794,075.34	3.35%
CC01-1000 : San Bernardino Valley College Total	\$170,684,101.80	\$1,911,102.76	\$172,595,204.56	1.12%

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)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0011	\$7,582,683.00	\$32,156.00	0.42%	3.70%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0010	\$7,582,683.00	\$13,545.00	0.18%	3.28%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0009	\$7,582,683.00	\$4,769.00	0.06%	3.10%	02-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0008	\$7,582,683.00	\$104,731.00	1.38%	3.04%	02-Oct-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0014	\$69,832,624.00	\$68,433.00	0.10%	1.58%	26-Sep-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0013	\$69,832,624.00	\$23,274.00	0.03%	1.49%	14-Sep-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0007	\$7,582,683.00	\$14,816.00	0.20%	1.66%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0006	\$7,582,683.00	\$4,500.00	0.06%	1.46%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0005	\$7,582,683.00	\$15,554.00	0.21%	1.40%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0004	\$7,582,683.00	\$21,125.00	0.28%	1.20%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0003	\$7,582,683.00	\$35,998.00	0.47%	0.92%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. Change Order #0003	\$495,230.00	\$5,053.27	1.02%	8.36%	03-Aug-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0001	\$726,720.00	\$10,804.55	1.49%	1.49%	14-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0009	\$69,832,624.00	\$26,423.30	0.04%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0010	\$69,832,624.00	\$6,652.00	0.01%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0011	\$69,832,624.00	\$157,659.00	0.23%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0012	\$69,832,624.00	\$66,031.00	0.09%	1.45%	10-Jul-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0007	\$1,866,000.00	\$4,118.23	0.22%	3.41%	21-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0002	\$495,230.00	\$36,366.48	7.34%	7.34%	20-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	G.A. Technical Services, Inc. SBVC CWI Utility Upgrades	G.A. Technical Services, Inc. - Change Order #0001***	\$171,500.00	\$19,223.96	11.21%	11.21%	24-Jul-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0002	\$7,582,683.00	\$3,629.00	0.05%	0.44%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0001	\$7,582,683.00	\$30,099.00	0.40%	0.40%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0001	\$495,230.00	\$0	-	-	24-May-23	13-Jul-23



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0008	\$69,832,624.00	\$10,524.00	0.02%	1.00%	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0007	\$69,832,624.00	\$21,097.00	0.03%	1.07%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Rebekah and Company	Rebekah and Company - Change Order #0001	\$324,089.00	\$16,000.00	4.94%	4.94%	10-Apr-23	08-Jun-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0006	\$1,866,600.00	\$1,606.33	0.09%	3.19%	30-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0005	\$1,866,600.00	\$12,861.33	0.69%	3.10%	30-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0005	\$69,832,624.00	\$165,093.00	0.24%	1.04%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0004	\$69,832,624.00	\$119,278.00	0.17%	0.80%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0003	\$69,832,624.00	\$244,500.00	0.35%	0.63%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0002	\$69,832,624.00	\$123,660.00	0.18%	0.28%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0006	\$69,832,624.00	\$1,757.00	0.003%	0.11%	22-Mar-23	11-May-23
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
CC01-3610 : 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				\$1,911,102.76				

* 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

*** Change order is above the 10% threshold and is being submitted to the Board of Trustees for approval



SBCCD

CONSTRUCTION AMENDMENT SUMMARY

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Total Contract Amount	Executed Date	Board Date
CC01-3606 : Student Services Building (New Construc	McCarthy DB Agreement	Amendment #02 - Swing Space - Preconstruction & Design Services	\$79,028,832.00	\$190,000.00	\$760,481.00	\$79,979,313.00	Pending Board Approval	09-Nov-23
CC01-3606 : Student Services Building (New Construc	McCarthy DB Agreement	Amendment #01 - Design/Preconstruction Time Extension	\$79,028,832.00	\$0	\$190,000.00	\$79,218,832.00	Pending Board Approval	09-Nov-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #04 - Credit for Termination for Convenience	\$65,436,634.00	\$147,974.00	-\$60,714,195.08	\$4,870,412.92	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #03 - Design / Preconstruction Time Extension	\$65,436,634.00	\$70,000.00	\$77,974.00	\$65,584,608.00	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #02 - Programming Scope & Time	\$65,436,634.00	\$0	\$70,000.00	\$65,506,634.00	04-Mar-22	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #01 - Insurance Language	\$65,436,634.00	\$0	\$0	\$65,436,634.00	10-Jan-22	12-May-22



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

CC02-2000 : Crafton Hills College					
Projects	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)	\$8,501,117.00	\$0	\$8,501,117.00	-	
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$11,923,533.09	\$112,539.28	\$12,036,072.37	0.94%	
CC02-3631 : Instructional Building (New Construction)	\$40,648,641.00	\$0	\$40,648,641.00	-	
CC02-3633 : Central Complex 2 Renovation (PDB)	\$9,509,146.00	\$0	\$9,509,146.00	-	
CC02-3634 : Child Development Center Renovation (DBB)	\$2,023,008.00	\$103,481.51	\$2,126,489.51	5.12%	
CC02-3635 : Performing Arts Center (DBB)	\$45,899,000.00	\$0	\$45,899,000.00	-	
CC02-2000 : Crafton Hills College Total	\$119,760,024.27	\$312,367.98	\$120,072,392.25	0.26%	

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)	Eliljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Eliljay Acoustics - Change Order #02	\$58,950.00	\$2,210.25	3.74%	4.99%	03-Oct-23	09-Nov-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Eliljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Eliljay Acoustics - Change Order #01	\$58,950.00	\$736.75	1.25%	1.25%	03-Oct-23	09-Nov-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site	Hamel - Change Order #02	\$835,134.45	\$850.00	0.10%	1.25%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site	Hamel - Change Order #02	\$835,134.45	\$850.00	0.10%	1.25%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #01	\$835,134.45	\$8,697.66	1.04%	1.04%	01-Jun-23	13-Jul-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #02*	\$2,023,008.00	\$5,229.04	0.26%	5.12%	24-Feb-23	11-May-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #01	\$2,023,008.00	\$98,252.47	4.86%	4.86%	15-Feb-23	11-May-23
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



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

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				\$312,367.98				

* 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

*** Change order is subject to the limitations determined by SBCCD's Uniform Construction Cost Accounting Procedures program for construction contracts between \$60,000 and \$200,000



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
CC02-3633 : Central Complex 2 Renovation	W. E. O'Neil Construction Co.	Amendment #01 - Establishment of Guaranteed Maximum Price (GMP)	\$9,090,787.00	\$0	\$418,359.00	\$9,509,146.00	17-Jul-23	13-Jul-23
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
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #01 - Contract Updates	\$6,781,795.00	\$0	\$2,095,578.00	\$8,877,373.00	21-Jan-22	13-Jan-22



SBCCD

CONSTRUCTION CHANGE ORDER SUMMARY

CC03-3000 : San Bernardino Community College District Wide

CC03-3000 : San Bernardino Community College District

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0002 : Program Expenses	\$695.00	\$0	\$695.00	-
CC03-3640 : District-Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
CC03-3000 : San Bernardino Community College District	\$186,500.17	\$4,812.02	\$191,312.19	2.58%

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

Child Development Center Renovation	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: Jose F. Torres, Executive Vice Chancellor

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

DATE: November 9, 2023

SUBJECT: Construction Change Orders and Amendments – Non-Bond

RECOMMENDATION

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

OVERVIEW

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. Based on the approved process, change orders <\$250,000 which result in a cumulative increase to the contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

ANALYSIS

The Change Orders listed on the attached were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved SBCCD procedures and goals.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate construction budget.





Construction Change Orders – Non-Bond

Presented for Information November 9, 2023

[v.10.19.2023.p.1|1]

Project	Contract	Change Order	Original Contract Amount	Change Order Amount	Individual CO % of Contract	Cumulative CO % of Contract	New Contract Amount	Executed Date	Board Date
SM-01-2223-06B - Landscaping Enhancement Near Lot 11	Bill and Dave's Landscape Maintenance Inc	CO-01	\$59,200	\$1,600	2.70%	2.70%	\$60,800	10/04/2023	11/09/2023

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: November 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.



