San Bernardino Community College District
Board Meeting
January 11, 2024
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) 388-6903 as far in advance of the Board meeting as possible.

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

II. **PRESENTATIONS**
   A. SBCCD's 2024 Legislative Advocacy Priorities
      (Angel Rodriguez)

   B. Final Financing Summary Update/Bond Sale Brief Presentation
      (Jose Torres)

III. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**

IV. **CLARIFICATION**

V. **APPROVAL OF MINUTES**
   A. 2023-12-08

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. SBCCD's 2024 Legislative Advocacy Priorities

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. Curriculum - CHC
2. Curriculum - SBVC

B. **Human Resources**

1. Adjunct and Substitute Academic Employees
2. Appointment of District Employees
3. Appointment of District Employees - RESCIND
4. Appointment of Interim Managers
5. Classified Job Descriptions and Revision to Classified Salary Schedule
6. Consideration of Approval of Sabbatical Leaves for the 2024-2025 Academic Year
7. Emergency Operations Plan
8. Employee Promotions
9. Management Job Description and Salary Schedule Update
10. Non-Instructional Pay
11. Payment of Stipends
12. Reorganization of Employees
13. Revise Rates of Pay for Professional Expert and Short-Term Employees

C. **Business & Fiscal Services**

1. Conference Requests
2. Contracts at or Above $109,300
3. District and College Expenses
4. Resolution #2024-01-11-FS-01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

     5. Surplus Property and Authorization for Private Sale or Disposal

  D. **Facilities**
     1. Master Services Agreements and Task Orders for Bond Construction

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. Strategic Plan Mid-Year Review

  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. Budget Revenue & Expenditure Summary

  C. Construction Change Orders and Amendments - Bond

  D. Construction Change Orders and Amendments - Non-Bond

  E. Construction Contracts Subject to UCCAP

    F. Contracts Below $109,300

    G. Final Financing Summary for Election of 2008 General Obligation Bonds, Series E and Election of 2018 General Obligation Bonds, Series B

    H. General Fund Cash Flow Analysis

    I. MOUs between SBCCD and the CSEA

    J. Professional Expert Short-Term and Substitute Employees

    K. Purchase Order Report

    L. Resignations

    M. Resignations - Rescind

    N. Volunteers

XI. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

    A. Conference with Real Property Negotiator
Government Code Section 54956.8
Properties: Assessor Parcel Numbers: 0164-013-22-0000, 0141-151-33-0000,
0141-151-34-0000, 0141-151-35-0000, 0141-151-36-0000, 0141-151-37-0000,
0141-151-38-0000, 0141-151-39-0000, 0141-151-40-0000, 0141-151-41-0000,
and 0141-151-42-0000

Negotiating Parties: San Bernardino Community College District (Proposed Buyer)

Real Property Negotiators: Jose F. Torres, Executive Vice Chancellor; Diana
Z. Rodriguez, Chancellor

Under Negotiation: Instruction to SBCCD Real Property Negotiators will concern
value, price and terms of payment associated with the possible purchase of the
identified properties

    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: Business Meeting
February 8, 2024, at 4:00 p.m.
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

TESS Report to the Board

BOARD OF TRUSTEES
Meeting Minutes – December 8, 2023 (Unofficial)

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

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Trustee Houston called the meeting to order at 4:00 p.m.
Student Trustee Ly led the pledge of allegiance.

II. PRESENTATIONS

A. Audit Reports- Larry Strong, Director of Fiscal Services, and Ryan Milligan, Auditor from Eide Bailly.

III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Yendis Battle
Angel Orosco
Arturo Orosco

IV. CLARIFICATION

Executive Vice Chancellor Torres clarified the following:

- Expenses: SBCCD is fiscally sounds and has clean audit reports, following all BP/AP.
- Conflict of Interest: Regarding the contract with an employee's spouse; that said contract was prior to SBCCD employment. Since hiring the employee, SBCCD has not done business with that specific vendor.
- Books+: SBCCD is scheduled to end Books+ program after spring 2024. SBCCD is continuing to explore different ways and possibilities to continue the program.
  o (Trustee Willimas: collegially consult with faculty to provide affordable books to students)
  o (Trustee Harrison: requested to agendize Books+ including data of the program.)

V. ORGANIZATIONAL MEETING OF THE BOARD

A. Election of Board Chair, Vice Chair, and Clerk

Motion: to approve nomination of 2024 Board Chair as Trustee Houston. Vice Chair as Trustee Viricel, and Clerk as Trustee Williams.

Moved by Trustee Longville. Seconded by Trustee Harrison.

Roll call vote: AYES: Gonzales, Harrison, Longville, Viricel, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)

NOES: none
ABSTAIN: none
ABSENT: Reyes

Motion passed

B. Election of Board Representative and Alternate to the Nominating Committee on School District Organization

Motion: to approve nomination of 2024 Board Representative as Trustee Gonzales and Alternate to the Nominating Committee as Trustee Williams for the County Committee on School District Organization.

Moved by Trustee Viricel. Seconded by Trustee Harrison.

Roll call vote: AYES: Gonzales, Harrison, Longville, Viricel, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)
NOES: none
ABSTAIN: none
ABSENT: Reyes

Motion passed

VI. APPROVAL OF MINUTES
A. 2023-11-09

Motion: to approve the 11/09/23 minutes.

Moved by Trustee Harrison. Seconded by Trustee Viricel.

Roll call vote: AYES: Gonzales, Harrison, Longville, Viricel, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)
NOES: none
ABSTAIN: none
ABSENT: Reyes

Motion passed

VII. RECOGNITION/CELEBRATIONS
A. Applause Cards

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

VIII. ACTION AGENDA
A. Assignment to Board Advisory Committees

Motion: to approve the nomination of 2024 Board Legislative Committee Chair as Trustee Reyes, and representatives as Trustee Viricel, and Trustee Longville.

Moved by Trustee Williams. Seconded by Trustee Harrison

Roll call vote: AYES: Gonzales, Harrison, Longville, Viricel, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

NOES: none
ABSTAIN: none
ABSENT: Reyes

Motion passed

Board Finance Committee Chair as Trustee Gonzales, and representatives as Trustee Houston, and Trustee Harrison.

Moved by Trustee Williams. Seconded by Trustee Viricel.

Roll call vote: AYES: Gonzales, Harrison, Longville, Viricel, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)

NOES: none
ABSTAIN: none
ABSENT: Reyes

Motion passed

B. Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority
Motion: to approve the nomination of the 2024 assignment of Trustee Houston to the San Bernardino Regional Emergency Training Center Joint Powers Authority.

Moved by Trustee Harrison. Seconded by Trustee Gonzales.

Roll call vote: AYES: Gonzales, Harrison, Longville, Reyes, Viricel, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)
NOES: none
ABSTAIN: none
ABSENT: Reyes

Motion passed

C. Board Policy 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.
- 3560 Alcoholic Beverages
- 5070 Attendance Accounting
- 5700 Intercollegiate Athletics

Moved by Trustee Gonzales. Seconded by Trustee Williams.

Roll call vote: AYES: Gonzales, Harrison, Longville, Viricel, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)
NOES: none
ABSTAIN: none
ABSENT: Reyes

Motion passed

D. Independent Audit of the San Bernardino Community College District

E. Independent Audit of KVCR TV and FM

F. Independent Audit of the District's Measure M General Obligation Bond Program

G. Independent Audit of the District's Measure CC General Obligation Bond Program

Motion: to approve the acceptance the independent audit of the San Bernardino Community College District, KVCR-TV and FM, District's Measure M Obligation Bond Program, District's Measure CC General Obligation Bond Program.

Moved by Trustee Harrison. Seconded by Trustee Gonzales.

Roll call vote: AYES: Gonzales, Harrison, Longville, Viricel, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)
NOES: none
ABSTAIN: none
ABSENT: Reyes

Motion passed

H. Rescission of Resolution #2023-08-10-FP-02 Relating to the Sale of Delivery of San Bernardino Community College District 2023 Certificates of Participation

Motion: to approve the rescind of Resolution #2023-08-10-FP-02 Relating to the Sale of Delivery of San Bernardino Community College District 2023 Certificates of Participation.

Moved by Trustee Gonzales. Seconded by Trustee Longville.

Roll call vote: AYES: Gonzales, Harrison, Longville, Viricel, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)
NOES: none
ABSTAIN: none
ABSENT: Reyes

Motion passed

IX.   **CONSENT AGENDA**
   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 #2023-11-09FS-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

Motion: to approve the consent agenda as presented.

Moved by Trustee Harrison. Seconded by Trustee Williams.

Roll call vote: AYES: Gonzales, Harrison, Longville, Viricel, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)
NOES: none
ABSTAIN: none
ABSENT: Reyes

Motion passed

X.   REPORTS

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

- A. Board Committee & Activity Reports
  1. Board Finance Committee (BFC) - Trustee Gonzales provided a brief report.
  2. Board Legislative Committee (BLC) – No report.
  3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – No report.
- B. Regional and State Reports
  1. Board of Governors (BOG) – Trustee Williams provided a brief report.
  2. Women's Caucus - No report.
  3. Joint Powers Authority – Chair Houston gave a brief report.
- C. Chancellor's Report -
  1. Goal 3 Status Report - Chancellor Rodriguez gave a brief report.
- D. Represented Groups
  1. Crafton Hills College Academic Senate – Written report was provided. Meredyth McLaren gave a brief report.
  2. Crafton Hills College Classified Senate – No report.
  3. Crafton Hills College Associated Students – Written report provided. Angelic Cuevas gave a brief report.
  4. San Bernardino Valley College Academic Senate – Written report was provided. Davena Burns Peters gave a brief report.
  5. San Bernardino Valley College Classified Senate – No report.

6. San Bernardino Valley College Associated Students – Dyami Ruiz Martinez gave a brief report.
7. CSEA – No report.
8. CTA - No report.t
9. Police Officers Association - No report.

E. Staff Reports
1. San Bernardino Valley College President – Interim President Fontanilla gave a brief report.
2. Crafton Hills College President – President Horan gave a brief report.
3. Executive Vice Chancellor – No report.
4. Vice Chancellor of Human Resources & Police Services – No report.
5. Vice Chancellor of Educational & Student Support Services – Vice Chancellor Ornelas gave a brief clarifying report.

IX. 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

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

A. 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

B. Public Employee Discipline/Dismissal/Release/Non Re-Employment

Government Code 54957

Number of cases: 1

C. 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

D. Conference with Legal Counsel – Existing Litigation

Government Code 54956.9(e)(3) or (d)(1)

Number of cases: 2

    E.   Public Employee Performance Evaluation

        Government Code Section 54957(b)(1)

        Title: Chancellor

XI.   **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**
None

XII.   **CONVENE CLOSED SESSION**
The Board convened to closed session at 5:10 p.m.

XIII.   **RECONVENE PUBLIC MEETING**
Chair Houston reconvened the public meeting at 6:26 p.m.

XIV.   **REPORT OF ACTION IN CLOSED SESSION**
On December 8, 2023, the Board (unanimously), took action to approve the release of probationary #32085 as the College Security Officer effective December 11, 2023.

On December 8, 2023, the Board (unanimously), took action to adopt Resolution No. 2023-12-08-HR01 authorizing the District's membership as a Limited Purpose Member in the Schools Alliance for Workers' Compensation Excess Self-Funded Joint Powers Authority ("SAWCX II") and to instruct the Chancellor or designee to execute on behalf of the District the Joint Powers Agreement, LPT Proposal, Loss Transfer Agreement, and Claims Administration Agreement.

XV.   **ADJOURNMENT**
The next meeting of the Board: Business Meeting
January 11, 2024, at 4:00 PM
SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA

The chair adjourned the meeting at 6:28 p.m.

The Board of Trustees approved the January 11, 2024, minutes on _____.

_____   _____
Joseph R. Williams, Clerk   Heather Ford, Senior Executive Administrative Assistant
SBCCD Board of Trustees   SBCCD Office of the Chancellor

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 Services
	Dr. Nohemy Ornelas, Vice Chancellor, Educational & Student Support Services
DATE:	January 11, 2024
SUBJECT:	Caring Hands Applause Cards

RECOMMENDATION

This item is for information only.

OVERVIEW

The attached individuals have received special recognition for extending 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 members of the SBCCD team who provide outstanding quality and service.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Caring Hands Applause Cards
Presented for Information January 11, 2024
[v.12.19.2023.p.1|7]

Elaine Akers

San Bernardino Valley College
Student Health Services

"Thank you for sponsoring Final Study Jam with Paws-to-Share therapy pets and coloring pages this semester!"

Recognized by:
Marie Maghuyop

Tammy Allen

San Bernardino Valley College
Reading

"Dr. Allen is a gentle fountain of encouragement on our campus. During a recent series of job interviews where she was a wise pillar of the evaluation team, she repeatedly offered applicants just the timely support and affirmation they needed in order to survive the challenging moments."

Recognized by:
David B. Smith, Math Department

Paul Bratulin and the Marketing PE Team

San Bernardino Valley College
Marketing

"Thanks, and great job on the decorations for the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You and your team are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Albert Camacho and the Custodial Team

San Bernardino Valley College
Custodial

"Thanks for the setup and take down of the setups and help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you and your team. You and your team are very much appreciated! Thank you to you and the Custodial Team for all they do throughout the year!"

Recognized by:
Debby Gallagher

Caring Hands Applause Cards
Presented for Information January 11, 2024

[v.12.19.2023.p.2|7]

Deborah Castro

District Support Operations
Print Shop

"Deborah thank you for helping us to complete two requests within an amazingly short time. You are awesome and made the process so easy. You are always so helpful. Thank you."

Recognized by:
Frances Southerland-Amsden

Maribel Ciseneros

San Bernardino Valley College
EOPS

"Counseling"

Recognized by:
Valerie Belen Rodriguez

Shyla Cobbett

San Bernardino Valley College
Research, Planning & IE & GD

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Tim Colbert

San Bernardino Valley College
Art

"I am grateful for Professor Colbert! I was so discouraged, I didn't want to continue with this course. I did he helped me become more confident in my glass blowing skills. Professor Colbert is a patient teacher that wants each of his students to succeed. He is wonderful :)"

Recognized by:
Kristene Fletcher

Virginia Diggle

District Support Operations
Business Services

"Thank you for all you do throughout the year for us and for your help with the corrections of entering an PR enter into the Oracle system correctly. You are very much appreciated!"

Recognized by:
Debby Gallagher

Craig Eilander

Crafton Hills College
EMS

"We want to express our sincere appreciation for your exceptional contributions in supporting our students here at Crafton. The positive feedback we have received from students, and colleagues speaks volumes about the meaningful impact you've had on the educational journey of those we serve."

Recognized by:
Dan Word & Career Education Division

Caring Hands Applause Cards
Presented for Information January 11, 2024

[v.12.19.2023.p.3|7]

Craig Eilander

Crafton Hills College
EMS

"The support to the EMT and paramedic students he gives is amazing. Being the lab tech, Craig goes above and beyond to make students feel comfortable and part of the Crafton Family. Students frequently gravitate towards him due to his kind demeanor and all-around niceness he gives our students,"

Recognized by:
EMT and Medic students / G. Thronson

Laura Estrada

San Bernardino Valley College
Student Health Services

"Thank you for sponsoring Final Study Jam with Paws-to-Share therapy pets and coloring pages this semester!"

Recognized by:
Marie Maghuyop

Jonathan Flaa

San Bernardino Valley College
CTS

"Thank you for all that you do around campus, especially helping us with AV at events!"

Recognized by:
Marie Maghuyop

Kathy Fonseca

San Bernardino Valley College
VPSS Office

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Aida Gil

San Bernardino Valley College
First Year Experience

"Thank you for volunteering your time at our World AIDS Day event! I truly appreciate your support!"

Recognized by:
Marie Maghuyop

Tina Gimple

Crafton Hills College
Administrative Services

"For going above and beyond in helping to train on Oracle."

Recognized by:
Frances Southerland-Amsden

Caring Hands Applause Cards
Presented for Information January 11, 2024
[v.12.19.2023.p.4|7]

Tina Gimple

Crafton Hills College
Administrative Services

"Thank you for helping the Paramedic students process payment on a crucial aspect of the program. We appreciate you so much!"

Recognized by:
Amanda Ward

Kracher Gloria

San Bernardino Valley College
Custodial

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Amelia Gonzales

San Bernardino Valley College
Police Academies

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Dione Henderson

District Support Operations
Security

"Thank you for always being willing to help wherever help is needed."

Recognized by:
Michael Strong

Jeff Hyunh

San Bernardino Valley College
CTS

"Thank you for all that you do around campus, especially helping us with AV at events!"

Recognized by:
Marie Maghuyop

Patty Jones

San Bernardino Valley College
Counseling

"THANK YOU VERY MUCH for taking the time to correct me to improve my counseling craft. I appreciated it a lot."

Recognized by:
Armando A. Garcia

Caring Hands Applause Cards
Presented for Information January 11, 2024
[v.12.19.2023.p.5|7]

Shirley Juan

Crafton Hills College
Mathematics

"I am an older student with dyslexia, especially when it comes to math and Prof. Juan has been incredible.   She is an excellent teacher and has compassion for her students. Her video lectures make the most difficult math problems manageable. I just had to give her "applause""

Recognized by:
Joshua Hedgecock

Jacob Deniz Land

District Support Operations
I dont now.

"Thanks."

Recognized by:
Thanks.

Michael Layne

San Bernardino Valley College
Foundation

"Mr. Layne noticed a man was in his vehicle and unresponsive. The man was foaming at the mouth. He pulled the man from the vehicle and began chest compressions.Michael continued the compressions until the Fire/EMT department arrived. He probably saved the man's life."

Recognized by:
CalWORKs office

Breanna Lopez

San Bernardino Valley College
VPI Office

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Dr. Craig Luke

San Bernardino Valley College
Counseling

"Helped me out with my classes & made it easy for me for registration on classes. Very helpful and respectful!"

Recognized by:
Trenidy Mitaina

Dr. Craig Luke

San Bernardino Valley College
Valley Bound Counselor

"Very welcoming and connect with students and makes their days a lot better then they were. I recommend to everyone!!!"

Recognized by:
Anonymous

Caring Hands Applause Cards
Presented for Information January 11, 2024

[v.12.19.2023.p.6|7]

Dr. Craig Luke

San Bernardino Valley College
Valley bound

"Helped assist with the best pathway associates degree for transfer."

Recognized by:
Savannah-Jo Estrada

Dr. Craig Luke

San Bernardino Valley College
Counseling

"Very nice and respectful."

Recognized by:
Juan Gomez Cortes

Anabel Martinez

San Bernardino Valley College
CBO

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Haly Mattson

Crafton Hills College
Counseling office

"Thank you for being such a caring person, thank you for your time and energy every time I have come to you for advice."

Recognized by:
Lourdes

Lillibeth Medina

Crafton Hills College
Student Services

"For training on Oracle. Your knowledge is appreciated."

Recognized by:
Frances Southerland-Amsden

Chef Stacy Meyer

San Bernardino Valley College
Culinary Arts

"Thank you for the fantastic food and service by all the students at the President's Holiday Gathering event on December 7, 2023. I appreciated all you do throughout the year for us. You are very much appreciated!"

Recognized by:
Debby Gallagher

Caring Hands Applause Cards
Presented for Information January 11, 2024
[v.12.19.2023.p.7|7]

Faith Miller

Crafton Hills College
Tutoring Center

"Therapy"

Recognized by:
Ammar Bahjri

Erik Morden

San Bernardino Valley College
Food Services

"Thank you for always providing delicious food for all of our events, especially Final Study Jam this semester!"

Recognized by:
Marie Maghuyop

Erik Morden

San Bernardino Valley College
Food Services

"Thank you for always providing great selection of food for all of our events and also for always providing food service for last minute requests. We appreciate all you do for us throughout the year!"

Recognized by:
Debby Gallagher

Kevin Moreno

San Bernardino Valley College
CTS

"Thank you for all that you do around campus, especially helping us with our ID machine and providing the speaker for events!"

Recognized by:
Marie Maghuyop

Joseph Nguyen

San Bernardino Valley College
Counseling

"Thank you for allowing me to collaborate on Final Study Jam and for all your positivity and support!"

Recognized by:
Marie Maghuyop

Christopher Olivera

Crafton Hills College
Biological Sciences (MICRO)

"Thank you for being part of the interview committee to recommend a new hire for MICRO to the Dean of Instruction. Appreciate your help, Chris."

Recognized by:
Sam Truong

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 Services Dr. Nohemy Ornelas, Vice Chancellor, Educational & Student Support Services
DATE:	January 11, 2024
SUBJECT:	Caring Hands Applause Cards

RECOMMENDATION

This item is for information only.

OVERVIEW

The attached individuals have received special recognition for extending 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 members of the SBCCD team who provide outstanding quality and service.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Caring Hands Applause Cards
Presented for Information January 11, 2024
[v.12.19.2023.p.1|3]

Diane Pfahler

Crafton Hills College
Psychology

"Funny, caring, and beautiful. She is great at doing all she can to help us to achieve our goals."

Recognized by:
Dyantha Atwood

Interim President and Executive Team Members

San Bernardino Valley College
President, VPAS, VPI, VPSS, & RPIEOG

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Nicholas Reichert

Crafton Hills College
Tutoring center

"Laughs at my jokes"

Recognized by:
Ammar Bahjri

Martha Rojas

San Bernardino Valley College
Student Health Services

"Thank you for providing coloring pages and tabling at our events this semester, including World AIDS Day and Final Study Jam!"

Recognized by:
Marie Maghuyop

Halim Roslin

San Bernardino Valley College
CBO

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Phylicia Sanchez

San Bernardino Valley College
Development & SBVC Foundation

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Caring Hands Applause Cards
Presented for Information January 11, 2024
[v.12.19.2023.p.2|3]

Renee Sanford

Crafton Hills College
Biological Sciences (MICRO)

"Thank you for being part of the interview committee to recommend a new hire for MICRO to the Dean of Instruction. Appreciate your help, Renee."

Recognized by:
Sam Truong

Tamara Schlinkert

San Bernardino Valley College
Culinary Arts

"Thank you for the fantastic food and service by all the students at the President's Holiday Gathering event on December 7, 2023. I appreciated all you do throughout the year for us. You are very much appreciated!"

Recognized by:
Debby Gallagher

Uvaldo Sifuentes

San Bernardino Valley College
CTS

"Thank you for all that you do around campus, especially helping us with AV at events! You are a great leader and have a great team!"

Recognized by:
Marie Maghuyop

Aldo Sifuentes and the CTS Team

San Bernardino Valley College
CTS

"Thanks for the AV setups and help during the President's Holiday Gathering event onDecember 7, 2023. I could not have done it without you and your team. You and your team are very much appreciated! Thank you to you and all the CTS Team for all they do throughout the year!"

Recognized by:
Debby Gallagher

LaCretia Smith

San Bernardino Valley College
Student Life

"Thank you for sponsoring the food for Final Study Jam and your amazing work supporting our students!"

Recognized by:
Marie Maghuyop

Maintenance & Operations Team

San Bernardino Valley College
Maintenance & Operations

"Huge appreciation to our M&O team for responding quickly to a sprinkler rupture during Snow Day in the Library Quad. They were on it and resolved the situation with such admirable professionalism. We salute them!"

Recognized by:
SBVC Marketing Team

Caring Hands Applause Cards
Presented for Information January 11, 2024
[v.12.19.2023.p.3|3]

Shalita Tillman

District Support Operations
Special Programs and workforce
development

"Shalita goes above and beyond helping not just students, but anyone who needs help with resources. Mrs. Tillman is beyond the greatest example of how our community should be treated. Mrs. Tillmann helped getting me employed and helped me find housing and continues to be my mentor."

Recognized by:
Nicole Gutierrez

Desiree Vargas

San Bernardino Valley College
CBO

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

Cedrick Wrenn

San Bernardino Valley College
CTS

"Thank you for all that you do around campus, especially helping us with AV at events!"

Recognized by:
Marie Maghuyop

Kay Dee Yarbrough

San Bernardino Valley College
VPI Office

"Thanks for all your help during the President's Holiday Gathering event on December 7, 2023. I could not have done it without you. You are very much appreciated! Thank you for all you do!"

Recognized by:
Debby Gallagher

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: January 11, 2024

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.

Alan Oshiro, Senior Technology Support Specialist, CHC
Alan Oshiro has submitted a letter of intent to retire effective December 29, 2023, after 5 years of service with the District. Alan started his career at CHC as a senior technology support specialist in December of 2018, where he remained for the entirety of his career.

Deanne Rabon, Coordinator/Counselor STAR Program, SBVC
Deanne has submitted a letter of intent to retire effective January 2, 2024, after 17 years of service with the District. Deanne started her career with SBCCD as the Coordinator/Counselor for the STAR Program at Valley College. In addition to being the Coordinator/Counselor; in 2016 she began her assignment as adjunct faculty for student development, she continued in both capacities for the remainder of her career.

The commitment and dedication these individuals have shown to student success is unwavering. The District is truly grateful for their years of service and congratulates them on their retirement.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Diana Z. Rodriguez, Chancellor
PREPARED BY:	Angel Rodriguez, Associate Vice Chancellor of Government Relations & Strategic Communications
DATE:	January 11, 2024
SUBJECT:	Consideration of Approval of SBCCD's 2024 Legislative Advocacy Priorities

RECOMMENDATION

It is recommended that the Board of Trustees approve SBCCD's 2024 Legislative Advocacy Priorities.

OVERVIEW

The 2024 legislative advocacy priorities, as presented, advance SBCCD's four districtwide goals and mission to, "Positively impact the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities."

These priorities uphold the board's legislative principles as follows:
- Eliminating barriers to student access and success.
- Increasing public investment in community college students.
- Improving college affordability and basic needs support.
- Supporting local decision-making.
- Strengthening state and federal partnerships.
- Promoting civic engagement.

ANALYSIS

Approval of the 2024 legislative advocacy priorities will guide the Board Legislative Committee and SBCCD Chancellor's Office in engaging with government officials and diverse stakeholders to promote public policy solutions that support student achievement and economic mobility in the Inland Empire. Upon board adoption, this public policy platform will be presented to local, state, and federal policymakers during the 2024-25 legislative and budget-building cycle

SBCCD GOALS

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2024 Legislative Advocacy Priorities
Submitted for Board Approval January 11, 2024

Goal 1: Eliminate Barriers to Student Access and Success
Goal 2: Be a diverse, equitable, inclusive and anti-racist institution
Goal 3: Be a leader and partner in addressing regional issues
Goal 4: Ensure fiscal accountability and sustainability.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.

2024 Legislative Advocacy Priorities
Submitted for Board Approval January 11, 2024

San Bernardino Community College District
2024 Legislative Advocacy Priorities

Overview: The legislative and budget priorities outlined below advance SBCCD's four districtwide goals and mission to, "Positively impact the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities." SBCCD shall refer to these advocacy priorities when engaging with policymakers and key stakeholders during the 2024-25 legislative and budget-building cycle.

Goal 1: Eliminate Barriers to Student Access and Success

- **Explore New Local Funding to Ensure Student Success at SBCCD.** SBCCD is dedicated to providing affordable, high-quality higher education and skills training, which are crucial for students' success in our region. While state funding remains vital for this mission, we will explore the potential for additional local funding sources. These funds could be used to assist students with various needs, such as affordable tuition, addressing housing and food insecurity, offering work experience opportunities, and supporting initiatives like "Books+." This program aims to provide students with free rental access to textbooks and essential course materials.

- **Expand and Simplify the State's Financial Aid System.** In 2022, the Governor and Legislature approved the Cal Grant Equity Framework to make it easier for low-income adults to go to college. This means that factors like a student's age, GPA, and how long it has been since they graduated from high school will not prevent them from getting financial aid. However, to make this happen, the state needs to invest in the implementation of the Cal Grant Equity Framework. SBCCD supports funding that will create more financial aid opportunities and a special Cal Grant 2 program just for community college students, so everyone can pursue their education.

- **Expand Access to CalFresh Food Assistance:** SBCCD supports local, state, and federal policies, initiatives, and funding that can increase students' access to food assistance under CalFresh. SBCCD supports efforts to increase student access to EBT benefits on campus, and a partnership with the County of San Bernardino to streamline the CalFresh application process for SBCCD students.

- **Support FAFSA Simplification and Expansion of Pell Grants:** SBCCD supports federal policies that reduce the complexity and eliminate student barriers to filling out the Free Application for Federal Student Aid. Additionally, SBCCD supports increased investments in the Pell Grant to make college more accessible and affordable for low-income students.

2024 Legislative Advocacy Priorities
Submitted for Board Approval January 11, 2024

- **Support the CCC's 2024-25 Systemwide Budget Request:** SBCCD supports $711 million in ongoing and $310 million in one-time resources to reach the systemwide Vision 2030. The requested investments focus on a students' full educational journey – from enrollment, persistence, and supports to student success and economic mobility.

- **Enhancing Dual Enrollment and Credit for Prior Learning:** SBCCD advocates for policies aimed at simplifying and expanding opportunities for high school students to earn college credits before graduation through dual/concurrent enrollment agreements between community colleges and K-12 institutions. Additionally, SBCCD supports initiatives that allow adult learners to receive college credits based on their relevant work experience. Furthermore, SBCCD is committed to efforts that ensure the seamless transfer of any "credit for prior learning" recognized by community colleges to University of California (UC) and California State University (Cal State) institutions.

Goal 2: Be a Diverse, Equitable, Inclusive and Anti-Racist Institution

- **Support Funding to Strengthen Equal Employment Opportunity Best Practices**: SBCCD supports ongoing funding to connect future hiring practices and procedures to statewide equity and diversity efforts, and help strengthen institutional capacity to close equity gaps and improve student outcomes.

- **Support Equitable Funding for Hispanic-Serving Institutions:** SBCCD supports higher levels of federal investment in Title V, Part A and Title V, Part B of the Higher Education Act. Furthermore, SBCCD supports efforts to reduce administrative burdens on campuses and streamline the annual recertification process required for institutions to be recognized as Hispanic-Serving Institutions by the U.S. Department of Education.

- **Support Opportunities for All Students, Regardless of Immigration Status:** SBCCD supports state and federal policies to ensure all students have higher education, career training, and financial aid opportunities, regardless of immigration status.

Goal 3: Be a Leader and Partner in Addressing Regional Issues

- **Continue Investments in Affordable Student Housing:** SBCCD supports investments to build student residential housing for community college students experiencing housing insecurity. SBCCD supports ongoing funding to support colleges working with local, county, and student agencies to establish housing options for community college students.

- **Support Modernization of the San Bernardino Regional Emergency Training Center**: As a member of the San Bernardino Emergency Regional Training Center Joint Powers Authority, SBCCD supports funding for new equipment and facility repairs to enhance firefighting and emergency response training.

2024 Legislative Advocacy Priorities
Submitted for Board Approval January 11, 2024

Goal 4: Ensure Fiscal Accountability/Sustainability

- **Protect Funding for Community Colleges Under Proposition 98:** Proposition 98, passed in 1988, mandates a minimum state funding level for K-12 schools and California community colleges. We urge policymakers to protect state funding for community colleges. Ensuring that community colleges receive their fair share of funding is essential to maintaining educational quality and accessibility.

- **Improve Student Centered Funding Formula Rates:** SBCCD supports state investment and policies to improve the Student Centered Funding Formula rates to advance the mission of SBCCD.

- **Improve State Funding Model for Part-Time Faculty Health Insurance Program:** SBCCD supports state policy changes aimed at enhancing the funding structure of the Part-Time Faculty Health Insurance Program in California, and advocates for a system where the state directly provides the necessary funding to community college districts instead of reimbursing them later. The Part-Time Faculty Health Insurance Program's current reimbursement model heavily burdens districts like SBCCD with substantial upfront costs before receiving state reimbursements. This creates financial uncertainty and makes it challenging for SBCCD to manage other significant financial commitments. To provide health benefits to all part-time faculty members, SBCCD would need an upfront expenditure of $13.2 million, which exceeds the district's current capacity. Therefore, it is vital that the state adjusts the funding mechanism by providing upfront funding to districts. This change would reduce financial uncertainty and enable SBCCD to enhance the educational experience for all.

- **Provide CalSTRS/CalPERS Relief:** SBCCD supports ongoing funding in non-Proposition 98 resources to "buy down" the employer contribution levels required by colleges/districts. Doing so will free up general fund revenues for other student-centered priorities.

- **Support Ongoing Funding for KVCR TV/FM:** SBCCD requests ongoing public investment to strengthen KVCR TV/FM's long-term capacity to serve the Inland Empire with PBS and NPR educational content, local news, and diverse cultural programming.

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: January 11, 2024

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

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FINANCIAL IMPLICATIONS

None.

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COURSE MODIFICATION

COURSE ID	COURSE TITLE
ANTHRO 100	Introduction to Archaeology
CATALOG DESCRIPTION:	Introduction to the history, objectives, methods, and theory of contemporary archaeology. Topics include the historical development of archaeological science, archaeological methodology and interpretation, dating techniques, the analysis of cultural sequence, and ethical and legal considerations related to archaeological research.
SCHEDULE DESCRIPTION:	Introduction to the history, objectives, methods, and theory of contemporary archaeology.
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	An introductory course in archaeology is typically offered at community colleges and four-year institutions and is part of a comprehensive community college anthropology curriculum. ANTHRO 100 is associate degree applicable, applies to the associate degree requirements for an A.A. in Anthropology and fulfills the associate degree general education requirement for social and behavioral sciences. This course transfers to CSU and UC, satisfies a CSU GE Breadth general education requirement in Area D, Social Sciences and an IGETC general education requirement in Area 4, Social and Behavioral Sciences.
REQUISITES:	Prerequisite: Eligibility for ENGL 101 or 101H as determined by the Crafton Hills College assessment process
EQUATE:	Equates with ANTHRO 100 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
ENGL 101	First Year Composition
CATALOG DESCRIPTION:	English 101: College Reading and Composition is a first-year course created to build on your existing knowledge and current practices related to reading and writing. In particular, this course focuses on developing your practices of analytical and active reading, conducting academic-level research, and entering into conversations with scholarly and creative thinkers. This course will empower you to make meaningful choices in your writing and develop flexible and personalized learning strategies, all while strengthening your voice as a scholar and building your confidence as a student.
SCHEDULE DESCRIPTION:	English 101: College Reading and Composition is a first-year course created to build on your existing knowledge and current practices related to reading and writing. In particular, this course focuses on developing your practices of analytical and active reading, conducting academic-level research, and entering

	into conversations with scholarly and creative thinkers. This course will empower you to make meaningful choices in your writing and develop flexible and personalized learning strategies, all while strengthening your voice as a scholar and building your confidence as a student.
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	In order to bring this course in line with current practices in the department and to better align the course with the equity and inclusion goals of Crafton Hills and the District.
EQUATE:	Equates with ENGL 101 at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ENGL 101H	Freshmen Composition - Honors
CATALOG DESCRIPTION:	English 101: College Reading and Composition is a first-year course created to build on your existing knowledge and current practices related to reading and writing. In particular, this course focuses on developing your practices of analytical and active reading, conducting academic-level research, and entering into conversations with scholarly and creative thinkers. This course will empower you to make meaningful choices in your writing and develop flexible and personalized learning strategies, all while strengthening your voice as a scholar and building your confidence as a student. This course includes content and experiences appropriate for students wishing to earn honors credit.
SCHEDULE DESCRIPTION:	English 101: College Reading and Composition is a first-year course created to build on your existing knowledge and current practices related to reading and writing. In particular, this course focuses on developing your practices of analytical and active reading, conducting academic-level research, and entering into conversations with scholarly and creative thinkers. This course will empower you to make meaningful choices in your writing and develop flexible and personalized learning strategies, all while strengthening your voice as a scholar and building your confidence as a student. This course includes content and experiences appropriate for students wishing to earn honors credit.
STUDENT LEARNING OUTCOMES:	New
PREREQUISITE:	Acceptance into the College Honors Institute
RATIONALE:	In order to bring this course in line with current practices in the department and to better align the course with the equity and inclusion goals of Crafton Hills and the District.
EQUATE:	Equates with ENGL-101H at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ESL/N 601	ESL/N Multilingual Literacy 1
CATALOG DESCRIPTION:	ESL/N 601 is the first course in a four-course noncredit English as a Second Language series designed to develop learners' everyday English proficiency and academic literacies. Course may be repeated. Refines and expands basic English language skills for language learners. Builds on reading, written, and listening, and verbal skills to enhance learners' language abilities in everyday English. Learners read short fiction and nonfiction texts to demonstrate comprehension; develop pre reading strategies, write multi-paragraph compositions, including descriptions and summaries; perform basic computer tasks such as checking/responding to email, navigating LMS/WebAdvisor, and using Zoom, perform basic word processing.
SCHEDULE DESCRIPTION:	ESL/N 601 is the first course in a four-course noncredit English as a Second Language series designed to develop learners' everyday English proficiency and academic literacies. Course may be repeated. This course is designed to improve the writing of sentences and paragraphs and build on speaking, listening, and conversation skills. Students will write multi-paragraph compositions and read short texts. They will also learn how to navigate Canvas/LMS, write effective emails, and practice other computer-based tasks.
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	This course is being modified to take into account new research and feedback from students, give attention to DEIAA principles, and ensure alignment with our newly revised 101. We are also adding a Distance Education (DE) component.
EQUATE:	Equates with ESL 601 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
ESL/N 602	ESL/N Multilingual Literacy 2
CATALOG DESCRIPTION:	ESL/N 602 is the second course in a four-course noncredit English as a Second Language series designed to develop learners' everyday English proficiency and academic literacies. Course may be repeated. Continues to refine and enhance learners' language abilities in everyday English and develop academic literacies. Learners build on prior learning to successfully read and analyze a variety of topics and texts to identify the writer's purpose, main ideas, and supporting details; use feedback from instructor and peers to revise and edit work; write multi-paged compositions in response to a text; in addition to basic computer and technological tasks, learners will be able to perform word processing (Word/Google Doc) and conduct basic website searches. Students will continue to work on their English conversation skills and learn to communicate in variety of settings, including participating in classroom discussions, asking for information

	and assistance from classmates, instructors, tutors, and other college staff; give class presentations.
SCHEDULE DESCRIPTION:	ESL/N 602 is the second course in a four-course noncredit English as a Second Language series designed to develop learners' everyday English proficiency and academic literacies. Course may be repeated. Students in this course will write multi-page compositions and learn how to closely read a variety of texts, paying close attention to the author's purpose, main points, and supporting details. Students will continue to work on their English conversation skills and will learn basic web searches and other computer-based tasks.
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	This course is being modified to take into account new research and feedback from students, give attention to DEIAA principles, and ensure alignment with our newly revised 101. We are also adding a Distance Education (DE) component.
EQUATE:	Equates with ESL 602 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
ESL/N 603	ESL/N Multilingual Literacy 3
CATALOG DESCRIPTION:	ESL/N 603 is the third course in a four-course noncredit English as a Second Language series designed to develop learners' everyday English proficiency and academic literacies. Course may be repeated. For advanced learners of the English language. Continues to develop everyday academic literacies and prepares learners for the reading and writing demands in college courses. Learners read a variety of texts, including book-length work; develop the practice of reading texts closely and focus on significant details and patterns by noticing generic structure or patterns of texts; Write clear, well-organized, and well-developed short compositions that draw upon readings and other texts to support points; become familiar with different formats and styles, conduct basic library searches, and continue to develop computer and tech literacies; learn appropriate strategies for communicating in a variety of settings and get to know campus resources and services.
SCHEDULE DESCRIPTION:	ESL/N 603 is the third course in a four-course noncredit English as a Second Language series designed to develop learners' everyday English proficiency and academic literacies. Course may be repeated. Students in this course will read a variety of texts, including books. They will pay close attention to how texts are structured and will be introduced to citation styles and conventions. Students will also write in a variety of genres and conduct web and library research. Students will learn appropriate strategies for communicating in a variety of settings and get to know campus resources and services.
STUDENT LEARNING	New