Contrctacts Under Bid Limit and Income Contracts

Board Date 11/09/2023

1 of 8

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26318	AAF International	Maintenance Agreement	Maintenance/CHC	\$6,700.00		
26289	Amudipe, William Jr.	Performer	First Year/SBVC	\$500.00		
26300	Amudipe, William Jr.	Performer	First Year/SBVC	\$500.00		
26301	Amudipe, William Jr.	Performer	First Year/SBVC	\$7,250.00		
26306	Arrowhead Auto Repair	PO as Contract	KVCR/SBVC	\$1,587.50		
26304	Balloon Cart Company, The	Services	EOP&S/CHC	\$2,937.50		
26311	Barrientos, Lester	Performer	First Year/SBVC	\$600.00		
26281	Barrientos, Lester	Performer	First Year/SBVC	\$3,200.00		
26276	Burgess Moving & Storage	Services	EDCT/SBCCD	\$800.00		
26290	Campo, Linda	On Demand Services	KVCR/SBVC	\$6,000.00		
25277	Caribbean Pacific Bus, LLC	Bus Rental	Counseling/SBVC	\$1,560.00		

Contrctacts Under Bid Limit and Income Contracts

Board Date 11/09/2023

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
25278	Caribbean Pacific Bus, LLC	Bus Rental	Counseling/SBVC	\$2,075.00		
25279	Caribbean Pacific Bus, LLC	Bus Rental	Counseling/SBVC	\$1,030.00		
26314	Carreras Tours LLC	Bus Rental	Student Services/SBVC	\$2,010.00		
26326	CDW Government Inc.	Software/Online Services	Campus Tech/SBVC	\$1,000.00		
26327	CDW Government Inc.	Software/Online Services	Campus Tech/SBVC	\$22,170.00		
26288	Cloud Woman Media, Inc.	Services	KVCR/SBVC	\$1,700.00		
26342	Coachella Party	Services	EOP&S/CHC	\$2,639.88		
26323	Constant Contact, Inc.	Software/Online Services	Counseling/SBVC	\$2,881.00		
26277	Contra Costa CCD	Software/Online Services	EDCT/CHC	\$300.00		
26283	Cortez Ornamental Iron	Repairs	District Police/SBCCD	\$1,134.69		
26347	Cristerna Sanchez, Fatima	Speaker	First Year/SBVC	\$300.00		

Contracts Under Bid Limit and Income Contracts

Board Date 11/09/2023

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26284	Crown Lift Trucks	Repairs	EDCT/SBVC	\$600.00		
26335	CurriQunet	Software/Online Services	TESS/SBCCD	\$38,899.99		
26319	CW Products	Production of Logo Items	Student Services/SBVC	\$1,119.77		
26302	CW Products	Production of Logo Items	First Year/SBVC	\$13,885.97		
26321	DS Waters of America, Inc. dba Sparkletts	Services	Technical Training/SBVC	\$2,500.00		
26315	Eastern Educational Television Network Inc (APT)	Broadcasting Rights	KVCR/SBVC	\$5,080.00		
23089	El Camino Community College District	Amendment	EDCT/SBCCD	\$54,600.00		Extend Term 13 Months
25274	Evoqua Water Technologies	Maintenance Agreement	Maintenance/CHC	\$9,000.00		
25276	Fashionable Scrubs	Production of Uniforms	Academic Success/SBVC	\$563.06		
26435	Follett Higher Educaiton Group, Inc	Income - Bookstore Operations	SBCCD/Fiscal Services		Percentage of Sales	
26293	Foundation for California Community Colleges	Participation Agreement	CTE/SBVC	No Cost		

Contrctacts Under Bid Limit and Income Contracts

Board Date 11/09/2023

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26317	Galls LLC	Production of Uniforms	Police Science/ SBVC	\$84.18		
26325	GT Imprints LLC	Production of Team Uniforms	Athletics/SBVC	\$768.66		
26297	Guerrero, Steven	Performer	EOP&S/CHC	\$500.00		
25275	Guerrero, Steven	Performer	Student Services/CHC	\$750.00		
24919	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,510.44		
26328	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$2,309.48		
26349	Harik Construction Inc	On Demand Repairs Agreement	Maintenance/ SBVC	\$100,000.00		
26331	Hokan Media LLC	Services	KVCR/SBVC	\$710.00		
26298	Inland Empire Stages LTD	Bus Rental	Athletics/SBVC	\$1,361.65		
26299	Inland Empire Stages LTD	Bus Rental	Athletics/SBVC	\$2,563.68		
26285	Inland Empire Stages LTD	Bus Rental	Athletics/SBVC	\$2,507.00		

Contracts Under Bid Limit and Income Contracts

Board Date 11/09/2023

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26286	Inland Empire Stages LTD	Bus Rental	Athletics/SBVC	\$1,641.32		
26344	Intermex, Inc.	Bus Rental	EOP&S/CHC	\$2,100.00		
26336	Island Advertising, Inc.	Production of Logo Items	Student Services/CHC	\$4,287.21		
26275	JOJO's Grill-A-Dog	Catering	First Year/SBVC	\$3,588.75		
26287	Law Enforcement Medical	Services	District Police/SBCCD	\$400.00		
26340	Lemesh, Charles F. DBA Comm-Pre-Tech	Services	Facilities Planning/SBCCD	\$1,887.49		
26313	Letterhead Factory Inc.	Production of Logo Items	Student Life/SBVC	\$913.50		
26303	Lucky Star Promos LLC	Production of Logo Items	First Year/SBVC	\$9,318.61		
26282	Lucky Star Promos LLC	Production of Logo Items	First Year/SBVC	\$5,370.30		
26339	Lucky Star Promos LLC	Production of Logo Items	First Year/SBVC	\$20,067.05		
25265	McGuire, Kelly DBA McGuire Sound Factory	Services	RTVF/SBVC	\$1,000.00		

Contrctacts Under Bid Limit and Income Contracts

Board Date 11/09/2023

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26345	Mellin, Linda Marie dba American Printing & Promotions	Production of Logo Items	Student Equity/SBVC	\$915.22		
26346	Mindfulness In Motion	Services	Child Care Center/SBVC	\$2,667.00		
26329	Mora, Daniel E.	Services	KVCR/SBVC	\$36,850.00		
26330	Niche.com Inc.	Services	Marketing/CHC	\$11,275.00		
26308	Offenberger, Rik	Speaker	RTVF/SBVC	\$250.00		
26280	Positive Promotions Inc.	Production of Logo Items	Calworks/SBCCD	\$2,478.95		
26322	Prime Promos LLC	Production of Logo Items	Academic Success/SBVC	\$1,362.04		
26337	Purpose Printery LLC	Production of Logo Items	Student Services/CHC	\$1,688.85		
26338	Purpose Printery LLC	Production of Logo Items	Student Services/CHC	\$7,027.78		
26291	Purpose Printery LLC	Production of Logo Items	EOP&S/CHC	\$1,647.34		
26296	Questica, Inc.	Services	Fiscal Services/SBCCD	\$4,000.00		

Contracts Under Bid Limit and Income Contracts

Board Date 11/09/2023

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26324	Rally Factory dba D2 Sports	Production of Team Uniforms	Athletics/SBVC	\$1,588.74		
26348	Ramirez, Leilani	Performer	Student Life/SBVC	\$500.00		
26341	Redlands Plumbing, Heating & A/C Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$50,000.00		
26310	San Bernardino County Superintendent of Schools	MOU	Administrative Services/SBVC	No Cost		
26332	San Bernardino County Superintendent of Schools	Participation Agreement	Child Care Center/SBVC	No Cost		
26334	San Bernardino, County of	Participation Agreement	EDCT/SBVC	No Cost		
26295	San Bernardino, County of, Department of Public Health	Income - Facilities Use	Facilities Planning/SBCCD		No Charge	
26292	Sandberg, Michaelene dba Queenbee Design Studio	Services	CTE/CHC	\$2,000.00		
26294	Santa Claus, Inc. of Greater San Bernardino	Participation Agreement	Calworks/SBCCD	No Cost		
26350	South Coast Electrical Inc	Maintenance Agreement	TESS/SBCCD	\$950.00		
26312	Spartan Sports	Sponsorship	Foundation/CHC	\$200.00		

Contracts Under Bid Limit and Income Contracts

Board Date 11/09/2023

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26316	Sports Facilities Group, Inc	Services	Maintenance/ SBVC	\$9,500.00		
26333	Totally Kids Specialty Healthcare	Clinicals	Nursing/SBVC	No Cost		
26307	Trujillo, Hector E dba H & R Smog & Auto	PO as Contract	Facilities Planning/SBCCD	\$100.00		
26320	Tweto, Ariel	Services	KVCR/SBVC	\$1,700.00		
26343	Valley Tire Company	On Demand Repairs Agreement	District Police/SBCCD	\$1,500.00		
25139	Vortex Industries	On Demand Repairs Agreement	Maintenance/ CHC	\$9,000.00		
26309	Wirz & Company Printing Inc.	Production of Logo Items	RTVF/SBVC	\$732.98		
26278	Yucaipa Valley Chamber of Commerce	Rental	Outreach/CHC	\$150.00		
26279	Yucaipa, City of	Sponsorship	Chancellor/CHC	\$1,000.00		

Total Number of Contracts - 84

\$507,847.58

\$0.00

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: November 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, 2024, increased \$1,109,702 to \$97,437,428 from the previous estimate of \$96,327,726. The cash balance remained relatively consistent with the previously projected amount with a small increase 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 2023-2024

(as of October 16, 2023, rounded to the nearest \$1,000)

	PROJECTED													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	98,142	96,784	89,080	98,168	102,818	114,961	127,525	125,146	116,585	120,431	120,094	118,177		
Receipts														
Federal		10	3,570	-3	-1	-17	435	2		13		647		4,656
State	12,435	7,457	16,975	33,006	50,303	13,680	12,368	5,421	22,160	12,074	12,872	3,304		202,054
Local	5,769	63	3,435	2,503	4,971	16,254	2,174	3,070	2,006	6,903	7,039	895		55,081
Interfund Transfer & Sale of Assets				185	-88	289	290	289	289	289	294	289		2,125
Accounts Receivable/Accruals	-2,867	1,264	-499	428	2,046	2,346	-47	-274	1,079	-71	-225	-381		2,800
Total Receipts	15,337	8,793	23,481	36,119	57,230	32,552	15,220	8,508	25,534	19,208	19,980	4,754		266,716
Disbursements														
Academic Salaries	27	2,845	4,676	5,613	5,708	5,725	5,435	4,867	5,586	5,686	5,564	9,553		61,286
Classified Salaries	2,895	3,390	3,418	2,475	4,069	4,440	4,200	3,861	4,304	4,217	4,361	5,015		46,644
Benefits	1,507	2,533	646	3,304	3,332	2,652	3,285	3,166	3,404	3,413	2,928	4,721		34,892
Supplies & Materials	226	51	105	259	190	99	135	289	321	402	465	274		2,815
Other Operating Exp	2,612	1,493	867	683	2,857	3,480	2,866	2,131	5,689	2,285	3,634	7,354		35,950
Capital Outlay	1,480	-1,151	178	197	705	208	378	1,283	1,392	1,364	1,778	2,902		10,714
Other Outgo	2,443	-260	2,178	5,029	1,208	1,671	1,275	1,534	1,061	2,094	3,224	4,927		26,386
Longterm Post-Employment Benefits	-5	-8	-8	1	-8	8	7	-9	-9	18	-9	-12		-34
Accounts Payable/Accruals	5,512	7,604	2,331	13,907	27,027	1,705	17	-54	-59	66	-49	-9,239		48,766
Total Disbursements	16,695	16,497	14,393	31,469	45,088	19,987	17,599	17,069	21,688	19,544	21,896	25,494		267,420
Increase / (Decrease) in Cash Balance	-1,358	-7,704	9,088	4,650	12,142	12,564	-2,379	-8,561	3,846	-337	-1,917	-20,740		
Estimated Ending Cash Balance	96,784	89,080	98,168	102,818	114,961	127,525	125,146	116,585	120,431	120,094	118,177	97,437		

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 & Payroll Services

DATE: November 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

October 25, 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 Miguel Chaure, Lead Maintenance Technician, to the Maintenance and Grounds Supervisor, Crafton Hills College, under the following stipulations:


1. The length of the assignment will be October 23, 2023 - October 27, 2023, and November 6, 2023 - November 17, 2023, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 10, Step C. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Maintenance and Grounds Supervisor or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Lead Maintenance Technician.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Lead Maintenance Technician will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Miguel Chaure.

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


 Ernest Guillen, President CSEA #291


 Yendis Battle, Team Member


 Kevin Limoges, Team Member



Diana Vaichis, 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

October 25, 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".

1. In accordance with **Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST**, the Association and the District negotiation teams on October 25, 2023, reviewed the reclassification request for Renee Sanford and determined that the reclassification request to Laboratory Technician III-Chemistry be denied; however, the Parties mutually determined that the work being performed is outside the scope of a Laboratory Technician II-Microbiology; therefore the reclassification request will be approved and the District shall provide the Association with an appropriate classification through the Classification and Compensation Study process.

Effective August 14, 2023, bargaining unit member Renee Sanford, Laboratory Technician II-Microbiology, Range 50 Step F, 8 hours/260-day work year in the Biology Department at Crafton Hills College shall receive 5% out-of-class pay while the Parties determine appropriate classification placement.

2. In accordance with **Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST**, the Association and the District negotiation teams on October 25, 2023, reviewed the reclassification request for Amelia Gonzales and determined that the reclassification request be approved and reevaluate the Administrative Assistant III classification as part of the Classification and Compensation Study for further alignment.

Effective August 22, 2023, bargaining unit member Amelia Gonzales, Administrative Assistant II, Range 37 Step F, 8 hours/260-day work year in the Administrative of Justice Department at the San Bernardino Valley College will be reclassified to the classification of Administrative Assistant III, Range 41 Step E, 8 hours/260-day work year.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, express or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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

For the District

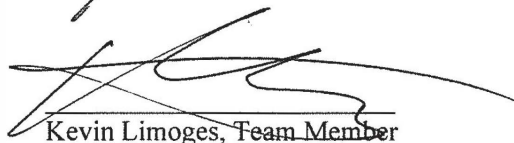
For CSEA



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



Ernest Guillen, President CSEA #291



Kevin Limoges, Team Member



Yendis Battle, Team Member



Diana Vaichis, 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

October 25, 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".

Recitals

- a. On June 29, 2023, Maryum Malika submitted a reclassification request seeking to be reclassified from an Administrative Assistant II to an Administrative Assistant III position.
- b. While the Parties were reviewing the request, the Parties agreed that Maryum Malika would receive an additional 5% for out-of-class pay.
- c. On September 19, 2023, the Parties entered into an MOU denying the reclassification.
- d. Upon further research, the Parties have agreed to grant the reclassification request and reevaluate the Administrative Assistant III classification as part of the Classification and Compensation Study for further alignment.

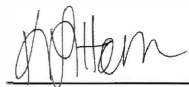
Accordingly, the Parties agree as follows:

1. **Reclassification:** The Parties agree that in accordance with **Article 16: PERSONNEL**, specifically subsection **16.3.1 RECLASSIFICATION REQUEST**, the Association and the District negotiation teams on August 15, 2023, reviewed the reclassification request for Maryum Malika and determined that the work being performed is outside the scope of an Administrative Assistant II.

Effective June 29, 2023, bargaining unit member Maryum Malika, Administrative Assistant II, Range 37 Step E, 8 hours/260-day work year in the Nursing Department at San Bernardino Valley College will be reclassified to the classification of Administrative Assistant III, Range 41 Step D, 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



Ernest Guillen, President CSEA #291



Kevin Limoges, Team Member



Yendis Battle, Team Member



Diana Vaichis, Team Member



Noah Snyder, CSEA LRR

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: November 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% 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 2023-2024 budgets.