OUTCOMES:	
RATIONALE:	This course is being modified to take into account new research and feedback from students, give attention to DEIAA principles, and ensure alignment with our newly revised 101. We are also adding a Distance Education (DE) component.
EQUATE:	Equates with ESL 603 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
ESL/N 604	ESL/N Multilingual Literacy 4
CATALOG DESCRIPTION:	ESL/N 604 is the last course in a four-course noncredit English as a Second Language series designed to develop learners' everyday English proficiency and academic literacies. Course may be repeated. For advanced learners of the English language. Learners build on advanced English skills and vocabulary as well as apply critical thinking in navigating a variety of everyday English and academic contexts. Learners will read and analyze a variety of texts, including book length work and 1-2 academic articles; develop the practice of reading texts closely and focus on significant details and patterns by noticing rhetorical and stylistic choices of authors; write clear, well-organized, and well-developed compositions, including multimodal composition, that integrate the ideas of others while appropriately crediting the original authors and maintaining academic integrity; conduct advanced library searches; enhance computer and tech literacies; continue to learn about campus services and resources as well as gain more opportunities to participate in the larger campus culture and beyond.
SCHEDULE DESCRIPTION:	ESL/N 604 is the last course in a four-course noncredit English as a Second Language series designed to develop learners' everyday English proficiency and academic literacies. Course may be repeated. This course is designed to help students transition into English 101. Students in this course will read a variety of texts, including books and academic articles, as well as learn about the choices made by language users for effective communication, especially in writing. Students will also write in a variety of genres and will continue to learn about citation styles and conventions. Students will continue to get to know campus services and resources as well as gain more opportunities to participate in the larger campus culture and beyond.
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	This course is being modified to take into account new research and feedback from students, give attention to DEIAA principles, and ensure alignment with our newly revised 101. We are also adding a Distance Education (DE) component.
EQUATE:	Equates with ESL 604 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
MATH 103	Plane Trigonometry
CATALOG DESCRIPTION:	The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and introduction to vectors.
SCHEDULE DESCRIPTION:	With trigonometry, you'll have the power to understand the geometry of the world around you like never before. You'll dive into the fascinating realm of triangles and the unit circle, learning how to use special functions and graphs to tackle real-life problems. You'll master identities that simplify complex equations and explore polar coordinates, a unique way to pinpoint locations on a plane. We will also introduce you to vectors which are fundamental to the world of physics and engineering, allowing us to explore concepts like force and motion in a whole new light. This class is the study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and introduction to vectors.
STUDENT LEARNING OUTCOMES:	No Changes
PREREQUISITE:	Eligibility for MATH 103 as determined through the CHC Assessment process.
RATIONALE:	This course is a prerequisite for subsequent courses, including precalculus and calculus. The course is associate degree applicable and transferable to CSU.
EQUATE:	Equates with Math 103 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
MATH 141	Calculus for Business
CATALOG DESCRIPTION:	Presents a study of the techniques of calculus with emphasis placed on applying these concepts to business and management-related problems. The applications of derivatives and integrals of functions including polynomials, rational, exponential, and logarithmic functions are studied.
SCHEDULE DESCRIPTION:	Business Calculus, where mathematics meets the world of commerce in an exhilarating journey of discovery! Delve into the fundamental principles of functions, limits, and the dynamic interplay of differentiation and integration. This course propels you through the exploration of polynomial, rational, exponential, and logarithmic functions, equipping you with the mathematical prowess crucial for real-world applications in business and economics. Brace yourself for the intricacies of partial derivatives and witness the transformative impact of calculus in multivariable scenarios.
STUDENT LEARNING	No Changes

OUTCOMES:	
PREREQUISITE:	Eligibility for MATH 141 as determined through the Crafton Hills College assessment process
RATIONALE:	We need to remove the prerequisite to move into compliance with AB 1705
EQUATE:	Equates with MATH 141 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
PHIL 101	Introduction to Philosophy
CATALOG DESCRIPTION:	This course introduces the major ideas, questions, and problems debated in philosophy. Attention is directed to classic, modern, and contemporary thinkers as a basis for discussing issues related to knowledge, reality, ethics, religion, aesthetics, and politics.
SCHEDULE DESCRIPTION:	This course introduces the major ideas, questions, and problems debated in philosophy. Attention is directed to classic, modern, and contemporary thinkers as a basis for discussing issues related to knowledge, reality, ethics, religion, aesthetics, and politics.
STUDENT LEARNING OUTCOMES:	New
PREREQUISITE:	Eligibility for ENGL 101 or 101H as determined by the Crafton Hills College assessment process
RATIONALE:	Six Year Revision
EQUATE:	Equates with PHIL 101 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
PHIL 101H	Introduction to Philosophy - Honors
CATALOG DESCRIPTION:	This course introduces the major ideas, questions, and problems debated in philosophy. Attention is directed to classic, modern, and contemporary thinkers as a basis for discussing issues related to knowledge, reality, ethics, religion, aesthetics, and politics. This course includes content appropriate for students wishing to earn honors credit.
SCHEDULE DESCRIPTION:	This course introduces the major ideas, questions, and problems debated in philosophy. Attention is directed to classic, modern, and contemporary thinkers as a basis for discussing issues related to knowledge, reality, ethics, religion, aesthetics, and politics. This course includes content appropriate for students wishing to earn honors credit.
STUDENT LEARNING OUTCOMES:	New

REQUISITE:	Acceptance into the College Honors Institute
RATIONALE:	Six Year Revision
EQUATE:	Equates with PHIL 101H at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
PHIL 105	Intro to Ethics: Contemporary Moral Problems
CATALOG DESCRIPTION:	This course is an introduction to moral philosophy, examining the nature of morality by ready classical and contemporary works. It explores major ethical theories, including utilitarianism, Kantian ethics, natural law theory, social contract theory, and feminist ethics. The course emphasizes the application of ethical theory to contemporary moral issues, such as abortion, euthanasia, animal rights, capital punishment, and more.
SCHEDULE DESCRIPTION:	This course is an introduction to moral philosophy, examining the nature of morality by ready classical and contemporary works. It explores major ethical theories, including utilitarianism, Kantian ethics, natural law theory, social contract theory, and feminist ethics. The course emphasizes the application of ethical theory to contemporary moral issues, such as abortion, euthanasia, animal rights, capital punishment, and more.
STUDENT LEARNING OUTCOMES:	New
PREREQUISITE:	Eligibility for ENGL 101 or 101H as determined through the Crafton Hills College assessment process
RATIONALE:	Six Year Revision
EQUATE:	Equates with PHIL 105 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society - Honors
CATALOG DESCRIPTION:	This course is an introduction to moral philosophy, examining the nature of morality by reading classical and contemporary works. It explores major ethical theories, including utilitarianism, Kantian ethics, natural law theory, social contract theory, and feminist ethics. The course emphasizes the application of ethical theory to contemporary moral issues, such as abortion, euthanasia, animal rights, capital punishment, and more. This course includes content appropriate for students wishing to earn honors credit.
SCHEDULE DESCRIPTION:	Study of the history and application of moral philosophy that analyzes prominent ethical traditions and applies them to contemporary moral issues. This course includes content and experiences appropriate for students wishing to earn honors

	credit.
STUDENT LEARNING OUTCOMES:	New
PREREQUISITE:	Acceptance into the College Honors Institute and eligibility for ENGL 101 or 101H as determined by the Crafton Hills College assessment process
RATIONALE:	Six Year Revision
EQUATE:	Equates with PHIL 105H at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
RESP 238	Entry Level and Advanced Practitioner Examinations: Review and Seminar
STUDENT LEARNING OUTCOMES:	No Change
REQUISITE:	Prerequisite: RESP 230 Prerequisite: RESP 231 Prerequisite: RESP 232 Prerequisite: RESP 233 Corequisite: RESP 234 Corequisite: RESP 235 Corequisite: RESP 236 Corequisite: RESP 237
RATIONALE:	Six Year Revision& Unit Change
UNITS:	4.5
CONTACT HOURS:	96-108
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE MODIFICATION - CORRECTION

COURSE ID	COURSE TITLE
RESP 234	Advanced Theory of Respiratory Care II
EFFECTIVE:	Fall 2025
RATIONALE:	The effective date has been moved from Fall 2024 to Fall 2025. Originally board approved 05/11/23

COURSE ID	COURSE TITLE
RESP 235	Physiologic Basis of Respiratory Disease II
UNIT CHANGE:	Lecture 3.5 Units

CONTACT HOURS:	56-63 Hours
EFFECTIVE:	Fall 2025
RATIONALE:	The board item did not reflect course unit change. Originally board approved 03/09/23. The effective date has been moved from Fall 2024 to Fall 2025. Originally board approved 03/09/23

COURSE ID	COURSE TITLE
RESP 236	Advanced Respiratory Care Clinical Application II
EFFECTIVE:	Fall 2025
RATIONALE:	The effective date has been moved from Fall 2024 to Fall 2025. Originally board approved 05/11/23

COURSE ID	COURSE TITLE
RESP 237	Advanced Respiratory Care Skills Laboratory II
EFFECTIVE:	Fall 2025
RATIONALE:	The effective date has been moved from Fall 2024 to Fall 2025. Originally board approved 05/11/23

COURSE ID	COURSE TITLE
THART 150A	Summer Theatre Workshop I
EFFECTIVE:	Fall 2024
RATIONALE:	Levels I, II, III, IV added to course titles. Originally board approved 04/13/23

COURSE ID	COURSE TITLE
THART 150B	Summer Theatre Workshop II
EFFECTIVE:	Fall 2024
RATIONALE:	Levels I, II, III, IV added to course titles. Originally board approved 04/13/23

COURSE ID	COURSE TITLE
THART 150C	Summer Theatre Workshop III
EFFECTIVE:	Fall 2024
RATIONALE:	Levels I, II, III, IV added to course titles. Originally board approved 04/13/23

COURSE ID	COURSE TITLE
THART 150D	Summer Theatre Workshop IV
RATIONALE:	Levels I, II, III, IV added to course titles. Originally board approved 04/13/23
EFFECTIVE:	Fall 2024

COURSE MODIFICATION - INFORMATIONAL

COURSE ID	COURSE TITLE
THART 112	Audition Techniques for Musical Theatre
RATIONALE:	New course was sent to 12/08/23 board with an effective date of Fall 2024 which has been changed to Fall 2025.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
THART 113	Audition Techniques for Classical Theatre
RATIONALE:	New course was sent to 12/08/23 board with an effective date of Fall 2024 which has been changed to Fall 2025.
EFFECTIVE:	Fall 2025

NEW COURSE

COURSE ID	COURSE TITLE
ASL/N 601	Essential Communication for Customer Service
DISCIPLINE:	American Sign Language – Non-Credit
DEPARTMENT:	Communication and Language
CATALOG DESCRIPTION:	This noncredit course is designed to provide current and/or future employees with the essential workplace communication skills to converse effectively with Deaf clientele. Topics in the class focus on ABCs/123's, greetings, clarifications, asking questions, describing people, diversity within the Deaf Community, and interpersonal skills.
SCHEDULE DESCRIPTION:	This noncredit course is designed to provide current and/or future employees with the essential workplace communication skills to converse effectively with Deaf clientele. Topics in the class focus on ABCs/123's, greetings, clarifications, asking questions, describing people, diversity within the Deaf Community, and interpersonal skills.
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	The core competencies of an employee in entry-level positions in the Inland Empire include the ability for interpersonal communication. With a diverse service area, many industries lack employees who can sign ASL and communicate with Deaf clients/customers. Cross-cultural communication is often required to obtain and maintain gainful employment. Currently, the Inland Empire has many employees who can speak a variety of languages, but few are competent in the area of ASL and Deaf Culture. This course addresses the skills needed to help students succeed in communicating with Deaf clientele, enabling them to gain communication skills

	in the areas of greetings, seeking clarifications, asking questions, describing people, understanding diversity within the Deaf Community, and interpersonal skills.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ASL/N 602	Essential (Industry Specific) Workplace Communication
DISCIPLINE:	American Sign Language – Non-Credit
DEPARTMENT:	Communication and Language
CATALOG DESCRIPTION:	This noncredit course is designed to provide current and/or future employees with the essential workplace communication skills to converse effectively with Deaf clientele. Topics in the class focus on terminology related to airports, retail, first responders, and insurance agencies, and are dependent on students' needs
SCHEDULE DESCRIPTION:	This noncredit course is designed to provide current and/or future employees with the essential workplace communication skills to converse effectively with Deaf clientele. Topics in the class focus on terminology related to airports, retail, first responders, and insurance agencies, and are dependent on students' needs.
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	The core competencies of an employee in entry-level positions in the Inland Empire include the ability for interpersonal communication. With a diverse service area, many industries lack employees who can sign ASL and communicate with Deaf clients/customers. Cross-cultural communication is often required to obtain and maintain gainful employment. Currently, the Inland Empire has many employees who can speak a variety of languages, but few are competent in the area of ASL and Deaf Culture. This course addresses the skills needed to help students succeed in communicating with Deaf people in the workplace, enabling them to gain communication skills on topics related to airports, retail, first responders, and insurance agencies, and are dependent on students' needs.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ASL/N 603	Essential Deaf Culture for Effective Customer Service
DISCIPLINE:	American Sign Language – Non-Credit
DEPARTMENT:	Communication and Language
CATALOG DESCRIPTION:	This noncredit course is designed to provide current and/or future employees with the essential cultural knowledge to interact appropriately with Deaf clientele within their place of work. Topics in the class focus on Deaf cultural norms, values, history, and social and political issues.

SCHEDULE DESCRIPTION:	This noncredit course is designed to provide current and/or future employees with the essential cultural knowledge to interact appropriately with Deaf clientele within their place of work. Topics in the class focus on Deaf cultural norms, values, history, and social and political issues.
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	In a landscape marked by its diversity, many industries find themselves in need of employees who can not only sign ASL but can also authentically connect with Deaf clients and customers. Cross-cultural communication transcends the boundaries of language alone; it necessitates an immersion into the world of Deaf culture, where communication is deeply intertwined with shared experiences, histories, and traditions. Presently, the Inland Empire boasts a workforce that speaks a multitude of languages, reflecting the region's vibrant multiculturalism. However, there remains a significant dearth of individuals competent in the realm of ASL and the nuances of Deaf culture. This is where our course steps in, equipping students with the vital skills required to succeed in the workplace when communicating with Deaf individuals. These skills are not just a means to an end; they are a gateway to genuine understanding, fostering connections and relationships that transcend linguistic boundaries.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
LIBR 101	Introduction to Library Services for Support Staff
DISCIPLINE:	Library
DEPARTMENT:	Learning Resources
CATALOG DESCRIPTION:	This course will introduce the basic concepts of providing library customer service by anticipating and maintaining awareness of users' needs. The roles of Library Technicians and support staff in a variety of library environments will be explored along with the tools and technologies used in libraries for various functions. Students will gain an understanding of limited library resources and will apply their knowledge to solutions-based decision-making.
SCHEDULE DESCRIPTION:	This course will introduce the basic concepts of providing library customer service by anticipating and maintaining awareness of users' needs. The roles of Library Technicians and support staff in a variety of library environments will be explored along with the tools and technologies used in libraries for various functions. Students will gain an understanding of limited library resources and will apply their knowledge to solutions-based decision-making.
UNITS:	3

CONTACT HOURS:	48-54
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	This course is one in a series designed to offer CTE training to students in a growing segment of the library profession. This course will prepare students to differentiate the roles of library support staff in public and academic libraries.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
LIBR 102	Introduction to Libraries
DISCIPLINE:	Library
DEPARTMENT:	Learning Resources
CATALOG DESCRIPTION:	This course examines the mission and roles of libraries, covering topics on ethics, values, and governance of libraries, and the basic knowledge needed for all positions in a library.
SCHEDULE DESCRIPTION:	This course provides a broad introduction to libraries including their history, mission, ethics, services, organization, staffing, and community roles
UNITS:	3
CONTACT HOURS:	48-54
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	The course will introduce students to libraries and their history, organization, mission, staffing and community roles. This course meets the criteria for the ALA Library Support Staff Certification program.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
LIBR 103	Introduction to Library Technology
DISCIPLINE:	Library
DEPARTMENT:	Learning Resources
CATALOG DESCRIPTION:	This course introduces the general trends and developments in technology applications for library functions and services in a variety of library environments.

	The technology tools explored in this course include integrated library systems, data gathering and library databases. Students will develop the skills to promote library services, resources, and collections with the use of appropriate technologies.
SCHEDULE DESCRIPTION:	This course introduces the general trends and developments in technology applications for library functions and services in a variety of library environments. The technology tools explored in this course include integrated library systems, data gathering and library databases. Students will develop the skills to promote library services, resources, and collections with the use of appropriate technologies.
UNITS:	3
CONTACT HOURS:	48-54
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	This course is one in a series designed to offer CTE training to students in a growing segment of the library profession where students will be introduced to tools for library day-to-day operations, technologies for outreach and Open Educational Resources (OER). The course will be hands-on and will include its own "online technology petting zoo" where students will have the opportunity to use the technologies in everyday library work to apply their new knowledge to the job duties of a Library technical support staff.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
LIBR 104	Introduction to Access Services
DISCIPLINE:	Library
DEPARTMENT:	Learning Resources
CATALOG DESCRIPTION:	This course is designed to introduce Library Support Staff to Access Services that include on-site use and the routine circulation of resources in all formats, special circulation of course-reserved or other restricted-use materials, on-site and remote reciprocal circulation with users of partner libraries, interlibrary loan, and document delivery. LSS maintains collections by shelving, shifting, and shelf reading and will devise solutions related to circulation and resource sharing processes.
SCHEDULE DESCRIPTION:	The course will introduce students to Access Services and the policies and procedures related to the functional areas within the department. This course meets the criteria for the ALA Library Support Staff Certification program.
UNITS:	3
CONTACT HOURS:	48-54
STUDENT	New

LEARNING OUTCOMES:	
RATIONALE:	The course will introduce students to Access Services and the policies and procedures related to the functional areas within the department. This course meets the criteria for the ALA Library Support Staff Certification program.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
LIBR 105	Introduction to Library Technical Services
DISCIPLINE:	Library
DEPARTMENT:	Learning Resources
CATALOG DESCRIPTION:	This course will introduce Library Support Staff who work in Technical Services to the principles of processing, managing collections, supervising staff, cataloging and classification, how library staff support library users' access to resources in a library.
SCHEDULE DESCRIPTION:	This course will introduce Library Support Staff who work in Technical Services to the principles of processing, managing collections, supervising staff, cataloging and classification, how library staff support library users' access to resources in a library.
UNITS:	3
CONTACT HOURS:	48-54
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	This course is one in a series designed to offer CTE training to students in a growing segment of the library profession where students will be introduced to relevant job skills for Technical Services such as processing, managing collections, supervising staff, copy cataloging, basic original cataloging and classification and how the library staff support the library and its community of users. This course provides real-world examples of library staff tasks in public and academic library environments.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
LIBR 106	Reference and Information Services
DISCIPLINE:	Library
DEPARTMENT:	Learning Resources
CATALOG DESCRIPTION:	This course will introduce students to the practices and principles of reference service. Students will learn about a variety of print and online information sources

	and how to assist library users with these tools. Additional topics covered will include information literacy, searching techniques, and evaluating sources.
SCHEDULE DESCRIPTION:	This course will introduce students to the practices and principles of reference service. Students will learn about a variety of print and online information sources and how to assist library users with these tools. Additional topics covered will include information literacy, searching techniques, and evaluating sources.
UNITS:	3
CONTACT HOURS:	48-54
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	This course is aligned with the ALA Library Support Staff Certification program. This course fulfills the Reference and Information Services competencies.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
MATH 161	Precalculus & Trigonometry
DISCIPLINE:	Mathematics
DEPARTMENT:	Mathematics
CATALOG DESCRIPTION:	Preparation for calculus: the study of polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, and polar coordinates. The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and introduction to vectors.
SCHEDULE DESCRIPTION:	In this course, we'll delve into practical functions like polynomials and exponentials, revealing their everyday uses. We'll use geometry with polar coordinates and trigonometry for real-world problem-solving, from measuring heights to analyzing angles. Vectors will open up new horizons in math. Beyond preparing for calculus, this journey will demonstrate how math is interwoven with the world and enhance your problem-solving abilities for various life situations. Come along for an exciting expedition into the realm of mathematics! The goals for this course are preparation for calculus: the study of polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, and polar coordinates. The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and introduction to vectors
STUDENT LEARNING OUTCOMES:	New
UNITS:	6-8

REQUISITES:	Prerequisite: Eligibility for MATH 161 as determined through the Crafton Hills College assessment process
CONTACT HOURS:	96-108
RATIONALE:	This course creates a one-course pathway to the calculus series
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
THART 106	Introduction to Playwriting and Screenwriting
DISCIPLINE:	Theatre Arts
DEPARTMENT:	Fine Arts
CATALOG DESCRIPTION:	An introduction to the structure and theory of playwriting.
SCHEDULE DESCRIPTION:	This is an introductory course into playwriting, covering the theory and structure of creating a plot, developing a story and character voicing.
STUDENT LEARNING OUTCOMES:	New
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	This course is an introductory course necessary for students looking to transfer to writing programs at public or private universities. This course is CSU transferable.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
THART 154	Audition Techniques for Festival Theatre
DISCIPLINE:	Theatre Arts
DEPARTMENT:	Fine Arts
CATALOG DESCRIPTION:	Introduction to the basics of auditioning as a means of getting roles in contemporary plays, classical plays or musicals which occur withing a combined time period. This includes analyzing material for monologues, musical pieces or scenes, structure of their presentation, rehearsal techniques and development of acting or musical technique and skill by preparation and presentations in class.
SCHEDULE DESCRIPTION:	Introduction to the basics of auditioning as a means of getting roles in contemporary plays, classical plays or musicals which occur withing a combined time period. This includes analyzing material for monologues, musical pieces or scenes, structure of their presentation, rehearsal techniques and development of acting or musical technique and skill by preparation and presentations in class.
STUDENT	New

LEARNING OUTCOMES:	
UNITS:	1
CONTACT HOURS:	16-18
RATIONALE:	A vital component of any theatre arts curriculum is preparation for an audition with this focus being auditioning for settings where contemporary, classical and musical theater are performed in repertory. The audition is the key not only to getting roles in productions but also in gaining admittance to four-year institutions for further study in theatre. More generally, this course also prepares students in the presentation of themselves in educational, social and work situations and enhances their skill in vocal presentation and verbal acuity. This course is associate-degree applicable and transfers to UC and CSU.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
THART 184	Voice Acting I
DISCIPLINE:	Theatre Arts
DEPARTMENT:	Fine Arts
CATALOG DESCRIPTION:	This course is an examination of techniques for gaming and animation. Course topics will include but not be limited to animation, looping techniques and video games.
SCHEDULE DESCRIPTION:	This course is an examination of techniques for gaming and animation. Course topics will include but not be limited to animation, looping techniques and video games.
STUDENT LEARNING OUTCOMES:	New
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	This course is one is a series designed to offer CTE training to students in a growing segment of the entertainment industry.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
THART 185	Voice Acting II
DISCIPLINE:	Theare Arts
DEPARTMENT:	Fine Arts

CATALOG DESCRIPTION:	This course will examine the advanced techniques of theatrical and commercial voice-overs.
SCHEDULE DESCRIPTION:	This course will examine the advanced techniques of theatrical and commercial voice-overs. Course topics will include but not be limited to, feature film additional dialogue recording, looping, character and network promotionals.
STUDENT LEARNING OUTCOMES:	New
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	This course is one in a series designed to offer CTE training to students in a growing segment of the entertainment industry.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
THART 186	Voice Acting for Foreign Localized Content
DISCIPLINE:	Theatre Arts
DEPARTMENT:	Fine Arts
CATALOG DESCRIPTION:	This course is an examination of preliminary techniques for commercial and theatrical voice-overs for foreign localized content.
SCHEDULE DESCRIPTION:	This course is an examination of preliminary techniques for commercial and theatrical voice-overs for foreign localized content. Course topics will include but not be limited to lip flap and understanding translated content.
STUDENT LEARNING OUTCOMES:	New
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	This course is one in a series designed to offer CTE training to students in a growing segment of the entertainment industry.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

DISTANT EDUCATION

COURSE ID:	ANTHRO 100	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Archaeology	

RATIONALE:	DE Addition
EQUATE:	Equates with Anthro 100 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID:	ENGL 101	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	ENGL 101 – First Year Composition	
RATIONALE:	DE Addition	
EQUATE:	Equates with ESL 601 at SBVC	
EFFECTIVE:	Fall 2025	

COURSE ID:	ENGL 101H	FULLY ONLINE
COURSE TITLE:	Freshman Composition - Honors	
RATIONALE:	DE Addition	
EQUATE:	Equates with ESL 601 at SBVC	
EFFECTIVE:	Fall 2025	

COURSE ID:	ESL/N 601	PARTIALLY ONLINE
COURSE TITLE:	ESL/N Multilingual Literacy 1	
RATIONALE:	DE Addition	
EQUATE:	Equates with ESL 601 at SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	ESL/N 602	PARTIALLY ONLINE
COURSE TITLE:	ESL/N Multilingual Literacy 2	
RATIONALE:	DE Addition	
EQUATE:	Equates with ESL 602 at SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	ESL/N 603	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	ESL/N Multilingual Literacy 3	
RATIONALE:	DE Addition	
EQUATE:	Equates with ESL 603 at SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	ESL/N 604	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	ESL/N Multilingual Literacy 4	
RATIONALE:	DE Addition	
EQUATE:	Equates with ESL 604 at SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	LIBR 101	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Library Services for Support Staff	
RATIONALE:	DE Addition	
EQUATE:	Not currently equated with SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	LIBR 102	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Libraries	
RATIONALE:	DE Addition	
EQUATE:	Not currently equated with SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	LIBR 103	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Library Technology	
RATIONALE:	DE Addition	
EQUATE:	Not currently equated with SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	LIBR 104	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Access Services	
RATIONALE:	DE Addition	
EQUATE:	Not currently equated with SBVC	

EFFECTIVE:	Fall 2024

COURSE ID:	LIBR 105	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Library Technical Services	
RATIONALE:	DE Addition	
EQUATE:	Not currently equated with SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	LIBR 106	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Reference and Information Services	
RATIONALE:	DE Addition	
EQUATE:	Not currently equated with SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	MATH 141	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Calculus for Business	
RATIONALE:	DE Addition	
EQUATE:	Equates with MATH 141 at SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	PHIL 101	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Philosophy	
RATIONALE:	DE Addition	
EQUATE:	Equates with PHIL 101 at SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	PHIL 101H	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Philosophy-Honors	
RATIONALE:	DE Addition	
EQUATE:	Equates with PHIL 101H at SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	PHIL 105	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Ethics: Contemporary Moral Problems	
RATIONALE:	DE Addition	
EQUATE:	Equates with PHIL 105 at SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	PHIL 105H	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Ethics: Moral Values in Today's Society-Honors	
RATIONALE:	DE Addition	
EQUATE:	Equates with PHIL 105 at SBVC	
EFFECTIVE:	Fall 2024	

COURSE ID:	THART 184	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Voice Acting I	
RATIONALE:	DE Addition	
EQUATE:	Not currently equated with SBVC	
EFFECTIVE:	Fall 2025	

COURSE ID:	THART 185	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Voice Acting II	
RATIONALE:	DE Addition	
EQUATE:	Not currently equated with SBVC	
EFFECTIVE:	Fall 2025	

COURSE ID:	THART 186	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Voice Acting for Foreign Localized Content	
RATIONALE:	DE Addition	

EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

NEW PROGRAM MODIFICATION

Associate of Science Multimedia: Web Development and Interface Design

REQUIRED COURSES	
	19.0
CIS 111 Website Design & Development I	3.0
CIS 117 Web Page Scripting	3.0
CIS 211 Web Design and Development II	3.0
MULTI 100 Multimedia Foundations	3.0
MULTI 111 Adobe Photoshop I	3.0
MULTI 173 User Experience Design (UXD)	3.0
MULTI 214 Digital Media Portfolio	1.0
RECOMMENDED COURSES	
	10.0
CIS 140 Introduction to Networks (Cisco CCNA 1)	4.0
MULTI 130 Digital Illustration with Adobe Illustrator I	3.0
MULTI 212 Digital Media Careers	3.0
Total: 29.0	

Program Level Outcomes

1. Demonstrate an understanding of concept, design and creation of web sites and interactive media projects.
2. Engage creativity and original thinking in the production of web applications, apps and interface design projects.
3. Select appropriate tools, techniques and processes for a range of design contexts and web

production settings.

Program Goals and Objectives
The Associate of Science in Multimedia with an emphasis in Web Development and Interface Design degree combines two areas of specialty to provide a comprehensive web design and web development education.

Rationale
The Bureau of Labor Statistics predicts that job opportunities in the web development field (Web programmers, Web designers, and Webmasters) are expected to increase 13% through 2020. AA degrees are the typical entry level degree in the web design and web development fields. The program is also appropriate to the college mission in that it is part of transfer preparation to 4-year institutions offering BS degrees in web technologies and related CIS majors.

Catalog Description
The Associate of Science in Multimedia with an emphasis in Web Development and Interface Design degree combines two areas of specialty to provide a comprehensive web design and web development education. Focusing on the conceptual, visual and technical aspects of web design and production. Students will learn how to design and create commercial-quality websites and mobile apps. This degree prepares students for entry-level positions such as Junior User Interface Designer, Web Designer, Web Developer, User Experience Designer or Full Stack Developer. Furthermore, it provides students currently working in similar professions with additional skills and qualifications.

Effective Fall 2024

NEW PROGRAMS

Essential ASL and Deaf Culture for Customer Service Professionals

ASL/N 601   **8 Hours**
Essential Communication for Customer Service

ASL/N 602   **24 Hours**
Essential (Industry Specific) Workplace Communication

ASL/N 603   **4 Hours**
Essential Deaf Culture for Effective Customer Service

Total: 36 Hours

Program Level Outcomes
1. Communicate effectively at a beginning level with Deaf clients/customers/patients.
2. Understand the unique needs of the Deaf community within their line of work.
3. Appreciate the diversity of the Deaf community in comparison with their own culture, as well as part of our greater community/society.

Program Goals and Objectives

This certificate program will provide working adults and aspiring professionals with essential American Sign Language and Deaf Culture skills and knowledge to enhance their customer service abilities in the workplace. Students in this program will obtain the communication skills and knowledge necessary to engage in effective and efficient conversations with the Deaf Community in their place of employment.

Rationale

The core competencies of an employee in entry-level positions in the Inland Empire include the ability for interpersonal communication. With a diverse service area, many industries lack employees who can sign ASL and communicate with Deaf clients/customers. Cross-cultural communication is often required to obtain and maintain gainful employment. Currently, the Inland Empire has many employees who can speak a variety of languages, but few are competent in the area of ASL and Deaf Culture. This program addresses the skills needed to help students succeed in communicating with Deaf people in their workplace, enabling them to gain communication skills on a variety of topics.

Catalog Description

This noncredit certificate program is designed to provide current and/or future employees with essential workplace communication skills to converse effectively with Deaf clientele. Courses within the program focus on basic ASL vocabulary/grammar/syntax, industry-specific terminology, as well as essential Deaf Culture knowledge to facilitate 5-star customer service to the Deaf Community. Students have the option to explore and learn vocabulary in the following fields of employment: airlines and airport, medical insurance offices, retail and merchandise, and/or first responder entities.

Effective Fall 2024

PROGRAM DELETIONS

COMPUTER ASSISTED GRAPHIC DESIGN CERTIFICATE

REQUIRED COURSES

	18.0
ART 120 Foundations of Two-Dimensional Design	
	3.0
ART 124 Drawing I	
	3.0
CIS 163 Adobe Photoshop	
	3.0
CIS 165 Introduction to 3D Modeling and Animation	
	3.0
CIS 180 Digital Illustration with Adobe Illustrator I	
	3.0
CIS 182 Publication Design with Adobe InDesign	

3.0

RECOMMENDED COURSES:
CIS 166
3D Modeling and Animation II

3.0

CIS 184
Photoshop and Digital Photography

3.0
Total: 18.0

Program Goals and Objectives
To prepare students for entry level positions in the field of computer assisted graphic design.

Effective: Fall 2024

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: January 11, 2024

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, 2024-2025, and 2025-2026 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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
January 11, 2024

NEW PREFIX

Law, Public Policy, and Society (LPPS)

There is a need for the LPPS course prefix for the new Law, Public Policy, and Society Associate of Arts- Transfer (AA-T) degree, as there is an option on the Transfer Model Curriculum (TMC) to utilize C-ID LPPS 110- Introduction to Law and Society and C-ID LPPS 120- Ethical Reasoning/Ethics in Practice. Currently, San Bernardino Valley College (SBVC) does have the necessary articulated courses to offer the LPPS AA-T degree; however, the degree is interdisciplinary, not solely focusing on Political Science. Thus, there is a need to differentiate the LPPS AA-T degree from that of the Political Science AA-T, especially as students may not explicitly understand the difference in the catalog. Additionally, this degree must be differentiated for faculty as well, as SBVC will need to examine the minimum qualifications for faculty to teach the LPPS curriculum required for the AA-T degree. Furthermore, other California Community Colleges already offer similar LPPS prefix courses for pre-law students, making the pathway to transfer to four-year colleges and universities easier for students.

Effective: Fall 2025

CONTENT REVIEW
No Changes to the College Catalog

FTVM 134[1]   LIB 110

Rationale: Content Review
Effective: Fall 2024 or Fall 2025[1]

NEW COURSE
Addition to the 2025-2026 College Catalog

Course ID:	**EDUC 100**
Course Title:	Introduction to Education Studies
Units:	3
Lecture:	48 - 54 contact hours per semester
Outside of Class Hours:	96 - 108 hours per semester
Departmental Advisory:	READ 100
Course Description:	This course provides an overview of the field of education, education theory, and learning inside and outside the classroom and introduces public policy and a critical perspective on the ideological and social construction of schools in the United States. It also includes interpretations of learning conditions through student observations and experiences in varied educational and learning contexts.
TOP Code:	0801.00
Equate:	Course not offered at CHC.
Rationale:	This course will be added to the new Education, Society, and Human Development A.A. Degree.
Effective:	Fall 2025

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID:	**EDUC 101**
Course Title:	Principles of Learning Strategies
Units:	3
Lecture:	48 - 54 contact hours per semester
Outside of Class Hours:	96 - 108 hours per semester
Departmental Advisory:	READ 100
Course Description:	This course introduces attitudes and behaviors associated with successful learning and achievement and compares learning theories and research-based learning strategies to school, home, and multimedia regarding different types of learners and topic areas.
TOP Code:	0801.00
Equate:	Course not offered at CHC.
Rationale:	This course will be added to the new Education, Society, and Human Development A.A. Degree.
Effective:	Fall 2025

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID:	**EDUC 102**
Course Title:	Introduction to Education Policy
Units:	3
Lecture:	48 - 54 contact hours per semester
Outside of Class Hours:	96 - 108 hours per semester
Departmental Advisory:	READ 100
Course Description:	This course provides an overview of how federal and state education policy and practice, assessment theories, teaching practices and methodologies can exert a positive impact on teaching and learning outcomes frameworks governing public education. It explores the political dynamics of policy-making with an emphasis on centralized policy-making authority and on efforts to reform and improve public schools. It also explores competing values guiding policy debates and dilemmas of centralized policy control.
TOP Code:	0801.00
Equate:	Course not offered at CHC.
Rationale:	This course will be added to the new Education, Society, and Human Development A.A. Degree.
Effective:	Fall 2025

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID:	**EDUC 103**
Course Title:	Education, Society, and Culture
Units:	3
Lecture:	48 - 54 contact hours per semester
Outside of Class Hours:	96 - 108 hours per semester
Departmental Advisory:	READ 100
Course Description:	This course introduces the history and philosophy of public education in the United States, how and why certain school-society issues first arose in this country, and how those issues have changed over time with an emphasis on critical social justice-oriented theories and principles that actively address the dynamics of oppression and privilege within the context of education, society, and

culture. This course examines society as the product of historically rooted, institutionally sanctioned stratification along socially constructed group lines, including race, class, gender, sexual orientation, and ability. It also includes a survey of the political economy, dominant ideologies, and existing educational practices that have precedents in various historical eras with an examination of the history of education of girls and women, People of Color, minority groups and people of varying socioeconomic classes.

TOP Code: 0801.00
Equate: Course not offered at CHC.
Rationale: This course will be added to the new Education, Society, and Human Development A.A. Degree.
Effective: Fall 2025

NEW COURSE
Addition to the 2025-2026 College Catalog

Course ID: EDUC 201
Course Title: Looking Into Classrooms: Secondary Education
Units: 3
Lecture: 48 - 54 contact hours per semester
Outside of Class Hours: 96 - 108 hours per semester
Advisory: READ 100
Course Description: This course has an emphasis on understanding the role of the secondary education teacher, instructional methods, curriculum as it relates to grade-level state standards, teacher preparation, educational theory, learning theory, teaching theory, cooperative relationships, and professional ethics of teaching. Students record and interpret their observations and compare them to published studies of classrooms. Designed for students interested in teaching middle school, grades 6-8, and high school, grades 9-12, including secondary education classrooms designated as Career Technical Education (CTE) and Special Education, this course involves classroom observations in local schools identified as having exemplary programs Proof of a negative TB test and fingerprint clearance are required for classroom observations.
TOP Code: 0801.00
Equate: Course not offered at CHC.
Rationale: This course will be added to the new Education, Society, and Human Development A.A. Degree.
Effective: Fall 2025

NEW COURSE
Addition to the 2025-2026 College Catalog

Course ID: FTVM 603
Course Title: Film Cinematography
Lecture: 8 - 10 hours per semester
Laboratory: 16 - 18 hours per semester
Course Description: In this noncredit course developed in collaboration with Kodak Film, students will learn the basics of cinematography utilizing motion picture film stock. The class covers various film types, motion picture film cameras, and why in this age of digital the film approach is the best choice for a given project.
TOP Code: 0612.20
Equate: Course not offered at CHC.
Rationale: Learning the basics of filming with motion picture film stock better prepares students for the digital world as well as prepares them for career paths where

understanding the film camera are highly valued. Careers related to the use of a motion picture film camera are highly lucrative and in some areas a position may start around $80,000 a year.