Professional Expert, Short-Term & Substitute Employees

Presented for Information on November 9, 2023

[v.10.18.2023.p.1|3]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Rodriguez, Heather CHC Career Education & Human Development	Program Assistant	11/01/23	06/30/24	\$40.00
Castro, Liliana CHC Counseling	Region 9 Mentee	10/03/23	06/30/24	\$625.00/ semester
Davis, Ethan H. CHC Tutoring Center	Tutor I	10/02/23	06/30/24	\$16.00
Silva Linch, Angel G. CHC Tutoring Center	Tutor I	10/02/23	06/30/24	\$16.00
Machado, LeeAnna DIST Economic Development & Corporate Training	Workforce Development Trainer	10/17/23	06/30/24	\$60.00
Babino, Eric E. SBVC Academic Success & Learning Services	Tutor I	10/23/23	06/30/24	\$16.00
Espitia, Irene SBVC Academic Success & Learning Services	Tutor II	10/09/23	06/30/24	\$17.00
Hernandez, Jorge O. SBVC Academic Success & Learning Services	Tutor II	10/02/23	06/30/24	\$17.00
Kelly, Toya SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	10/13/23	06/30/24	\$20.00
Lopes-Vega, Antonia I. SBVC KCVR	Content Specialist	10/09/23	06/30/24	\$18.00
Aryaptyan, Aram SBVC President's Office	Region 9 Mentee	10/09/23	06/30/24	\$625.00/ semester
Memming, Kevin K. SBVC Science Division	Program Liaison	10/17/23	06/30/24	\$70.00
Nunez, Esmeralda SBVC Student Equity/SAS	Program Assistant	10/02/23	06/30/24	\$25.00
Flores, Nini DSO Human Resources	Program Assistant	10/23/23	06/30/24	\$25.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Melendez, Lysette DSO Human Resources	Project Assistant I	10/03/23	06/30/24	\$15.50



Professional Expert, Short-Term & Substitute Employees

Presented for Information on November 9, 2023

[v.10.18.2023.p.2|3]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Gardenas, Gilda CHC Child Development Center <i>Ext: Sick/Vacation coverage</i>	Child Development Assistant	10/09/23	12/07/23	\$17.63
Gardenas, Gilda CHC Child Development Center <i>Ext: Vacancy</i>	Child Development Assistant	10/09/23	12/07/23	\$17.63
Shalhoub, Irene CHC Child Development Center <i>EXT: Vacancy</i>	Child Development Assistant	10/09/23	12/07/23	\$17.63
Shalhoub, Irene CHC Child Development Center <i>Ext: Sick/Vacation coverage</i>	Child Development Assistant	10/09/23	12/07/23	\$17.63
Gardenas, Gilda CHC Child Development Center <i>Ext: Sick/Vacation coverage</i>	Child Development Teacher	10/09/23	12/07/23	\$24.89
Shalhoub, Irene CHC Child Development Center <i>Ext: Sick/Vacation coverage</i>	Child Development Teacher	10/09/23	12/07/23	\$24.89
Chavez, Marc Anthony CHC Custodial <i>Ext: Vacancy</i>	Custodian	10/02/23	12/02/23	\$20.44
Michel, Zach CHC Theater <i>EXT: LOA</i>	Senior Theatre Arts Technical Support Specialist	10/02/23	11/30/23	\$36.07
Larry, Nathaniel DSO Facilities <i>Ext: Sick/Vacation Coverage</i>	Custodian	08/13/23	10/13/23	\$21.50
Larry, Nathaniel DSO Facilities <i>Ext: Sick/Vacation coverage</i>	Custodian	10/14/23	12/13/23	\$21.50
Garcia, Dawn DSO Human Resources <i>LOA</i>	Human Resources Coordinator	10/09/23	12/08/23	\$34.61
Montoya, Jesus SBVC Athletics <i>Ext: Vacancy</i>	Physical Education and Athletic Equipment Specialist	10/12/23	12/12/23	\$19.94
Ageeb, Nermen SBVC Child Development Center <i>Ext: Sick/Vacation coverage</i>	Child Development Assistant	10/06/23	12/05/23	\$17.63



Professional Expert, Short-Term & Substitute Employees

Presented for Information on November 9, 2023

[v.10.18.2023.p.3|3]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Deniz Pelayo, Ariadna SBVC Child Development Center <i>Ext: Sick/Vacation coverage</i>	Child Development Assistant	10/29/23	12/27/23	\$17.63
Deniz Pelayo, Ariadna SBVC Child Development Center <i>Ext: Sick/Vacation coverage</i>	Child Development Teacher	10/29/23	12/27/23	\$24.89
Badillo Amanda SBVC Student Health Services <i>Ext: Vacancy</i>	Administrative Clerk	10/13/23	12/13/23	\$21.50

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Jose F. Torres, Executive Vice Chancellor
DATE: November 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 9/25/2023 – 10/15/2023 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
November 9, 2023

PO#	Supplier Name	Amount
2402613	STAPLES BUSINESS ADVANTAGE	413.24
2402614	SANCHEZ, ROSIO	1,200.00
2402616	MOLLE, LAURA	1,200.00
2402618	HARDY DIAGNOSTICS	1,482.39
2402621	H & L CHARTER CO INC	2,309.48
2402622	FLINN SCIENTIFIC INC	243.92
2402623	CDW LLC	1,828.82
2402624	WISEGARVER, LILLIAN	692.55
2402625	CLOUD WOMAN MEDIA INC	1,700.00
2402629	COMMUNITY COLLEGE INTERNAL AUDITORS	375.00
2402630	STAPLES BUSINESS ADVANTAGE	461.73
2402631	STAPLES BUSINESS ADVANTAGE	237.56
2402632	STAPLES BUSINESS ADVANTAGE	207.50
2402634	CDW LLC	240.71
2402636	ULINE INC	765.11
2402638	SAN BERNARDINO CCD	989.08
2402640	PRIME PROMOS LLC	1,362.04
2402642	COMPRESSED AIR SPECIALTIES INC	2,161.86
2402645	SAN BERNARDINO CCD	324.19
2402646	GENUINE AUTO PARTS	749.21
2402647	SAN BERNARDINO CCD	530.86
2402649	SAFETY-KLEEN SYSTEMS INC	2,649.48
2402651	GENUINE AUTO PARTS	434.96
2402653	CROCFER, MICHELLE	200.00
2402654	SAN BERNARDINO CCD	475.65
2402661	GUTIERREZ, ANGEL	1,400.00
2402662	LOPEZ, DANIEL	1,400.00
2402663	CARRETO, GINA	1,400.00
2402664	MENENDEZ TORRES, HUGO	1,400.00
2402665	LOVE, JAMES	1,400.00
2402666	LOPEZ, JOHN	1,400.00
2402667	CLARK, KILEY	1,400.00
2402668	DIOSDADO, LISA	1,400.00
2402669	ARCINIEGA, MARK	1,400.00
2402670	EDWARDS, MARTELL	1,400.00
2402671	JOHNSON, MEKHI	1,400.00
2402672	DANTONOLI, MICHAEL	1,400.00
2402673	DE LUCAS, TONY	1,400.00
2402674	SERNA, JUANCARLOS	1,400.00
2402675	FLORES, VICTOR	1,400.00
2402676	SAN BERNARDINO, COUNTY OF	166.00
2402677	AMERICAN ARBITRATION ASSOCIATION INC	325.00
2402681	SAN BERNARDINO CCD	2,000.00
2402682	SAN BERNARDINO CCD	100.00
2402684	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	900.00

Purchase Order Report
November 9, 2023

PO#	Supplier Name	Amount
2402685	SAN BERNARDINO CCD	447.72
2402686	GET SAFE CHOICE PERSONAL SAFETY INC	450.00
2402689	CINTAS CORPORATION NO. 2	542.66
2402690	SAN BERNARDINO CCD	248.77
2402691	ARROWHEAD AUTO REPAIR & SMOG CHECK	1,587.50
2402698	HUMANSCALE CORPORATION	44.82
2402700	SANDBERG, MICHAELNE	2,000.00
2402701	BARRIENTOS, LESTER	600.00
2402702	AUGUST LEARNING SOLUTIONS LLC	6,062.69
2402703	CROWN LIFT TRUCKS	600.00
2402705	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE	5,900.00
2402710	COMMUNITY COLLEGE ASSOCIATION OF MESA DIRECTORS	750.00
2402711	VWR INTERNATIONAL LLC	2,524.77
2402713	SOUTH COAST ELECTRICAL INC	950.00
2402714	ULINE INC	3,669.28
2402719	THOUSAND OAKS OPTICAL	262.82
2402720	LETTERHEAD FACTORY INC	913.50
2402724	GUERRERO, STEVEN	750.00
2402726	SAN BERNARDINO CCD	516.23
2402729	HONORS TRANSFER COUNCIL OF CA, THE	200.00
2402730	SAN BERNARDINO CCD	623.35
2402731	SAN BERNARDINO CCD	579.83
2402734	ROSE BRAND WIPERS INC	282.48
2402738	WIRZ & COMPANY PRINTING INC	732.98
2402739	ROSE BRAND WIPERS INC	117.67
2402740	OFFENBERGER, RIK	250.00
2402741	MCGUIRE SOUND FACTORY	1,000.00
2402742	TWETO, ARIEL	1,700.00
2402746	JOHN F KENNEDY CENTER FOR THE PERFORMING ARTS	350.00
2402747	PACIFIC REFRIGERATOR COMPANY	27,423.08
2402749	AAF INTERNATIONAL	6,712.00
2402751	PAPAS EL GUERO	4,500.00
2402752	CARRERAS TOURS LLC	2,010.00
2402754	CDW LLC	1,340.47
2402757	JOHNSTONE SUPPLY	2,374.73
2402761	JOHNSTONE SUPPLY	667.09
2402762	JOHNSTONE SUPPLY	1,928.65
2402763	DELL INC	4,575.43
2402764	SIGMA-ALDRICH INC	4,447.27
2402765	POCKET NURSE ENTERPRISES INC	931.52
2402772	VALLEY TIRE CO INC	1,500.00
2402773	ALWAYS KIND CO	3,995.00
2402776	SAN BERNARDINO CCD	2,456.88
2402779	ULINE INC	214.63
2402780	MYBINDING LLC	535.00