Effective: Fall 2025

NEW COURSE
Addition to the 2024-2025 College Catalog

Course ID:	**LIB 072**
Course Title:	School Library Media Centers
Units:	2
Lecture:	32 - 36 contact hours per semester
Outside of Class Hours:	64 - 72 hours per semester
Departmental Advisory:	READ 100 and LIB 064
Course Description:	This course introduces students to the skills and competencies necessary to obtain an entry level position in an elementary or secondary school library media center.
TOP Code:	1620.00
Equate:	Course not offered at CHC.
Rationale:	New course for Library Technology certificate and degree program for students who are employed in or seeking to work in a K-12 library environment
Effective:	Fall 2024

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
EDUC 200	INTRODUCTION TO ELEMENTARY EDUCATION

Course Description:	This course introduces students to the concepts and issues related to teaching diverse learners in contemporary public schools (K-12). Topics include historical and philosophical foundations of the American education system, education theory, multiculturalism, teaching as a profession and career, contemporary education issues, California Content Standards and framework, and teacher performance standards. In addition to class time, 45-hours of structured fieldwork are required at an approved public school elementary classroom with a certified classroom teacher and students that represent California's diverse population. Proof of a negative TB test and fingerprint clearance are required for classroom observations.
Equate:	EDU 290 at CHC.
Rationale:	Updating description, outcomes, objectives, content, and assignments.
Effective:	Fall 2025

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 102	INTERMEDIATE COMPOSITION AND CRITICAL THINKING

Course Description: This course provides further work in argumentative writing and critical thinking. Students will read and critically analyze a variety of multi-cultural fiction and non-fiction texts relevant to students' real-world experiences.

Equate: ENGL 102 at CHC.

Rationale: Updating description, outcomes, objectives, content, assignments, and textbooks.

Effective: Fall 2025

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 102H	INTERMEDIATE COMPOSITION AND CRITICAL THINKING - HONORS

Course Description: This course provides further work in argumentative writing and critical thinking. Students will read and critically analyze a variety of multi-cultural fiction and non-fiction texts relevant to students' real-world experiences. **This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.**

Equate: ENGL 102H at CHC.

Rationale: Updating description, outcomes, objectives, content, assignments, and textbooks.

Effective: Fall 2025

COURSE MODIFICATION
Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
ELEC 091	FUNDAMENTALS OF SOLAR ENERGY

Course Description: This course is designed for students interested in a career in the solar industry. The fundamental principles and functions of the photovoltaic industry will be introduced along with the planning, installation and maintenance of all necessary components for a photovoltaic system. The transmission and distribution of electric power will be reviewed, and basic concepts of electricity, identification, functions and operations of components will be surveyed. At the end of this course, students will be prepared to complete industry certification examinations.

Equate: Course not offered at CHC.

Rationale: Updating description, outcomes, content, assignments, and textbooks.

Effective: Fall 2024

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
FTVM 120	INTRODUCTION TO SCREEN, MEDIA, AND BROADCAST WRITING

Course Title: Writing for Streaming and Broadcast

Course Description: In this media writing class students will learn a wide variety of writing formats that are used in streaming and broadcast platforms. These include documentaries, commercials, music video, news copy, and fiction. The class will focus on the dynamic needs of each and show students how to write binge worthy content. After completing the course, the students will not only end up with a great portfolio project but potential to produce the content.

Equate: Course not offered at CHC.

Rationale: Updating title, description, objectives, content, assignments, and textbooks.

Effective: Fall 2025

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
FTVM 121	INTERMEDIATE SCREEN, MEDIA, AND BROADCAST WRITING

Course Title: Writing for Cinema

Course Description: In this screenwriting course students will learn the Hollywood standard when it comes to screen writing and story development. This includes 3 act structure, episodic, and the hero's journey. All of which are time tested paradigms, which drive the Hollywood film, broadcast, and streaming industries. Students leave this course with a strong portfolio of work in which they can shop around for representation or produce themselves.

Equate: Course not offered at CHC.

Rationale: Updating title, description, outcomes, objectives, content, and assignments.

Effective: Fall 2025

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
FTVM 122	ACTING AND DIRECTING FOR TELEVISION AND FILM

Course Description: In this course, students learn the foundations of both acting and directing for the screen. This course deals with the foundations of character development from an actor's perspective and how to achieve that performance on screen. Students also learn the basics of managing a set as a director and learning how to communicate goals with actors, blocking for a scene, and producing a scene.

Equate: Course not offered at CHC.

Rationale: Updating description, outcomes, objectives, content, assignments, and textbooks.

Effective: Fall 2025

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
FTVM 133	BROADCAST NEWS

Course Description: The Broadcast News course prepares students to work in the evolving media environment by introducing them to the theories, techniques, and skills used in standard and online newsrooms for news-related distribution, which includes both streaming and broadcast. The goal of the course is for students to develop the fundamental skills necessary to create journalistic content and distribute the content across integrated platforms in the format of a newscast or news report. The course provides students with learning the craft of multi-media news production and allows students to have student news stories to be broadcast on KVCR TV and streaming pathways through PBS.

Equate: Course not offered at CHC.
Rationale: Updating description, outcomes, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
FTVM 198	MEDIA PRACTICUM

Prerequisite: FTVM 114 and FTVM 130 or FTVM 132 or FTVM 133.
Equate: Course not offered at CHC.
Rationale: Updating prerequisites, objectives, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
FTVM 216	COLOR CORRECTION FOR FILM AND MEDIA

Course Description: One of the last and most crucial steps of post-production is color correction. This course will cover how color correction fits into the workflow of post-production, including discussion and exercises focused on professional level deliverables needed for a variety of cinematic and broadcast productions. This hands-on course will focus on the role of the Colorist, from a technical and aesthetic approach. Students will examine how color correction can be used to enhance visual storytelling, and the tools used to achieve such results. The course will also cover the role of the finishing editor in compiling deliverables, ranging from an online screener to a DCP (digital cinema package) used for auditorium projection.

Equate: Course not offered at CHC.
Rationale: Updating description, outcomes, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
FTVM 222	INDEPENDENT STUDY IN FILM, TELEVISION, AND MEDIA

Course Description: Students with previous course work in FTVM may pitch various projects to further develop their portfolios. This can include films, broadcast or streaming shows, or podcast series. This independent study is for students who are interested in furthering their knowledge of FTVM. Prior to registration, a written contract must be prepared. See instructor for details.

Equate: Course not offered at CHC.
Rationale: Updating course description.
Effective: Fall 2025

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
FTVM 233	TV STUDIO PRODUCTION

Course Description: This is an in-depth course that encourages collaboration between students, and provides them with powerful feedback from peers, faculty, and industry professionals. Students have access to a unique opportunity to create original programming in the KVCR Studio. Along with exploring advanced television production techniques and management, the course is an intensive session which provides our students with the chance to explore areas such as writing, lighting, set design, performance and show running. It's a great opportunity to add to their portfolio and showcase their talents.

Equate: Course not offered at CHC.
Rationale: Updating description, content, and assignments.
Effective: Fall 2025

COURSE MODIFICATION
Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
LIB 063	SURVEY OF LITERATURE FOR LIBRARY TECHNICIANS

Course Title: Reader's Advisory
Units: 2
Lecture: 32 – 36 contact hours per semester
Outside of Class Hours: 64 - 72 hours per semester
Prerequisite: None
Corequisite: None
Departmental Advisory: READ 100 and LIB 064
Course Description: This course is an introductory study of reader's advisory work as performed in public, academic, and school libraries. It offers a practical study of popular literature and literary genres, interpersonal skills, and interview techniques needed to become successful in recommending specific titles and/or authors to

library patrons based on parameters such as story elements, reading interests, age groups, and reading levels.

Equate: Course not offered at CHC.
Rationale: Updating title, description, units, advisories, outcomes, objectives, content, assignments, and textbooks.
Effective: Fall 2024

COURSE MODIFICATION
Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
LIB 064	INTRODUCTION TO LIBRARY SERVICES

Units: 2
Lecture: 32 – 36 contact hours per semester
Outside of Class Hours: 64 - 72 hours per semester
Departmental Advisory: READ 100
Equate: Course not offered at CHC.
Rationale: Updating units, advisories, outcomes, content, assignments, and textbooks.
Effective: Fall 2024

COURSE MODIFICATION
Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
LIB 065	PUBLIC SERVICES

Units: 2
Lecture: 32 – 36 contact hours per semester
Outside of Class Hours: 64 - 72 hours per semester
Departmental Advisory: READ 100
Course Description: This course is an introduction to the public services provided by modern libraries. Topics include library customer service guidelines and skills; equity, diversity, and inclusion; organization, circulation, and materials; programs and series; and library safety.
Equate: Course not offered at CHC.
Rationale: Updating units, advisories, and textbooks.
Effective: Fall 2024

COURSE MODIFICATION
Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
LIB 066	ACQUISITIONS

Units: 2
Lecture: 32 – 36 contact hours per semester
Outside of Class Hours: 64 - 72 hours per semester
Departmental Advisory: READ 100 and LIB 064
Equate: Course not offered at CHC.

Rationale:	Updating units, advisories, content, assignments, and textbooks.
Effective:	Fall 2024

COURSE MODIFICATION
Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
LIB 067	CATALOGING AND CLASSIFICATION

Units:	2
Lecture:	32 – 36 contact hours per semester
Outside of Class Hours:	64 - 72 hours per semester
Prerequisite:	None
Corequisite:	None
Departmental Advisory:	READ 100 and LIB 064
Equate:	Course not offered at CHC.
Rationale:	Updating units, advisories, outcomes, content, assignments, and textbooks.
Effective:	Fall 2024

COURSE MODIFICATION
Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
LIB 070	LIBRARY TECHNOLOGY AND COMPUTER SERVICES

Units:	2
Lecture:	32 – 36 contact hours per semester
Outside of Class Hours:	64 - 72 hours per semester
Departmental Advisory:	READ 100 and LIB 064
Equate:	Course not offered at CHC.
Rationale:	Updating units, advisories, objectives, content, assignments, and textbooks.
Effective:	Fall 2024

COURSE MODIFICATION
Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
PHT 062	PHARMACOLOGY I

Prerequisite:	None
Departmental Advisory:	BIOL 100 or BIOL 155 or BIOL 250 or BIOL 260 or CHEM 101
Equate:	Course not offered at CHC.
Rationale:	Removing prerequisite and adding advisory.
Effective:	Fall 2024

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
READ 104	CRITICAL READING, THINKING AND LITERACY

Course Description: This course explores the relationship between critical reading and literacy to critical thinking. Instruction in methods of critical reasoning, inquiry-driven research, argumentative writing, and the strategies necessary for college reading application in interpretation, analysis, criticism, and advocacy of ideas encountered in academic non-fiction texts across disciplines. Emphasis on texts which explore contemporary issues, including cultural diversity, equity, and anti-racism.

Equate: Course not offered at CHC.

Rationale: Updating description, outcomes, objectives, content, assignments, and textbooks.

Effective: Fall 2025

DISTANCE EDUCATION

EDUC 100	EDUC 101	EDUC 102	EDUC 103
EDUC 200	EDUC 201	ENGL 102	ENGL 102H
FTVM 120	FTVM 121	FTVM 122	FTVM 133
FTVM 134	FTVM 198	FTVM 216	FTVM 222
FTVM 233	FTVM 602	FTVM 603	LIB 063
LIB 064	LIB 065	LIB 066	LIB 067
LIB 070	LIB 072	LIB 110	

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 and Fall 2025

NEW CERTIFICATE

Social Work and Human Services Assistant - Certificate of Achievement

The Social Work and Human Service Assistant certificate prepares students for entry-level paraprofessional work opportunities in community agencies and can also create a pathway for the Social Work and Human Service AA-T transfer degree to pursue a bachelor's degree in social work, human services, and counseling practices.

Students learn effective case management skills, helping and interpersonal skills, and a general understanding overview of theories, skills and job opportunities in the social work and human service industry. Students will also learn about social work and human service ethical codes, morals, and laws, and consider how ethics and values guide the decision-making process and service delivery. Students will identify the role of the helper in advocacy for social justice with respect to all ethnicities and cultural backgrounds, and how to deliver equitable services for all populations. Service-based learning opportunities with an apprenticeship placement, personal growth and professional development are provided.

REQUIRED COURSES:		
HUMSV 170	Introduction to Social Work and Human Services	3.0
HUMSV 173	Helping and Interpersonal Skills	3.0
HUMSV 140	Case Management in Public Service	3.0
HUMSV 195A	Social Work and Human Services Seminar I	1.0
HUMSV 198C	Social Work and Human Services Fieldwork I	2.0
HUMSV 098	Human Services Work Experience	1.0-4.0
One course from the following:		
SOC 141	Race and Ethnic Relations	3.0
SOC 141H	Race and Ethnic Relations – Honors	3.0
ETHS 141	Race and Ethnic Relations	3.0
ETHS 141H	Race and Ethnic Relations – Honors	3.0
RECOMMENDED COURSE:		
HUMSV 167	Crisis Intervention	3.0

Total: 16.0-19.0

This is a Gainful Employment Program

Effective: Fall 2023

CERTIFICATE MODIFICATION

Administration of Justice - Certificate of Achievement

The Administration of Justice certificate is designed to prepare students for entry-level positions in a wide range of law enforcement services, including the courts, corrections, law enforcement, and private security.

REQUIRED COURSES:		
ADJUS 101	Introduction to Administration of Justice	3.0
ADJUS 102	Principles and Procedures of the Justice System	3.0
ADJUS 103	Concepts of Criminal Law	3.0
ADJUS 104	Legal Aspects of Evidence	3.0
ADJUS 105	Community Relations	3.0
Six units of electives chosen from the following:		
ADJUS 106	Principles of Investigation	3.0
ADJUS 107	Concepts of Enforcement Services	3.0
ADJUS 108	Juvenile Procedures	3.0
ADJUS 151	Introduction to Corrections	3.0
ADJUS 152	Correctional Interviewing and Counseling	3.0
ADJUS 153	Gangs and Corrections	3.0
ADJUS 154	Control and Supervision in Corrections	3.0
ADJUS 155	Legal Aspects of Corrections	3.0
ADJUS 156	Probation and Parole	3.0

Total: 21.0

This is a Gainful Employment Program

Rationale: Updating CORREC courses to ADJUS courses.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Child Development - Associate Teacher - Certificate of Achievement

The Associate Teacher Certificate is designed to be the first step toward obtaining entry-level employment in the field of Early Childhood Education in a preschool or child care setting. The Associate Teacher Certificate requires 19 CD units which includes four units of practicum/ supervised experience with young children.

This Certificate meets the unit and course requirements towards the California Title 5 requirements for the Child Development Associate Teacher Permit. Applications may be obtained through the California Commission on Teacher Credentialing Office or the Child Development Training Consortium (CDTC). After students take CD 205, more days of experience are needed to meet the 50 days of experience requirement for the CD Associate Teacher Permit.

REQUIRED COURSES:

CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 126	Child, Family, and the Community	3.0
One course from the following:		
CD 109	Childhood Stress and Trauma	3.0
CD 127	Guidance of Children	3.0
Required course for experience working with children:		
CD 205	Child Development Practicum / Field Experience	4.0

Total: 19.0

This is a Gainful Employment Program

Rationale:	Updating description, required courses, and outcomes.
Effective:	Fall 2024

CERTIFICATE MODIFICATION

Child Development - Early Intervention and Inclusion - Certificate of Achievement

The Early Intervention and Inclusion Certificate prepares individuals to work as early childhood paraprofessionals with expertise in special education and early intervention. The program's perspective is culturally sensitive and family-focused which emphasizes the value of individual differences in young children. This certificate meets the State's competencies for early childhood intervention/early childhood special education paraprofessionals.

This Certificate meets California Title 5 requirements for the Child Development Associate Teacher Permit. Upon completion of all the courses contact the California Commission on Teacher Credentialing Office for an application.

REQUIRED COURSES:

CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 126	Child, Family, and the Community	3.0
CD 127	Guidance of Children	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 186	Infant and Toddler Curriculum	3.0
CD 244	Children with Special Needs	3.0
CD 245	Early Intervention and Inclusion	3.0
Required Experience Working with Children: (8 units)		

CD 215	Early Intervention and Inclusion Internship	4.0
CD 205	Child Development Practicum / Field Experience	4.0
Recommended Course:		
CD 109	Childhood Stress and Trauma	3.0
		Total: 32.0

This is a Gainful Employment Program

| **Rationale:** | Updating required courses and outcomes. |
| **Effective:** | Fall 2024 |

CERTIFICATE MODIFICATION

Child Development - Family Child Care Provider - Certificate of Achievement

The Family Child Care Provider Certificate prepares students for working in family child care or home child care programs. This Certificate meets the unit and course requirements towards the California Title 5 requirements for the Child Development Associate Teacher Permit. Applications may be obtained through the California Commission on Teacher Credentialing Office or the Child Development Training Consortium (CDTC). Students must gain experience in 50 days, 3 hours per day in a licensed facility with children ages birth to 5 years.

REQUIRED COURSES:		
CD 075	Family Child Care Practices	3.0
CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
One course from the following:		
CD 061	Activities for School-Age Children	3.0
CD 186	Infant and Toddler Curriculum	3.0
CD 108	Early Childhood Development	3.0
CD 109	Childhood Stress and Trauma	3.0
		Total: 21.0

This is a Gainful Employment Program

| **Rationale:** | Updating description, required courses, and outcomes. |
| **Effective:** | Fall 2024 |

CERTIFICATE MODIFICATION

Child Development - Infant and Toddler - Certificate of Achievement
The Infant/Toddler Certificate is designed to be the first step toward obtaining entry-level employment specializing in infant/toddler care. Students will be prepared to work with infants/toddlers (0-36 months) enabling the student to assist a teacher in a public infant/toddler program or teach infants/toddlers in a private child care setting. The Infant/Toddler Certificate requires 25 CD units, which includes four units of CD Practicum/Field Work experience with infants/toddlers.

REQUIRED COURSES:

CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 126	Child, Family, and the Community	3.0
CD 127	Guidance of Children	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 186	Infant and Toddler Curriculum	3.0
CD 244	Children with Special Needs	3.0

Experience Working with Children from Ages Birth-24 Months:*
Students must complete CD 185 prior to completing CD 205 to qualify for the practicum hours with Infants and Toddlers.

CD 205	Child Development Practicum / Field Experience	4.0

Total: 25.0

This is a Gainful Employment Program

Rationale:	Updating required courses and outcomes.
Effective:	Fall 2024

CERTIFICATE MODIFICATION

Child Development - Master Teacher - Certificate of Achievement
The Master Teacher Certificate is designed to prepare students to supervise, mentor and assist other teachers and aides in a preschool or childcare and education setting. The Master Teacher Certificate requires 37 CD units which includes six specialization units and 4 units of CD Practicum/ Field Work experience with children preschool-12 years of age plus a minimum of 16 general education units. General Education units need to come from the each of the following categories and meet Valley College GE requirements: English, Social and Behavioral Sciences, Humanities and Math or Science.

This Certificate meets the course and unit requirement for the Master Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirement of 350 days of 3+ hours per day within 4 years.

REQUIRED COURSES:

CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
CD 127	Guidance of Children	3.0
CD 138	Teaching in a Diverse Society	3.0
CD 270	Adult Supervision and Mentoring in Early Care and Education	3.0

Required Child Development Specialization Courses - 6 units from one specialization below:

Creative Curriculum Specialization:

CD 130	Creative Music and Movement for Children	3.0
CD 133	Creative Science and Math Activities for Children	3.0
CD 134	Language, Listening and Literature for Children	3.0
CD 136	Creative Art Experiences for Children	3.0
CD 137	Play and Materials for Children	3.0

Trauma Informed Care and Guidance Specialization:

CD 109	Childhood Stress and Trauma	3.0
CD 127	Guidance of Children	3.0

Infant/Toddler Specialization:

CD 185	Infant/Toddler Growth and Development	3.0
CD 186	Infant and Toddler Curriculum	3.0

School-Age Specialization:

CD 160	Middle Childhood Development	3.0
CD 061	Activities for School-Age Children	3.0

Special Needs Specialization:

CD 109	Childhood Stress and Trauma	3.0
CD 244	Children with Special Needs	3.0
CD 245	Early Intervention and Inclusion	3.0

Experience Working With Children:

CD 205	Child Development Practicum / Field Experience	4.0

General Education – The courses below are recommended by the Child Development to fulfill the GE requirements for this Certificate and to meet the GE requirements for the CD Permit. Students must complete a minimum of 16 units or one to two courses in each of the four general education areas in order to obtain a Master Teacher Permit through the California State Commission on Teacher Credentialing.

Arts and Humanities: (1-2 courses)[*]

Complete one to two courses below or any course listed under Category III on the SBVC General Education Pattern.

ASL 109	American Sign Language I	4.0
ART 103	Art Appreciation	3.0
MUS 100	Music Appreciation	3.0

*Social Sciences: (1-2 courses)**

Complete PSYCH 100 or PSYCH 100H or any course listed under Category II on the SBVC General Education Pattern. Note: one course must be in a subject other than Child Development (CD).

PSYCH 100	General Psychology	3.0
PSYCH 100H	General Psychology – Honors	3.0

Math or Science (1 course)

Complete one course below or any course listed under Category I on the SBVC General Education Pattern.

BIOL 100	General Biology	4.0
GEOG 110	Physical Geography	3.0

PSYCH 105 or ECON 208 or MATH 108 or MATH 108H

PSYCH 105	Statistics for the Behavioral Sciences	4.0
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

English or Language Arts: (1 course)

Complete one course below:

ENGL 101	Freshman Composition	4.0
ENGL 101H	Freshman Composition-Honors	4.0
COMMST 100	Elements of Public Speaking	3.0
COMMST 100H	Elements of Public Speaking – Honors	3.0

Students may choose one to two courses in this Social Sciences category as needed to reach 16 General Education units.

Total: 49.0

This is a Gainful Employment Program

Rationale: Updating required courses and outcomes.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Child Development - School-Age - Certificate of Achievement

The School-Age Certificate is designed to be the first step toward entry level employment specializing in the care of children from 6-12 years. It prepares students for working in before and after-school programs or child care facilities that serve older children.

This Certificate meets the course and unit requirements for the Child Development Associate Teacher Permit with a School-Age Emphasis and the Child Development Associate Teacher Permit through the California Commission on Teacher Credentialing. Applications can be obtained through the California Commission on Teacher Credentialing Office. Students must complete fifty days, 3 hours per day to meet the 50 days of experience requirement for the CD School-Age Associate Teacher Permit.

REQUIRED COURSES:

CD 160	Middle Childhood Development	3.0
CD 061	Activities for School-Age Children	3.0
CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 126	Child, Family, and the Community	3.0
CD 127	Guidance of Children	3.0
CD 138	Teaching in a Diverse Society	3.0

Total: 24.0

This is a Gainful Employment Program

Rationale: Updating description, required courses, and outcomes.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Child Development - Site Supervisor - Certificate of Achievement

The Site Supervisor Certificate is designed to prepare students with the knowledge and skills necessary to be qualified as a preschool or childcare center site supervisor.

Students completing a Site Supervisor Certificate meet the academic requirements for the CD Site Supervisor Permit. Please note that the field experience requirement for the Site Supervisor Permit requires 350 days of 3+ hours per day within four years including at least 100 days of supervising adults. With this Certificate, and a CD Site Supervisor Permit, students qualify to be Child Development Center Directors in private Title 22 Programs as long as they also have two years of teaching experience in a licensed center.

REQUIRED COURSES:

CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0

CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
CD 138	Teaching in a Diverse Society	3.0
CD 270	Adult Supervision and Mentoring in Early Care and Education	3.0
CD 271	Administration I: Programs in Early Childhood Education	3.0
CD 272	Administration II: Personnel and Leadership in Early Childhood Education	3.0

Two courses from the following:

CD 130	Creative Music and Movement for Children	3.0
CD 133	Creative Science and Math Activities for Children	3.0
CD 134	Language, Listening and Literature for Children	3.0
CD 136	Creative Art Experiences for Children	3.0
CD 137	Play and Materials for Children	3.0

One course from the following:

CD 160	Middle Childhood Development	3.0
CD 061	Activities for School-Age Children	3.0
CD 100	Introduction to Child Development	3.0
CD 109	Childhood Stress and Trauma	3.0
CD 127	Guidance of Children	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 186	Infant and Toddler Curriculum	3.0
CD 244	Children with Special Needs	3.0

Experience working with children:

CD 205	Child Development Practicum / Field Experience **OR**	4.0
CD 215	Early Intervention and Inclusion Internship	4.0

General Education – The courses below are recommended by the Child Development Department to fulfill the GE requirements for this Certificate and to meet the GE requirements for the CD Permit. Students must complete one to two courses in each of the four general education areas in order to obtain a Site Supervisor Permit through the California State Commission on Teacher Credentialing, and students must have at least 60 units to qualify for the Site Supervisor Permit.

Category I: Natural Sciences - (1 Course with a Lab)

Complete the course below or any course listed under Category I with a lab on the SBVC General Education Pattern.

BIOL 100	General Biology	4.0

Category II: Social and Behavioral Sciences - (1 course)

Complete PSYCH 100 or PSYCH 100H or any course listed under Category II on the SBVC General Education Pattern. Note: one course must be in a subject other than Child Development (CD).

PSYCH 100	General Psychology **OR**	3.0
PSYCH 100H	General Psychology – Honors	3.0

Category III: Humanities and Fine Arts (2 courses)

Complete two courses below or any two courses listed under Category III on the SBVC General Education Pattern.

ASL 109	American Sign Language I	4.0
ART 103	Art Appreciation	3.0
MUS 100	Music Appreciation	3.0

Category IV: Communication and Analytical Thinking - (2 courses)

English

ENGL 101	Freshman Composition **OR**	4.0
ENGL 101H	Freshman Composition-Honors	4.0

Mathematics: (1 course)

PSYCH 105	Statistics for the Behavioral Sciences	4.0

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

Note: Students may be eligible for the Child Development AA Degree if they complete one additional course in each of the following categories: Category III, Category VI.

Total: 60.0-64.0

This is a Gainful Employment Program

| **Rationale:** | Updating description, required courses, and outcomes. |
| **Effective:** | Fall 2024 |

CERTIFICATE MODIFICATION

Child Development - Teacher - Certificate of Achievement

The Teacher Certificate is designed for individuals working with children in a preschool or childcare setting. The certificate focuses on developing age-appropriate curriculum for the classroom and observation/assessment of children. The Teacher Certificate requires 31 CD units which includes 4 units of CD Practicum/ Field Work with young children plus 16 general education units as specified.

This Certificate meets the course and unit requirement for the Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirements of 175 days of 3+ hours per day within 4 years.

REQUIRED COURSES:

CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
CD 138	Teaching in a Diverse Society	3.0

Two curriculum courses from the following:

CD 130	Creative Music and Movement for Children	3.0
CD 133	Creative Science and Math Activities for Children	3.0
CD 134	Language, Listening and Literature for Children	3.0
CD 136	Creative Art Experiences for Children	3.0
CD 137	Play and Materials for Children	3.0

Required CD Practicum/Field Work experience with children:

| CD 205 | Child Development Practicum / Field Experience | 4.0 |

General Education – The courses below are recommended by the Child Development to fulfill the GE requirements for this Certificate and to meet the GE requirements for the CD Permit. Students must complete a minimum of 16 units or one to two courses in each of the four general education areas in order to obtain a Teacher Permit through the California State Commission on Teacher Credentialing.

Humanities and Fine Arts: (1-2 courses)[*]

Complete one to two courses below or any course listed under Category III on the SBVC General Education Pattern.

ASL 109	American Sign Language I	4.0
ART 103	Art Appreciation	3.0
MUS 100	Music Appreciation	3.0

Social Sciences (1-2 courses)

Complete PSYCH 100 or PSYCH 100H or any course listed under Category II on the SBVC General Education Pattern. Note: one course must be in a subject other than Child Development (CD).

PSYCH 100	General Psychology **OR**	3.0
PSYCH 100H	General Psychology – Honors	3.0

Math or Science (1 course)

Complete one course below or any course listed under Category I on the SBVC General Education Pattern.

BIOL 100	General Biology	4.0
GEOG 110	Physical Geography	3.0

PSYCH 105 or ECON 208 or MATH 108 or MATH 108H

PSYCH 105	Statistics for the Behavioral Sciences	4.0
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

English or Language Arts (1 course)
Complete one course below:

ENGL 101	Freshman Composition	4.0
ENGL 101H	Freshman Composition-Honors	4.0
COMMST 100	Elements of Public Speaking	3.0
COMMST 100H	Elements of Public Speaking – Honors	3.0

Recommended Courses:

CD 109	Childhood Stress and Trauma	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 244	Children with Special Needs	3.0

*Students may choose one to two courses in this Humanities and Fine Arts category as needed to reach 16 General Education units.

Total: 47.0

This is a Gainful Employment Program

Rationale:	Updating Required courses and outcomes.
Effective:	Fall 2024

CERTIFICATE MODIFICATION

Heavy/Medium Duty Clean Vehicle Technology - Certificate of Achievement

This Heavy/Medium Duty Clean Vehicle Technology certificate is designed to provide students with the fundamentals of alternative fuel and electric vehicle technology as it applies to industrial. The curriculum prepares students for entry-level positions in Heavy-Duty Truck and electrical maintenance, field service, and networking, in the field of Hybrid/ Alternative fuel to include electrical power technology.

REQUIRED COURSES:

AUTO 010	Introduction to Hybrid and Electric Vehicle Technology	4.0
ELECTR 110	Direct Current Circuit Analysis	3.0
ELECTR 111	Direct Current Circuit Laboratory	1.0
ELECTR 115	Alternating Current Circuit Analysis	3.0
ELECTR 116	Alternating Current Circuit Laboratory	1.0
TECALC 087	Technical Calculations	4.0
HMDT 042	Zero Emission Heavy Duty Truck	2.0
HMDT 034	Heavy/Medium Duty Truck Alternative Fuels	4.0

Total: 22.0

This is a Gainful Employment Program

Rationale:	Updating title for HMDT 034.

Effective: Fall 2024

CERTIFICATE MODIFICATION

Heavy/Medium Duty Truck Engine and Fuel Injection Technology - Certificate of Achievement
The Heavy/Medium Duty Engine and Fuel Injection Technology Certificate of Achievement provides students with cutting-edge training and practical skills for immediate job opportunities. It encompasses training in repairing, operating, and maintaining heavy-duty industrial engines and computer-controlled engines. The curriculum also includes fundamental electrical theory, meter usage, testing equipment, wiring diagrams, troubleshooting, and diagnostic testing. The certificate may also be used in preparation for the Automotive Service Excellence (ASE) National Test.

REQUIRED COURSES:

HMDT 021	Heavy-Duty Truck Engines	4.0
HMDT 024	Advanced Heavy-Duty Truck Engines	4.0
HMDT 028	Heavy-Duty Truck Systems	4.0
HMDT 034	Heavy/Medium Duty Truck Alternative Fuels	4.0
HMDT 064	Auto/Truck Electrical Systems	4.0

Total: 20.0

This is a Gainful Employment Program

Rationale: Updating title for HMDT 034.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Historical Documentary Production - Certificate of Achievement
This certificate prepares students for entry-level work in documentary film and news production with an emphasis on historical perspectives and how those relate to documentary filmmaking. Students will research topics pertaining to equity and inclusion and create documentary media content that can be aired on KVCR - TV (PBS).

REQUIRED COURSES:

FTVM 114	Editing I	3.0
FTVM 130	Film and TV Production Basics **OR**	3.0
FTVM 132	Video Production	3.0
FTVM 198	Media Practicum	3.0
Two courses from the following:		
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

Total: 15.0

Rationale: Removing inactivated ETHS courses.
Effective: Fall 2024

CERTIFICATE MODIFICATION

Library Technology - Certificate of Achievement

The Library Technology certificate trains students for careers in libraries or information management using print media as well as technology. The program is designed to prepare individuals for entry level employment in a public, school, academic, or special library or an information center.

REQUIRED COURSES:

LIB 063	Reader's Advisory	2.0
LIB 064	Introduction to Library Services	2.0
LIB 065	Public Services	2.0
LIB 066	Acquisitions	2.0
LIB 067	Cataloging and Classification	2.0
LIB 070	Library Technology and Computer Services	2.0
LIB 098	Library Technology Work Experience	1.0-4.0
LIB 110	Information Literacy and Research	3.0
One Course from the Following:		
LIB 062	Care and Repair of Library Materials	1.0
LIB 071	Youth Services and Programs	2.0
LIB 072	School Library Media Centers	2.0
LIB 073	Library Digital Archives and Resources	2.0

Total: 17.0-21.0

This is a Gainful Employment Program

Rationale:	Updating course titles and units.
Effective:	Fall 2024

CERTIFICATE CORRECTION

Automotive Interiors - Certificate of Completion

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

REQUIRED COURSES:

ACR 620	Non-Structural Body Repair	128.0-144.0
ACR 640	Basic Auto Upholstery	104.0-117.0
ACR 641	Advanced Custom Auto Interiors	104.0-117.0
ACR 660	Beginning Street Rod Construction	96.0-108.0

Total: 432.0-486.0

Rationale:	Updating hours.
Effective:	Fall 2023

CERTIFICATE CORRECTION

Street Rod Construction Noncredit - Certificate of Completion
This noncredit certificate is designed to prepare students for entry level work as a street rod builder apprentice or related areas of the auto related industry.

REQUIRED COURSES:

ACR 660	Beginning Street Rod Construction	96.0-108.0
ACR 650	Basic Vehicle Restoration	96.0-108.0
ACR 620	Non-Structural Body Repair	128.0-144.0
		Total: 320.0-360.0

Rationale:	Updating hours.
Effective:	Fall 2023

NEW DEGREE

Education, Society, and Human Development - A.A. Degree
The Associate of Arts degree in Education, Society, and Human Development offers a comprehensive understanding of contemporary educational issues, policies, and research practices in diverse learning environments. The program includes practical community-based fieldwork. Graduates are equipped for various careers in education-related fields, spanning advocacy, public policy, community leadership, and working with special populations in sectors like law, healthcare, and the arts.

REQUIRED COURSES:

EDUC 100	Introduction to Education Studies	3.0
EDUC 101	Principles of Learning Strategies	3.0
EDUC 102	Introduction to Education Policy	3.0
EDUC 103	Education, Society, and Culture	3.0
EDUC 200	Introduction to Elementary Education **OR**	3.0
EDUC 201	Looking Into Classrooms: Secondary Education	3.0
CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
		Total: 18.0

Rationale:	New local degree to be offered in the Education, Reading and Literacy department.
Effective:	Fall 2025

DEGREE MODIFICATION

Audio Production - A.A. Degree
The Associates Degree in Audio Production is an immersive program which provides students with the chance to explore the essential functions of audio production. Students will earn their degree while learning industry level hardware and software systems. The students will gain knowledge of the technical while forming their creative voice. This is done through focusing on sound design and audio production techniques.

REQUIRED COURSES:

FTVM 130	Film and TV Production Basics	3.0
FTVM 111	Studio Audio Production	3.0
FTVM 112	Film Audio Production	3.0
FTVM 110	Audio Performance	3.0

Four courses from the following:		
FTVM 213	Radio and Podcast Operations	3.0
FTVM 114	Editing I	3.0
FTVM 233	TV Studio Production	3.0
MUS 123	Electronic Music I	3.0
THART 131	Sound for Stage and Screen	3.0
Work Experience - Complete a minimum of three work experience units:		
FTVM 098	Media Arts Work Experience **OR**	1.0-4.0
FTVM 198	Media Practicum	3.0
Electives - Two Courses:		
FTVM 234	Short Film Production	3.0
FTVM 235	Cinema Production	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
FTVM 132	Video Production	3.0
FTVM 133	Broadcast News	3.0
FTVM 134	Sports Broadcasting	3.0

Total: 30.0-31.0

Rationale:	Updating description and adding classes.
Effective:	Fall 2024

DEGREE MODIFICATION

Child and Adolescent Development Associate in Arts - Transfer Degree, AA-T

The Associate in Arts in Child and Adolescent Development for Transfer is designed to provide the lower division major courses to transfer to a California State University and earn a bachelor's degree in Child and Adolescent Development, Child Development, Human Development or a related field of study at a California State University (CSU). Course offerings are drawn from psychology, anthropology, sociology, child development and biology. The lower division course work examines research and best practices for positive outcomes for children from conception through adolescence. This interdisciplinary program of study is intended for students who aspire to careers in developmental research, public policy, social work, school psychology, education and similar fields working with children and adolescents. This degree is designed for students who wish to eventually work in fields with youth and adolescents from 9-18 years old and not for students wishing to teach in early childhood education.

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

To earn this Child and Adolescent Development 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 transferrable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSU-GE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 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 CSU-GE or IGETC before transferring to a CSU.

Students planning on transferring to a four-year institution and major in Early Childhood Education should consult with a counselor regarding the transfer process and lower division requirements.

Required Courses: (9 Units)		
CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-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
List A - Three courses: (9 Units)		
ANTHRO 102	Cultural Anthropology **OR**	3.0
ANTHRO 102H	Cultural Anthropology – Honors	3.0
BIOL 100	General Biology	4.0
CD 126	Child, Family, and the Community	3.0
SOC 100	Introduction to Sociology **OR**	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
SOC 130	Family Sociology	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
PSYCH 111	Developmental Psychology: Lifespan	3.0
Two courses maximum from the following: (3-6 Units)		
CD 111	Observation and Assessment in Child Development	3.0
CD 138	Teaching in a Diverse Society	3.0
CD 160	Middle Childhood Development	3.0

Major Total Units: 19
Total Units that may be Double-Counted: 12-15
General Education (CSU-GE or IGETC) Units: 37-39
Elective (CSU Transferable) Units: 16-17

Total: 60.0

Rationale:	Updating description, required courses, and outcomes.
Effective:	Fall 2024

DEGREE MODIFICATION

Child Development - Early Intervention and Inclusion - A.A. Degree

This degree prepares individuals to work as early childhood paraprofessionals with expertise in special education and early intervention. The Child Development courses meet the State's competencies for early childhood intervention/early childhood special education paraprofessionals. To graduate with a specialization in Child Development-Early Childhood Intervention and Inclusion, students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units).

Required Courses:		
CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 126	Child, Family, and the Community	3.0
CD 127	Guidance of Children	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 186	Infant and Toddler Curriculum	3.0

CD 244	Children with Special Needs	3.0
CD 245	Early Intervention and Inclusion	3.0
Required Experience Working with Children:		
CD 215	Early Intervention and Inclusion Internship	4.0
CD 205	Child Development Practicum / Field Experience	4.0
Recommended Course:		
CD 109	Childhood Stress and Trauma	3.0
		Total: 32.0

| **Rationale:** | Updating required courses and outcomes. |
| **Effective:** | Fall 2024 |

DEGREE MODIFICATION

Child Development - A.A. Degree

Division: Social Sciences, Human Development, Kinesiology & Health
Department: Child Development
Catalog Description
The Child Development Associate of Arts Degree contains the eight core courses needed for transfer and the necessary course work to be a qualified early childhood educator. To graduate with a specialization in Child Development, students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units).

Students completing the degree will qualify for the unit and course requirements necessary to apply for the California State Child Development Teacher Permit and the Child Development - Teacher Certificate.

REQUIRED COURSES:		
CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
CD 138	Teaching in a Diverse Society	3.0
Two Curriculum courses from the following:		
CD 130	Creative Music and Movement for Children	3.0
CD 133	Creative Science and Math Activities for Children	3.0
CD 134	Language, Listening and Literature for Children	3.0
CD 136	Creative Art Experiences for Children	3.0
CD 137	Play and Materials for Children	3.0
One course from the following:		
CD 100	Introduction to Child Development	3.0
CD 108	Early Childhood Development	3.0
CD 109	Childhood Stress and Trauma	3.0
CD 127	Guidance of Children	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 186	Infant and Toddler Curriculum	3.0
CD 244	Children with Special Needs	3.0
Required course for supervised field experience with children:		
CD 205	Child Development Practicum / Field Experience	4.0
		Total: 34.0

Rationale: Updating description, required courses, and outcomes.
Effective: Fall 2024

DEGREE MODIFICATION

Early Childhood Education Associate in Science - Transfer Degree, AS-T

The Associate in Science in Early Childhood Education for Transfer is designed to provide the lower division major courses to transfer to a California State University and earn a Bachelor's degree in Child Development, Human Development or Early Childhood Education. This program focuses on the theories and developmentally appropriate inclusive practices for educating children from birth to age eight. Study in the major includes coverage of child development and socialization, observation and assessment, curriculum development, culturally and linguistically appropriate teaching, as well as excellent health, safety, and nutrition practices in early care and education. This degree prepares students for teaching in early care and education settings as well as transfer.

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 Early Childhood Education 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 Early Childhood Education should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED COURSES:

CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 108	Early Childhood Development **OR**	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
CD 138	Teaching in a Diverse Society	3.0
CD 205	Child Development Practicum / Field Experience	4.0

MAJOR TOTAL: 28
CSU-GE Breadth or IGETC Requirements: 37-39
Total units that may be double-counted: 6 - 9
CSU Electives (as needed to reach 60 transferable units): 1-4

Total: 60.0

Rationale: Updating outcomes.
Effective: Fall 2024

DEGREE MODIFICATION

Film - A.A. Degree

The Associate of Arts Degree in Film offers students specified professional paths in direction, camera operation, post-production, and story development. The first half of the program provides an overview of all facets of filmmaking. During the student's last half of the program, they will specialize in the area of their choice. In all areas of specialization, students are exposed to a significant amount of practical work experience on film sets.

REQUIRED COURSES:		
FTVM 112	Film Audio Production	3.0
FTVM 114	Editing I	3.0
FTVM 130	Film and TV Production Basics	3.0
FTVM 131	Cinematography	3.0
FTVM 120	Introduction to Screen, Media, and Broadcast Writing **OR**	3.0
FTVM 121	Intermediate Screen, Media, and Broadcast Writing	3.0
Work Experience – Complete a minimum of three units from the following:		
FTVM 098	Media Arts Work Experience **OR**	1.0-4.0
FTVM 198	Media Practicum	3.0
One Pathway from the Following:		
Directing Pathway - Take Five Courses:		
THART 120	Acting Fundamentals I	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
FTVM 132	Video Production	3.0
THART 136	Introduction to Theatre Design	3.0
FTVM 234	Short Film Production	3.0
FTVM 235	Cinema Production	3.0
Story Development Pathway - Take Four Courses:		
THART 105	Script Analysis	3.0
FTVM 120	Introduction to Screen, Media, and Broadcast Writing **OR**	3.0
FTVM 121	Intermediate Screen, Media, and Broadcast Writing	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
THART 166	Improvisational Acting	3.0
FTVM 110	Audio Performance	3.0
FTVM 111	Studio Audio Production	3.0
FTVM 132	Video Production	3.0
Story Development Electives - Two Courses:		
FTVM 234	Short Film Production	3.0
FTVM 235	Cinema Production	3.0
FTVM 114	Editing I	3.0
FTVM 215	Editing II	3.0
FTVM 216	Color Correction for Film and Media	3.0
Post-Production Pathway - Take Four Courses:		
FTVM 111	Studio Audio Production	3.0
FTVM 215	Editing II	3.0
FTVM 216	Color Correction for Film and Media	3.0
ART 145	Introduction to Digital Applications for Graphic Design	3.0
ART 280	Beginning 3D Digital Animation and Visualization	3.0
Post-Production Electives - Two Courses:		
FTVM 234	Short Film Production	3.0
FTVM 235	Cinema Production	3.0
FTVM 110	Audio Performance	3.0
FTVM 120	Introduction to Screen, Media, and Broadcast Writing	3.0

FTVM 122	Acting and Directing for Television and Film	3.0
Camera Operation Pathway - Take Four Courses:		
FTVM 131	Cinematography	3.0
FTVM 234	Short Film Production	3.0
FTVM 235	Cinema Production	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
ART 161	Digital Photography	3.0
ART 124A	Beginning Drawing	3.0
Camera Operation Electives - Two Courses:		
FTVM 234	Short Film Production	3.0
FTVM 235	Cinema Production	3.0
FTVM 114	Editing I	3.0
FTVM 215	Editing II	3.0
FTVM 122	Acting and Directing for Television and Film	3.0

Total: 33.0-37.0

Rationale:	Adding pathway options to degree.
Effective:	Fall 2024

DEGREE MODIFICATION

Heavy/Medium Duty Clean Vehicle Technology - A.S. Degree

The Heavy/Medium Duty Clean Vehicle Technology A.S. degree is designed to provide students with the fundamentals of alternative fuel and electric vehicle technology as it applies to the industry. The curriculum prepares students for entry-level positions in Heavy-Duty Truck and electrical maintenance, field service, and networking, in the field of Hybrid/ Alternative fuel to include electrical power technology.

REQUIRED COURSES:

AUTO 010	Introduction to Hybrid and Electric Vehicle Technology	4.0
ELECTR 110	Direct Current Circuit Analysis	3.0
ELECTR 111	Direct Current Circuit Laboratory	1.0
ELECTR 115	Alternating Current Circuit Analysis	3.0
ELECTR 116	Alternating Current Circuit Laboratory	1.0
TECALC 087	Technical Calculations	4.0
HMDT 034	Heavy/Medium Duty Truck Alternative Fuels	4.0
HMDT 042	Zero Emission Heavy Duty Truck	2.0

Total: 22.0

Rationale:	Updating HMDT 034 title.
Effective:	Fall 2024

DEGREE MODIFICATION

Library Technology - A.A. Degree

The Library Technology Degree equips students for professions in libraries or information management, encompassing modern technology and traditional print media. This curriculum is tailored to prepare individuals for roles as paraprofessionals in various library settings, including public, school, academic, or special libraries, as well as related industries.

REQUIRED COURSES:

LIB 063	Reader's Advisory	2.0
LIB 064	Introduction to Library Services	2.0
LIB 065	Public Services	2.0
LIB 066	Acquisitions	2.0
LIB 067	Cataloging and Classification	2.0
LIB 070	Library Technology and Computer Services	2.0
LIB 110	Information Literacy and Research	3.0

Two Courses from the Following:

LIB 062	Care and Repair of Library Materials	1.0
LIB 071	Youth Services and Programs	2.0
LIB 072	School Library Media Centers	2.0
LIB 073	Library Digital Archives and Resources	2.0

One Literature Course from the Following:

ENGL 140	Exploring the World of Science Fiction	3.0
ENGL 141	Mystery and Detective Fiction	3.0
ENGL 153	Literature and Film	3.0
ENGL 161	Women Writers	3.0
ENGL 163	Chicana/o Literature	3.0
ENGL 165	African-American Literature	3.0
ENGL 260	American Literature to Mid 19th Century	3.0
ENGL 261	American Literature from 1865 to Present	3.0

Total: 21.0-22.0

Rationale:	Updating course titles and units.
Effective:	Fall 2024

DEGREE MODIFICATION

Public Health Science Associate in Science - Transfer Degree, AS-T

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

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

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (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 Public Health Science should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED COURSES:		
HEALTH 101	Personal Health and Wellness	3.0
HEALTH 100	Introduction to Public Health	3.0
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
BIOL 100	General Biology	4.0
CHEM 101	Introductory Chemistry	4.0
PSYCH 100	General Psychology **OR**	3.0
PSYCH 100H	General Psychology – Honors	3.0
One Biology Course Sequence: (8 Units)		
BIOL 260	Human Anatomy **AND**	4.0
BIOL 261	Human Physiology **OR**	4.0
BIOL 250	Human Anatomy and Physiology I **AND**	4.0
BIOL 251	Human Anatomy and Physiology II	4.0
List A - One Course from the Following: (3 Units)		
ECON 201	Principles of Microeconomics **OR**	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
ECON 200	Principles of Macroeconomics **OR**	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
FN 162	Introduction to Food and Nutrition	3.0
PSYCH 118	Human Sexual Behavior	3.0
SOC 120	Health and Social Justice	3.0
HUMSV 130	Introduction to Addiction Studies: Drugs, Health, and Society	3.0
SOC 100	Introduction to Sociology **OR**	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
COMMST 100	Elements of Public Speaking **OR**	3.0
COMMST 100H	Elements of Public Speaking – Honors	3.0

Major Total: 32
Total Units that May Be Double Counted: 12
General Education (CSU GE-Breadth or IGETC for CSU): 37-39
Elective (CSU Transferable): 2-4

Total: 60.0

Rationale:	Adding MATH 108H to course list.
Effective:	Fall 2024

DEGREE MODIFICATION

Social Justice, Advocacy, and Community - A.A. Degree

The Associate of Arts Degree in Social Justice, Advocacy and Community is designed to provide students with a comprehensive understanding of the complex social, political and economic issues that contribute to social inequalities and injustices. Courses in this program will cover a range of topics, including the history and theories of social justice, the role of advocacy and activism in effecting change, and the principles and practices of community organizing. Graduates of this program will be well-equipped to pursue further education in related fields, or to enter the workforce in a variety of roles, such as community organizer, social worker, activist, policy analyst, or advocate. They will be prepared to make a positive impact in their communities and to contribute to the ongoing struggle for social justice and equity.

REQUIRED COURSES:

ETHS 100	Introduction to Ethnic Studies	3.0
COMMST 100	Elements of Public Speaking **OR**	3.0
COMMST 100H	Elements of Public Speaking – Honors	3.0
ECON 200	Principles of Macroeconomics **OR**	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
MUS 108	History of Hip Hop Music	3.0
COMMST 135	Mass Media and Society **OR**	3.0
FTVM 103	Ethnicity and Identity in Media **OR**	3.0
ETHS 103	Ethnicity and Identity in Media	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
SOC 150	Aging and the Life Course	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
SDEV 103	Career Exploration and Life Planning **OR**	3.0
SDEV 103H	Career Exploration and Life Planning-Honors	3.0

One course from the following:

ANTHRO 108	Introduction to Native American Studies	3.0
ETHS 108	Introduction to Native American Studies	3.0
HIST 107	Native American Experiences in U.S. History	3.0
HIST 107H	Native American Experiences in U.S. History – Honors	3.0
ETHS 107	Native American Experiences in U.S. History	3.0
ETHS 107H	Native American Experiences in U.S. History – Honors	3.0
HIST 139	The African American Experience in U.S. History from 1877	3.0
HIST 142	Experiences of Asian Americans in U.S. History	3.0

Health - One course from the following:

HEALTH 100	Introduction to Public Health	3.0
HEALTH 101	Personal Health and Wellness	3.0
HEALTH 104	Women's Health	3.0

Self-Care - One course from the following:

DANCE 105A	Beginning Jazz Dance	2.0
KINF 127A	Beginning Walking for Fitness	1.0
KINF 154A	Beginning Hiking for Fitness	1.0
MUS 150X4	Mixed Chorus	1.0

Total: 40.0-41.0

Rationale: Removing inactivated ETHS courses.
Effective: Fall 2024

DEGREE MODIFICATION

Social Justice: Ethnic Studies Associate in Arts - Transfer Degree, AA-T

The Associate in Arts for Transfer in Social Justice Studies: Ethnic Studies is a transfer degree that prepares students who are interested in pursuing a Bachelor's degree in Ethnic Studies. Students could move on to study majors that may include the following: African American Studies, American Indian Studies, Asian American Studies, Chicano/Chicana Studies, Ethnic Studies, and/or Latin American Studies. Ethnic Studies is an inter-disciplinary study that explores the ways that ethnicity, race, and racism shape the experiences of Black, Indigenous, and people of color in the United States. This discipline draws from the perspectives of other fields, such as Sociology, Anthropology, History, Education, Music, Art, and Literature to offer courses that present a diversity of topics.

This discipline celebrates the uniqueness of each experience, as well as addresses the larger power dynamic which has been maintained as a barrier to social change. These courses identify the "place" where various peoples have come from and the challenges they have faced when told to stay "in their place." By engaging in topics such as racism and racialization, heteronormativity, ethno-centrism, and white supremacy, students will develop critical thinking skills to challenge these issues in a diverse world. This degree is designed to inspire students to take an active role in bettering our community with the goal of social, economic, legal, and political equality.

Students with a degree in Ethnic Studies move on to become teachers, social workers, professors, lawyers, politicians, community organizers and activists, union organizers, public policy and health officials, and to become critical workers for non-profit and profit organizations.

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 Social Justice: Ethnic Studies 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 (CSU-GE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

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

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

REQUIRED COURSES: (9 UNITS)		
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History **OR**	3.0
ETHS 141	Race and Ethnic Relations **OR**	3.0
ETHS 141H	Race and Ethnic Relations – Honors **OR**	3.0
SOC 141	Race and Ethnic Relations **OR**	3.0
SOC 141H	Race and Ethnic Relations – Honors	3.0
HIST 185	Women in United States History **OR**	3.0
SOC 145	Sociology of Gender	3.0

SOC 120	Health and Social Justice	3.0

List A: Three courses from at least two of the following areas: (9 units) Note: Only one course from Area 4 may be used.

Area 1 - History or Government:		
ETHS 107	Native American Experiences in U.S. History **OR**	3.0
ETHS 107H	Native American Experiences in U.S. History – Honors **OR**	3.0
HIST 107	Native American Experiences in U.S. History **OR**	3.0
HIST 107H	Native American Experiences in U.S. History – Honors	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 150	Introduction to Latin American History	3.0
Area 2 - Arts and Humanities		
ANTHRO 108	Introduction to Native American Studies **OR**	3.0
ETHS 108	Introduction to Native American Studies	3.0
ENGL 161	Women Writers	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
MUS 108	History of Hip Hop Music	3.0
Area 3 - Social Sciences:		
ANTHRO 102	Cultural Anthropology **OR**	3.0
ANTHRO 102H	Cultural Anthropology – Honors	3.0
ANTHRO 125	Language and Culture	3.0
Area 4 - Quantitative Reasoning and Research Methods:		
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 **OR**	4.0
PSYCH 201	Research Methods for the Behavioral Sciences	4.0
Area 5 - Major Preparation:		
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

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

Elective (CSU Transferable) Units: 15-16

Total: 60.0

Rationale:	Adding MATH 108H to course list and removing inactivated ETHS courses.
Effective:	Fall 2024

DEGREE MODIFICATION

Social Work and Human Services - Transfer Degree, AA-T

The Associates in Arts in Social Work and Human Services for Transfer degree (AA-T in Social Work and Human Services) is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in Social Work and Human Services or similar major. Social Work and Human Services is an applied behavioral science that specializes in the application of learned skills and methods for helping people from many different social backgrounds. Social Work and Human Services students are expected to think critically about human behavior, to apply the principles of the behavioral sciences, and to understand the role of values in diverse cultural settings.

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 Social Work and Human Services 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 Social Work and Human Services should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED COURSES:

HUMSV 170	Introduction to Social Work and Human Services	3.0
HUMSV 195A	Social Work and Human Services Seminar I	1.0
HUMSV 198C	Social Work and Human Services Fieldwork I	2.0
SOC 100	Introduction to Sociology **OR**	3.0
SOC 100H	Introduction to Sociology – 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
BIOL 260	Human Anatomy **OR**	4.0
BIOL 261	Human Physiology **OR**	4.0
BIOL 250	Human Anatomy and Physiology I **AND**	4.0
BIOL 251	Human Anatomy and Physiology II	4.0

One course from the following:

ECON 200	Principles of Macroeconomics **OR**	3.0
ECON 200H	Principles of Macroeconomics – Honors **OR**	3.0
ECON 201	Principles of Microeconomics **OR**	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0

List A - Two Courses from the Following:

ADJUS 101	Introduction to Administration of Justice	3.0
ANTHRO 102	Cultural Anthropology **OR**	3.0

ANTHRO 102H	Cultural Anthropology – Honors	3.0
CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 126	Child, Family, and the Community	3.0
COMMST 174	Intercultural Communication	3.0
ENGL 102	Intermediate Composition and Critical Thinking **OR**	4.0
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	4.0
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
PSYCH 110	Abnormal Psychology	3.0
PSYCH 111	Developmental Psychology: Lifespan	3.0
HUMSV 130	Introduction to Addiction Studies: Drugs, Health, and Society	3.0
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History	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 Units: 29-34
Total Units that may be Double-Counted: 13-22
General Education (CSU-GE or IGETC) Units: 37-39
Elective (CSU Transferable) Units: 5-16

Total: 60.0

Rationale:	Adding MATH 108H to course list.
Effective:	Fall 2024

DEGREE MODIFICATION

Sociology Associate in Arts - Transfer Degree, AA-T

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

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

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

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

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

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

REQUIRED COURSES: (9 units)

SOC 100	Introduction to Sociology **OR**	3.0
SOC 100H	Introduction to Sociology – Honors **OR**	3.0
SOC 110	Social Problems **OR**	3.0
SOC 110H	Social Problems – 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

LIST A - Two courses from the following: (6 units)

PSYCH 201	Research Methods for the Behavioral Sciences	4.0
SOC 130	Family Sociology	3.0
SOC 145	Sociology of Gender	3.0
SOC 141	Race and Ethnic Relations **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
SOC 135	Introduction to Crime	3.0

LIST B - One course from the following (or any course not used from List A): (3 units)

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

Major Total: 19-20
Total units that may be double-counted: 9-15
General Education (CSU-GE or IGETC) Units: 37-39
Elective (CSU Transferable) Units: 12-17

Total: 60.0

Rationale:	Adding MATH 108H to course list.
Effective:	Fall 2024

DEGREE MODIFICATION

Television - A.A. Degree

The Associate in Art degree in Television is designed to prepare students for career paths in the television and streaming industries in a variety of areas, including serialized narrative and documentary, remote and studio production, writing, preproduction, and editing. Students will learn the basics of television production within the first half of the program then choose between an emphasis in either unscripted or scripted content for television and streaming.

REQUIRED COURSES:

FTVM 130	Film and TV Production Basics	3.0
FTVM 114	Editing I	3.0
FTVM 112	Film Audio Production	3.0
FTVM 233	TV Studio Production	3.0

Work Experience - Complete a minimum of three units from the following:

FTVM 098	Media Arts Work Experience **OR**	1.0-4.0
FTVM 198	Media Practicum	3.0

One Pathway from the Following:		
Unscripted Pathway - Take Four Courses:		
FTVM 198	Media Practicum	3.0
FTVM 133	Broadcast News	3.0
FTVM 134	Sports Broadcasting	3.0
FTVM 215	Editing II	3.0
FTVM 216	Color Correction for Film and Media	3.0
Unscripted Electives - Two Courses:		
FTVM 234	Short Film Production	3.0
FTVM 235	Cinema Production	3.0
FTVM 114	Editing I	3.0
FTVM 215	Editing II	3.0
FTVM 216	Color Correction for Film and Media	3.0
Scripted Pathway - Take Four Courses:		
FTVM 120	Introduction to Screen, Media, and Broadcast Writing	3.0
FTVM 121	Intermediate Screen, Media, and Broadcast Writing	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
FTVM 234	Short Film Production	3.0
FTVM 131	Cinematography	3.0
FTVM 235	Cinema Production	3.0

Total: 27.0-33.0

Rationale: Adding pathways to degree.
Effective: Fall 2024

DEGREE CORRECTION

Elementary Teacher Education Associate in Arts - Transfer Degree, AA-T

The AA-T, Elementary Teacher Education, prepares students for elementary school teaching careers, grades K-5. Our preliminary degree provides students with interdisciplinary subject matter expertise as required for seamless transfer to a four-year university's bachelor's degree completion program in Liberal Studies and fulfills its lower-division requirements. Its introductory education course emphasizes equitable, culturally responsive pedagogy and teacher performance expectations, including professional teaching standards. In addition, students complete early fieldwork placements in our community, which allows future educators to observe active teaching and learning in today's diverse classrooms. These authentic, contextualized learning opportunities are intentionally designed for undergraduate students interested in public service, through teaching careers in elementary schools, grades K-5.

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 Elementary Teacher Education 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 Elementary Teacher Education should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED COURSES:		
EDUC 200	Introduction to Elementary Education	3.0
CD 105	Child Growth and Development **OR**	3.0
CD 105H	Child Growth and Development-Honors	3.0
BIOL 100	General Biology	4.0
CHEM 101	Introductory Chemistry	4.0
PHYSIC 101	Introductory Physics	4.0
GEOL 140	Earth Science	3.0
GEOL 141	Earth Science Laboratory	1.0
MATH 106	Mathematical Concepts for Elementary School Teachers	3.0
COMMST 100	Elements of Public Speaking **OR**	3.0
COMMST 100H	Elements of Public Speaking – Honors	3.0
ENGL 101	College Composition **OR**	4.0
ENGL 101H	College Composition – Honors	4.0
ENGL 151	Freshman Composition and Literature **OR**	3.0
ENGL 151H	Freshman Composition and Literature-Honors	3.0
GEOG 120	World Regional Geography	3.0
HIST 170	World History to 1500	3.0
HIST 100	United States History to 1877 **OR**	3.0
HIST 100H	United States History to 1877 – Honors	3.0
POLIT 100	American Politics **OR**	3.0
POLIT 100H	American Politics – Honors	3.0
List A - One course from the following:		
COMMST 125	Critical Thinking Through Argumentation and Debate	3.0
ENGL 102	Intermediate Composition and Critical Thinking	4.0
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	4.0
PHIL 102	Critical Thinking and Writing	3.0
PHIL 103	Introduction to Logic: Argument and Evidence	3.0
READ 102	Critical Reading as Critical Thinking	3.0
READ 104	Critical Reading, Thinking and Literacy	3.0
List B - One course from the following:		
ART 103	Art Appreciation	3.0
DANCE 100	Dance History and Appreciation	3.0
MUS 100	Music Appreciation	3.0
THART 100	Introduction to the Theatre	3.0
ART 102	Art History: Renaissance to Present **OR**	3.0
ART 102H	Art History: Renaissance to Present – Honors	3.0

Major Total: 53-54
Total Units that may be Double Counted: 31-34
General Education (CSU-GE or IGETC) Units: 37-39

Total: 60.0

Rationale:	Adding courses to List A.
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: January 11, 2024

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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Adjunct and Substitute Academic Employees
Presented for Information January 11, 2024
[v.12.18.2023.p.2|3]

2023 – 2024 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Collier-Goubil, Deshonna	SBVC	Sociology	Sociology
Farago Spencer, Joseph	SBVC	English as Second Language	English as Second Language
Gonzaga, Samantha	SBVC	Economics	Economics
Goss, Curtis	SBVC	Kinesiology	Kinesiology
Hayes, Teneka	SBVC	Administration of Justice	Administration of Justice
Honnold, Joseph Scott	SBVC	English	English
Johansen, Kirsten	SBVC	Dance	Dance
Knoch, Sierra	SBVC	French	Foreign Languages
Lowe, Eric	SBVC	History	History
McGuire, Kelly Earl	SBVC	FTVM	Film and Media Studies
Nealon, Denise	SBVC	Sociology	Sociology
Paramo, Patrick	SBVC	Administration of Justice	Administration of Justice
Raby, Jennifer	SBVC	Human Services	Addiction Paraprofessional Training
Rodriguez, Luis Antonio	SBVC	ART	ART
Teuscher, John	SBVC	Kinesiology	Kinesiology
Torres, Alexis	SBVC	English as Second Language	English as Second Language
Vonk, David	SBVC	English as Second Language	English as Second Language
Younglove, Elizabeth	SBVC	Kinesiology	Kinesiology
Amparo, Karl	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Diep, Matthew	CHC	Library Science	Library Science
Henry, Jacquelyn	CHC	Counseling	Counseling
Hussain, Danielle Sara	CHC	Counseling	Counseling
Ibarra, Rosa	CHC	Counseling	Counseling
Johansen, Kirsten	CHC	Dance	Dance
Karotick, Deborah	CHC	Art	Art
Ledoux, Janine	CHC	Kinesiology	Kinesiology
McNairy, Stephanie	CHC	Art	Art
Medina, Janine	CHC	Psych	Psychology
Moffatt, Christopher	CHC	History	History
Moody, Amanda	CHC	History	History
Patino, Matthew	CHC	History	History
Rodriguez, Luis	CHC	Art	Art

Adjunct and Substitute Academic Employees

Presented for Information January 11, 2024

[v.12.18.2023.p.3|3]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Roessler, Heather	CHC	Art	Art
Smith, Deborah	CHC	Math	Math

[v.12.18.2023.p.3|3]

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: January 11, 2024

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.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Appointment of District Employees
Submitted for Board Approval January 11, 2024
[v.12.18.2023.p.1|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Bautista, Rui Professor, Mathematics SBVC Math & Science *Ratification: Academic employee start date is prior to Board approval due to the faculty being required to attend flex and in-service days.*	01/09/24	Academic TBD*	Michael Mayne	General Fund	TBD†
Cardenas, Gilda Child Development Assistant SBVC Child Development Center	01/16/24	Classified 21B	New	CHC-Child Development Parent Fees	TBD†
Cortz, Zachary Student Engagement Specialist CHC Student Services	01/16/24	Classified 41A	New	CHC Equity Fund	TBD†
Huynh, Jeffrey Technology Support Specialist II SBVC Campus Technology Services	01/16/24	Classified 54A	New	General Fund	06/09/22
Nahaut, Wendy Student Services Technician I SBVC Cal-Works	01/16/24	Classified 30A	New	Student Equity	09/05/16
Perez, Ebony Professor, Mathematics SBVC Math & Science *Ratification: Academic employee start date is prior to Board approval due to the faculty being required to attend flex and in-service days.*	01/09/24	Academic TBD*	Ann Gibbons	General 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 January 11, 2024
[v.12.18.2023.p.2|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Popat, Naila Admissions and Records Technician SBVC Admissions & Records *Amendment: Employee step placement amended from December approval of A to B.*	01/16/24	Classified 33B	Ruben Leyva	General Fund	TBD†
Qadar, Amanda Professor, Mathematics SBVC Math & Science *Ratification: Academic employee start date is prior to Board approval due to the faculty being required to attend flex and in-service days.*	01/09/24	Academic TBD*	Lori Blecka	General Fund	TBD†
Sevilla, Valerie Assistant Professor, Respiratory Technologies CHC Respiratory Therapy *Ratification: Academic employee start date is prior to Board approval due to the faculty being required to attend flex and in-service days.*	01/09/24	Academic TBD*	New	Strong Workforce	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: January 11, 2024

SUBJECT: Consideration to Rescind the Approval of Appointment of District Employee

RECOMMENDATION

It is recommended that the Board of Trustees rescind the approval of appointment of the employee on the attached list and rescind the corresponding employment contract as well.

ANALYSIS

The previously appointed employee rescinded the acceptance of their offer of employment prior to their start date. Therefore, their offer of employment and contract will be rescinded.

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.

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Appointment of District Employee - RESCIND

Submitted for Board Approval January 11, 2024

[v.12.18.2023.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Ignotavski, Stefan Professor, Accounting SBVC Accounting	01/09/24	Academic D1	Janet Courts	TBD	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: January 11, 2024

SUBJECT: Consideration of Approval to Appoint Interim Managers

RECOMMENDATION

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

OVERVIEW

The employee on the attached list is submitted for approval.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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

SBCCD | Mission

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Appointment of Interim Managers
Submitted for Board Approval January 11, 2024
[v.1.3.2024.p.1|1]

Management

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
Simonds, Lindsey Interim Director of Audits and Analysis DSO Fiscal, Administrative & Media	01/01/24 to 06/30/24	17B	David James	General Fund	01/04/23
Zaldivar, Marie Interim Director, Alternate Text Production Center DSO Computing Services	01/01/24 to 03/31/24	17A	Jeffrey Baugher	Computer Services General Fund	06/23/20

Executive Management

Employee Name Location Assignment	Effective Dates	Salary Placement Position	New or Replacing	Fund	Live Scan Clearance
Fontanilla, Linda Interim College President SBVC President	02/01/24 to 06/30/24	College President San Bernardino Valley College	Diana Rodriguez	General	01/13/23

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: January 11, 2024

SUBJECT: Consideration of Approval of Classified Job Description and Revision to the Classified Salary Schedule

RECOMMENDATION

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

1. Job Description Update
   a. Lead Maintenance Technician

2. Revised Classified Salary Schedule

OVERVIEW

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

ANALYSIS

The attached job description reflects the representative duties and responsibilities, and the appropriate minimum qualifications for the positions involved. CSEA has been notified of the changes.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The financial implications resulting from these revisions will be included in the appropriate 2023-24 budgets.

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~~Lead~~ Senior Maintenance Technician

Classified Range: ~~47~~ 49

Pending Board Approval: 01/11/24

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

SUMMARY DESCRIPTION

Performs administrative services, inspections, and repairs in addition to performing skilled work in ~~one a specific~~ multiple field~~s~~ such as electrical, carpentry, painting, locksmithing, HVAC/R, and/or plumbing. Provides oversight and may coordinate~~s~~ assignments for ~~assigned~~ lower-level staff.

DISTINGUISHING CHARACTERISTICS

The ~~Lead~~ Senior Maintenance Technician classification is distinguished from other classes within the series by the level of responsibility assumed and the ability to perform skilled work in multiple fields ~~additional duties assigned~~. ~~Lead~~ Senior Maintenance Technicians perform the most difficult and responsible types of duties assigned to classes within this series including the provision of lead support for ~~assigned~~ lower-level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs skilled work in multiple trades in the areas of electrical, carpentry, painting, locksmithing, plumbing; observes and complies with federal, state, and local codes, laws, and regulations.

2. Leads, plans, trains, and reviews the work of maintenance staff; observes and complies with federal, state, and local codes, laws, and regulations; participates in performing the most complex work of the unit including organizing and assigning work, setting priorities, and following up to ensure coordination and completion of assigned work.

3. Utilizes computers in the processing of work requests, campus/district communication, and material and/or information searches; estimates materials, and equipment required for jobs assigned; submits requisitions for required materials; maintains a variety of reports and records; may assist in estimating time required to complete jobs.

4. Performs administrative services, inspections, and repairs in addition to routine skilled maintenance duties within ~~the specific hired trade such as~~ electrical, carpentry, painting, locksmithing, HVAC/R, or plumbing trades; performs general unskilled and semi-skilled maintenance work and ~~may~~ assist~~s~~ in other trades.

5. Oversees the use, care, and operation of maintenance equipment including power and hand tools, and maintenance vehicles.

6. Oversees, assists, and verifies the work of lower-level maintenance staff for accuracy, proper work methods, techniques, and compliance with applicable standards, and specifications; ensures adherence to safe work practices and procedures.

~~Lead~~ Senior Maintenance Technician

Classified Range: ~~47~~ 49

Pending Board Approval: 01/11/24

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7. Operates a variety of maintenance related equipment including power and hand tools, soldering, and brazing equipment; performs preventive maintenance and light repairs on equipment and tools.

8. Operates the energy management system (EMS) and building automation system (BAS) in order to control room temperatures, facilities use for events, and facility lighting.

9. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

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

CORE COMPETENCIES:
Environmental Exposure Tolerance

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

Safety Focus

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

General Physical Ability

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

Professional and Technical Expertise

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

Adaptability

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

Innovation

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

Lead Senior Maintenance Technician

Classified Range: 47 49

Pending Board Approval: 01/11/24

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Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

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

Customer Focus

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

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

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

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

~~Lead~~ Senior Maintenance Technician

Classified Range: ~~47~~ **49**

Pending Board Approval: 01/11/24

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Education and Experience Guidelines

Education/Training:

Equivalent to the completion of high school supplemented by specialized training related to the area of assignment.

Experience:

Four (4) years of experience that demonstrates journey-level skills in two or more areas ~~assigned area~~.

License or Certificate:

Possession of a valid driver's license.

Possession of, or ability to obtain a valid forklift certification.

Possession of or ability to obtain a valid EPA Retrieval and Reclamation Certification issued by authorized agency if assigned HVAC/R trade.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, electrical energy and high voltage and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near moving mechanical parts. Incumbents may be required to respond to emergencies during off hours which may include evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds, to occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

SAN BERNARDINO ⬥ COMMUNITY COLLEGE DISTRICT

Classified Salary Schedule
Pending Board Approval 01/11/24

RANGE	POSITION	STEP					
		A	B	C	D	E	F
18		$ 16.37	$ 17.19	$ 18.04	$ 18.96	$ 19.88	$ 20.48
19	▪ Bookstore Customer Service Assistant	$ 16.79	$ 17.63	$ 18.49	$ 19.44	$ 20.40	$ 21.01
20	▪ Food Service Worker I	$ 17.19	$ 18.05	$ 18.96	$ 19.89	$ 20.90	$ 21.53
21	▪ Child Development Assistant	$ 17.63	$ 18.49	$ 19.44	$ 20.40	$ 21.40	$ 22.04
22		$ 18.05	$ 18.96	$ 19.89	$ 20.90	$ 21.96	$ 22.62
23	▪ Courier	$ 18.50	$ 19.44	$ 20.41	$ 21.42	$ 22.50	$ 23.17
24		$ 18.98	$ 19.94	$ 20.94	$ 21.99	$ 23.09	$ 23.78
25	▪ Lead Food Service Worker *	$ 19.45	$ 20.43	$ 21.46	$ 22.52	$ 23.67	$ 24.38
26	▪ P.E. & Athletic Equipment Specialist ▪ Sport Information Specialist ▪ Tool Room Specialist	$ 19.94	$ 20.94	$ 21.99	$ 23.07	$ 24.22	$ 24.95
27	▪ Bookstore Assistant ▪ Library Media Clerk ▪ Mail Clerk	$ 20.44	$ 21.48	$ 22.52	$ 23.68	$ 24.84	$ 25.59
28	▪ Aquatic Center Pool Attendant	$ 20.95	$ 22.00	$ 23.10	$ 24.24	$ 25.45	$ 26.22
29	▪ Administrative Clerk ▪ CDC Food Service Specialist ▪ Custodian	$ 21.50	$ 22.56	$ 23.69	$ 24.86	$ 26.12	$ 26.91
30	▪ Grounds Caretaker ▪ Student Services Technician I	$ 22.01	$ 23.12	$ 24.27	$ 25.48	$ 26.76	$ 27.56
31	▪ Book Buyer ▪ Lead Custodian * ▪ Payroll Assistant ▪ Purchasing Technician	$ 22.56	$ 23.69	$ 24.86	$ 26.12	$ 27.43	$ 28.25
32		$ 23.13	$ 24.29	$ 25.52	$ 26.79	$ 28.12	$ 28.96
33	▪ Administrative Assistant I ▪ Admissions and Records Technician ▪ College Security Officer ▪ Printing Operations Specialist	$ 23.71	$ 24.86	$ 26.15	$ 27.44	$ 28.80	$ 29.66
34	▪ Account Technician ▪ Grant Technician ▪ Library Technical Assistant I ▪ Maintenance Worker ▪ Student Services Technician II ▪ Warehouse Technician	$ 24.29	$ 25.52	$ 26.79	$ 28.12	$ 29.54	$ 30.42
35	▪ Assistant Bookstore Manager ▪ Child Development Teacher ▪ Lead Grounds Caretaker *	$ 24.89	$ 26.16	$ 27.45	$ 28.81	$ 30.25	$ 31.15
36	▪ Development Assistant	$ 25.54	$ 26.80	$ 28.15	$ 29.56	$ 31.03	$ 31.96
37	▪ Administrative Assistant II ▪ Library Technical Assistant II *	$ 26.17	$ 27.47	$ 28.83	$ 30.27	$ 31.79	$ 32.75

* Lead, Advanced, or Senior Level Classification

** Under Review

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

SAN BERNARDINO ● COMMUNITY COLLEGE DISTRICT

Classified Salary Schedule
Pending Board Approval 01/11/24

RANGE	POSITION	STEP					
		A	B	C	D	E	F
38	▪ Admissions and Records Specialist ▪ Broadcast Operator** ▪ Technology Support Technician ▪ Evidence and Records Technician ▪ Financial Aid Technician ▪ Senior Student Service Technician*	$ 26.81	$ 28.16	$ 29.57	$ 31.04	$ 32.59	$ 33.57
39	▪ Lab Assistant I - Aeronautics ▪ Lab Assistant I - Electricity/Electronics ▪ Lab Assistant I - Emergency Medical Services (EMS) ▪ Lead Child Development Teacher * ▪ Payroll Technician ▪ Senior Printing Operations Specialist *	$ 27.50	$ 28.86	$ 30.32	$ 31.83	$ 33.44	$ 34.45
40	▪ Financial Aid Specialist ▪ Broadcast Technician	$ 28.18	$ 29.60	$ 31.06	$ 32.61	$ 34.25	$ 35.28
41	▪ Administrative Assistant III ▪ Contracts Technician ▪ Job Developer ▪ Purchasing Agent ▪ Student Engagement Specialist	$ 28.88	$ 30.32	$ 31.84	$ 33.44	$ 35.09	$ 36.14
42	▪ Academic Support Specialist ▪ Accountant ▪ Admissions and Record Coordinator * ▪ Admissions and Record Evaluator ▪ Dreamers Resource Center Coordinator ▪ HVAC/R Technician ▪ Laboratory Assistant II - Allied Health ▪ Laboratory Assistant II - Art ▪ Laboratory Assistant II - Culinary Arts ▪ Laboratory Assistant II - Multimedia ▪ Laboratory Assistant II - Welding ▪ Maintenance Technician ▪ Producer, Radio ▪ Research Data Specialist ▪ Schedule/ Catalog Data Specialist ▪ Traffic Coordinator, TV ▪ Veterans Services Coordinator	$ 29.62	$ 31.10	$ 32.66	$ 34.28	$ 35.99	$ 37.08
43	▪ Curriculum Coordinator	$ 30.35	$ 31.86	$ 33.45	$ 35.12	$ 36.88	$ 37.98
44	▪ Graphic Specialist ▪ Planetarium Production & Presentation Coordinator ▪ Project Analyst ▪ Senior Producer, Radio** ▪ Telecommunications Engineer** ▪ User Liaison	$ 31.11	$ 32.67	$ 34.28	$ 35.99	$ 37.81	$ 38.94

SAN BERNARDINO ● COMMUNITY COLLEGE DISTRICT

Classified Salary Schedule
Pending Board Approval 01/11/24

RANGE	POSITION	STEP					
		A	B	C	D	E	F
45	▪ Administrative Coordinator * ▪ Development Coordinator ▪ EOPS Coordinator ▪ Financial Aid Coordinator * ▪ Institutional Advancement Coordinator ▪ Interpreting Services Specialist	$ 31.89	$ 33.48	$ 35.16	$ 36.90	$ 38.78	$ 39.94
46	▪ Basic Needs Coordinator ▪ Coordinator, Outreach and Relations with Schools ▪ Distance Education Systems Administrator ▪ Environmental Health & Safety Specialist ▪ Senior Accountant * ▪ Senior Payroll Technician* ▪ Student Services Coordinator	$ 32.69	$ 34.32	$ 36.03	$ 37.84	$ 39.72	$ 40.91
47	▪ Admissions & Records Lead Evaluator * ▪ Lab Technician I - Biological Sciences ▪ Lab Technician I - Computer Information ▪ Lab Technician I - Geo-Science & Anthropology ▪ Lab Technician I - Physics/Astronomy ▪ Lead Maintenance Technician *	$ 33.50	$ 35.18	$ 36.94	$ 38.80	$ 40.73	$ 41.95
48	▪ Alternative Media and Assistive Technology Specialist ▪ Program/Content Coordinator, KVCR	$ 34.35	$ 36.05	$ 37.85	$ 39.77	$ 41.75	$ 43.00
49	▪ Senior Maintenance Technician *	$ 35.19	$ 36.94	$ 38.81	$ 40.75	$ 42.78	$ 44.06
50	▪ Athletic Trainer ▪ Laboratory Technician II - Anatomy & Physiology ▪ Laboratory Technician II - Microbiology ▪ Marketing & Communications Coordinator - KVCR/FNX ▪ Producer/Director, TV ▪ Program Coordinator ATTC** ▪ Senior Theatre Arts Technical Support Specialist * ▪ Technology Support Specialist I	$ 36.07	$ 37.86	$ 39.78	$ 41.76	$ 43.85	$ 45.16
51		$ 36.96	$ 38.82	$ 40.77	$ 42.81	$ 44.95	$ 46.29
52	▪ Laboratory Technician III - Chemistry	$ 37.88	$ 39.80	$ 41.80	$ 43.87	$ 46.06	$ 47.45
53	▪ Data Analyst	$ 38.84	$ 40.78	$ 42.82	$ 44.97	$ 47.22	$ 48.64
54	▪ Budget Analyst ▪ Instructional Technology Specialist ▪ Research Analyst ▪ Student Services Technology Coordinator ▪ Technology Support Specialist II ▪ Web Developer	$ 39.82	$ 41.81	$ 43.88	$ 46.08	$ 48.38	$ 49.83
55		$ 40.80	$ 42.84	$ 44.99	$ 47.25	$ 49.61	$ 51.10

* Lead, Advanced, or Senior Level Classification

** Under Review

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Classified Salary Schedule
Pending Board Approval 01/11/24

RANGE	POSITION	STEP					
		A	B	C	D	E	F
56		$ 41.83	$ 43.90	$ 46.11	$ 48.42	$ 50.83	$ 52.35
57	▪ Systems Analyst ▪ RF/ Microwave Engineer**	$ 42.87	$ 45.01	$ 47.27	$ 49.63	$ 52.12	$ 53.69
58		$ 43.95	$ 46.15	$ 48.46	$ 50.86	$ 53.39	$ 55.00
59		$ 45.05	$ 47.29	$ 49.65	$ 52.14	$ 54.75	$ 56.39
60		$ 46.17	$ 48.47	$ 50.88	$ 53.45	$ 56.12	$ 57.80
61		$ 47.31	$ 49.70	$ 52.17	$ 54.78	$ 57.52	$ 59.24
62		$ 48.51	$ 50.94	$ 53.48	$ 56.14	$ 58.96	$ 60.72
63	▪ Senior Programmer/Analyst * ▪ Senior Research and Planning Analyst * ▪ Senior Technology Support Specialist * ▪ Senior Web Developer *	$ 50.02	$ 52.53	$ 55.16	$ 57.91	$ 60.82	$ 62.64
64		$ 51.27	$ 53.82	$ 56.53	$ 59.36	$ 62.32	$ 64.19
65		$ 52.55	$ 55.18	$ 57.95	$ 60.83	$ 63.87	$ 65.78
66		$ 53.85	$ 56.55	$ 59.38	$ 62.35	$ 65.47	$ 67.43

* Lead, Advanced, or Senior Level Classification

** Under Review

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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: Karla Bonnet, Director Human Resources, Police, & Payroll Services
                Kristina Hannon, Vice Chancellor, Human Resources, Police, & Payroll Services

DATE: January 11, 2024

SUBJECT: Consideration of Approval of Granting Sabbatical Leave for the
                2024-2025 Academic Year

RECOMMENDATION
It is recommended that the Board of Trustees approve the granting of sabbatical leave for the 2024-2025 academic year.