Purchase Order Report
November 9, 2023

PO#	Supplier Name	Amount
2402783	CDW LLC	1,000.00
2402788	RAMIREZ, LEILANI	500.00
2402793	DUCK & OWL LLC	90.43
2402798	RATIGAN, JAMES	400.00
2402800	SAN BERNARDINO CCD	180.00
2402801	INLAND EMPIRE STAGES LTD	2,563.68
2402802	INLAND EMPIRE STAGES LTD	1,361.65
2402803	SMITH, JULIA	825.00
2402805	AAA ELECTRIC MOTOR SALES & SERVICE INC	3,000.00
2402807	WRIGHT'S SUPPLY INC	5,000.00
2402808	GT IMPRINTS LLC	768.66
2402809	INLAND EMPIRE ATHLETIC CONFERENCE	13,000.00
2402810	ALLIED REFRIGERATION INC	544.47
2402811	GENUINE AUTO PARTS	50.55
2402818	HABIT RESTAURANTS LLC, THE	4,959.00
2402824	CRISTERNA SANCHEZ, FATIMA	300.00
2402826	GENUINE AUTO PARTS	391.49
2402828	SNAP-ON INDUSTRIAL	1,323.88
2402830	CAL COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL ED	975.00
2402833	STEVENSON, DAVID C	500.00
2402840	INTERMEX INC	2,100.00
2402841	LUA'S TACOS CATERING	3,600.00
2402843	BEARCOM	5,000.00
2402845	LUCKY STAR PROMOS LLC	19,796.75
2402851	SAN BERNARDINO CCD	5,000.00
2402852	BALLOON CART COMPANY, THE	2,937.50
2402855	ISLAND ADVERTISING INC	4,287.21
2402856	SAN BERNARDINO CCD	82.76
2402857	SAN BERNARDINO CCD	82.76
2402858	SAN BERNARDINO CCD	82.76
2402860	MEDLINE INDUSTRIES INC	1,382.29
2402862	COACHELLA PARTY	2,639.88
2402863	PURPOSE PRINTERY LLC	1,688.84
2402864	PURPOSE PRINTERY LLC	7,027.78
2402867	FOLLETT CORPORATION	1,500.00
2402868	WISEGARVER, LILLIAN	393.77
2402871	EASTERN EDUCATIONAL TELEVISION NETWORK INC	5,080.00
2402873	BIO-RAD LABORATORIES INC	483.94
2402875	POCKET NURSE ENTERPRISES INC	179.31
2402876	JACKSON, MICHELLE	300.00
2402878	LUCKY STAR PROMOS LLC	9,318.61
2402880	SAN BERNARDINO CCD	3,000.00
2402882	STAPLES BUSINESS ADVANTAGE	394.54
2402883	CONSTANT CONTACT INC	2,881.20
2402884	CW PRODUCTS	1,119.77

Purchase Order Report
November 9, 2023

PO#	Supplier Name	Amount
2402886	MELLIN, LINDA MARIE	915.22
2402887	MINDFULNESS IN MOTION	2,667.00
2402889	STAPLES BUSINESS ADVANTAGE	1,135.05
2402890	STAPLES BUSINESS ADVANTAGE	515.88
2402891	STAPLES BUSINESS ADVANTAGE	60.26
2402893	JOHNSTONE SUPPLY	182.70
2402895	JOHNSTONE SUPPLY	143.03
2402896	JOHNSTONE SUPPLY	1,359.27
2402898	STAPLES BUSINESS ADVANTAGE	227.44
2402903	DEMCO INC	3,000.00
2402907	STAPLES BUSINESS ADVANTAGE	1,835.43
2402909	DELL INC	15,147.71
2402914	STAPLES BUSINESS ADVANTAGE	209.19
2402916	SIERRA, JAMIE	350.00
2402920	STAPLES BUSINESS ADVANTAGE	103.33
2402926	SULLIVAN, LAURIE	200.00
2402928	AMERICAN ASSOCIATION OF UNIVERSITY WOMEN INC (AAUW)	175.00
2402931	IMAGE ONE IMPACT INC	765.60
2402932	GREENWOOD ENTERPRISES LLC	4,225.92
2402933	STAPLES BUSINESS ADVANTAGE	213.15
2402934	IE GOURMET FOOD TRUCKS LLC	3,042.83
2402938	HOGI YOGI	343.70
2402940	SAN BERNARDINO CCD	621.72
2402943	SAN BERNARDINO CCD	232.94
2402947	RUBIO, DAVID	300.00
2402949	STAPLES BUSINESS ADVANTAGE	72.34
2402950	SAN BERNARDINO CCD	2,700.00
2402951	SAN BERNARDINO CCD	2,000.00
2402952	SAN BERNARDINO CCD	499.99
2402956	SAN BERNARDINO CCD	169.05
2402957	SAN BERNARDINO CCD	172.31
2402958	ULINE INC	6,461.32
2402959	STAPLES BUSINESS ADVANTAGE	65.26
2402960	BEST GOLF CARTS INC	1,114.69
2402961	COMMUNITY COLLEGE BACCALAUREATE ASSOCIATION	600.00
2402962	ULINE INC	587.25
2402963	STAPLES BUSINESS ADVANTAGE	193.89
2402964	FOLLETT CORPORATION	4,347.71
2402965	RESPITECH MEDICAL INC	2,181.94
2402969	BOUND TREE MEDICAL LLC	388.98
2402970	FOLLETT CORPORATION	2,650.44
2402971	CDW LLC	193.56
2402972	CARLOS, RAYMOND	300.00
2402975	ELLJAY ACOUSTICS INC	6,844.50
2402977	CANELA, YNEZ	750.00

Purchase Order Report
November 9, 2023

PO#	Supplier Name	Amount
2402982	VERIZON WIRELESS	1,920.00
2402985	SAN BERNARDINO CCD	100,000.00
2402986	CHICO HEIGHTS REHABILITATION & WELLNESS CENTRE LP	8,102.23
2402990	GENUINE AUTO PARTS	1,278.78
2402993	JOHNSTONE SUPPLY	68.62
2402994	BEST CAFE ENTERPRISES LLC	800.00
2402995	SAN BERNARDINO CCD	822.91
2402996	STAPLES BUSINESS ADVANTAGE	59.52
2403003	KNITEC ENTERPRISES CORPORATION	6,185.46
2403004	STAPLES BUSINESS ADVANTAGE	259.01
2403006	STAPLES BUSINESS ADVANTAGE	125.67

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 & Payroll Services

DATE: November 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

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.





Resignations

Presented for Information November 9, 2023

[v.10.23.2023.p.2|2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Flores, Briana Assistant Manager, Workforce Development	DSO EDCT	5	10/27/23
Vasquez, Timothy Manager, Workforce Development	DSO EDCT	7	11/01/23

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 & Payroll Services

DATE: November 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 November 9, 2023

[v.10.23.2023.p.2]2]

	Location Assignment	Department	From	To
Hernandez, Eddie*	SBVC	Police Academies/ Criminal Justice	09/26/23	09/26/23
Johnson, Branaya	SBVC	Student Accessibility Services	11/10/23	12/15/23
Perkins, Thomas	SBVC	Athletics/Baseball	11/10/23	06/30/24
Brown, Audrey*	CHC	Respiratory Care	09/21/23	06/30/24

**Ratification: Paperwork for this volunteer was submitted after the prior Board deadline.*

BOARD OF TRUSTEES REPORT

LET'S GO! ¡ADELANTE!

November 2023

City of Redlands Donates Fire Engine to Crafton Hills College



The City of Redlands City Council recently donated a fully equipped 2002 Seagrave firetruck to the Crafton Hills College Fire Academy.

The addition will enhance the program through the simulation of emergency responses using current industry-recognized equipment. This truck will

replace an old truck that will be retired.