OVERVIEW
These employees are being recommended for Sabbatical Leave for the 2024-2025 academic year and exercise the option under Education Code Section 87770 to waive the furnishing of a bond and pay employees on Sabbatical Leave in the same manner as though a bond is furnished; if the employee executes an agreement containing terms and conditions that protect the interests of the District.

- Brandi Bailes, Fall 2024
- Breanna Andrews, Fall 2024
- Margaret Worsley, Fall 2024
- Jennifer Bjerke, Spring 2025

ANALYSIS
On October 19, 2023, the Board of Trustees granted two full year sabbatical leaves districtwide for the 2024-2025 academic year. Sabbatical Leave Committees at each campus reviewed any applications received and forwarded their recommendations to the District. The District Sabbatical Leave Committee reviewed the requests and forwarded their recommendations to the Chancellor.

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 the District is the replacement for the instructor's classes and is included in the appropriate 2024-2025 budgets.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: January 11, 2024

SUBJECT: Consideration of Approval to Accept the Updated Emergency Operations Plan (EOP)

RECOMMENDATION

It is recommended that the Board of Trustees adopt the updated San Bernardino Community College District Emergency Operations Plan (EOP) as presented.

OVERVIEW

The EOP provides the framework for the coordination and mobilization of the District sites, colleges, and external resources needed to respond during an emergency. The EOP clarified strategies to 1) prepare for, 2) respond to, and 3) recover from an emergency or disaster incident that could impact the District, the campuses, or the region.

ANALYSIS

The EOP provides authority during an emergency for coordinating response and recovery operations throughout the District. The purpose of the EOP is to ensure an effective, professional, and well-organized response to a natural disaster or a major incident. The primary objective of the EOP is to protect public safety and property and assure the overall well-being of the population.

The California Emergency Plan (CEP), promulgated in accordance with the provisions of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof."

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

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item. However, the lack of an emergency operations plan could lead to severe losses such as multiple casualties and the possible financial collapse of the organization.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

San Bernardino Community College District

Emergency Operations Plan

January 2024

San Bernardino Community College District
Emergency Operations Plan

HANDLING INSTRUCTIONS

This document, San Bernardino Community College District (SBCCD) Emergency Operations Plan (EOP), and all associated appendices and planning documents are labeled FOR OFFICIAL USE ONLY and should be safeguarded, handled, transmitted, and stored accordingly.

Portions of this document contain sensitive information regarding the deployment, mobilization, and tactical operations of the SBCCD in response to emergencies. Although the vast majority of this plan is available for public review, certain sensitive portions that include personal privacy information or information with significant implications on the District, County, or State security have been secluded to attachments that are exempt from public disclosure under the provisions of the California Public Records Act §6254.

Reproduction of this document, in whole or in part, without prior approval from the SBCCD Human Resources Department is prohibited. Questions or concerns related to this document should be directed to:

Emergency Management Coordinator
SBCCD Safety and Risk Management Department
Environment Health and Safety Administrator
EHS@sbccd.edu

PROMULGATION STATEMENT

In keeping with our mission to positively impact the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities, we must provide a safe and secure environment for our students, faculty, and staff to learn, teach, and work. As such, the San Bernardino Community College District developed this Emergency Operations Plan to provide the underlying all-hazards framework for how the District will mitigate, prepare for, respond to, and recover from an emergency incident or disaster. It aligns with the tenets of the National Incident Management System and California Standardized Emergency Management System and established the Incident Command System as the District's emergency response structure.

This plan and its contents apply to all District personnel participating in mitigation, preparedness, response, and recovery efforts. To execute this plan effectively, all emergency response personnel must have knowledge and familiarity with the procedures outlined in this plan. Tasked departments supporting this plan will maintain their procedures and actively participate in the training, exercise, and maintenance needed to support this plan.

Diana Z. Rodriguez   Date
Chancellor

APPROVAL AND IMPLEMENTATION

This Emergency Operations Plan (EOP) applies to all District personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any District-sponsored events, whether on or off campus and all public or private District-sanctioned activities.

The EOP and its supporting annexes and attachments are hereby approved for the San Bernardino Community College District and are effective immediately upon the signing of all signature authorities noted below.

_____   _____
Diana Z. Rodriguez   Date
Chancellor

_____   _____
Stephanie Houston, Ed.D.   Date
Board Chair

_____   _____
Kevin Horan, Ed.D.   Date
President, Crafton Hills College

_____   _____
Linda Fontanilla, Ed.D.   Date
Interim President,
San Bernardino Valley College

RECORD OF CHANGES

This Emergency Operations Plan (EOP) is revised based on actual events; post-exercise drills and activities; input from departments; and changes in local, state, or federal guidance. A full explanation of the review process is provided in **Section 8.0. Plan Development and Maintenance**.

Version/ Change #	Date of Change	Plan Section	Summary of Change	Changed By
1.1	01/11/2023	All	Full plan update of content and format	Stevenson, D.

RECORD OF DISTRIBUTION

The SBCCD Human Resources & Safety and Risk Management will distribute this Emergency Operations Plan (EOP) to key stakeholders, as documented below. Stakeholders are responsible for ensuring the distribution and communication of revised content to their personnel.

Date Provided	Department/Agency	Recipient	Manner of Distribution

San Bernardino Community College District
Emergency Operations Plan

TABLE OF CONTENTS

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1.0. INTRODUCTION

1.1. Plan Organization

The San Bernardino Community College District (SBCCD) Emergency Operations Plan (EOP) identifies the District's emergency planning, organization, and response policies and procedures. It assists the District in being prepared to respond to and recover from any level of emergency it may face.

The full SBCCD EOP consists of four components outlined below. **Figure 1** shows the relationship between the EOP components.

1. **Basic Plan** – The Basic Plan establishes the overarching SBCCD's emergency management structure. It assigns responsibilities to direct, control, and coordinate response and recovery efforts within the District and in alignment with local, state, and federal agencies. The Basic Plan consists of the following nine sections:

   - Section 1 – Introduction
   - Section 2 – Concept of Operations
   - Section 3 – Organization and Assignment of Responsibilities
   - Section 4 – Direction, Control, and Coordination
   - Section 5 – Information Collection, Analysis, Dissemination
   - Section 6 – Training and Exercises
   - Section 7 – Administration, Finance, and Logistics
   - Section 8 – Plan Development and Maintenance
   - Section 9 – Authorities and References

2. **Hazard-Specific Annexes** – Hazard-specific annexes focus on specific or unique critical operational actions and describe the policies, processes, roles, responsibilities, and regulatory considerations related to the high-priority hazard/threat.

   The SBCCD EOP includes the following hazard-specific annexes:

   - Pandemic Flu Emergency Preparedness Plan
   - Hazardous Materials Emergency Response Plan

3. **Functional Annexes** – Functional annexes address critical services necessary to manage, communicate, respond to, and mitigate emergency situations at SBCCD.

   The SBCCD EOP includes the following functional annexes:

   - SBCCD Hazard Mitigation Plan (HMP)
   - Emergency Operations Center Guide
   - Recovery Annex
   - Building Emergency Plan (BEP)

4. **College Annexes** – Each site is responsible for maintaining College-specific emergency management-related standard operating procedures (SOPs) that supplement the SBCCD EOP, including College-specific hazard mitigation plans, response checklists, and guides unique to each College. Within SBCCD, the following campuses will develop and maintain emergency management SOPs:

- Crafton Hills College
- District Support Operations (DSO)
- San Bernardino Valley College
- Economic Development and Corporate Training (EDTC)

Figure 1. SBCCD Emergency Plan Relationships
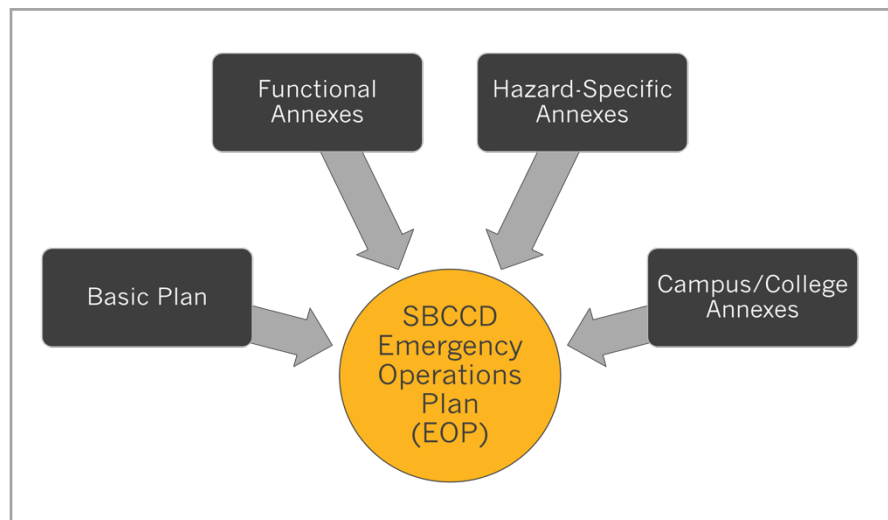
1.2. Purpose and Scope

The purpose of the SBCCD EOP is to provide a framework for the District's approach to incident and emergency operations. This EOP describes the emergency response organization; provides guidance for information collection, analysis, and dissemination; outlines roles and responsibilities and staffing procedures and policies; defines processes for documentation of the incident and emergency response-related expenditures and resources and procedures for accruing costs.

This plan applies to all elements of the District's emergency management organization during all phases of emergency management incidents and/or events of all sizes, including those that exceed the District's response resources and capabilities. It may result in mutual aid activation, multijurisdictional response, and/or Emergency Operations Center activation.

1.3. Situation Overview

SBCCD serves 20,000 students through Crafton Hills College (CHC) and San Bernardino Valley College (SBVC), providing access to affordable higher education and career training for the residents of Big Bear Lake, Bloomington, Calimesa, Colton, Grand Terrace, Highland, Lake Arrowhead, Loma Linda, Redlands, Rialto, San Bernardino, and Yucaipa.

SBCCD has additional sites, including the District Office (DSO) and Economic Development and Corporate Training (EDTC), and holds the broadcast license for KVCR, the PBS and NPR affiliate station for the Inland Empire on TV Channel 24 and 91.9 FM. **Figure 2** profiles each SBCCD campus, and **Figure 3** shows a map of the District**.**

Figure 2. SBCCD Colleges and Education Centers

SBCCD District Office
550 E. Hospitality Ln., Suite 200
San Bernardino, CA 92408

San Bernardino Valley College
701 S. Mt. Vernon Ave.
San Bernardino, CA 92410

Crafton Hills College
11711 Sand Canyon Rd.
Yucaipa, CA 92399

Economic Development and
Corporate Training
114 S. Del Rosa Dr.
San Bernardino, CA 92408

KVCR
701 S. Mt. Vernon Ave.
San Bernardino, CA 92410

Figure 3. SBCCD Colleges and Education Centers Map
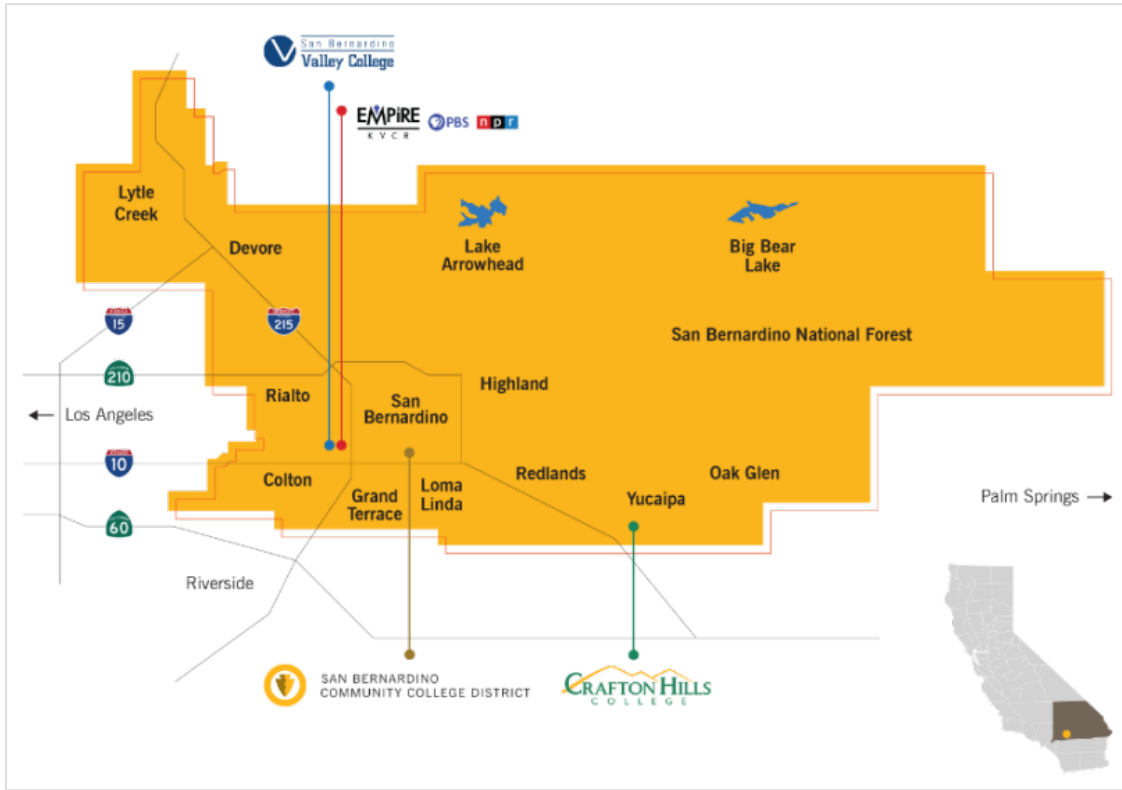
1.4. Hazard Analysis and Risk Assessment Overview

Although the SBCCD faces the risk of experiencing many natural, technological, and human-caused hazards, the San Bernardino County EOP identified and prioritized the hazards based on probability and impact for the county, as shown in **Table 1**. The highest priority hazards (earthquake, wildfire, flood, drought, terrorism, and climate change) were considered in developing this EOP. Hazard analysis and risk assessments supplement the District's comprehensive emergency management program; details can be found in the **SBCCD HMP**.

Table 1. San Bernardino County Hazard Prioritization

		IMPACT		
		HIGH	MEDIUM	LOW
PROBABILITY	HIGH	Wildfire / Flood / Earthquake / Geological Hazards	Drought	
	MEDIUM	Terrorism	Climate Change (Extreme Heat/Cold)	Hail / Infestation
	LOW		Dam Inundation	Tornado / High Winds / Winter Storm / Lightning

1.5. Planning Assumptions

The basic planning assumptions for the SBCCD EOP include the following:

a. The nature and extent of an emergency will govern which resources the SBCCD will mobilize and respond to. However, some emergencies may be so large and complex that they immediately overwhelm SBCCD resources, requiring the District to request mutual aid and outside assistance.

b. It is possible for a major disaster to occur at any time and any place in or near the District campuses. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters can and may occur with little or no warning.

c. District personnel recognize their responsibilities for the safety and well-being of students, faculty, staff, and visitors and assume their responsibilities in implementing this EOP.

d. Departments with assigned emergency response roles, as outlined in the EOP **Section 3.2. Departmental Roles and Responsibilities**, will follow their respective internal procedures to execute their responsibilities and train, equip, organize, and exercise their personnel to execute this EOP.

e. Implementing and understanding these guidelines through training and exercising will reduce or prevent disaster-related losses.

f. Regardless of the threat or type of emergency, the following results may be encountered:

- Death, injury, or illness of people and/or animals

- Interruption or disruption to transportation

- Interruption or disruption to normal communications

- Interruption or disruption to utilities and other essential services

- Congregation of large numbers of people at the scene, central locations, etc.

- Significant numbers of people being displaced, requiring some or all of the following: evacuation, shelter, feeding, welfare, and other assistance

- Structural damage to streets, buildings, utilities, and other property

- Contamination of food, water, personnel, vehicles, property, and other substances

- Shortages of essential items

- Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.

- Initial confusion of the affected population with probable delays in response due to disaster incidents

- Extensive need for public information

- Disruption of business activities

2.0. CONCEPT OF OPERATIONS

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures. Other emergencies occur with little or no warning, thus requiring immediate activation of the EOP and commitment of resources. In any emergency, the District's top priorities are to:

1. Protect life and property;

2. Protect and secure critical infrastructure and facilities;

3. Protect the environment; and

4. Resume academic instruction and other essential programs.

This EOP is based on the all-hazards approach. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by District executive management.

2.1. Phases of Emergency Management

SBCCD acknowledges that most responsibilities and functions performed before, during, and after emergencies are not hazard-specific. The actions of the SBCCD emergency management organization and structure apply to all phases of the emergency management cycle, diagrammed in **Figure 4**, regarding any actual or potential hazard or threat that is imminent, affecting, or has the potential to affect the District's community. The overall approach is designed to promote and apply best practices and national emergency management standards as appropriate.

Aligned with the Federal Emergency Management Agency (FEMA), SBCCD defines the phases of emergency management as the following:

- **Mitigation/Prevention –** The effort to reduce loss of life and property by eliminating threats and lessening the impact of disasters and emergencies, including structural and non-structural measures.

- **Preparedness –** Activities that develop the response capabilities needed should an emergency arise, such as planning and training.

- **Response –** The provision of emergency services during a crisis to help speed recovery and reduce casualties and damage. Response activities include warning, fire response, evacuation, and other similar operations.

- **Recovery –** A process to restore vital services (short-term recovery) and return to the normal pre-disaster state or an improved state (long-term recovery).

Figure 4. Phases of Emergency Management
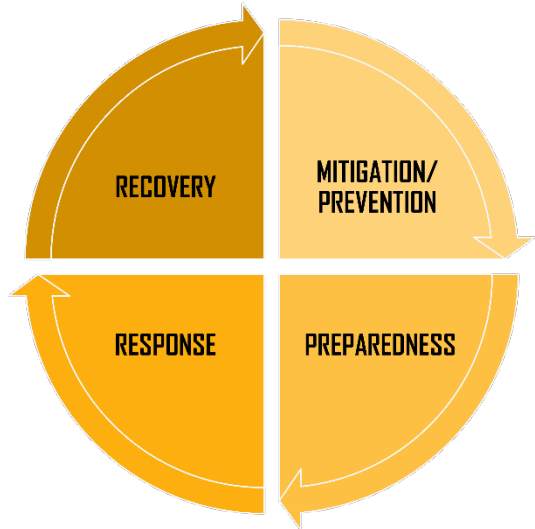
2.2. Levels of Emergency

SBCCD has identified the following levels of emergencies to assist in planning and determining appropriate response strategies.

Table 2. SBCCD Levels of Emergency

MANAGEMENT WATCH (Precautionary)	SBCCD PD shall be the lead in monitoring developing situations and the primary source of communication with support from Emergency Management. Examples: Severe weather forecasts, wildland fires on property near a campus, warnings of power outages, or large demonstrations held on or near a campus
MINOR	An incident involving a limited area that causes minimal impact or interruption to District or campus operations. A limited number of SBCCD emergency response personnel are needed to control the situation. Examples: Chemical spills or fires within a specific room or localized area
MODERATE	A significant emergency that disrupts an entire floor or building and that may require assistance from external organizations. These events may escalate quickly and have serious consequences for mission-critical functions and/or safety, resulting in the automatic activation of the Emergency Operations Center (EOC). Examples: Building fires or explosions, bioterrorism threat incidents, major chemical spills, extensive power or utility outages, or severe building flooding

	A major emergency that involves multiple buildings or that impacts an entire campus and the surrounding community. A timely resolution of disaster conditions requires District or College-wide cooperation, extensive coordination with external jurisdictions, and automatic activation of the EOC.
MAJOR	Examples: Large gas leaks, significant earthquakes, large civil unrest, or major acts of terrorism

2.3. District Emergency Proclamation

The ultimate responsibility for emergency management at the District belongs to the Chancellor. To ensure the orderly continued operations of the District, the Chancellor may delegate functions to other administrators. However, this delegation does not remove the final authority and responsibility from the Chancellor.

In a localized emergency at one of the SBCCD's colleges, the respective College President will be responsible for the College's emergency management. The President may also delegate functions to other administrators.

The Chancellor or their designee has the authority to:

- Proclaim a District Emergency;
- Declare a Closure of District sites or cancelation of classes; and
- Issue an Administrative Leave Order.

A District emergency proclamation gives the District immediate authority to take protective actions and to activate teams and resources to protect the health and safety of students, faculty, staff, and visitors. District emergency may be proclaimed when there is:

- An incident that severely impacts District campuses;
- An incident that has caused multiple fatalities on District property;
- An incident that caused a College President (or their designee) to request a proclamation, and the College has activated its Campus Emergency Coordination Center (CECC);
- An incident that directly impacts two or more campuses; and/or
- A threat is moving toward the District, which may cause major damage and injuries/deaths if immediate actions are not taken (e.g., massive flooding predicted, wildfire approaching, civil unrest, etc.).

2.3.1. Line of Succession

The District has defined the following line of succession for its leadership:

1. Chancellor
2. Executive Vice Chancellor
3. Vice Chancellor of Human Resources and Police Services

SBVC and CHC have defined the following line of succession for its leadership:

1. President

2. Vice President of Administrative Services

3. Vice President of Instruction or Vice President of Student Services

If no College leadership is available to fulfill its line of succession role, the Chancellor will appoint someone to lead until the impacted College can appoint a new leader. The impacted College is responsible for re-establishing the replacement staffing as soon as reasonably possible.

In the event that the District loses its complete line of succession, the Board of Trustees may perform the leadership role until new executive personnel can be established.

2.4. Coordination Structure

SBCCD has adopted and utilizes the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and Incident Command System (ICS) for incident management and emergency preparedness, response, and recovery programs and activities.

2.4.1. Standardized Emergency Management System

SEMS is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements.

SEMS incorporates:

1. *Incident Command System (ICS):* A field-level emergency response system based on management by objectives.

2. *Multi/Inter-Agency Coordination:* Affected agencies working together to coordinate allocations of resources and emergency response activities.

3. *State Mutual Aid Program:* A system for obtaining additional emergency resources from non-affected jurisdictions.

4. *Operational Area Coordination:* County and its sub-divisions coordinate damage information, resource requests, and emergency response.

SEMS is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. Additionally, SEMS must be used to be eligible for any response-related costs reimbursement under the State's disaster assistance programs.

2.4.2. National Incident Management System

NIMS is a nationwide systematic approach to incident management and response for all levels of government, nongovernmental organizations, and the private sector. Developed by the United States Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. NIMS uses common terminology and a standard organizational structure that allows quick mobilization and

deployment of resources that can be adapted to any emergency. It also allows for efficient communication between response agencies.

2.4.3. Incident Command System

When responding to an incident or emergency, SBCCD uses the ICS, a component of SEMS and NIMS. ICS is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. ICS meets the needs of incidents of any kind or size, uses standardized forms, and avoids duplications of efforts.

2.5. Considerations for Individuals with Disabilities and Others with Access and Functional Needs

Considerations for individuals with disabilities and others with access and functional needs (DAFN) are addressed District-wide in all emergency planning efforts and supporting SOPs and checklists. A disability or other access and functional need will not prevent access to services or facilities provided by SBCCD. As such, SBCCD will execute the following actions:

- Work to accommodate individuals with DAFN in the most integrated setting appropriate to their needs.

- If necessary, make reasonable modifications to policies, practices, and procedures to avoid discrimination during emergency operations.

- Attempt to shelter individuals with DAFN during a care and shelter situation or divert them to shelters with special needs facilities. Eligibility for care and sheltering will not depend on a personal care attendant.

- Provide preparedness instruction to the DAFN District community during preparedness and mitigation activities.

3.0. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

3.1. Disaster Service Workers

Any California city, county, state agency, or public district employee may be called upon as a disaster service worker in an emergency through the State of California Disaster Service Worker (DSW) Program. Any public employees performing duties as a DSW are considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the effects of an emergency. The law applies when:

- A local emergency has been proclaimed;

- A state of emergency has been proclaimed; or

- A federal disaster declaration has been made.

At the beginning of employment with SBCCD, each employee is required to sign an oath of allegiance agreeing to serve as a DSW. SBCCD employees may be assigned disaster service activities by their superiors or by law to assist the District in carrying out its responsibilities

during times of disaster. In an emergency, non-essential employees (those that are not required for continuity of operations) may be released from their usual duties so that they can be reassigned to assist any agency or organization carrying out its emergency response duties. Employees acting as DSWs will be assigned duties within their scope of training, skill, and ability.

3.2. Departmental Roles and Responsibilities

Table 3 outlines specific information and direction for departments during an emergency. The responsibilities are listed in no specific order, and some or all responsibilities may be executed at any time to maintain the safety of the District/campus. The table also lists the position(s) the department may be asked to fill in the EOC. Positions may be adapted to suit the needs of each District site. **Appendix E: EOC Toolkit** details each EOC position and contains job action checklists.

Table 3. Department Roles and Responsibilities

Department	Role and Responsibilities
Office of the Chancellor	• Provide overall direction for the District during normal and emergency operations. • Authorize the cancellation of classes or campus closure, if necessary. • Issue a District Emergency Proclamation. • Brief the Board of Trustees on the situation status as necessary. *EOC Role(s): Executive Policy Group*
Office of the President	• Provide overall direction for the campus during normal and emergency operations. • Authorize the cancellation of classes or campus closure, if necessary. • Issue a Campus Emergency Proclamation. • Brief the Chancellor on the situation status as necessary. *EOC Role(s): Executive Policy Group*
Business Services / Administrative Services	• Support the acquisition of resources. • Oversee the procurement and allocation of supplies and materials. • In collaboration with Fiscal Services, designate budget accounts to aid departments in cost tracking. • When requested, provide personnel to serve in the EOC. *EOC Role(s): Contracts & Procurement Unit Leader*
Fiscal Services	• Provide financial support, response, and recovery for the emergency/disaster. • Ensure the accounts payable and revenue collection processes continue. • Assist in the tracking and distribution of donations. • In collaboration with Fiscal Services, designate budget accounts to aid departments in cost tracking. • When requested, provide personnel to serve in the EOC. *EOC Role(s): Accounts Payable Unit Leader*

Department	Role and Responsibilities
Human Resources & Safety and Risk Management	Human Resources • Assist with acquiring and reallocating staffing, whether paid or volunteer. • Maintain all personnel and volunteer rosters, pay records, etc. • Coordinate specialized assistance and resources for students with disabilities and access and functional needs. • Process and track workers' compensation claims. • Serve as subject matter expert for supporting students with disabilities and access and functional needs. • When requested, provide personnel to serve in the EOC. *EOC Role(s): Personnel Unit Leader, Compensation & Claims Unit Leader* Payroll • Process and track timesheets, reimbursements and payroll related to emergency response and recovery. • Ensure the District payroll process continues. *EOC Role(s): Payroll Unit Leader* Safety and Risk Management Emergency Management Coordinator • Activate the EOC if needed. • Monitor the status of the current emergency event and provide regular updates to the Executive Policy Group. • Support the Incident Commander with emergency response by assisting with resource requests and/or coordinating with the appropriate response partners. • Liaison with the government emergency management agencies, National Weather Service, and other external agencies, as necessary. *EOC Role(s): EOC Manager* Environmental Health & Safety • Identify hazardous situations associated with the incident per existing procedures, processes, and tools. • Identify corrective actions and ensure implementation. • Coordinate safety briefings and debriefings, as necessary. • Ensure that all buildings used in support of the EOC are in safe operating condition. • Monitor the safety of incident personnel and advise the Incident Commander on issues regarding incident safety. • Serve as District subject matter expert for incidents involving hazardous materials (HazMat). • When requested, provide personnel to serve in the EOC. *EOC Role(s): HazMat Unit Leader, Safety Officer*

Department	Role and Responsibilities
SBCCD Police Department	• Notify District administrators and response partners of major emergencies as necessary. • Serve as the initial Incident Commander (IC) during most emergency incidents and take immediate and appropriate action to protect life and property and safeguard records as necessary. • Monitor District emergency warning and evacuation systems. • Distribute the initial messages through the SBCCD emergency notification system (ENS) in the event of a major campus emergency. • Conduct evacuation procedures in cooperation and coordination with Building Captains. • Obtain assistance from city, county, and federal agencies for radiological monitoring and first aid as required. • Provide traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed. • Request activation of the EOC, if necessary. • Request the assistance of outside response agencies, if necessary. • When requested, provide personnel to serve in the EOC. *EOC Role(s): Security & Public Safety Unit Leader*
Marketing & Communications	• Prepare statements for release to news media and respond to media inquiries. • Provide updates to the District community during an emergency through available channels. • When requested, provide personnel to serve in the EOC. • When deemed necessary or requested, provide personnel to serve in the joint information center (JIC). • Monitor social media and other sources for rumor control. • Compile media related to the emergency, including photographs, recordings, web links, etc., and submit to the Planning Section. *EOC Role(s): Public Information Officer*
Technology & Educational Support Services (TESS)	• Provide and maintain technology services supporting campus critical infrastructure, including those required for emergency communications. • Facilitate technology services required for remote access to District resources as necessary for faculty, staff and students. • Ensure the security and safety of institutional data. • Handle cybersecurity incident identification and response for the District, including liaison with external cybersecurity authorities regarding potential threats. • When requested, provide personnel to serve in the EOC. *EOC Role(s): IT Infrastructure/Support Unit Leader*
Facilities Planning & Construction	• Provide for the maintenance and operation of District property, buildings, structures, and equipment. • Restore and maintain utility services to the District. • Provide architectural and engineering services, damage surveys, emergency repair and construction advice, and/or demolition directions as necessary to minimize the adverse results of a disaster. • When requested, provide personnel to serve in the EOC. *EOC Role(s): Maintenance & Operations Group*

Department	Role and Responsibilities
Campus Maintenance & Operations (M&O)	• Survey the campus and report any damages to facilities, critical infrastructure, or equipment. • Provide for the maintenance and operation of District property, buildings, structures, and equipment. • Restore and maintain utility services. • When requested, provide personnel to serve in the EOC. *EOC Role(s): Maintenance & Operations Group*
Office of the Vice President of Instruction	• Provide recommendations regarding canceling classes to the Chancellor or College President(s) during an emergency. • Provide guidance to faculty regarding class cancellation procedures due to an emergency. • Coordinate classroom and research accommodations, including any necessary class relocations. • When requested, provide personnel to serve in the EOC. *EOC Role(s): Academic Continuity Group*
Student Services	• Identify and prioritize which services will be needed and determine if they are functional. • Ensure that available mental health resources are identified and mobilized as required. • Identify and coordinate programs and activities for the District or campus community during incident response and recovery. Programs may include social activities, mass, and vigils. *EOC Role(s): Student Services & Support Group*

4.0. DIRECTION, CONTROL, AND COORDINATION

4.1. On-Scene and Campus Response

4.1.1. SBCCD Safety Partners

Building Captains

Building Captains are specific staff members who serve as the lead for all emergency program activities within their buildings. All key District and campus buildings will have one primary building Captain and at least one alternate. Building Captain responsibilities include:

• Coordinate and manage their building's emergency preparedness activities;

• Participate in emergency preparedness training;

• Initiate roll call of building occupants in the Emergency Assembly Area (EAA) during emergency evacuations;

• Provide information to the IC or EOC in an emergency;

• Assisting in emergency preparedness exercises;

- Assisting in providing emergency preparedness information to faculty and staff within their building; and

- Communicating damage and victim information to the building Captain in an emergency.

4.1.2. Emergency Consultation Group

When reasonable, an emergency consultation group will initiate emergency procedures and/or issue an ENS message. While efforts are made to confer with the consultation group, the Chief of Police, the impacted College President, or their designees have the authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community. The emergency consultation group consists of some or all of the following:

- Chief of Police (or designee);

- Chancellor (or designee);

- The impacted College President (or designee);

- The impacted campus PIO;

- District PIO;

- District Emergency Management Coordinator; and

- Their stakeholders when needed.

4.1.3. Incident Command Post

An Incident Command Post (ICP) will be activated to direct and control emergency response operations in the field. There is no fixed location. The ICP will be near or at the scene, away from known risks or hazards, and clearly identified to all responding personnel. The ICP activities will be coordinated or directed by the SBCCD Chief of Police, or designee, serving as the IC or in unified command (UC) with partner response agencies. The ICP, through the IC/UC, will establish and maintain communications with the District EOC using standard protocols and procedures until the incident is stabilized and resolved and resources are demobilized. Multiple incidents on the same campus or multiple campuses will require multiple ICPs.

4.2. Campus Coordination

4.2.1. Coordination with the District

In general, the following applies to coordination between the District and the colleges:

a. The implementation of the College emergency management plans and programs is the responsibility of the respective Vice President of Administrative Services, with support from the District's Human Resources & Safety and Risk Management Department.

b. Each College's administration may issue population protective actions, alter personnel schedules to support an emergency response and identify trained personnel essential for critical campus operations.

c. Along with SBCCD Police, each College site has access to the ENS and the authority to issue emergency messages.

d. Each College may opt to activate its CECC to coordinate and support emergency response operations.

4.2.2.   Campus Emergency Coordination Center

The function of the CECC is to coordinate support for incident management or event monitoring at the College level. A CECC may be activated at any time at the discretion of the College with or without an established ICP or EOC.

The role and staffing of each CECC are set at the College level in their respective emergency management SOPs and may include the following:

- Make recommendations to the College President regarding campus closure and/or cancellation of classes.

- Provide guidance and/or advisement to the College President to assist in the decision-making process regarding the safety of the College.

- Monitor large special events on campus and serve as prepositioning in the event emergency operations are needed.

- Allocate College resources for incident deployment, including Building Captains.

- Coordinate with the ICP and EOC, when activated, by gathering and providing situation updates for their College, accounting for personnel, and other needed support.

- Coordinate the planning of business recovery and resumption activities.

4.3.   District-wide Coordination

4.3.1.   Executive Management Policy Group

The Executive Management Policy Group (EMPG) comprises the Chancellor, Vice Chancellors, College Presidents, and Legal Counsel and provides direction and strategy for emergency operations. The EMPG serves as a strategic planning committee that focuses on policy issues separate and distinct from direct operational response to an emergency.

The EMPG provides guidance and support to the EOC, including setting priorities and direction for District response and recovery activities. The EOC Manager will recommend to the Policy Group the need to establish goals and objectives to operate the campus for the recovery period. Examples include monetary spending allotments, when to reopen campus for classes, and how to proceed with rebuilding.

4.3.2.   Emergency Operations Center

Upon activation, the District EOC becomes the centralized location for emergency management coordination and decision-making during a major incident. The EOC provides support for various critical tasks related to communications, coordination, resource management/support, strategic-level public information, and executive leadership.

Within the EOC, District departments jointly supports the ICP and CECC through the following activities:

- Collecting, analyzing, and sharing information;
- Supporting resource needs and requests, including allocation and tracking;
- Coordinating plans and determining current and future needs; and
- Providing coordination and policy direction.

The EOC does not direct or manage any tactical plans or operations. Tactical decisions are made by the incident commander and the command staff at the incident scene from the ICP. The EOC is activated when an incident exceeds or has the potential to exceed the coordination of resources and information management of the ICP and/or CECC. Further details on the EOC are provided in **Section 4.4. Emergency Operations Center**.

4.4. Emergency Operations Center

4.4.1. EOC Location

The District does not operate a 24-hour dedicated EOC. Instead, the District has designated a stand-up multi-use EOC facility available for District use in any emergency. If the primary EOC location is unavailable, the alternate EOC location will be used.