CHC's Interim Fire Chief, Ryan Harold explained that equipment such as fire engines would be out of reach for the College's fire science program without such donations from firefighting agencies in the area. A new fire engine costs nearly a million dollars.

"Our partnership with the City of Redlands is invaluable, and the donation of this truck is significant in helping us meet the demands of our local workforce with the well-trained candidates," said CHC President Kevin Horan.

Photo: CHC Interim Fire Chief Ryan Harold, Redlands Fire Chief Rich Sessler.



Orland Scholarship Awarded to Cadet in Academy 109

Margie Orland, mother of Fire Captain, Michael Orland continues his legacy at Crafton through the awarding of a scholarship to support one cadet each academy.

For the Academy 109 presentation, Michael's son Jacob Orland joined his grandmother in reviewing the essays and selecting a candidate.

John Magallanez was selected as the recipient for Academy 109. Magallanez, who commutes from Pasadena every day to attend the academy, shared with the

Orlands that his journey to become a firefighter was inspired by an experience he had at the age of four when he was rescued from a locked car.

Orland addressed the entire class before ending the ceremony. "I admire your motto 'all grit, no quit' - that was Mike's life motto also and he would have been very proud of each of you. Wishing you a great future in your forthcoming careers and may you always be safe."

Photo: Jacob Orland, CHC Cadet John Magallanez, and Margie Orland.

Crafton Hills College Anthropology Students Learn How to Extract DNA with Common Ingredients.



A hands-on lab experiment introduced CHC anthropology students to a new way to explore DNA using common household ingredients.

The one-day DNA Extraction Lab took over Professor Cheryl DiBartolo's Biological Anthropology Class with the goal of exposing students to the hands-on process of extracting DNA, which plays a central role in genetics.

While Crafton has offered various anthropology courses on campus for years, by hosting the lab and future events, DiBartolo hopes to spark additional curiosity about her discipline.

"This is a fairly simple experiment and something that I hope students will share with their families at home," DiBartolo explained. "My main focus [of this lab] is for students to realize that science can be done by everyone, and sometimes with very simple household products like we will be using today."

"My hope for this class is that students walk away with some valuable insight into what makes us human," she continued. "Anthropology is the study of what it means to be human... I hope it also sparks some interest in anthropology in general."

Photo: CHC student studying DNA in a hands-on anthropology lab.

Girl Scouts Visit Crafton Hills College to Explore Allied Health and Medical Career Pathways



It was an exciting day for the girls of the San Geronio Girl Scouts as they stepped into the world of healthcare and medical careers during the Allied Health and Medical Career Day at Crafton Hills College.

On October 19, over 160 young ladies participated in an immersive experience by which they were able to explore educational opportunities and ignite a passion for health and medical professions.

Interactive sessions and demonstrations provided the scouts with a unique opportunity to gain insights into the

diverse careers available. Equipment on site - including a Blackhawk helicopter; fire engines, and an ambulance - allowed the girls to explore equipment and what it's like to work in these professions.

Crafton Hills College is proud to partner with the Girl Scouts and other community partners to inspire the next generation of leaders and empower young girls to dream big and pursue their passion.

Photo: San Geronio Girl Scouts learning about medical careers at CHC.

Crafton's Paramedic Program Director Advocates Against State Proposed Licensure Increase

Director of Crafton Hills College's Emergency Medical Program Amanda Ward is ready to speak up for her students. So, when she learned the state legislature was considering increasing paramedic licensure fees, Ward traveled across the state to oppose any such increase.

"I found out about the proposed fee increase at a state meeting where they were voting on the topic," explained Ward, herself a program alumnus.

Currently, Crafton's Paramedic Program cost is about \$5,000. Fees do not include licensing, an additional \$1,300 out-of-pocket.

Ward said California licensure fees are already the highest in the country and "raising these rates would again only increase the barriers that paramedic students are facing at the end of their program, thus slowing their ability to enter a workforce that desperately needs them."



Child Development Center Safety Week



A non-emergency introduction to safety is an important part of early learning at the Crafton Hills College Child Development Center.

Interim Director of the Child Development Center, Heather Stephens stated, "We know that emotions can be overwhelming when someone is in a true emergency. For young children this is even more true, and that can result in children hiding or running away from the people who are there to help."

Being a part of the CHC campus community provides a unique opportunity that allows the center's 3–5-year-old students direct access to public safety and allied health programs. Throughout the week, they were able to explore the equipment, vehicles,

uniforms, and people that they would encounter in an emergency in a secure, fun, and child friendly manner.

"Knowing what to expect takes a lot of the pressure off young children making even an emergency less scary," continued Stephens.

The children also participated in the Great Shake Out on Friday, Oct. 20. As staff tied the week's lessons together in play. "We had an emergency response center; pretend fire trucks, and safety puzzles. We wore uniforms, we read and made our own safety stories, and we practiced all the ways we can keep ourselves safe," concluded Stephens.

Photo: CHC Child Development Center students learn about emergency response.

Dean Ivan Peña Wins 2023 Toward-A-Shared-Vision Award for Excellence in Innovation by GIA



Crafton Hills College Dean of Student Equity and Success Dr. Ivan Peña has been selected to receive a 2023 Toward a Shared Vision Award for Excellence in Innovation by Growing Inland Achievement, a regional K-16 collaborative that works to achieve educational and economic equity in the Inland Empire.

This award recognizes individuals and groups supporting student success in the

region while embodying GIA's core values of equity, transformation, collaboration, innovation, and centering students.

When asked about his award-winning contributions, Dr. Peña credited the College's counseling department for its innovative efforts. "This recognition is not only a personal honor, but a testament to the remarkable counseling team at CHC."

CHC's counseling department has used data to track its students according to progress toward degree or certificate completion in terms of unit count (0-14, 15-29, etc.) and holds student events to celebrate the completion of these unit milestones.

CHC has incorporated a Completion Team model that proactively reaches out to students to address early alerts, and provides academic enrichment workshops, career exploration, early transfer preparation, and just-in-time counseling support. The work has resulted in a record number of students completing counselor-approved educational plans. This approach may very well be why CHC continues to lead community colleges in southern California in student success rates.

The Toward a Shared Vision Awards ceremony will take place on October 26 as a part of the Growing Inland Achievement's Annual Summit.

Photo: Dean Ivan Peña with college mascot Ryker.

Legacy Society Donor Event Unveils Commemorative Plaques in Honor of Generous Contributors



The Crafton Hills College Foundation hosted a reception to honor and celebrate the generosity of Legacy Society donors on October 20.

Seventy engraved blocks serve as a lasting testament to the unwavering dedication of donors with cumulative gifts to the college and are prominently displayed in the Crafton Center, allowing all visitors to view and appreciate the profound impact of their philanthropy.

The ceremony included a reflection from Foundation Director and Legacy Society member, Barbara Smith who shared, "Having my name on the legacy wall is a very nice thank you for my donation to the college, however, the gratitude of being able to see my donations at work is beyond heart-warming."

Student, Daxter Serrato, provided an overview of how the funds they received helped them attend the National Conference for the Geological Society of America. Daxter explained how the extracurricular experience broadened their horizon about research topics. "I hope my story, and my hard work highlights the importance of our donors' investments into the hopes and dreams of the students here at Crafton," concluded Daxter.

The CHC Foundation is a nonprofit corporation devoted exclusively to raising funds for scholarships, grants, and other types

of assistance for CHC students and faculty. Cumulative contributions over \$10,000 qualifies donors for acknowledgment on the Legacy Wall, which has a total of five levels of giving – Supporters (\$10,000-\$24,999), Collaborator (\$25,000-\$49,999), Innovators (\$50,000-\$99,999), Benefactors (\$100,000-\$499,999) and Visionaries (\$500,000+) – but donations of any size are welcome. To learn more about the Foundation, visit www.craftonhills.edu/foundation.

Photo: CHC Legacy Society 2023.