Primary EOC

KVCR
701 S. Mt. Vernon Avenue
San Bernardino, CA 92410

Alternate EOC

SBCCD Board Room
550 Hospitality Lane
San Bernardino, California 92408

PDC/EDCT Building
114 South Del Rosa Drive
San Bernardino, California 92408

4.4.2. EOC Activation

EOC activation should be considered whenever one or more of the following apply to an incident:

- The needs of the incident exceed the ability of the on-scene ICP.
- There is a possibility the incident will escalate and/or involve external agencies/organizations in the response.

- There is a possibility that the District's resources may be overtaxed and/or exhausted, requiring the activation of mutual aid.

- The anticipated duration of the incident is greater than 8 hours.

- The number of involved agencies, departments, and/or organizations may require a centralized coordination location.

- Protective and/or response measures being implemented are of significant magnitude.

The SBCCD EOC may be activated partially or fully, depending on the need. The EOC Manager determines the EOC activation level (**Figure 5**) in consultation with the IC. Further guidance on EOC activation is provided in **Appendix E. EOC Toolkit**.

Figure 5. EOC Activation Levels

LIMITED	PARTIAL	FULL
Event/Situation with **potential** District impact	Event/Situation with **significant** District impact	Event/Situation with **major** District impact

4.4.3. EOC Organization & Staffing

Once the EOC has been activated, the EOC Manager will determine the staffing level needed in the EOC based on the activation level and response needs. The EOC organization chart (**Figure 6**) represents the structure used at the District level for coordinating district-wide emergencies. It utilizes NIMS and SEMS principles and is scalable and flexible to address incident complexity and severity. A similar structure may be implemented at a campus to coordinate emergency response at the college level. Personnel will be assigned roles within the EOC organizational structure and provided with the appropriate checklists for the position. EOC Position Checklists are provided in **Appendix E. EOC Toolkit**.

Figure 6. SBCCD EOC Organization Chart

Figure 6. SBCCD EOC Organization Chart
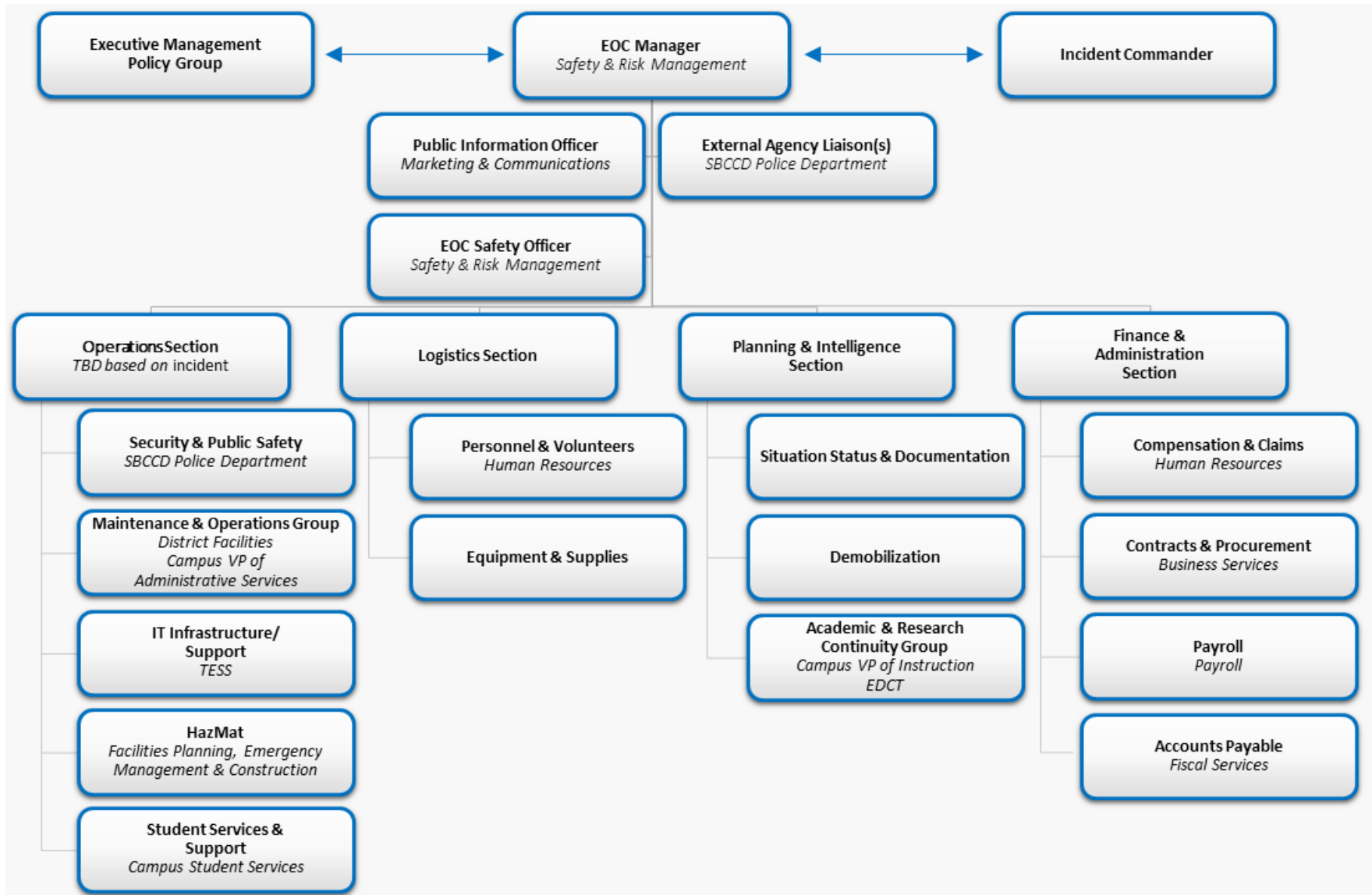
4.4.4.   Considerations for a Hybrid or Virtual EOC

If the SBCCD EOC is activated, department personnel may be requested to respond virtually or in person at the EOC. An entirely virtual or a hybrid EOC format may be used to:

- Expand the EOC when physical space is limited;

- Create a safer operating environment (e.g., for social distancing or impeded physical access);

- Include additional stakeholders from the District community who may not be able to be physically present; or

- Support coordination during incidents where conditions do not require in-person coordination to perform EOC functions.

The following should be considered when determining whether to activate a hybrid or virtual EOC[1]:

Information Technology and Telecommunications

- District policies around access and the use of specific enterprise systems, virtual private networks (VPN), or proprietary systems remotely.

- The provision of necessary equipment and supplies (such as docking stations, multiple monitor setups and other peripherals) or financial stipends to limit the burden of the virtualization shift on staff members.

- The availability of fixed and/or cellular broadband internet access and bandwidth at personnel operating locations and assessing the need for connectivity redundancy (e.g., mobile hotspots, broadband USB drives, etc.).

- The ability of EOC technology systems to store data locally with the ability to sync when connectivity is restored.

Security

- Virtual personnel may be responsible for securing sensitive paperwork at home, multi-factor authentication on devices, and identifying secure spaces to conduct meetings when privileged or sensitive information is discussed.

Operations

- Establish activation, operation, and deactivation criteria, processes, and procedures with all virtual EOC personnel.

- Create an effective user interface and user experience.

- Incorporate lessons learned in ongoing, comprehensive virtual EOC planning and coordination.

- Provide individual/breakout teams and channels.

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[1] List adapted from Federal Emergency Management Agency. (2022, October). *Emergency Operations Center How-to Quick Reference Guide.* Retrieved from https://www.fema.gov/sites/default/files/documents/fema_eoc-quick-reference-guide.pdf

4.4.5.   EOC Technology

Rave Collaborate is the designated technology tool for information management within the EOC. The tool enables the activation and notification of EOC personnel, assigns and tracks tasks, allows quick access to emergency management plans and resources, and launches critical communications. It generates detailed and time-stamped reports, including notes and personnel, for recordkeeping and after-action analysis.

4.5. ICP, CECC, and EOC Interface

Once an ICP(s), EOC, and CECC(s) are established, each entity will establish and maintain communications with the other two entities. The three will engage in ongoing information-sharing, providing status updates, and coordinating support for incident management. **Figure 7** illustrates the coordination of the ICP, CECC, and EOC.

In the case that the ICP and at least one other entity are activated, field units (e.g., building Captains, etc.) must report to the ICP for direction and control (until instructed otherwise by the ICP); however, policy and decision-making and information collection and dissemination occur in the EOC.

Figure 7. SBCCD Response Coordination

Campus Emergency Coordination Center (CECC) — Campus-specific impacts and strategy outside the focus of the ICP

Incident Command Post (ICP) — Tactical on-scene incident management

Emergency Operations Center (EOC) — District-wide impacts and strategy and support the ICP, CECC, and District
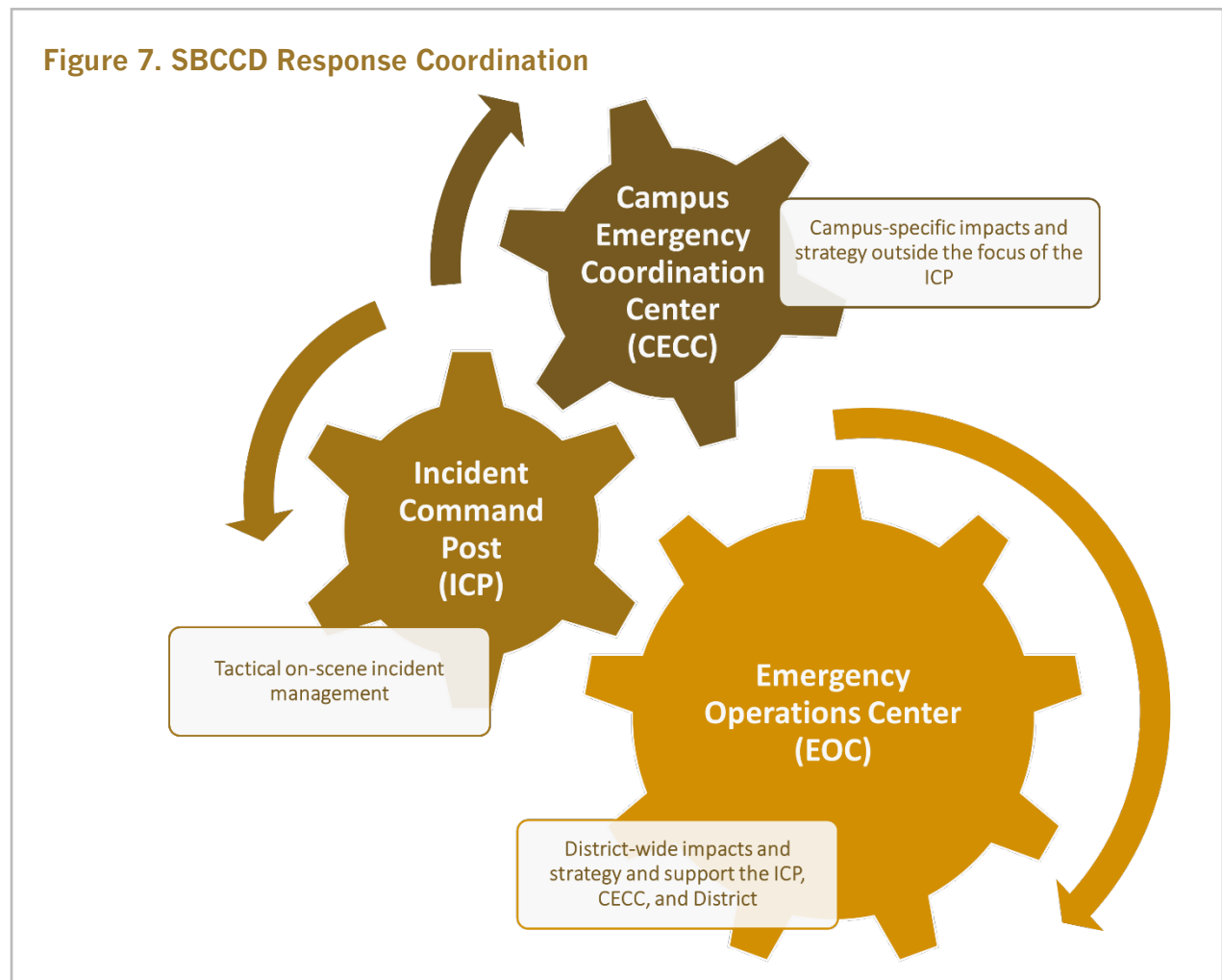
The ICP may have several critical needs (listed below) with which the CECC and EOC can assist. The EOC may assume full responsibility for certain roles to assist the ICP if there is a shortage of responding personnel at the site level (roles such as Liaison Officer or Public Information Officer can often be managed off-site).

- Situational awareness

- Policy direction

- Emergency notification and internal communication support

- Public information and media coordination

- Providing and prioritizing resources

- Strategic planning

- Legal and financial support

4.5.1. Incident Commander/Unified Command and EOC Manager

Incident Commander/Unified Command

The IC/UC is responsible for the overall on-scene management of the incident and determines which ICP positions to staff in order to maintain a manageable span of control and ensure appropriate attention to the necessary incident management functions. The IC also establishes the incident objectives and action planning and operations to accomplish the objectives.

At SBCCD, the first SBCCD PD responding units to the incident will take the initial steps to establish command. The initial IC will remain in charge until transfer of command is accomplished. Command may be transferred when a more qualified person is available to assume command, most often the Chief of Police.

EOC Manager

The EOC Manager oversees the operations at the EOC level and communicates directly with the IC/UC to maintain situational awareness and common operating picture. The EOC Manager is responsible for coordinating the activities of all EOC personnel and ensuring that the EOC is fully operational during a crisis.

Figure 8 references key responsibilities of the IC and EOC Manager.

Figure 8. The IC and EOC Manager Responsibilities

EOC Manager
- Oversees EOC-level operations
- Maintains situational awareness and common operating picture with the IC/UC
- Coordinates the activities of all EOC personnel
- Ensure that the EOC is fully operational during a crisis

IC/UC
- Oversees overall on-scene management
- Determines which ICP positions to staff
- Establishes the incident objectives
- Sets action plan and operations to accomplish the objectives

4.6. Demobilization

The response units will demobilize as an incident stabilizes and transitions to recovery.

- ICP units require IC/UC approval to demobilize.

- CECC must notify the ICP and EOC of its intent to demobilize and then proceed with demobilization according to the respective emergency management SOPs.

- The EOC Manager may demobilize EOC units and sections, while some units and sections may remain active in some capacity during the recovery phase.

- The EMPG may organize and break during the response phase, depending on the needs of the incident response. Until completely demobilized, EMPG members will remain accessible even when not physically convened. The Chancellor or designee may authorize partial or complete demobilization of the EMPG upon recommendation from the EOC.

5.0. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

5.1. Information Collection and Sharing

Information is gathered from IC/UC, the CECCs, and other sources, then analyzed and compiled by the EOC Planning & Intelligence Section. Types of information-sharing reports are described in **Table 4**.

Table 4. Information-Sharing Reports

Planning Product	Description/Contents	Dissemination
EOC Action Plan (EAP)	The EOC may develop this operational document that addresses response goals, objectives, assigned resources, situation and security assessments, and safety information. EAPs may be developed for pre-planned events or incidents that are anticipated to extend beyond one operational period.	EOC Planning & Intelligence Section will provide the EAP to ICP, CECC, and partner agencies.
Incident Action Plan (IAP)	ICP and CECC may develop IAPs that describe incident objectives, tactics, organizational assignments, and communications.	IC/UC and CECCs will provide the IAP to the EOC when developed.
Situation Reports (SitReps)	A SitRep is an informational document that provides updates on an as-needed basis and at the end of each operating period to share situation updates. The ICP, CECC, or EOC may develop SitReps.	IC/UC and CECCs will provide SitReps to EOC. EOC Planning & Intelligence Section will compile and disseminate SitReps to ICP, CECCs, and partner agencies.

5.2. Public Warning and Emergency Information

The SBCCD ENS is used to provide prompt notification to students, faculty, and staff in the event of a condition that may threaten the health or safety of those on campus. The SBCCD ENS can rapidly communicate information to the entire District, a particular campus, or segments of the campus community. The SBCCD will use some or all the ENS delivery methods listed below:

- Network e-mail
- SMS text messages
- Live voice broadcasts through on-campus speakerphones
- Public address systems
- Posted information on District and/or College websites
- Social media sites and applications
- Scrolling emergency messages on District connected computers
- Recorded voice messages: (909) 382-4002
- Phone calling trees

The SBCCD PD, with input from the SBCCD consultation group as outlined in SBCCD Administrative Policy (AP) 3505, will generally send the message; however, additional SBCCD management personnel have been trained to send notifications. During a critical incident, the SBCCD PD will provide updated information at regular intervals using some or all the ENS components.

The involved campus and/or District Public Information Officer will be responsible for disseminating emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, text messages, website announcements, radio, and television.

6.0. TRAINING AND EXERCISES

Training and exercises are essential in preparing emergency operations personnel to respond effectively and maintain readiness. Regular exercises are required by both SEMS and NIMS. These exercises may consist of tabletop exercises, drills, functional exercises, and/or full-scale exercises.

The Emergency Management Coordinator (EMC), appointed by the Human Resources Department & Safety and Risk Management, is responsible for the following training and exercise activities:

- Coordinate minimum training requirements for EOC personnel and other District staff with roles and responsibilities during an emergency or disaster (e.g., building Captains, etc.).

- Acquire technical guidance on the latest techniques from county, state, and federal sources as appropriate and update training content and materials as needed.

- Whenever feasible, coordinate with neighboring municipalities, the county, and state and federal governments to participate in joint exercises.

- Maintain training and exercise records, including course content, assessments/exams, rosters, etc.

- Conduct periodic EOC tabletop or functional exercises, simulating an actual incident or disaster, as required by SEMS.

- Conduct or participate in debriefings and develop after-action reports (AARs) and improvement plans after an exercise or actual event, in compliance with NIMS and formatted following the Department of Homeland Security Exercise Evaluation Program (HSEEP) guidelines.

Several District and College departments offer safety and security training to the District community, including SBCCD PD, TESS, Human Resources, Office of the VP of Administrative Services and Human Resources Department – Environmental Health & Safety. Departments tasked in this EOP must ensure personnel are trained on their department role and related SOPs.

7.0. ADMINISTRATION, FINANCE, AND LOGISTICS

7.1. Incident Documentation

The ICP, CECC, and EOC will maintain accurate activity logs of key response activities, including but not limited to:

- Activation and demobilization;
- ENS messages sent to students, faculty, and staff;

- Emergency notifications to other local governments and to state and federal agencies;

- Significant changes and actions taken during the emergency;

- District resource allocation and major commitments of resources or requests for additional resources from external sources;

- Mass evacuation resource cost;

- Campus casualties; and

- Containment or termination of the incident.

ICS forms, EAPs, SitReps, and IAPs will be used for operational continuity, tracking, and accountability of resources across multiple operational periods. All incident documentation should be filed for auditing and reference after recovery is complete according to applicable District policy.

7.1.1. Vital Records

A major disaster could damage administrative offices and destroy records fundamental to District-wide operations. Proactive measures must be taken to protect essential records and assist in the recovery and reconstruction period following a disaster. Each department is responsible for addressing the protection of vital records (hard copies and electronic) in its SOPs.

Vital Records are defined as those records that are essential to:

- *Protect the rights and interests of individuals.* Examples include student transcripts, business records, personnel records, student patient records, and criminal record information.

- *Conduct emergency response and recovery operations.* Records of this type include personnel rosters, Emergency Operating Procedures, utility system maps, and emergency supplies and equipment locations.

- *Re-establish normal administrative functions.* These functions include financial records, payroll records, and purchase orders.

- *Educational records.* Faculty and staff material, grant material, exams, and grades. Each key department is responsible for designating a custodian of vital records and ensuring that vital record storage and preservation is accomplished.

Vital record storage methods that might be used include, but are not necessarily limited to:

- Duplication (either hard copy or removable computer disk)

- Dispersal

- Fireproof containers

- Vault storage (both on and off campuses)

7.2. Financial Tracking & Procurement

7.2.1.   Minor Incident Costs

Departments may maintain accurate records summarizing the use of personnel, equipment, and supplies during the emergency response minor incident(s) to obtain an estimate of annual emergency response costs that can be used in preparing future department budgets.

7.2.2.   Major Emergency Costs

For major emergencies, all departments participating in the emergency response will maintain detailed records of costs for emergency operations, including:

- Personnel (hours worked and incident assignments)

- Equipment operation (hours used, incident assignments, and operator name)

- Leased, rented, or purchased equipment and supplies (the purpose of the equipment/supply purchase, i.e., a corresponding resource request form)

- Contract services (hours used, incident assignment or purpose of the contract service, i.e., a corresponding resource request form)

Fiscal Services and Business Services may assign budget accounts to aid departments in cost tracking. The EOC will notify departments when the designated emergency budget accounts have been activated for use and provide guidance on resource typing. Department records should be submitted to the Finance & Administration (F&A) Section of the EOC. The records will be compiled by the F&A Section and may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for allowable response and recovery costs from the state and/or federal government.

7.2.3.   Procurement

Business Services oversees procurement for the District. Generally, purchases are made by utilizing purchase order(s) or established through a contract where an invoice is submitted and charged against the contract amount. Business Services will maintain a procurement plan, including a list of all vendors and emergency operations procedures for specific purchases. When possible and practical, these existing contracts should be used to obtain services and supplies needed during emergency preparedness, response, and recovery operations.

7.3. Agreements and Contracts

In the event the response needs exceed available District resources, requests will be made for assistance from local jurisdictions and other agencies in accordance with existing mutual aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel and should follow these guidelines:

- All agreements will be entered into by authorized officials and should be in writing whenever possible.

- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

8.0. PLAN DEVELOPMENT AND MAINTENANCE

SBCCD Human Resources Department & Safety and Risk Management Department, primarily responsible for coordinating the EOP development and maintenance process rests with the EMC. The EMC is responsible for performing periodic reviews of the EOP and annexes with the appropriate departments and partner agencies at least every two years. The periodic review of the Plan with no or minor changes requires only the signature of the EMC. Significant changes or revisions to the EOP require the approval and signature of the Chancellor, BOT Chair, and College Presidents.

The revision process will include incorporation of necessary changes based on, but not limited to, the following:

- Actual events;

- Post-exercise drills and activities;

- Reorganization of supporting departments, agencies, and other stakeholders;

- Input from departments; and

- Changes in local, state, or federal guidance.

Specific responsibilities to maintain the plan include:

- Review of the plan with approval of necessary changes;

- Distribution and record of the plan;

- Assignment of personnel to fulfill roles and responsibilities of the plan;

- Exercising the plan; and

- Identifying and maintaining methods of how the District community and the public can be informed of public parts of the plan.

Each College and department will maintain SOPs and response plans that may be reviewed by the EMC.

9.0. AUTHORITIES AND REFERENCES

9.1. Local

- SBCCD Board Policy 3505 Emergency Response Procedures
- SBCCD Administrative Policy 3505 Emergency Response Procedures

9.2. State

- California Emergency Services Act (Government Code Section 8550, et seq.)

- California Code of Regulations (CCR), Title 19, Section 2, Subchapter 3, §2620 et seq.

- Standardized Emergency Management System (SEMS) Regulations, California Code of Regulations (CCR), Title 21, Division 2, Section 1

- California Natural Disaster Assistance Act, California Government Code, Title 2, Division 1, Section 7.5

- California Government Code (Section 8607), Disaster Preparedness

- California Senate Bill 166 for Community Colleges 2009

9.3. Federal

- Disaster Mitigation Act of 2000 (DMA 2000, Public Law 106-390)

- Federal Disaster Relief Act of 1974

- Higher Education Opportunity Act 2008 (Public Law 110-315) (HEOA)

- Homeland Security Act of 2002

- Homeland Security Presidential Directive (HSPD) – 5, Management of Domestic Incidents

- Homeland Security Presidential Directive/HSPD 8, National Preparedness

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)

- United States Department of Education, Office of Elementary and Secondary Education, Office of Safe and Healthy Students, Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education (2013)

- United States Department of Homeland Security, National Incident Management System (NIMS), Third Edition, October 2017

- United States Department of Homeland Security, National Response Framework

Appendix A.   ACRONYMS AND ABBREVIATIONS

Acronym	Meaning
AAR	After Action Report
AP	Administrative Policy
ATTC	Applied Technology Training Center
BEP	Building Emergency Plan
CCR	California Code of Regulations
CECC	Campus Emergency Coordination Center
CHC	Crafton Hills College
DAFN	Disabilities, Access, and Functional Needs
DSO	District Services Office
DSW	Disaster Service Worker
EAA	Emergency Assembly Area
EAP	EOC Action Plan
EMC	Emergency Management Coordinator
EMPG	Executive Management Policy Group
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
F&A	Finance & Administration
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Materials
HMP	Hazard Mitigation Plan
HSEEP	Department of Homeland Security Exercise Evaluation Program
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IT	Information Technology
JIC	Joint Information Center
M&O	Maintenance & Operations
NIMS	National Incident Management System
SBCCD	San Bernardino Community College District
SBCCD PD	San Bernardino Community College District Police Department
SBVC	San Bernardino Valley College
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
TESS	Technology & Educational Support Services
TV	Television
UC	Unified Command
UCP	Unified Command Post
US	United States
USDHS	United States Department of Homeland Security
VP	Vice President
VPN	Virtual Private Network

Appendix B. KEY TERMS

Agency. An agency is a division of government with a specific function or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance).

Declaration. The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, as amended.

Demobilization. The orderly, safe, and efficient return of an incident resource to its original location and status.

Disabilities, Access, and Functional Needs (DAFN). People with disabilities or access and functional needs include individuals who need specific tools or assistance due to any temporary or permanent condition. It does not require the individual to have any kind of diagnosis or specific evaluation. Persons who may have additional needs before, during, and after an incident in functional areas include but are not limited to maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are older adults, are children, are from diverse cultures, use English as an additional language or have limited English proficiency, or are transportation disadvantaged. Individuals with DAFN are protected by civil rights laws, policies, and statutes that require non-discrimination.

Emergency Management. The process through which America prepares for emergencies and disasters, responds to them, recovers from them, rebuilds, and mitigates their future effects.

Emergency Operations Center (EOC). Provides a centralized location for multiagency coordination of information and resources to support incident management.

Emergency Operations Plan (EOP). An all-hazards document that specifies actions to be taken in the event of an emergency or disaster event; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities.

Emergency. Any event requiring increased coordination or response beyond the routine in order to save lives, protect property, protect public health and safety, or lessen or avert the threat of a disaster.

Hazardous Material (HazMat). Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination) and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.

Incident Commander (IC). The individual responsible for on-scene incident activities, including developing incident objectives and ordering and releasing resources. The Incident Commander has overall authority and responsibility for conducting incident operations.

Incident Command System (ICS). The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively direct and control the

response to an incident. Intended to expand as the situation requires greater resources without requiring new, reorganized command structures.

Partner Agency. An agency supplying assistance personnel, services, or other resources to the agency with direct responsibility for incident management.

Unified Command (UC). Under the ICS concept of operations, UC is a unified team effort that allows all agencies with responsibility for an incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This UC effort is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Appendix C. PROCLAMATION OF EMERGENCY

Proclamation of Emergency
San Bernardino Community College District

WHEREAS, the San Bernardino Community College District has reported that beginning at (enter date and time), an (enter emergency description).

WHEREAS, persons and property are and will be threatened and damaged unless further efforts are taken to reduce the threat to life and property; and

WHEREAS, this disaster is causing an undesignated amount of damage; and

WHEREAS, the severity and magnitude of this disaster are beyond the response and recovery capability of District resources; and

WHEREAS, there is an emergency present that necessitates activation of the San Bernardino Community College District Emergency Operations Plan, and utilization of emergency powers delineated therein.

BE IT PROCLAIMED BY THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHANCELLOR (or Designee as stated in the District's Emergency Operations Plan)

SECTION 1 That it is hereby declared that there is an emergency due to a/an [describe emergency] and secondary hazards affecting campuses of the San Bernardino Community College District; therefore, designated departments of the San Bernardino Community College District are authorized to enter into contract and incur obligations necessary to combat such emergency to protect and provide emergency assistance to victims of such emergency.

SECTION 2 Each designated department is authorized to exercise the powers vested under Section 1 of this Resolution in light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

DATED this _____ day of _____, 20____.

_____
[Signed] San Bernardino Community College District Chancellor
-Or-

_____
Designee (Name and Title)

D-1

Appendix D.   TERMINATION OF A DISTRICT STATE OF EMERGENCY

Termination of a
District State of Emergency

WHEREAS, an emergency presently exists in the San Bernardino Community College District, in accordance with the proclamation thereof by the Chancellor or designee for the San Bernardino Community College District, on the ____ day of _____, 20___, as a result of conditions of extreme peril to the safety of persons and/or property caused by _____; and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within the San Bernardino Community College District,

NOW, THEREFORE, BE IT PROCLAIMED that the San Bernardino Community College District does hereby proclaim the termination of said emergency.

_____   _____
Chancellor (or designee)   Date

Appendix E. EOC Toolkit

The items listed below are included in the supplemental document folder entitled **Appendix E. EOC Toolkit**.

- Activation Decision Flowchart
- Activation Guide
- EOC Action Plan (EAP) Template
- Initial Conference Call Agenda
- Planning P
- Position Checklists
- Rave Collaborate Quick Reference Guide
- Situation Report Template

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:	January 11, 2024
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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Employee Promotions
Submitted for Board Approval January 11, 2024
[v.12.14.2023.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Blackmon, Willie	CHC Outreach and Educational Partnerships **Director, Outreach and Educational Partnerships** Management Salary Schedule Range 18, Step C	CHC Admissions & Records **Dean, Student Services** Management Salary Schedule Range 23, Step B	Jose Cabrales	General Funds, Adult Education, and CHC Promise Funds	01/12/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: January 11, 2024

SUBJECT: Consideration of Approval of Management Job Description and Revision to the Management Salary Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve the Management job description as presented and add the position to the management salary schedule at range 13.

1. Job Description
    - Manager, Marketing and Media

2. Revised Management Salary Schedule

OVERVIEW

This position was included in the DSO Reorganization in January 2023. A thorough assessment of the work needed and the work that was previously performed by employees has been made and this job description and placement are accurate. The job description is necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services.

ANALYSIS

All job descriptions are reviewed to ensure they meet internal and external alignment of duties and provide clear expectation of duties. This job description reflects the representative duties and responsibilities, as well as the appropriate minimum qualifications for the position.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of employment is included in the appropriate 2023-2024 budgets and was included in the previous DSO reorganization with no additional costs.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Manager, Marketing and Media

Classified/Management Range: 13
Pending Board Approval: 01/11/24
P. 1|3

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

SUMMARY DESCRIPTION

Under direction of the Associate Vice Chancellor of Government Relations & Strategic Communications, the Manager of Marketing and Media plays a key role in supporting the San Bernardino Community College District's mission to promote access to higher education in the Inland Empire. This role involves coordinating a comprehensive program of video communications that aligns with the marketing objectives and public affairs initiatives of SBCCD. The Manager of Marketing and Media will work closely with various District and College departments to develop marketing plans and campaigns, as well as coordinate a range of strategic communications activities and functions to strengthen SBCCD's reputation and connection to diverse stakeholders.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provides support to the Associate Vice Chancellor in developing and coordinating public relations activities, including social media, press releases, photo opportunities, and marketing campaigns.

2. Assists in preparing copy for District news/media releases, District newsletters, annual reports, and other publications that serve as information pieces for the communities served by the District.

3. Collaborates with District and College Public Information Officers to identify communication goals and develop comprehensive video communications plans and marketing strategies that align with the District's brand.

4. Conceptualizes, plans, and coordinates all stages of videography and photography projects to ensure high-quality products that align with the District's brand and messaging.

5. Collaborates with the executive team to develop and script engaging video content that effectively communicates the District's mission and values.

6. Manages the production of photography and videography content for various channels and platforms by setting up equipment, capturing footage, and editing and post-processing content. Disseminates the content through TV broadcast, District TV monitors, computer screens, the District website, and social media platforms, in coordination with respective departments and employees.

7. Collaborates with District, College departments, and KVCR to identify opportunities for cross-promotion and integration of video content with other marketing channels, such as, but not limited to print advertising, email marketing, and social media.

8. Attends District and College events and captures engaging photos and videos of key moments and activities.

9. Provides leadership and direction to student workers, professional experts, and consultants involved in videography, photography, and multimedia projects, ensuring brand consistency and quality across all communications functions.

Manager, Marketing and Media
Classified/Management Range: 13
Pending Board Approval: 01/11/24
P. 2|3

10. Manages budgets and resources for video production projects, including negotiating contracts with vendors and suppliers, tracking expenses, and ensuring projects are completed within budget.

11. Uses analytics, focus groups, and other methods to track and evaluate the effectiveness of video communications in reaching target audiences, and adjusts strategies and tactics as needed to achieve desired outcomes.

12. Develops culturally competent and ADA-compliant video communications to effectively reach diverse audiences within the District's service area.

13. Develops and maintains relationships with media outlets, public information officers, industry, and community partners to increase the reach and impact of video content.

14. Maintains and updates an accurate and organized inventory of the Department's multimedia equipment, including regular checks and audits to ensure all items are accounted for and properly stored.

15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Operational characteristics of a current production, editing, and IT infrastructure.
- Video production software equipment such as Adobe Creative Suite, Final cut Pro, and DSLR cameras.
- Techniques and equipment used to create various forms of media and marketing material.
- Shot composition, usage of creative angles to create exceptional images.
- Principles and techniques of producing and directing video content in a studio or the field.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations, including FCC rules and copyright laws.

Ability to:

- Plan, organize, and execute assigned projects at a high level of quality to meet client expectations/needs.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and professional working relationships with SBCCD management, administrators, faculty, staff, vendors, and the public.
- Operate and maintain a wide variety of broadcast and video/audio production and editing equipment.
- Experience executing marketing strategies and plans, yielding demonstrable positive outcomes.
- Background with creating and maintaining production budgets.
- Work nights and weekends.

Manager, Marketing and Media
Classified/Management Range: 13
Pending Board Approval: 01/11/24
P. 3|3

Education and Experience Guidelines

Education/Training:

- A bachelor's degree from an accredited college or university with a focus in public relations, communications, media production, or a related field.

Experience:

- Three (3) years of experience in filmmaking, cinematography, photography, and/or producing multimedia communications.

License or Certificates:

- A valid California Driver License.

Equivalency Provision

- In the absence of a bachelor's degree, an associate's degree from an accredited college or university with a focus in public relations, communications, media production, or a related field and five (5) years of experience in filmmaking, cinematography, photography, and/or producing multimedia communications is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting; with frequent travel for meetings and events.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight of up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Management Salary Schedule
Pending Board Approval 01/11/24

RANGE	POSITION	STEP A	B	C	D	E	F	G	H	I	J
1											
2											
3											
4											
5											
6	• Assistant Manager, Workforce Development • Caltrans Work Crew Supervisor • Tool Room Supervisor	$ 70,599	$ 72,717	$ 74,899	$ 77,146	$ 79,461	$ 81,844	$ 84,300	$ 86,829	$ 91,171	$ 95,729
7		$ 74,131	$ 76,355	$ 78,646	$ 81,005	$ 83,435	$ 85,938	$ 88,516	$ 91,171	$ 95,729	$ 100,515
8	• Circulation Supervisor • Custodial Supervisor	$ 77,836	$ 80,171	$ 82,577	$ 85,055	$ 87,607	$ 90,235	$ 92,941	$ 95,729	$ 100,515	$ 105,541
9	• Printing & Graphic Services	$ 81,728	$ 84,180	$ 86,706	$ 89,307	$ 91,986	$ 94,746	$ 97,588	$ 100,516	$ 105,542	$ 110,819
10	• Aquatics Director • Braille Program Manager • College Corps Program Manager • Food Services Supervisor • Community Engagement Manager, KVCR • Maintenance & Grounds Supervisor • Manager, Workforce Development	$ 85,814	$ 88,389	$ 91,040	$ 93,772	$ 96,585	$ 99,483	$ 102,467	$ 105,542	$ 110,819	$ 116,360
11	• Project Administrator, Career Education	$ 90,106	$ 92,810	$ 95,593	$ 98,461	$ 101,415	$ 104,457	$ 107,591	$ 110,819	$ 116,360	$ 122,177
12	• Assistant Director of Resource Development	$ 94,610	$ 97,448	$ 100,372	$ 103,384	$ 106,486	$ 109,680	$ 112,971	$ 116,360	$ 122,177	$ 128,286
13	• Manager, Marketing and Media • Manager, Regional Employer Engagement	$ 99,342	$ 102,322	$ 105,391	$ 108,554	$ 111,810	$ 115,164	$ 118,619	$ 122,177	$ 128,286	$ 134,701
14	• Business Services Administrator • Director, Child Development Center • Director, Workforce Development • Environmental Health & Safety Administrator • Manager, CalWORKs & Workforce Development • Manager, Production • Payroll Manager	$ 104,309	$ 107,439	$ 110,661	$ 113,981	$ 117,401	$ 120,922	$ 124,549	$ 128,286	$ 134,701	$ 141,436
15	• Business Systems Administrator • Director, Adult Education Block Grant (AEBG)	$ 109,523	$ 112,809	$ 116,194	$ 119,680	$ 123,270	$ 126,969	$ 130,778	$ 134,701	$ 141,436	$ 148,507
16	• Facilities Project Manager • Police Sergeant	$ 115,001	$ 118,451	$ 122,004	$ 125,663	$ 129,434	$ 133,317	$ 137,316	$ 141,436	$ 148,507	$ 155,933

Reflects 4.5% increase effective 7/1/2023

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
17	▪Associate Director of Bond Program Planning and Construction ▪Associate Director of Energy, Sustainability & Safety Administration ▪ Associate Director, Fiscal Services ▪ Associate Director, Human Resources ▪ Campus Director of Marketing, Creative Services & Public Affairs ▪ Campus Project Manager - Measure CC ▪ Director, Alternative Text Production Center ▪ Director, of Audits and Analysis ▪ Director, Economic Development Corporate Training ▪ Director, Library and Learning Support Services ▪Director, Police Academy ▪ Director, Television ▪ Director, Workforce Development DSN ICT ▪ Manager, Programming – KVCR TV/FM ▪ Local Business Outreach Administrator - Measure CC	$ 120,750	$ 124,372	$ 128,102	$ 131,946	$ 135,904	$ 139,982	$ 144,182	$ 148,507	$ 155,933	$ 163,730
18	▪ Development Director ▪ Director of Athletics ▪ Director of Operations ▪ Director, Admissions & Records ▪Director, Development & Strategic Relations - KVCR ▪ Director, EOPS & CARE, SBVC ▪ Director, Financial Aid and Scholarships ▪ Director, MESA ▪ Director, Outreach & Educational Partnerships ▪ Director, Secondary Educational Partnerships (SBVC) ▪ Director, STEM-MESA ▪ College Director, Technology Services	$ 126,788	$ 130,592	$ 134,509	$ 138,544	$ 142,700	$ 146,981	$ 151,391	$ 155,933	$ 163,730	$ 171,916
19	▪ Associate Dean, Health Services and Director of Nursing ▪ Director, Corporate & Strategic Relations - KVCR ▪ Director, Development & Community Relations ▪ Director, Facilities, Maintenance & Operations ▪ Director of Institutional Advancement ▪ Director, KVCR Broadcast Media Systems ▪ Director, Security and User Services ▪ Director, Student Accessibility Services (SAS) - SBVC ▪ Director, Student Accessibility Services and Health & Wellness Center - CHC ▪ Director, Student Life ▪ District, Director of Grants	$ 133,127	$ 137,121	$ 141,234	$ 145,471	$ 149,835	$ 154,330	$ 158,960	$ 163,729	$ 171,915	$ 180,511

Reflects 4.5% increase effective 7/1/2023

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Management Salary Schedule
Pending Board Approval 01/11/24

RANGE	POSITION	STEP A	B	C	D	E	F	G	H	I	J
20	▪ Director of Administrative Application Systems ▪ District Director, Technology Services	$ 139,782	$ 143,976	$ 148,295	$ 152,743	$ 157,326	$ 162,046	$ 166,907	$ 171,915	$ 180,511	$ 189,537
21	▪Associate Dean, Student Support Services ▪ Business Manager ▪ Chief of Police ▪ Director, Facilities, Planning, Emergency Management & Construction ▪ Director, Fiscal Services ▪ District Director of Research, Planning & Institutional Effectiveness ▪ Director of Diversity, Equity, and Inclusion ▪ Director, Human Resources, and Labor Relations ▪ Executive Director, KVCR	$ 146,772	$ 151,176	$ 155,711	$ 160,382	$ 165,194	$ 170,149	$ 175,254	$ 180,511	$ 189,537	$ 199,014
22		$ 154,110	$ 158,733	$ 163,495	$ 168,401	$ 173,452	$ 178,656	$ 184,016	$ 189,537	$ 199,014	$ 208,964
23	▪ Dean, Student Services ▪ Dean of Academic Success, Grants and Learning Services (SBVC) ▪ Dean of Research, Planning, & Institutional Effectiveness ▪Dean of Research, Planning, & Institutional Effectiveness with Grants Oversight ▪ Division Dean (Instructional) ▪ Division Dean (Non-Instructional)	$ 161,818	$ 166,672	$ 171,673	$ 176,822	$ 182,127	$ 187,591	$ 193,218	$ 199,015	$ 208,966	$ 219,413
24		$ 169,908	$ 175,005	$ 180,255	$ 185,663	$ 191,233	$ 196,970	$ 202,879	$ 208,966	$ 219,413	$ 230,384
25	▪ Chief Technology Officer ▪ Executive Director, Economic Development & Corporate Training ▪ Executive Director, Research Planning Institutional Effectiveness	$ 178,403	$ 183,756	$ 189,268	$ 194,947	$ 200,796	$ 206,819	$ 213,023	$ 219,413	$ 230,384	$ 241,903
26	▪ Vice President, Administrative Services ▪ Vice President, Instruction ▪ Vice President, Student Services	$ 187,324	$ 192,944	$ 198,732	$ 204,694	$ 210,834	$ 217,159	$ 223,674	$ 230,384	$ 241,903	$ 253,998

Reflects 4.5% increase effective 7/1/2023

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: January 11, 2024

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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.1|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Burckel, Georgia Middle College Grant Funds	SBVC	01/12/24	05/20/24	$63.00	376	$23,688.00	Adjunct Counselor Middle College
Deam, Phylicia California College Promise Categorical Fund	SBVC	01/16/24	05/22/24	$60.00	410	$25,830.00	Adjunct Counseling
Deam, Phylicia California College Promise Categorical Fund	SBVC	05/28/24	06/27/24	$60.00	140	$8,400.00	Adjunct Counseling
Fierro, Marie Student Equity Categorical Fund	SBVC	01/16/24	05/22/24	$63.00	410	$25,830.00	Adjunct Counseling
Fierro, Marie Student Equity Categorical Fund	SBVC	05/28/24	06/27/24	$63.00	140	$8,820.00	Adjunct Counseling
Garibay, Thalia Middle College Grant Funds	SBVC	01/12/24	05/20/24	$61.00	376	$22,184.00	Adjunct Counselor Middle College
Gonzalez, Stephany Basic Skills Categorical Funds	SBVC	01/12/24	05/20/24	$57.00	336	$19,152.00	Adjunct Counselor Middle College
Hernandez, Priscilla Instruction Office General Fund	SBVC	08/14/23	12/15/23	$52.00	10	$520.00	Instruction for Honors Class *Ratification: Additional Honors Classes for fall semester.*
Huston, Celia Office of Instruction General Fund	SBVC	01/12/24	06/30/24	$52.00	50	$2,600.00	Faculty Chair Compensation
Kasouha, Samar Tutoring Center General Fund	SBVC	01/12/24	05/20/24	$52.00	396	$20,592.00	Tutoring Center Adjunct
Levine, Michael Instruction Office General Fund	SBVC	08/14/23	12/15/23	$52.00	10	$520.00	Instruction for Honors Class *Ratification: Additional Honors Classes for fall semester.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.2|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Maestre, Joanne Tutoring Center General Fund	SBVC	01/16/24	05/20/24	$52.00	396	$20,592.00	Tutoring Center Adjunct
Nolasco, Jesus Tutoring Center General Fund	SBVC	01/16/24	05/20/24	$52.00	396	$20,592.00	Tutoring Center Adjunct
Notarangelo, Maria Office of Instruction General Fund	SBVC	01/12/24	06/30/24	$52.00	50	$2,600.00	Faculty Chair Compensation
Orozco, Brenda Student Equity Categorical Fund	SBVC	01/16/24	05/22/24	$57.00	410	$23,370.00	Adjunct Counseling
Orozco, Brenda Student Equity Categorical Fund	SBVC	05/28/24	06/27/24	$57.00	140	$7,980.00	Adjunct Counseling
Rivera, Amairany Off-Campus Program Funds	SBVC	01/12/24	05/20/24	$57.00	410	$23,370.00	Adjunct Counselor Valley Now
Smith, Tanya Office of Instruction General Fund	SBVC	01/12/24	05/20/24	$52.00	315	$16,380.00	SI Faculty Lead
Syphengpheth, Kamphoune Student Equity & Success Categorical Fund	SBVC	12/06/23	12/12/23	$52.00	12	$624.00	Adjunct faculty member is certified to facilitate a Paint activity for students during Winterfest Week December 6-7, 2023. *Ratification: Details were not finalized prior to board date.*
Vansell, Melanie Instruction Office General Fund	SBVC	08/14/23	12/15/23	$52.00	10	$520.00	Instruction for Honors Class *Ratification: Additional Honors Classes for Fall semester.*
Villanueva, Romana Off-Campus Program Funds	SBVC	01/12/24	05/20/24	$63.00	293	$18,459.00	Adjunct Counselor Valley Now
Weber, Abena Math & Science - General Funds	SBVC	01/16/24	05/17/24	$52.00	119	$6,188.00	Maintaining operations of ALEKS Lab

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.3|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Zuick, Nhan Tutoring Center General Fund	SBVC	01/16/24	05/20/24	$52.00	396	$20,592.00	Tutoring Center Adjunct
Atkinson, Anne Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Baltierra, Anthony Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Bauer, Jeremiah Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Beard, Joseph Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*

Non-Instructional Pay for Academic Employees
Submitted for Board Approval January 11, 2024
[v.12.13.2023.p.4|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Bond, Lauren Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Brink, T.L. Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Cevantez, Jeff Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Costello, Gerarda Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Davila, Rosa STEM	CHC	01/16/23	05/20/23	$52.00	110	$5,720.00	STEM Center *Ratificaton: Hours were missed or increased for Fall.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.5|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
DiBartolo, Cheryl Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Diep, Matthew Library General Funds	CHC	01/15/24	05/20/24	$57.00	126	$7,182.00	Adjunct Librarian
Estus, Steven Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Franko, Karla Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Gerhartz, David Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*

Non-Instructional Pay for Academic Employees
Submitted for Board Approval January 11, 2024
[v.12.13.2023.p.6|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Gilmore, Heather Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	20	$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Greyraven, Ruth Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	20	$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Hamlett, Cynthia Instruction General Fund	CHC	01/15/24	05/20/24	$57.00	342	$19,494.00	Faculty Lead, Distance Education
Haro, Michael STEM	CHC	10/24/23	12/15/23	$52.00	100	$5,200.00	STEM Center *Ratificaton: Hours were missed or increased for Fall.*
Haro, Michael STEM	CHC	01/16/23	05/20/23	$52.00	100	$5,200.00	STEM Center *Ratificaton: Hours were missed or increased for Fall.*
Hayes, Ashley Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.7|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Hellerman, Steve Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Henry, Jacquelyn Office of Instructional General Fund	CHC	10/10/23	12/21/23	$57.00	100	$5,700.00	Dual Enrollment Counseling *Ratification: Paperwork received by ythre department after prior Board submission deadline.*
Hiten, Vanessa Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Hughes, Richard Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	30	$1,560.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Hussain, Danielle Sara Student Accessibility Services (SAS)	CHC	01/12/24	05/31/24	$57.00	150	$8,550.00	Adjunct Counselor to provide counseling, Ed plan development, and other counseling services in SAS.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.8|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Ibarra, Rosa Student Accessibility Services (SAS)	CHC	01/12/24	05/31/24	$57.00	150	$8,550.00	Adjunct Counselor to provide counseling, Ed plan development, and other counseling services in SAS.
Ivy, Krista Library General Funds	CHC	01/15/24	05/20/24	$57.00	54	$3,078.00	Reference Desk Overload
Jacques, Paul Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Jimenez, Sabrina Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	20	$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Kaye, Adelina STEM	CHC	01/16/23	05/20/23	$52.00	110	$5,720.00	STEM Center *Ratificaton: Hours were missed or increased for Fall.*
LaPointe, Stacy Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	20	$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.9|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Mansourian, Farhad Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Martinez, Lizette Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
McCool, Karol Library General Fund	CHC	01/15/24	05/20/24	$63.00	342	$21,546.00	Adjunct Librarian
McConnell, Mark Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
McNamara, Laurence Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	20	$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.10|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Montejano, Jordan Tutoring General Fund	CHC	01/08/24	05/20/24	$52.00	342	$17,784.00	Assistance & Support to Tutors & SI Leaders Tutoring Center *Ratification: Additional hours needed for tutoring training which begins prior to the start of the semester.*
Montes, Ashley Library General Fund	CHC	01/15/24	05/20/24	$59.00	342	$20,178.00	Adjunct Librarian
Moreno, Omar STEM	CHC	01/16/23	05/20/23	$52.00	150	$7,800.00	STEM Center *Ratificaton: Hours were missed or increased for Fall.*
Morgan, Douglas Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Nguyen, Uygen Office of Instruction General Fund	CHC	09/08/23	12/15/23	$52.00	9	$468.00	AB705 workshops *Ratification: Names not provided until they attend the first AB705 session*
Pennington, Anne Library General Fund	CHC	01/15/24	05/20/24	$63.00	342	$21,546.00	Adjunct Librarian
Peyton, Allison Library General Fund	CHC	01/15/24	05/20/24	$59.00	342	$20,178.00	Adjunct Librarian

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.11|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Pfahler, Diane Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Polson, Elizabeth Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Roberts, Charles Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Sadiq, Fahima STEM	CHC	01/16/23	05/20/23	$52.00	150	$7,800.00	STEM Center *Ratificaton:Hours were missed or increased for Fall.*
Sadiq, Fahima Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.12|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Salvi, Lisa Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Stevens, Sara Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Stupin, Mary Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Tovar, Jonathan Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval January 11, 2024

[v.12.13.2023.p.13|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Urbanovich, Jimmy Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	20	$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
White-Elliott, Cassundra Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Williams, Gary Honors Program General Fund	CHC	08/14/23	12/15/23	$52.00	10	$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratificaton: Hours were missed or increased for Fall.*
Xayaphanthong, Soutsakhone HR General Fund	CHC	12/04/23	12/05/23	$52.00	12	$624.00	Dean, Student Services Committee *Ratification: Participation in meeting occurred after board item submission deadline for December board.*

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: January 11, 2024

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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Payment of Stipends
Submitted for Board Approval January 11, 2024
[v.12.14.2023.p.2|3]

Head Coach 01/16/24 – 05/20/24

Employee Name	Location Assignment	Department	Stipend
Bennett, Devin	SBVC	Softball	$7,000.00
Kounas, Jason	SBVC	Baseball	$7,000.00
Lawler, Kenneth	SBVC	Men's Track	$7,000.00
Ratigan, James	SBVC	Women's Track	$7,000.00
Eads, Courtney	CHC	Swimming	$7,000.00

Assistant Coach 01/13/24 – 06/30/24

Employee Name	Location Assignment	Department	Stipend
Aldama, Henry	SBVC	Baseball	$5,000.00
Clark, Bryana	SBVC	Softball	$5,000.00
Goss, Curtis	SBVC	Men's Track	$5,000.00
Landazurri, Angel	SBVC	Baseball	$4,000.00
Magee, Gregory	SBVC	Men's Track	$5,000.00
Mendoza, Kendra	SBVC	Softball	$5,000.00
Paramo, Patrick	SBVC	Baseball	$3,000.00
Sanchez, Ricardo	SBVC	Women's Track	$5,000.00

Assistant Coach 01/16/24 – 05/20/24

Employee Name	Location Assignment	Department	Stipend
Herron, Jordan	CHC	Swimming	$5,000.00

Other 08/14/23 – 12/31/23

Athletic coach stipends for advancing to playoff and state championship games.
Ratification: Notification of advancement was given after prior board item submission deadline.

Employee Name	Location Assignment	Department	Stipend
Brown, Joshua	SBVC	Men's Soccer	$600.00
Ratigan, James	SBVC	Men's Cross Country	$1,800.00
Sandoval, Jennifer	SBVC	Women's Cross Country	$1,800.00
Vansant, Robert	SBVC	Volleyball	$600.00

Payment of Stipends
Submitted for Board Approval January 11, 2024
[v.12.14.2023.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 10 hours.
Ratification: Participant identified after the prior board item submission deadline.

Employee Name	Location Assignment	Department	Stipend
Loh Myers, Susan	SBVC	English	$750.00

Other 04/11/24 – 05/10/24
Online Teaching and Learning and Accessibility

Employee Name	Location Assignment	Department	Stipend
Hamlett, Cynthia	CHC	Distance Education	$2,600.00

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: January 11, 2024

SUBJECT: Consideration of Approval of the Reorganization of Employees

RECOMMENDATION

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

OVERVIEW

In accordance with Article 16: Personnel of the CSEA Collective Bargaining Agreement, SBCCD may propose a reorganization of classified position(s) at the colleges or District sites.

ANALYSIS

The reclassification due to reorganization 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 cost from the reclassification due to reorganization is included in the appropriate 2023-2024 budgets.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures

and a prosperous community

Reorganization of Employees
Submitted for Board Approval January 11, 2024
[v.12.18.2023.p.1|2]

Employee Name	From	To	Effective Date
Feist, John	SBVC Technology Services Technology Support Specialist Classified Schedule Range 50, Step F	SBVC Technology Services Technology Support Specialist II Classified Schedule Range 54, Step E	09/01/23
Flaa, Jonathan	SBVC Technology Services Technology Support Specialist Classified Schedule Range 50, Step F	SBVC Technology Services Technology Support Specialist II Classified Schedule Range 54, Step E	09/01/23
Gray, Tracy	CHC Technology Services Technology Support Specialist Classified Schedule Range 50, Step F	CHC Technology Services Technology Support Specialist I Classified Schedule Range 50, Step F	09/01/23
Mottl, Karen	CHC Technology Services Technology Support Specialist Classified Schedule Range 50, Step F	CHC Technology Services Technology Support Specialist I Classified Schedule Range 50, Step F	09/01/23
Nevares, Juan	DSO Computing Services Technology Support Specialist Classified Schedule Range 50, Step E	DSO Computing Services Technology Support Specialist I Classified Schedule Range 50, Step E	09/01/23
Rahn, Charlie	CHC Technology Services Technology Support Specialist Classified Schedule Range 50, Step F	CHC Technology Services Technology Support Specialist I Classified Schedule Range 50, Step F	09/01/23

Reorganization of Employees
Submitted for Board Approval January 11, 2024
[v.12.18.2023.p.2|2]

Employee Name	From	To	Effective Date
Rosales Jr., Manuel	SBVC Technology Services Technology Support Specialist Classified Schedule Range 50, Step F	SBVC Technology Services Technology Support Specialist II Classified Schedule Range 54, Step E	09/01/23
Veloni, Shane	CHC Technology Services Technology Support Specialist Classified Schedule Range 50, Step F	CHC Technology Services Technology Support Specialist II Classified Schedule Range 54, Step E	09/01/23
Wrenn, Cedrick	SBVC Technology Services Technology Support Specialist Classified Schedule Range 50, Step F	SBVC Technology Services Technology Support Specialist II Classified Schedule Range 54, Step E	09/01/23
Yearyean, Nathanial	SBVC Technology Services Technology Support Specialist Classified Schedule Range 50, Step F	SBVC Technology Services Technology Support Specialist II Classified Schedule Range 54, Step E	09/01/23

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

DATE: January 11, 2024

SUBJECT: Consideration of Approval to Ratify the Revised Rates of Pay for Professional Expert and Short-Term Hourly Employees

RECOMMENDATION

It is recommended that the Board of Trustees ratify the revised Professional Expert and Short-Term Hourly Rates of Pay schedules effective January 1, 2024, as attached.

OVERVIEW

California state minimum wage will increase to $16.00 per hour on January 1, 2024, for employers with 26 or more employees. To comply with the increase, the minimum rate for hourly, student worker, and short-term employees will increase.

ANALYSIS

The positions affected are:

- Caltrans Trainee
- Camera and Lighting Technician
- Closed Caption Editor I/II
- Content Specialist (FNX and Marketing & Public Relations
- Counseling Trainee
- EMT-1 Skills Laboratory Assistant
- Fire Agility Group Leader/Proctor
- FTVM Intern I/II/III
- Interpreting/Transliterating Level 0 (Mentoring)
- Project Assistant I/II/III
- TV Closed Captioning
- Workforce Development/PDC Trainer
- Transitional Work Crew Trainee

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Rates of Pay for Professional Expert Employees
Pending Board Approval: January 11, 2024
Effective January 1, 2024

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	$25.00 to $40.00
Adult Education Planning Grant Coordinator	$40.00
Apprenticeship Program Organizer	$55.00 to $75.00
Assistant Instructor	$20.00
Bilingual Translator/Interviewer	$20.00
Business and Resources Development Consultant	$60.00
Caltrans Trainee	~~$15.50 to $16.50~~ $16.00 to $17.00
Caltrans Program Work Crew Driver	$22.00 to $25.00
Camera & Lighting Technician	~~$15.50 to $20.00~~ $16.00 to $20.00
Closed Caption Editor I	~~$15.50~~ $16.00
Closed Caption Editor II	~~$16.00 to $20.00~~ $17.00 to $20.00
Closed Caption Editor III	$21.00 to $30.00
Content Specialist (FNX and Marketing & Public Relations)	~~$15.50 to $40.00~~ $16.00 to $40.00
Counseling Trainee	~~$15.50~~ $16.00
Guardian Scholars and Dreams Liaison (Categorical)	$45.00
Editor (KVCR, FNX, Pledge Drive)	$18.00 to $30.00
EMT-1 Skills Laboratory Assistant	~~$15.50~~ $16.00
EMT(EMS)/Respiratory Care/Fire Tech PE/ASL Specialist	$30.00
Fire Academy Instructor	$45.00
Fire Agility Group Leader/Proctor	~~$15.50~~ $16.00
Fire Operations Specialist	$55.00
Foster Parenting Education	$45.00
FTVM Intern I / II / III	~~$15.50/ $16.00/$17.00~~ $16.00/$17.00/$18.00
Grant Program Assistant (Categorical)	$35.00
Grant Writer I/II/III	$30.00/$40.00/$55.00
Interpreting/Transliterating Level 0 (Mentoring)	~~$15.50 to $16.50~~ $16.00 to $17.00
Interpreting/Transliterating Level I (0-2 yrs of exp & pass evaluation)	$28.00 to $30.00
Interpreting/Transliterating Level II (2-4 yrs of exp & pass evaluation)	$32.00 to $34.00
Interpreting/Transliterating Level III (4-5 yrs of exp & pass evaluation)	$36.00 to $38.00
Interpreting/Transliterating Level IV (5-6 yrs of exp or RID & pass evaluation)	$40.00 to $42.00
Interpreting/Transliterating Level V (RID Certified or RID written passed &pass evaluation or EIPA Level 4/5 & pass evaluation)	$45.00
Laboratory Instructor	$20.00

Rates of Pay for Professional Expert Employees

Pending Board Approval: January 11, 2024
Effective January 1, 2024

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
Mental Health Educator/Counselor Intern	$55.00
Mental Health Outreach Navigator	$60.00
Nurse Practitioner I/Physician Assistant I (1-2 years of SBCCD experience)	$55.00
Nurse Practitioner II/ Physician Assistant II (3-5 years of SBCCD experience)	$60.00
Nurse Practitioner III/ Physician Assistant III (6+ years of SBCCD experience)	$65.00
Police Science Facilitator/Evaluator	$53.00
Police Tactical Officer/RTO	$45.00
Policy Analyst	$60.00
Post Masters Counseling Associate I / II / III	$25.00/$30.00/$35.00
Primary Instructor	$25.00
Program Assistant	$20.00 to $49.00
Project Liaison	$40.00 to $75.00
Radiologic Technology Specialist	$30.00
Respiratory Care Clinical	$57.13
Social Media Specialist (FNX & Marketing & Public Relations)	$21.00 to $25.00
Special Events Planner	$25.00 to $35.00
Staff Writer/Photographer	$16.00 to $20.00
State Fire Training Instructor	$55.00
Transitional Work Crew Trainee	~~$15.50~~ $16.00
Transitional Work Crew Trainer	$22.00 to $25.00
Training Specialist	$19.00
Tutor I / II / III	$16.00/$17.00/$19.00
TV Closed Captioning	~~$15.50 to $16.50~~ $16.00 to $17.00
Workforce Development/PDC Trainer	~~$15.50 to $100.00~~ $16.00 to $100.00 or up to 85% of enrollment, or up to 60% of net

PROFESSIONAL EXPERT ASSIGNMENT	SEMESTER RATE
Medical Director (EMT)	$3,500.00
Medical Director (Respiratory Care)	$3,000.00
Region 9 Mentee	$625.00

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

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

Rates of Pay for Short-Term Hourly Employees

Pending Board Approval January 11, 2024
Effective January 1, 2024

SHORT-TERM ASSIGNMENT	HOURLY RATE
Lifeguard	$16.50
Life Drawing Model	$25.00
Project Assistant I / II / III	~~$15.50/$16.50/ $18.50~~ $16.00/$17.00/$19.00

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

These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003. The District has limited a temporary hourly employee to nomore than 175 days. Short-term temporary hourly employees are not eligible to work more than 60 hours per monthly pay period or more than 8 hours per day.

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: January 11, 2024

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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Conference Requests
Submitted for Board Approval January 11, 2024
[v.12.21.2023.p.1|1]

Requestor	Conference
Site SBVC **Name** Keenan Giles, Joanna Oxendine, and Maria Rodriguez **Department** EOPS/CARES, Research, Planning, Institutional Effectiveness, with Grants Oversight, and Student Equity and Success **Estimated Cost** $5,883 per person	**National Conference on Race & Ethnicity in Higher Education (NCORE), 36th Annual Conference** **Dates of Travel** 05/27/2024 – 06/02/2024 **Location** Honolulu, HI **Purpose** Annual conference is a place of community and inclusion; it is a forum for building skills, alliances, and knowledge about issues of race and ethnicity in higher education. **Funding Source** A2MEND Categorical Fund, Grants - Planning, Policymaking, & Coordination General Fund, and Student Equity Categorical Fund
Site DSO **Name** Kristina Hannon and Aysia Brown **Department** Human Resources, Payroll, and Police Services **Estimated Cost** $5,200 per person	**National Conference on Race & Ethnicity in Higher Education (NCORE), 36th Annual Conference** **Dates of Travel** 05/27/2024 – 06/01/2024 **Location** Honolulu, HI **Purpose** Annual conference is a place of community and inclusion; it is a forum for building skills, alliances, and knowledge about issues of race and ethnicity in higher education. **Funding Source** Equal Employment Opportunity Grant Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: January 11, 2024

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.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Contracts and Agreements
Over $109,300

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
24777	**Black Bunny Media**	KVCR/KVCR	Professional Services	$225,000.00	$10,000.00
	On Demand Production Services; this is to approve an increase in the not to exceed amount by $10,000			07/01/2023 through 12/31/2023	
24746	**Colton Joint USD**	Math/SBVC	Amendment 01	$966,040.00	$249,736.00
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives; this is to approve Amendment 01 - increase of scope of grant objectives and increase funding by $249,736.00			07/01/2023 through 06/30/2024	
26601	**Foundation for California Community Colleges**	Facilities Planning/SBCCD	Piggyback Bid Contract	$12,000,000.00	
	Piggyback contract with Krueger International Inc; Agreement # 00007792: Approved use of bid and approve using resellers - Unisource Solutions Inc., GM Business Interiors, Interior Office Solutions dba PeopleSpace, and BKM Office Works for purchase of Krueger International (KI) interior furnishings; this is to also set the not to exceed amount			08/15/2023 through 08/14/2028	
26602	**Foundation for California Community Colleges**	Facilities Planning/SBCCD	Piggyback Bid Contract	$4,000,000.00	
	Piggyback contract with Haworth Inc Agreement # 00007791: Approve use of bid and approved using reseller's - Unisource Solutions Inc., System Source Inc, Totalplan Business Interiors Interior Office Solutions dba PeopleSpace, and Pacific Office Interiors for purchase of interior furnishings; this is to also set the not to amount			08/21/2023 through 08/20/2028	

Contracts and Agreements
Over $109,300

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
23368	**Governmentjobs.com Inc dba Neogov**	Human Resources/SBCCD	Amendment 01	$157,243.00	$2,201.36
	Software - Recruitment Tool; this is to approve Amendment 01 - to added an additional software license for Single Sign On (SSO) for the Period 01/26/2024 to 01/25/2025 (1 year) for additional cost of $2,201.36			09/01/2022 through 08/30/2025	
23791	**HMC Architects**	Facilities Planning/SBCCD	Amendments 14, 15, & 16	$5,593,810.80	$37,756.00
	RFQP CC01.3601; Architectural and Engineering Services; This is to approve Amendment 14 - additional design work for BESS assembly at Tech Building for increase cost of $5,605;Amendment 15 - additional design work for labs and classrooms at Tech Building for increase cost of $29,235; Amendment 16 - additional design work for batting cage fencing for increase cost of $2,915.00			12/05/2019 through 12/04/2024	
24747	**Redlands USD**	Math/SBVC	Amendment 01	$1,128,512.00	$240,000.00
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives; this is to approve Amendment 01 - this is to increase scope of grant objectives and increase funding by $240,000			07/01/2023 through 06/30/2024	
26491	**Riverside CCD**	EDCT/SBCCD	Subgrantee	$892,355.00	
	Provide training for CNA Program			8/14/2023 through 03/31/2026	

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:　　　　　January 11, 2024

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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

District & College Expenses
Submitted for Board Approval January 11, 2024
[v.12.15.2023.p.1|4]

Event Information

Date(s)
01/09/2024 to
1/10/2024

Site
CHC

Estimated Cost
$1,200

Adjunct Orientation for CHC Faculty

To be purchased are meals and refreshments provided to faculty while attending Spring 2024 Orientation.

Funding Source(s)
Office of Instruction General Fund

Ratification/Amendment
Department was not able to meet before deadline to select date.

Date(s)
01/18/2024

Site
SBVC

Estimated Cost
$4,000

Inner Personal Approach to Therapy In-Service Training

To be purchased is a speaker contract to do an in-service training for staff mental health providers on the Inner Personal Approach to Therapy. Anticipated attendance 12 staff members. Facilitator will be Elaine Akers.

Funding Source(s)
Mental Health Services Support Categorical Fund

Date(s)
01/31/2024 to
02/02/2024

Site
CHC

Estimated Cost
$2,400

Annual ACERT Conference Field Trip

To be purchased are conference expenses for students and faculty to attend the Association of Collegiate Educators in Radiologic Technology conference in Las Vegas, NV.

Funding Source(s)
Perkins Grant Categorical Fund

District & College Expenses
Submitted for Board Approval January 11, 2024
[v.12.15.2023.p.2|4]

Event Information

Date(s)
02/02/2024

Site
SBVC

Estimated Cost
$3,000

Pass the Mic Youth Conference

To be purchased are rentals. In collaboration with San Bernardino County Schools and the Children's Network, the SBVC Outreach department will co-sponsor the Pass the Mic Youth Conference to introduce 9-12 grade students to higher education, mental health tools, and artistic outlets to help improve their educational futures. Anticipated attendance is 200 students, community members and staff. Amanda Moody and Justine Plemons will serve as facilitators.

Funding Source(s)
Student Retention & Outreach Categorical Fund

Date(s)
02/07/2024

Site
SBVC

Estimated Cost
$2,600

CA Dream Act Workshop

To be purchased are meals, refreshments, and giveaways. The event will be in collaboration with the Financial Aid Department and the DREAMers Resource Center to host a workshop aimed at eliminating financial aid barriers and spreading awareness of the importance of filling out the CA-Dream Act Application. Anticipated attendance is 150 students, faculty, and staff. Facilitators include Evelyn Ruiz, Fermin Ramirez, Pricilla de Loera, Aida Gil, Naomi Lara, and Carmen Rodriguez.

Funding Source(s)
California College Promise Categorical Fund

Date(s)
02/13/2024 to 2/16/2024

Site
CHC

Estimated Cost
$7,000

Spring Cub Rush 2024

To be purchased are contracts, as well as meals and refreshments provided to students and staff.

Funding Source(s)
Associated Students Trust Fund

District & College Expenses
Submitted for Board Approval January 11, 2024
[v.12.15.2023.p.3|4]

Event Information

Date(s) 02/15/2024	**Student Grad Check**
	To be purchased are meals and refreshments, giveaways, and supplies. Sponsored by the Dean of Counseling and Matriculation, Dean Marco Cota. SBVC students will be invited to complete their grad check with a counselor. Anticipated attendance is 200 students, staff and faculty. Nancy Bulgarelli will serve as facilitator.
Site SBVC	
Estimated Cost $10,000	Funding Source(s) Student Success and Support Program Categorical Fund; Associated Students and Student Life Trust Funds; and Arts and Lectures, Diversity, and Commencement General Funds

Date(s) 02/22/2024	**Car Show**
	To be purchased are contracts, meals, and refreshments. Umoja-Tumaini will be hosting a community event to connect students with popular vehicles, applied technology, and other campus resources. Anticipated attendance is 200 students, staff, and faculty. Facilitators include Frederick Jones, Rutina Taylor, Phylicia Deam, and Dr. Alise Clouser.
Site SBVC	
Estimated Cost $4,000	Funding Source(s) Student Retention & Outreach Categorical Fund

Date(s) 02/29/2024	**Umoja Fashion Show**
	To be purchased are contracts, meals, and refreshments. Umoja-Tumaini will be hosting a Fashion Show. This event for students to participate in cultural fashion and historical relevance to today's trends. Anticipated attendance is 200 students, staff, and faculty. Facilitators include Frederick Jones, Rutina Taylor, Phylicia Deam, and Dr. Alise Clouser.
Site SBVC	
Estimated Cost $3,000	Funding Source(s) Student Retention & Outreach Categorical Fund

District & College Expenses
Submitted for Board Approval January 11, 2024
[v.12.15.2023.p.4|4]

Event Information

Date(s)
03/13/2024

Site
SBVC

Estimated Cost
$2,500

University of California, Irvine Field Trip

To be purchased are transportation, meals and refreshments. The DREAMers Program will be taking 20 students on a field trip to promote higher education by taking them to UCs that have DREAMer-friendly centers. The chaperones for this event include Brenda Orozco and Evelyn Ruiz.

Funding Source(s)
California College Promise Categorical Fund

Date(s)
03/27/2024

Site
SBVC

Estimated Cost
$3,400

"How to Serve an Undocumented Student" Workshop

To be purchased are speaker contracts, meals, and refreshments. DREAMers Resource Center will be hosting a workshop aimed at educating and bringing awareness to serving undocumented students. Anticipated attendance is 100 students, staff, and faculty. Facilitators include Evelyn Ruiz, Aida Gil, DREAMers Counselors Jennifer Valenzuela and Brenda Orozco.

Funding Source(s)
Student Retention & Outreach Categorical Fund

Date(s)
05/02/2024

Site
SBVC

Estimated Cost
$5,000

IMALIVE Mental Health Fair

To be purchased are contracts, services, refreshments, and giveaways. The fair is for stigma reduction regarding mental health issues, early identification of at risk students, and to increase awareness about mental issues on campus. Anticipated attendance 200 students, faculty and staff. Facilitators will be Elaine Akers and Laura Estrada.

Funding Source(s)
Mental Health Services Support Categorical Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: January 11, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-01-11-FS-01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2024-01-11-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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

RESOLUTION #2024-01-11-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.12.18.2023.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 January 11, 2024, 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 #2024-01-11-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.12.18.2023.p.2|2]

EXHIBIT A

Fund 110/01 General Fund, Unrestricted

			25,042,504	2023-24 Initial Fund Balance	
			(48,874)	Net Change from Previous Transfers	
			24,993,630	Fund Balance Before Transfer(s)	

Board Approved	Date of Transfer	Ref #	To/(From) Reserve	ExpenditureClassification	Justification
1/11/2024	11/30/2023	018952	(50,000)	5000 Other Expenses	To address unforeseen expense contracts which will be tracked by HR
			(50,000)	Total Approved at this Board Meeting	
			24,943,630	Fund Balance After Transfer(s)	

Fund 125/01 General Fund, Restricted

			19,311,593	2023-24 Initial Fund Balance	
			(72,000)	Net Change from Previous Transfers	
			19,239,593	Fund Balance Before Transfer(s)	

Board Approved	Date of Transfer	Ref #	To/(From) Reserve	ExpenditureClassification	Justification
1/11/2024	11/20/2023	018929	(95,000)	5000 Other Expenses	To set position budget for Director of Internal Audits & Analysis with categorical funds
			(95,000)	Total Approved at this Board Meeting	
			19,144,593	Fund Balance After Transfer(s)	

Fund 410/41 Capital Outlay

			12,659,968	2023-24 Initial Fund Balance	
			-	Net Change from Previous Transfers	
			12,659,968	Fund Balance Before Transfer(s)	

Board Approved	Date of Transfer	Ref #	To/(From) Reserve	ExpenditureClassification	Justification
1/11/2024	11/27/2023	018949	(200,000)	6000 Capital Outlay	Funding for Boardroom remodel project
1/11/2024	11/30/2023	018956	(10,650)	5000 Other Expenses	To cover consultant cost for EDA Grant rendering
			(210,650)	Total Approved at this Board Meeting	
			12,449,318	Fund Balance After Transfer(s)	

Fund 615/84 Workers Comp

			5,472,699	2023-24 Initial Fund Balance	
			-	Net Change from Previous Transfers	
			5,472,699	Fund Balance Before Transfer(s)	

Board Approved	Date of Transfer	Ref #	To/(From) Reserve	ExpenditureClassification	Justification
1/11/2024	12/5/2023	019000	(2,471,974)	5000 Other Expenses	To cover transfer of WC loss portfolio
			(2,471,974)	Total Approved at this Board Meeting	
			3,000,725	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:	Jose F. Torres, Executive Vice Chancellor
DATE:	January 11, 2024
SUBJECT:	Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

OVERVIEW

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of $5,000, the property may be sold at private sale without advertising or disposed of.

ANALYSIS

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Funds for materials sold will be provided to the district after auction and positively impact the budget.

Fixed Assets Surplus Report
January 11, 2024

Asset #	Date Retired	Description	Initial Value	Current Value
30759	11/15/2023	CPU	$1,290.74	$0.00

Non-Fixed Assets Surplus Report
January 11, 2024

Description	Quantity
2006 Chevrolet 2500HD	1
Alienware PC	2
Acer Monitor	1
Dell 17" Monitor	1
Dell Optiplex 5620 Computer	1
Dell Optiplex 790 Computer	1
Dell Optiplex 3050 Computer	2
Cisco 7940 Phone	26
Extron 1608 Video Switcher	1
Dell Latitude 7470 Laptop	1
Dell Latitude 5500 Laptop	3
Dell Latitude 5591 Laptop	1
Dell Optiplex 7440 Computer	1
Cisco Phone Brackets	1
Cisco 7960 Phone	1
Cisco 7840 Phone	1
Epson 4750 Projectors	4
Dell 49" Monitor	1
Canon Projectors	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: January 11, 2024

SUBJECT: Consideration of Ratification of Master Services Agreements and Task Orders for Bond Construction

RECOMMENDATION

It is recommended that the Board of Trustees ratify Master Services Agreements and Task Orders as indicated on the attached list.

OVERVIEW

To support the Bond Program, SBCCD has created various shortlists of professional service consultants for specific pre-design, and engineering disciplines in accordance with the established Request for Qualifications process. These prequalified shortlists include:

- Architectural & Engineering
- California Environmental Quality Act/National Environmental Policy Act
- Civil Surveying
- Commissioning
- Division of the State Architect Inspector of Record
- Estimating
- Furniture, Fixtures, & Equipment (FF&E) Design, Procurement & Installation Coordination
- Geotechnical
- Hazardous Material Assessment
- Landscape Architecture
- Mechanical Engineering & Pluming
- Special Inspection & Material Testing

As consulting firms are needed, Requests for Task Order Proposals are issued to the firms of each applicable shortlist. If selected, a Master Services Agreement with the chosen firm is executed, and the Task Order awarded.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

ANALYSIS

Requests for Task Order Proposals are issued to all prequalified professional services consultants within the related pool. Unlike construction contracts, which are awarded by low bid, professional consulting contracts are awarded based on best value.

Each proposal is assessed by a committee comprised of representatives from the Facilities Department, campus staff, program management team, and other District stakeholders as appropriate. A qualitative evaluation based on weighted criteria (including fee, technical approach, project experience, key personnel, and delivery schedule) is performed to determine which firm's proposal provides SBCCD with the best value for the Task Order.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.

Master Services Agreements & Task Orders for Bond Construction
Submitted for Ratification January 11, 2024

[v.12.15.2023.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
*Knowland Construction Services Rancho Palos Verdes, CA	Division of the State Architect Inspector of Record 5/13/2021	$27,880.00	CHC	Campus Accessibility & Site Improvements Phase 2	CC02-3626-03.02 (TO#01-020.1) Division of the State Architect Inspector of Record Services	11/17/2023
P2S, Inc. Irvine, CA	Commissioning Services 2/13/2020	$308,200.00	SBVC	Retro-Commissioning of Central Plant	Direct Procurement (TO#09-022.0) Commissioning Services	11/8/2023
DLR Group Riverside, CA	Architecture and Engineering Services 12/12/2019	$3,784,000.00	SBVC	Career Pathways 2	Direct Procurement (TO#02-044.0) Architectural & Engineering Services	11/21/2023
NV5 West, Inc. Riverside, CA	Special Inspections and Material Testing 2/13/2020	$31,395.00	SBVC	Biology Garden Expansion	CC01-3610-24.03(TO#04-020.0) Special Inspections and Material Testing	11/8/2023

*Issued as a supplement to an existing Task Order.