CHC Legacy Society Members

Visionaries

Stanley Krasovec
Henry Stone & Elaine Rosen

Benefactors

Nicolas Campos
Gloria & William Harrison
Raymond Pryke
Bill & Nelda Rankin
Barbara L. Smith

Innovators

William & Paula Ahlborn
Forrest & Valorie Greek
Michael Orland
Diane Pfahler

Collaborators

Donald & Carol Averill
David Avila & Ellen Benefiel
Gordon & Sara Clopine
Donna M. Ferracone
Edward Jones

Richard & Theresa Larsen
Steve & Rebecca Marlatt
Patrick & Cheryl Marshall
Brandon & Julie McKee
Wayne & Doris Milloy
Dr. Phong Nguyen
Donald Nydam
James & Theresa Ramos
Harvey Ricketts & Betty Jo Wood
Laura & Jon Winningham

Supporters

Michael & Carla Alder
Kenneth Ray & Beverly Jean Amsden
Patricia Atherton
Leroy & Marilyn Balch
Cheryl Bardowell
Paul & Joann Barich
Bruce & Elizabeth Baron
Jane K. Beitscher
Win & Bette Carl
Ray & Margie Casey
Rejoice & Louis Chavira
William & Lillian Clopine
Larry & Linda Cook
Cheryl Cox
Kathryn Crow
Kenneth & Wynona Duvall
Louis & Patricia Gomez
Douglas C. Heller-Taylor
Leon & Francine Hellerman
Kevin & Erica Horan
Larry & Stephanie Houston
Brent & Sherry Hunter
Sam Irwin
JoAnne Jesson
Nancy & Gary Kasin
Susan Kean
Thomas & Josie Konzem
Robert B. Martin & Mary E. Goldsboro
Alaina Mathews
Rick & Amy Minjares
William & Linda Nassar
Charlie & Tommi Ng
David & Diane Raley
Sam & Michelle Riggs
Diana Rodriguez & Jeff Barraza
Michael & Amy Strong
Dwight Tate & Katherine Wright
Bob & Judy Tyson
Teresa L. Wallin
Greg & Leslie Wessels
Sherri Wilson
Daniel & Celia Word
Keith & Sheri Wurtz
June C. Yamamoto

EDCT



Economic Development &
Corporate Training

EDCT Hosts San Bernardino Probation's Independent Living Program Annual Open House



*Goal 1: Eliminate Barriers to Student
Access & Success*

Since 1999, San Bernardino County Probation Department's Independent Living Program (ILP) has provided training, services, and benefits to assist current and former foster youth in achieving self-sufficiency. San Bernardino County Probation Officers work with the youth to create individual plans to reach their goals for a successful transition toward adulthood.

On July 29, 2023, the Economic Development & Corporate Training (EDCT) division of San Bernardino Community College District hosted the San Bernardino County Probation Department Independent Living Program's Annual Open House. Many local community partners participated, introducing youth to the various programs and services available to them.

EDCT is proud to work with the Independent Living Program and educate youth of the academic and vocational opportunities provided by San Bernardino Community College District. Besides hosting ILP events, EDCT conducts combination 4-Truck Forklift and OSHA 10 Safety Certification trainings for both youth and adults on probation. EDCT values the ongoing relationship with the San Bernardino County Probation Department and is always looking to find new ways to collaborate and improve our community.



NOVEMBER 2023

Around SBCCD

Inspiring the Next Generation of Students

In the last month KVCR has had over 200 K-12 students visit the studio and the San Bernardino Valley College campus. These young people learned about Radio and TV, made recordings on both Radio and TV, and were informed about possible careers in the industry. Next up was a tour of different parts of Valley College while learning about career possibilities there, too. Students and chaperones had a great time!

KVCR-TV is Now Live on “Local Now”

We at KVCR are continually in search of means by which to get out to our community members the news and programming that they trust and value. Local Now is a big step in that direction and will provide everyone’s favorite PBS shows as well as access to locally created content, like *Inland Edition* and *Learn With Me*! Tune in today by downloading the Local Now app!

KVCR and FNX to Host a Celebration and Showcased of Native Film and Television

Right in our studio we are hosting an exclusive look at Season 4 of Native Shorts, the screening of Native America 2.0, and giving a special thank you to our founding partner San Manuel Band of Mission Indians. Following the watch party will be a panel with the cast and crew!

Around the Community

IE Latino Voices Celebrates 30 Shows

Over the last 10 months KVCR 91.9 has worked with Host Yvette Walker to interview and highlight some amazing Latino community members who are making a difference right here in the Inland Empire! Stay tuned...more shows to come!

KVC-Rt’s Host David Fleming Hosts 500th Show!

We couldn’t be prouder of David Fleming and the talent he has brought here to KVCR! In honor of this amazing accomplishment, KVCR hosted an “Evening with David Fleming” where Lillian Vasquez did a live interview with David and we got to know the man behind the microphone. Numerous previous guests were on hand to congratulate David!

Do you Love KVCR as Much as we do?

Join us in our Plant the Seed Campaign! The KVCR Legacy Society is planting seeds by letting folks know that when they prepare an estate plan, they can include KVCR. We are also inviting members to a FREE personal estate planning event early next year. This guide will help you gather the information you’ll need to be prepared!

Latest Announcements

KVCR’s Community Advisory Board continues to meet and find ways to make KVCR better. Members of the Board have been so inspired that they have asked that we meet monthly instead of bi-monthly! Thanks to Board Member Joerg Novak, KVCR will again host a radio segment on the local economy hosted by Professor of Economics at Claremont McKenna College, Dr. Manfred Keil to begin in January 2024.



NOVEMBER 2023

Balance Sheet As of 09/30/23

Estimated Revenues & Expenditures For 3 Months Ended 09/30/23

	KVCR
Assets	
Cash in County Treasury	1,518,394
Accounts Receivable	103,741
Estimated Revenues Receivable*	252,094
Interfund Receivables	496,127
Prepaid Expenses	299,275
Other Assets	33,534
Total Assets	2,703,165
Liabilities	
Accounts Payable	29,589
Interfund Payable	2,569,299
Temporary Loans	1,500,000
Deferred Income	474,801
Health and Welfare	54,360
Other Miscellaneous Liabilities	11,932
Total Liabilities	4,639,981
Fund Balance	(1,936,816)

* Estimated per bank statements as of September 30, 2023

	KVCR
Revenues	
Contributions and Grants	657,874
Underwriting	4,083
Contributions, Gifts	-
Rentals and Leases	5,659
Estimated Revenues*	252,094
Interest Revenue	(23,734)
Interfund Transfers In--SBCCD	(1,012,573)
Transfers In--PARS Endowment	-
Total Revenues	(116,597)
Expenditures	
Classified Salaries	535,033
Employee Benefits	237,331
Books and Supplies	446
Services and Operating Expenditures	1,109,210
Capital Outlay	5,629
Interfund Transfers Out-SBCCD	-
Total Expenditures	1,887,649
Revenues Less Expenditures	(2,004,246)

* Estimated per bank statements as of August 31, 2023.

Experience KVCR

KVCR - 24.1 - OVER THE AIR

Cable: Frontier FiOS, Spectrum, AT&T U-verse

Satellite: DirecTV, Dish TV **Live**

Streaming: kvcr.org, PBS App, and mobile

VOD: PBS Passport

RADIO - 91.9FM

kvcrnews.org, and the KVCR mobile app, NPR One Mobile App and on "Alexa" and "Google" smart speakers

KVCR Community Calendar for all the latest happenings.

FNX - 24.2 - OVER THE AIR

Cable: Frontier FiOS, Spectrum, AT&T U-verse

Live Streaming: Locality **Nationally:** 30 affiliates broadcasting in 28 states

DESERT CITIES - 24.3 - OVER THE AIR

Cable: Frontier FiOS

CREATE - 24.4
Over the Air



San Bernardino
Valley College

PRESIDENT'S BOARD OF TRUSTEES REPORT

The President's Monthly Report to the
Board of Trustees, Campus & Community

GOAL 1

ELIMINATE BARRIERS TO
STUDENT ACCESS & SUCCESS.

GOAL 2

BE A DIVERSE, EQUITABLE,
INCLUSIVE, & ANTI-RACIST
INSTITUTION.

GOAL 3

BE A LEADER & PARTNER IN
ADDRESSING REGIONAL ISSUES.

GOAL 4

ENSURE FISCAL
ACCOUNTABILITY &
SUSTAINABILITY.

FORMER NASA ASTRONAUT INSPIRES FUTURE GENERATIONS AT SAN BERNARDINO VALLEY COLLEGE

As part of its celebration of Hispanic Heritage Month, San Bernardino Valley College hosted *Hasta La Raiz: Rooted in Excellence*, featuring Mexican-American astronaut and engineer José Hernández, on October 12 at the SBVC Auditorium.

The auditorium was packed for the event, with some attendees standing to hear Hernández speak. SBVC students from the physics, chemistry, aeronautics, and STEM/MESA programs were in attendance along with SBVC faculty and staff members. Over 400 local students and school district parents attended from Clement Middle School, Vista Del Lago High School, Grand Terrace High School, Bloomington High School, and Colton High School.

The event was an opportunity to motivate students to reach for the stars, both figuratively and literally, by highlighting Hernández's improbable career journey. Growing up in a family of migrant farmworkers, it was difficult for Hernández to imagine that he could end up someday working on a NASA space mission. But career opportunities materialized after his college education. His introduction to space exploration began in 2001 as a materials research engineer at NASA's Johnson Space Center. Hernández was then selected by NASA in 2004 to become an astronaut, setting him up for the significant milestone of serving as a mission specialist on the Space Shuttle's STS-128 mission in 2009.

Hernández's accomplishments continue beyond his time with NASA. After leaving the agency, he served as the Executive Director of Strategic Operations at MEI Technologies in Texas and ran for the U.S. House of Representatives in 2012. Currently, as the CEO of Tierra Luna Engineering, LLC, he continues to contribute to the fields of engineering and space exploration.



Left to right: Maria del Carmen Rodriguez, Dean Marco Cota, Aida Gil, José Hernández, Dr. Linda Fontanilla



Former NASA astronaut José Hernández onstage in the SBVC Auditorium

NOVEMBER 2023



\$1 MILLION+ IN 2 YEARS AWARDED TO STUDENTS BY FOUNDATION

Over the last two academic years, the San Bernardino Valley College Foundation has awarded \$1,084,358 in scholarships to 768 students - the largest amount it has ever granted in a 2-year period. This funding was distributed in the form of 1,350 scholarships with an average amount of \$806 per award, helping students to cover their education-related costs.

The largest individual scholarship is the \$3,000 Valley-Bound Commitment award, funded by the San Manuel Band of Mission Indians. The Valley-Bound Commitment program was launched in 2008 and helps remove some of the barriers that keep many low-income students from enrolling in college. In their first year, Valley-Bound Commitment students have all of their tuition, fees and supplies covered, as well as access to priority registration and a dedicated counseling staff.

The Finish Line Scholars Program has also made a difference, with more than \$284,000 in scholarships distributed to SBVC students over the last two academic years, with each award worth \$2,065.21. This program is made possible by The Jay Pritzker Foundation, with the funds awarded through the Foundation for California Community Colleges.

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

SBVC FOUNDATION AWARDED \$25,000

SOCAL CLIMATE CHAMPIONS GRANT



Foreground, left to right: SoCalGas representatives Allison Dourigan & Sarita Figueroa, Vanessa Thomas, Berchman "Kenny" Melancon, Mike Layne, Justin Martinez, Dr. Linda Fontanilla

San Bernardino Valley College's Clean Energy/EV Tech Program is getting a major boost thanks to a \$25,000 grant from SoCalGas. In September, the San Bernardino Valley College Foundation was awarded the SoCal Climate Champions Grant to use for the CNG/Clean Energy Training Expansion project.

There is growing workforce demand for specialists in clean energy and zero emission vehicle engine repair and the funds will be used to purchase training modules and classroom tools for a second lab section. Over the past decade, SBVC has been at the forefront of efforts to prepare the future workforce for careers in operating and maintaining clean energy and zero emission vehicles through the heavy/medium duty truck program.

The grant recipients are "trailblazers," SoCalGas Chief Strategy and Sustainability Officer Jawaad Malik said, and the utility company is "proud to support projects that bring our communities closer to meeting California's net-zero emissions goals." The grants are very competitive, with only 13 nonprofit organizations receiving awards this year. Each institution is involved with programs, projects, and research that address climate solutions in Southern California communities for working toward a clean energy future. "The San Bernardino Valley College Foundation is proud to partner with SoCalGas to provide meaningful community climate solutions," SBVC Foundation Director Mike Layne said. "The innovations catalyzed by the SoCal Climate Champions Grant awards will make all our communities in Southern California more sustainable and resilient." Layne stated that with this award, "SoCalGas is leveraging the power of our community college and its people to deliver an innovative climate and workforce solution for the region, while creating pathways to thriving wage jobs for our most marginalized students."

GOAL 4: ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY.

SBVC'S HEAVY/MEDIUM DUTY TECHNOLOGY PROGRAM SHINES AT STEP CON

SBVC was well represented at this year's STEPCon (Science and Technology Education Partnership Conference) held at the Bourns Technology Center in Riverside. The event attracted approximately 2,200 K-12 students from San Bernardino and Riverside County schools.

The Heavy/Medium Duty Technology Program was present thanks to department head Berchman "Kenny" Melancon, who brought the department's new electric Audi and heavy duty truck for students to view.

The STEPCon event provided an excellent opportunity for students to gain practical knowledge in science and technology. The interactive displays and roundtable discussions allowed attendees to engage with experts in the field and get a deeper understanding of the latest advancements in transportation. A highlight of the event was the science show, where students were entertained while learning about complex scientific concepts.

The presence of the Heavy/Medium Duty Technology Program was a great addition to the event, as students were able to view the electric Audi and heavy duty truck up close and learn about the technology behind them.



Left to right: Heavy/Medium Duty Truck Technology Department Head Berchman "Kenny" Melancon, Associate Professor of Automotive Technology Manuel M. Loera.

GOAL 3: BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

SOUND OF RECOVERY CONCERT CELEBRATES NATIONAL RECOVERY MONTH

On September 28, San Bernardino Valley College and the San Bernardino County Department of Behavioral Health partnered to present the "The Sound of Recovery" in celebration of National Recovery Month, following up on the success of last year's event.

This partnership innovatively highlights the vital connection between the arts and mental health, offering a platform for individuals to express their journeys of recovery through music and other artistic forms. The event not only promotes healing and resilience but also underscores the importance of community support in the journey towards mental wellness. Over the course of the event, the SBVC Auditorium filled with the melodies of original songs inspired by local individuals and their recovery stories. SBVC students had the opportunity to showcase their talents onstage, with students Camryn Stevens, Kiara Gomez, Derek Edouse, Cherish Jackson, and Tawon Green participating as part of the line-up of musicians and artists.

Observing National Recovery Month makes it clear that SBVC cares "deeply for our community," SBVC music professor Margaret Worsley said. "Recovery affects everyone. However, given the nature of our systems and cultural norms, we are not always open about the profound repercussions of drug and alcohol addiction. By participating in recovery awareness, SBVC is showing our students and the community that we see them and we support them in their journey to wellness."



Top to bottom: SBVC students Camryn Stevens, Kiara Gomez, and Tawon Green.

GOAL 3: BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.



FACULTY SPOTLIGHT

MELITA CALDWELL-BETTIES

A native of New Orleans, Louisiana, Melita Caldwell-Betties' career history spans a diverse spectrum: police services, postal operations, and water resource management. In 1989, Ms. Caldwell-Betties accepted a part-time position with the Eastern Municipal Water District as a Relief Operations Dispatcher. When the District was recruiting women in its field operations, she then embarked on a dramatic career change as a Water Reclamation Department operator-in-training. Acquiring a background in science through pre-med courses undertaken while in college, Ms. Caldwell-Betties was a prime candidate. After a series of promotions to Plant Operator I, II, III, and Lead Operator, Melita Caldwell-Betties retired after twenty-three years of dedicated service with the job title of Water Reclamation Plant Manager for the Temecula Valley Water Reclamation Facility.

As a Water Reclamation Plant Manager, Ms. Caldwell-Betties was responsible for the management and direction of wastewater treatment plant operations along with service delivery of reclaimed water to off-site users, as well as providing reliable uninterrupted sewer service to the community. The position required initiative and dependability with a willingness to be original in approach, adaptable and to provide decisive leadership. With minimal oversight, her career with Eastern Municipal Water District was marked by a history of demonstrated success in the delivery of superior public services and dissemination of public policy pertinent to water resources through vocational training.

Taking an active role in the development of top caliber individuals within the water industry, Ms. Caldwell-Betties has been putting her expertise to work teaching water supply operations as an Associate Professor for the Water Supply Technology Program at San Bernardino Valley College. Ms. Caldwell-Betties holds both a bachelor's degree in business management from University of Redlands and a master's degree in public administration with an emphasis in Water Resources Management from California State University, San Bernardino. One of her most professionally-satisfying accomplishments can be best described as the recognition given in a news article that appeared in the North County Times entitled "Woman Thrives in an Unusual Job," which exemplified her abilities to work with a diverse staff, community and student body.

EVENTS

Nov 15 | Native American Day Celebration

9:00 AM | B-100

Dec 4-7 | WinterFest Week
valleycollege.edu/winterfest

Dec 7 | President's Holiday Gathering

11:00 AM | LCCC



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