Master Services Agreement Amendments for Bond Construction
Submitted for Ratification January 11, 2024

[v.12.15.2023.p.1|1]

Firm	Pool Approval	Amendment	Change Description	Cost Impact	Date Executed
DLR Group Riverside, CA	Architecture and Engineering Services 2/12/2019	Amendment 001	Contract Extension Amendment to amend the Contract Expiration Date from September 8, 2023 to September 8, 2025	None	11/15/2023

MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College — Retro-Commissioning of Central Plant
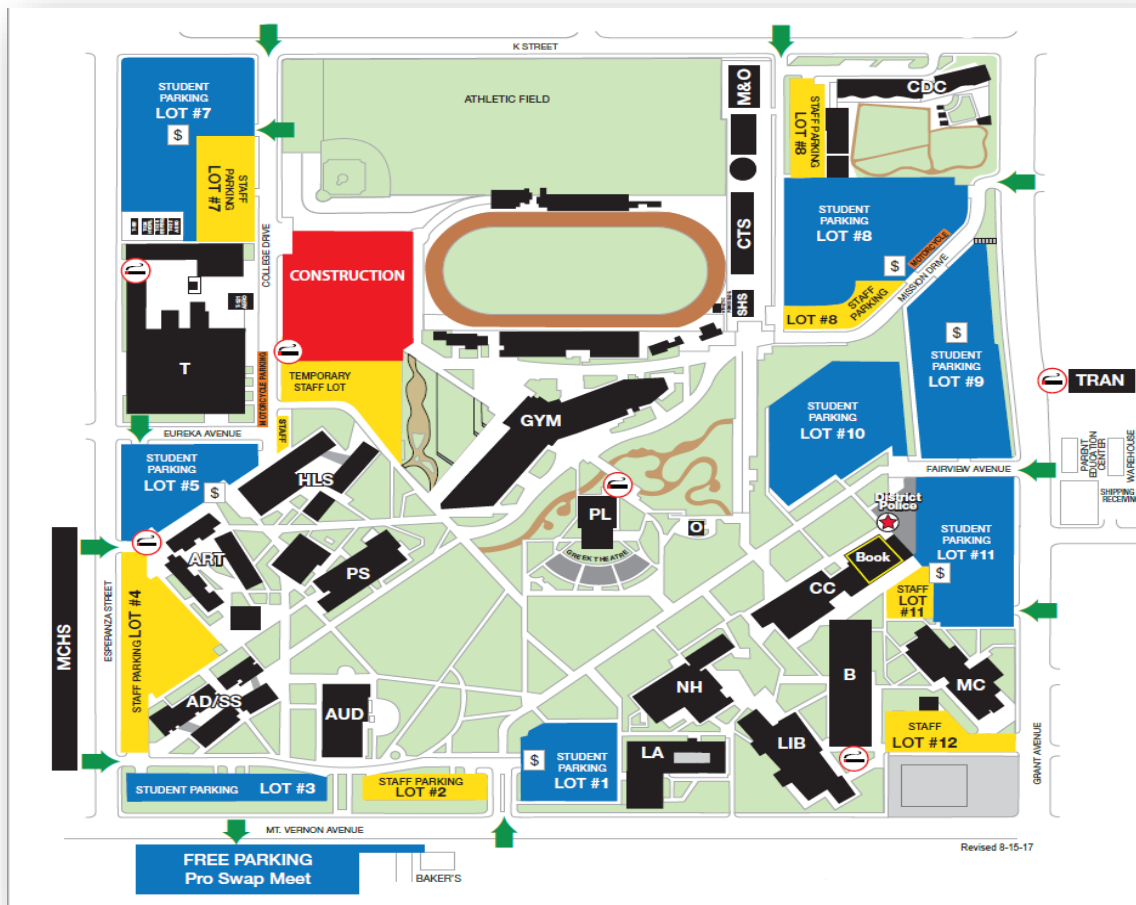
Task Order Awarded to: P2S, Inc.

Task Order Executed: November 8, 2023

Amount: $ 308,200.00

Selection Summary:

P2S, Inc. was awarded this Task Order on direct procurement of professional services. The shortlist of pre-qualified Commissioning Services includes six firms, one of which is P2S,Inc. P2S, Inc. previously designed the Central Plant project and mechanical systems for several buildings throughout San Bernardino Valley College. The scope of work for this task order includes optimizing the Central Plant operation to ensure that the campus chilled water demand will meet the future building loads, as such P2S,Inc. was awarded the task order for this scope.

Campus Wide

MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College — Career Pathways 2

Task Order Awarded to: DLR Group

Task Order Executed: November 21, 2023

Amount: $ 3,784,000.00

Selection Summary:

DLR Group was awarded this Task Order on direct procurement of professional services. The shortlist of pre-qualified Architecture and Engineering Services includes eleven firms, one of which is DLR Group. DLR Group previously performed Architecture Services for the Career Pathways 2 project as a sub consultant to the original DBE consultant. The scope of work for this task order includes programming/feasibility, design services including DSA submittals, bidding, construction administration and closeout. At the termination of the previous DBE contract for the CP2 project the DLR Group's construction documents were submitted to DSA and the documents are still currently at DSA for review. The plan is to restart this project but continue with the construction documents that are currently being reviewed by DSA in order to save time and cost by reutilizing the previously completed documents, as such DLR Group was awarded the task order for this scope.

MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College — Biology Garden Expansion

Task Order Awarded to: NV5 West, Inc.

Task Order Executed: November 8, 2023

Amount: $ 31,395.00

Selection Summary:

The shortlist of pre-qualified Special Inspection & Material Testing firms includes thirteen firms. Seven firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of two Construction Management Team members and two Program Management Office members. NV5 West, Inc. was ranked based on Best Value scoring. The qualifications of the proposed team were very strong in both project experience and individual experience. During the evaluation of proposals, NV5 West, Inc. received the highest cumulative score and was awarded the Task Order.

1.11.2024

CHANCELLOR'S
REPORT
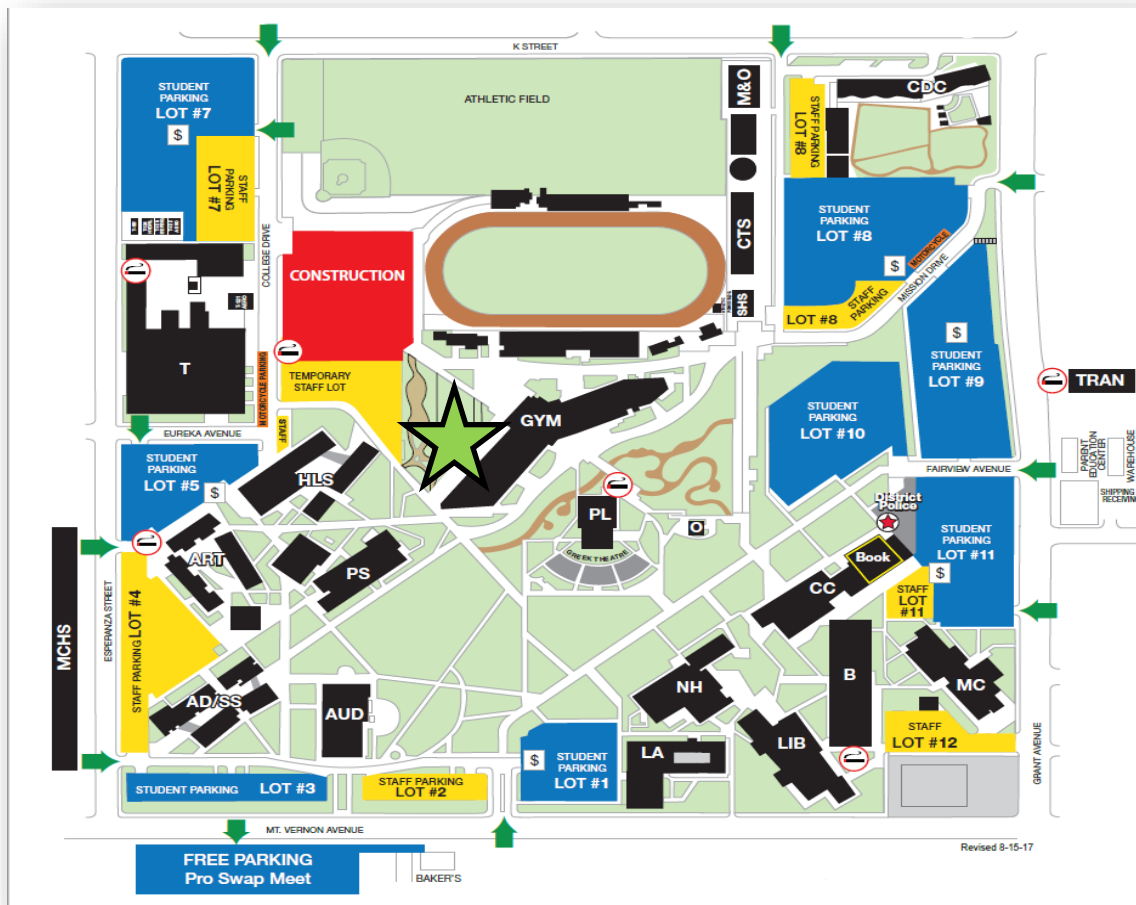
SBCCD RECEIVES LEADERSHIP AWARD

Exciting news! San Bernardino Community College District has recently been honored with a leadership award at the Green Technology California Schools & Higher Education Summit! This prestigious recognition highlights our dedication to sustainability and forward-thinking in education.

A big thank you to the entire #SBCCD team and our invaluable partners in the #AEC industry. Your collaboration and support are pivotal in driving our sustainable initiatives forward. This award reflects our joint efforts towards a more sustainable future.

SBCCD GUEST SPEAKER AT INAUGURAL ENERGY CAREER PATHWAYS SUMMIT

SBCCD was one of only two California college districts at the inaugural Energy Career Pathways Summit. Trustee Frank Reyes and Vice Chancellor Nohemy Ornelas, Ed.D. took part in a discussion on the future of energy careers, alongside Assemblyman Juan Carrillo and Ben Porritt, Senior VP of Brightline West.

Their participation is among our many efforts to open new career opportunities to our local students in this rapidly evolving sector.

CHC PUBLIC SAFETY TRAINING CENTER GRAND OPENING

Exciting news! Please join us in celebrating the grand opening of Crafton's new Public Safety Training Center on January 12th at 10:30 a.m.

The Public Safety Training Center enhances and completes the state-of-the-art Public Safety and Allied Health (PSAH) facilities constructed in 2015 with additional hands-on labs where scenarios will be created to replicate real-life emergencies. This building will contain features replicating commercial building and residential home labs that will enhance the technical training capabilities of the CHC programs, preparing students for good-paying careers.

THIS IS SBCCD

2024
A NEW YEAR AND A NEW REALM OF POSSIBILITIES

San Bernardino Community College District (SBCCD) is always excited to welcome the new year with our students and families past, present, and future. As the new year brings new starts for many, including SBCCD, we are thrilled to partner with our students as they participate in an exciting educational journey of discovery. Whether you are a returning student, a member of our faculty or staff, or a new student, we are ecstatic that you are part of our community.

SBCCD has served the community for nearly 100 years. In 2023, the Board of Trustees adopted a updated five-year Strategic Plan (2023-2028) to support our mission of serving all students in the Inland Empire to reach their educational goals. We are guided by the wisdom and feedback of our students, faculty, staff, alums, industry leaders, school partners, and the broader community as we continue the work that is defined in our strategic plan.

THE STRATEGIC PLAN IS THE ROADMAP FOR THE FUTURE WE WISH TO SEE.
We are living up to our collective aspirations by working every day to achieve four 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 and sustainability.

We are proud of our milestones across the SBCCD. We will harness this momentum and continue working for the good of all students and our community today and for years to come.

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

Vision
Inspiring possibilities for bright futures and a prosperous community.

Values
Accessibility, Inclusion, Integrity, Courage, Collaboration, and Excellence

2

SBCCD AWARDED SUSTAINABLE INNOVATION AWARD FOR MERIT

San Bernardino Community College District was honored with the Sustainable Innovation Award for Merit in the Health & Wellbeing Category by the US Green Building Council.

A heartfelt thank you to USGBC LA, Ben Stapleton, and his talented team for orchestrating such an incredible and beautifully executed event. The dedication to bringing the community together and shining a light on the importance of sustainability is deeply appreciated.

Our immense gratitude also goes to our wonderful project team: HMC Architects, AECOM Program Management, SafeworkCM, Icon West, Inc., and of course, the exceptional SBCCD facility team. The hard work, dedication, and unwavering commitment to sustainable practices have been instrumental in our achievement.

Receiving this award transcends mere recognition; it exemplifies SBCCD's deep-seated commitment to sustainability. It reflects the resolve to create environments that not only meet the needs of today but also pave the way for a brighter, greener future for our students. Every step we take is a step towards a more sustainable world, envisioned and realized with the future of our students at its heart.

EDCT Provides Specialized, Cutting-Edge Training for Ingram Micro

In October 2023, representatives from Ingram Micro approached Tiffany Lee, Assistant Manager of Workforce Development at San Bernardino Community College District (SBCCD). They were seeking a tailored training program for employees at six key locations across California. Tiffany assessed Ingram Micro's specific needs and customized a transformative Emotional Intelligence training program. Held at the Eastvale facility from late October to early November, the training accommodated two cohorts from Ingram Micro.

The immersive experience prioritized the cultivation of Emotional Intelligence Skills, providing participants with a versatile toolkit encompassing self-awareness, self-regulation mastery, empathy cultivation, and tailored communication strategies. Notably, the program included the immediate issuance of certificates of completion at the end of each training day, recognizing participants for their dedication and accomplishments.

Beyond the immediate training impact, the anticipated outcomes are far-reaching, promising tangible enhancements within the organizational structure, such as reduced procrastination tendencies, heightened individual accountability, and fortified cooperation among team members. ETP works to reinforce California's economy by providing training to California workers and supporting vital industries to stay competitive in a global market. This is one of many examples of the various training programs that Economic Development & Corporate Training provides under the Employment Training Panel (ETP).

CALFRESH/FAFSA COUNTY DATA SHARING APPROVED

Great news!

The County Board of Supervisors approved SBCCD's Non-Financial MOU template, enabling CalFresh/FAFSA data sharing between the County, Crafton Hills College and San Bernardino Valley College. This is a direct outcome of our "Combating College Student Hunger Policy Roundtable" held earlier this year at Crafton Hills College.

What's next?
The County team is currently working on preparing the MOUs for our signatures. Once signed, both County and campus staff can initiate the data-sharing protocols.

It's worth noting that we are the only region in California pursuing a multi-college county agreement to boost CalFresh applications. Our partners also include Cal State University San Bernardino, Riverside Community College District, and Univeristy of Caliifornia, Riverside.

San Bernardino International Student Film Festival at San Bernardino Valley College

San Bernardino International Student Film Festival at San Bernardino Valley College from Tue, March 5 to Fri, March 8. This year's theme celebrates 1980s science fiction and fantasy. As always the San Bernardino Valley College Wolverine Con offers attendees a wide range of engaging opportunities which highlight the year's theme and the best in local media arts.

Workshops and Panels
March 5, 2024 from 1:00 – 6:00 p.m.
These will range in a variety of topics focused the theme. All panels or workshops will be limited to 45 minutes for their presentation.

Expo/Arts Walk
March 6, 2024 from 10:00 a.m. - noon
This event features businesses and universities looking to recruit for their respective organizations. With a focus on media arts majors (art, film, broadcast, theatre, and music). Past guests have included KVCR, California State University San Bernardino, Inland Empire Film Services, Garcia Center for the Arts, and Garner Holt Productions. The event is also open to student artists to table and promote their work.

Animation Show of Shows
March 6, 2024 from 1:00 - 3:00 p.m. art 144
This 22nd edition comprises 10 films -- nine recent, along with one restored classic -- which deal with both the anxieties and hopes of a world faced with a seemingly endless series of existential crises. All are inventive, their tone ranges from the whimsical to the profound; their techniques, from stop-motion to hand-drawn to computer-aided.

SBVC International Student Film Festival
March 7th through the 8th

The cornerstone of the wolverine con is our annual international student film festival which features student films from as far as Taiwan, Israel, to all the way here in San Bernardino. For more information, please visit, https://www.valleycollege.edu

SAN BERNARDINO ⬤ COMMUNITY COLLEGE DISTRICT

2023-2024
STRATEGIC PLAN UPDATE:
MID-YEAR REVIEW

ACCOMPLISHED KEY RESULTS

GOAL 1
ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS

4 DISCUSSIONS
Hosted four "My Campus, My Culture, My Community" dialogue discussions with 80 members from the SBCCD community.

31
SBCCD's Dual/Concurrent Enrollment Program currently has partnership agreements with 31 high schools, adult schools, and charter schools.

15 AMBASSADORS
SBCCD's Student Ambassador Program was launched in Fall 2023 with 15 ambassadors, who have collectively worked 985 hours.

59
59 instructional faculty members have received training to develop syllabi that promote fairness and equality.

343 ENROLLED
343 students have enrolled in the newly created Ethnic Studies courses that focus on African American, Chicano/a, and Latino/a literature.

15,650
15,650 bilingual postcard mailers were sent to local residents to promote SBCCD's Academic Programs.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ACCOMPLISHED KEY RESULTS

GOAL 2
BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION

28
Classroom DEI training provided by USC Race and Equity Center for 28 teaching faculty.

DEIA TRAINING
SBCCD provides Online Equity and Culturally Responsive Teaching and Humanizing Training.

COURSE SUCCESS RATE INCREASE
The course success rate increased from 65% in 21-22 to 66% in 22-23 (Black/African American students) and from 70% in 21-22 to 72% in 22-23 (Hispanic/Latinx students).

WORKFORCE DEVELOPMENT
SBCCD hosted a "Business Mixer" at EDCT that welcomed over 150 community partners and industry leaders.

SAFE SPACES
SBCCD developed safe spaces for members of the LGBTQ+ community and Black/African American students.

763 STUDENTS SERVED
- K12 Strong Workforce Program with Colton Joint Unified School District.
- Workshops on CTE and college courses.
- One-on-one appointments with students.
- High school students given a campus tour.

GOAL 3
BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES

SUSTAINABILITY
Sustainable Projects Completed:
- Biology Garden Expansion
- EV Charging Stations
- Training Center
- Solar Photovoltaic Energy Generating System

3
Three new Skilled Nursing and Post Acute Care facilities for clinical rotations.

COMMUNITY ENGAGEMENT
Staff and Faculty represented SBCCD in 17 local community events.

150 STUDENTS
300 turkeys, 150 chickens, 60 hams were given to 150 students in need.

500 CHILDREN
A total of 500 children were invited to SBCCD to have their pictures taken with Santa.

$720M
Completed the Economic Impact Study showing SBCCD's $720 million impact in the region.

GOAL 4
ENSURE FISCAL ACCOUNTABILITY/ SUSTAINABILITY

$12.1M
SBCCD's college assets have grown from $671,000 in 2013 to $12.1 million in 2023.

STUDENT HOUSING
Two grant applications for student housing construction were submitted to the State Chancellor's Office in July 2023.

$1.4M
Secured $1.4 million to support the development of the Performing Arts Building and Fire Academy.

HSI & TITLE V
Received HSI and Title V designation that allows SBCCD to pursue federal grants.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Ford, Sr. Executive Administrative Assistant

DATE: January 11, 2024

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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
BOARD MASTER PLANNING ACTION CALENDAR*
Presented for Information January 11, 2024

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
- Board Policies (final approval)
- 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 (1st 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
- Adopt Budget Calendar (by 2/1)
- Budget Directives 1st Reading (BFC)
- § 53003. Updated District EEO Plan Presentation and ACTION (with comments from CCCCO)
- EEO Plan (monitor, evaluate, and report annually)
- 2022-2027 SBCCD Strategic Plan Mid-Year Update (Goals 1-4)
- 2022-2027 SBCCD Strategic Plan (begin renewal @ mid-year retreat for approval in August)

FEBRUARY
- Grant Sabbaticals (name faculty, college, & term)
- Budget Directives   (by 3/1)
- Nonresident Tuition and Capital Outlay Fees (by 3/1)
- Legislative Priorities and State Budget Priorities
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P1
- Review and Affirmation of Guiding Principles for FCC Auction Proceeds PRST Account
- Review and Approve Guiding Principles for KVCR PRST Account
- 2022-2027 Strategic Plan Update (Goal 1)

MARCH
- CBOC Annual Report Presentation (by 3/31)
- Selection of Auditor (before 4/1)
- Grant Tenure/Tenure Contracts
- Regular Meeting Dates for the Board of Trustees
- Classified Employee of the Year Endorsement (by 3/15)
- Quarterly Certified Financial Status Report (Oct-Dec)
- Quarterly Investment & Deposit Report (Oct-Dec)
- 2022-2027 Strategic Plan Update (Goal 2)

APRIL
- 4/10 Alternate Summer Work Schedule MOU
- Trustee Handbook
- Student Trustee Privileges (by 5/15)

SAN BERNARDINO ⬥ COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*
Presented for Information January 11, 2024

APRIL

- P&Ps: 2100 (every two years on even election years),
- 2022-2027 Strategic Plan Update (Goal 3)

MAY

- Resolution: Interfund Transfers for Next FY
- Recognition of Outgoing Student Trustees
- P&Ps: 6320 (annual; last approved 4/2023); 4235 (every three years; last approved 5/13/21)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P2
- Preliminary Budget & Presentation (optional strategy session)
- 2022-2027 Strategic Plan Update (Goal 4)

JUNE

- Presentation: DEIA (HR)
- Presentation: Administer Oath of Office to New Student Trustees
- New Student Trustee Orientation Information
- FY Tentative Budget (by 7/1)
- Authorized Signature List for Next FY
- 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
- FY Sole Source Suppliers
- 2023-2028 CHC & SBVC Educational Master Plan
- 2023-2028 DSO Plan
- Five-Year 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 Meals, Refreshments on District and College Expenses
- Quarterly Financial Status Report (Jan-Mar)
- Quarterly Investment & Deposit Report (Jan-Mar)
- 2022-2027 SBCCD Strategic Plan (begin renewal @ mid-year retreat for approval in June)
- Employment Contracts for Academic and Classified Managers
- Employment Contract for Chancellor
- Salary Placement for Executive Management (3-year placement)

JULY

- Resolution: Transfer of Appropriations for the FY
- 2020-2023 District Technology Strategic Plan (2020)

AUGUST

- P&Ps: 2745, 2435, 1100, 1200
- Final Budget Presentation (strategy session last Thursday)
- Reaffirm Mission, Vision, Values (2022)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P3

This guide is for internal use only and is subject to change.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information January 11, 2024

SEPTEMBER

- Approval to Grant Districtwide Sabbaticals (notice required to employees by 10/1)
- § 53004. EEO Plan Analyses and Annual Report to CCCCO
- Accreditation Midterm Report (due 10/15/24)
- Accreditation comprehensive review occurs fall 2027
- Prior year Final Enrollment Fee Revenue Due (CCFS-323 by 9/15)
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

OCTOBER

- Annual Security Report
- P&P Review Schedule
- Academic Calendar
- Emergency Operations Plan
- Initial Proposals to Reopen Negotiations with CSEA/CTA
- Sabbatical Completion Reports (from prior academic year)

NOVEMBER

- 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.
- Campus Advisory Committees

DECEMBER | ANNUAL BUSINESS MEETING

- Education Code Section 5017 provides: Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his/her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified. The term of the successor shall begin upon the expiration of the term of his/her predecessor.
- Swearing in on or prior to the second Friday in December.
- In election years, Education Code Section 72000 subdivision (c)(2)(A), the annual meeting must occur within a 15-day period that commences with the second Friday in December.
- New Trustee Oath of Office
- Nomination and approval of SBCCD Executive Board
- Certification of Election of Board Chair and Clerk
- Board Member Assignment to the County Committee on School District Organization
- Board Member Assignment to the SBRETCJPA
- 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
- 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
- Quarterly Financial Status Report, Jul-Sep
- Quarterly Investment & Deposit Report, Jul-Sep

This guide is for internal use only and is subject to change.

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: January 11, 2024

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 December 12, 2023. As of that date, SBCCD was 45.2% through the fiscal year and had spent and/or encumbered approximately 41.6% 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.
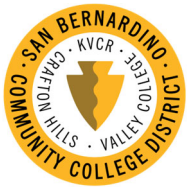
Budget Revenue & Expenditure Summary
Year to Date 12/12/23
[v.12.14.2023.p.1|2]

45.2% of Fiscal Year Elapsed

FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
110 General Fund - Unrestricted	139,025,497	53,924,130	38.8%	138,906,755	57,799,796	41.6%	Expenditures are consistent with the needs of the fund given the current climate.
125 General Fund - Restricted	136,833,359	69,314,135	50.7%	136,672,342	46,959,743	34.4%	Some grant funds are expected to be expensed over multiple years.
215 Bond Interest & Redemption	58,000,000	2,781,053	4.8%	58,000,000	34,213,265	59.0%	Taxes are determined and collected by the County for bond measures.
335 Child Development	5,161,435	2,126,722	41.2%	5,161,435	1,723,804	33.4%	Expenditures are consistent with the needs of the fund given the current climate.
390 KVCR	9,032,953	1,682,639	18.6%	9,004,209	3,871,034	43.0%	Most grant revenues are received on a reimbursement basis.
410 Capital Outlay	20,734,367	686,353	3.3%	23,202,673	13,537,780	58.3%	Purchase orders covering expenses for the entire fiscal year are created early in the year. Expenses related to the SBVC Technical Building Replacement project are on the reimbursement basis causing a delay in the receipt of revenues.
435 Measure M	100,450,000	11,992	0.0%	21,714,857	4,008,162	18.5%	Most revenue budget relate to the issuance of bonds which is expected later in the year. Expenditures are consistent with the needs of the fund given the current climate.
445 Measure CC	4,500,000	2,225,418	49.5%	235,275,097	112,920,599	48.0%	
590 Investment Properties	4,390,350	335,224	7.6%	8,010,881	35,000	0.4%	Revenue and expenditure activity posted in arrears. Posting in progress for August activity.
615 Workers Compensation	2,444,920	283,227	11.6%	5,458,839	2,063,087	37.8%	Revenues are posted in arrears. Posting in progress for August activity.
620 Self Insurance-Liability	1,200,000	1,200,000	100.0%	1,250,000	1,025,484	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	61,378	15.8%	387,700	136,101	35.1%	Revenues are posted in arrears. Posting in progress for October activity.
730 Student Body Center Fee	252,785	180,898	71.6%	252,785	94,014	37.2%	A significant amount of revenues received during Summer and Fall 2023 registration.
765 OPEB Trust	1,000,000	66,743	6.7%	82,000	848,003	1034.2%	Investment loss was experienced during Q1.
775 PARS Trust	5,050,000	2,008	0.0%	4,157,724	5,793,836	139.4%	Investment loss was experienced during Q1.
890 Inland Futures Foundation	1,391,936	121,504	8.7%	1,391,936	307,358	22.1%	Revenues are posted in arrears. Transfers to KVCR are posted twice a year in January and July.
Total (All Funds)	**489,855,302**	**135,003,424**	**27.6%**	**648,929,233**	**285,337,067**	**44.0%**	

Budget Revenue & Expenditure Summary

Year to Date 12/12/23

[v.12.14.2023.p.2|2]

Fiscal Year Elapsed - 45.2%
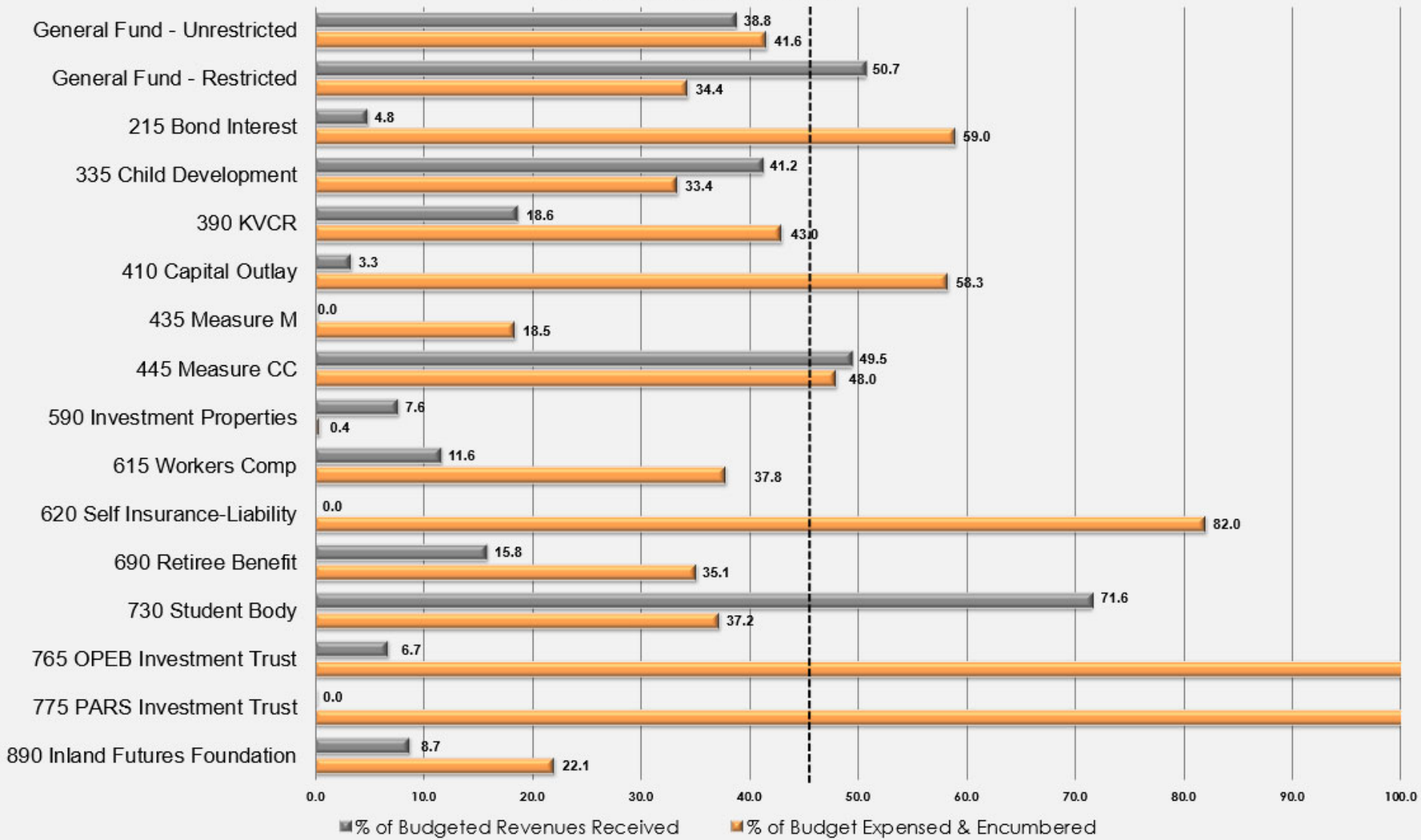
Fund	% of Budgeted Revenues Received	% of Budget Expensed & Encumbered
General Fund - Unrestricted	38.8	41.6
General Fund - Restricted	50.7	34.4
215 Bond Interest	4.8	59.0
335 Child Development	41.2	33.4
390 KVCR	18.6	43.0
410 Capital Outlay	3.3	58.3
435 Measure M	0.0	18.5
445 Measure CC	49.5	48.0
590 Investment Properties	7.6	0.4
615 Workers Comp	11.6	37.8
620 Self Insurance-Liability	0.0	82.0
690 Retiree Benefit	15.8	35.1
730 Student Body	71.6	37.2
765 OPEB Investment Trust	6.7	
775 PARS Investment Trust	0.0	
890 Inland Futures Foundation	8.7	22.1

■ % of Budgeted Revenues Received ■ % of Budget Expensed & Encumbered

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: January 11, 2024

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 Measure CC 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 Measure CC 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 Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
$290,630,626	$2,218,004	0.76

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate construction budget.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

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	$302,089.98	**$120,062,114.25**	0.25%
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**	**$2,218,004.76**	**$292,848,631.00**	**0.76%**

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	Construction 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

SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

Project	Contract	Change Order	Construction 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)	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
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	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #02 - Swing Space - Preconstruction & Design Services	$79,028,832.00	$190,000.00	$760,481.00	$79,979,313.00	13-Nov-23	09-Nov-23
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #01 - Design/Preconstruction Time Extension	$79,028,832.00	$0	$190,000.00	$79,218,832.00	13-Nov-23	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	-$10,278.00	**$8,490,839.00**	-0.12%
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**	**$302,089.98**	**$120,062,114.25**	**0.25%**

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3625 : Public Safety Training Center (DB)	**Erickson-Hall Construction Co.**	**Erickson-Hall - Change Order #01**	**$8,501,117.00**	**-$10,278.00**	**-0.12%**	**-0.12%**	**12-Oct-23**	**11-Jan-24**
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Elljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Elljay 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)	Elljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Elljay 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 Improvements	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 #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

Project	Contract	Change Order	Construction 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)	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				**$302,089.98**				

* 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	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC02-3633 : Central Complex 2 Renovation (DB)	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	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 D	**$186,500.17**	**$4,812.02**	**$191,312.19**	**2.58%**

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date

Child Development Center Rer	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: January 11, 2024

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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Construction Change Orders – Non-Bond

Presented for Information January 11, 2024

[v.12.19.2023.p.1|1]

Project	Contractor	Change Order	Original Contract Amount	Change Order Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	New Contract Amount	Executed Date
MD 02-2122-01 BL 8 LRC Fire Alarm System Upgrades at Crafton Hills College	Johnson Controls	Change Order #1	$299,971.00	$7,702.67	2.5 %	2.5%	$307,673.67	11/9/2023

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: January 11, 2024

SUBJECT: Construction Contracts Awards and Change Orders Subject to UCCAP

RECOMMENDATION

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

OVERVIEW

This Board item affects construction contracts subject to the SBCCD's Uniform Construction Cost Accounting Program (UCCAP) which have a total contract value between $60,000 and $200,000.

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code.

ANALYSIS

SBCCD has opted into the California Uniform Construction Cost Accounting Program and maintains a pre-qualified list of contractors according to trade category for public works projects valued between $60,000 and $200,000. Informal bids for projects included in this Board item were solicited from those qualified contractors.

Any change orders and amendments included were approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Projects will be funded as indicated on the attached.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Construction Contracts, Subject to UCCAP
Presented for Information on January 11, 2024
[v.12.18.2023.p.1|1]

Contract Awards

Contractor & Project	Amount	Funding
Southern California Landscape Inc. of Rancho Cucamonga, CA SM 01-2223-06C Xeriscaping and Landscaping around Parking Lots 9 & 10 at San Bernardino Valley College	$172,000.00	State Physical Plant and Instructional Supplies Block Grant (2022-2023)

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: January 11, 2024

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 below this limit, including income contracts, 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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Contracts Under Bid Limit and Income Contracts

Board Date 01/11/2024

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26478	Airgas USA, LLC	Rental	Respiratory Care/CHC	$1,000.00		
26537	American Floor Mats LLC	Production of Logo Items	Administrative Services/CHC	$1,674.45		
26536	Amudipe, William Jr.	Performer	First Year/SBVC	$600.00		
26546	Annotation Unlimited PBC	Software/ Online Services	English/SBVC	$975.00		
26518	Associated Press	Services	KVCR/SBVC	$8,911.86		
23261	Aument, Madison	Professional Services	KVCR/KVCR	$33,000.00		
24499	AUMT Institute	Services	Instruction/ CHC	$75,000.00		
26609	Arizona Public Media	Broadcast Affiliation	KVCR/KVCR	No Cost		
26560	Baugher, Jeffrey	Consultants	TESS/SBCCD	$100,000.00		
26540	Benally, Razelle	Broadcasting Rights	KVCR/SBVC	$4,200.00		
26571	Blue Ribbon Ink & Thread, Inc.	Production of Team Uniforms	Athletics/ SBVC	$463.28		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26578	Boyd, Christine Marie	Performer	Admissions & Records/SBVC	$500.00		
26510	Bully LLC	Professional Services	KVCR/KVCR	$52,000.00		
26479	Bunker, Eleanor	Performer	Theater Arts/ SBVC	$300.00		
26480	Bunker, Eleanor	Performer	Theater Arts/ SBVC	$700.00		
26557	California Baptist University	Clinicals	Health Services/ SBVC	No Cost		
26608	Canva Inc.	Software/ Online Services	Transfer Center/ CHC	$294.90		
24823	CCC Chancellor's Office	Software/ Online Services	TESS/SBCCD	$35,400.00		
26599	Centimark Corporation	Repairs	Facilities Planning/SBCCD	$8,281.00		
26567	CivicWell	Consultants	Facilities Planning/SBCCD	$27,000.00		
26563	CollegeSource Inc.	Software/ Online Services	Counseling/ SBVC	$12,413.25		
26595	Computerized Embroidery Company, The	Production of Logo Items	Science/ SBVC	$1,518.57		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26597	ComputerLand of Silicon Valley	Software/ Online Services	TESS/SBCCD	$720.00		
26575	Constant Contact, Inc.	Software/ Online Services	Community Relations/SBVC	$4,200.00		
26576	ConvergeOne, Inc.	Maintenance Agreement	TESS/SBCCD	$27,836.50		
26509	CorpTrain Lab DBA Hammoud, Suzanne Beck	Training Services	EDCT/SBCCD	$50,000.00		
26530	Covoc Corporation	Equipment Installation	Psychiatric Technology/SBVC	$4,149.08		
26574	Crafton Hills College Foundation	Sponsorship	President/ CHC	$1,200.00		
26363	Culligan of Ontario	Services	Administrative Services/SBVC	$1,800.00		
26598	DiPietro, Teresa	Performer	Student Services/CHC	$950.00		
26570	Direct Connection	Services	English/SBVC	$15,452.61		
26515	DoubleTree by Hilton - San Bernardino	Rental	Chancellor/ SBCCD	$9,632.01		
26542	Dragan, Nicoleta	Training Services	Student Services/SBVC	$2,000.00		

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26523	Drama Camp Productions, Inc.	Program Acquisition	KVCR/SBVC	$3,550.00		
26524	Drama Camp Productions, Inc.	Program Acquisition	KVCR/SBVC	$7,290.00		
26498	Eastern Educational Television Network Inc (APT)	Broadcasting Rights	KVCR/SBVC	$630.00		
26604	Ellucian Company, LP	Consultants	TESS/SBCCD	$10,000.00		
26481	Ellucian Company, LP	Software/ Online Services	TESS/SBCCD	$72,521.00		
26531	EMCOR Service Mesa Energy	Repairs	Maintenance/ SBVC	$10,945.00		
26594	Entrinsik, Inc.	Software/ Online Services	TESS/SBCCD	$11,676.00		
26532	FastSigns	Production of Logo Items	Counseling/ SBVC	$502.41		
26534	FilmTools	Software/ Online Services	FTVA/SBVC	$10,867.25		
26611	Foundation for California Community Colleges	Income - Subgrantee	EDCT/SBCCD		$185,000.00	
26471	Frame.IO Inc.	Software/ Online Services	KVCR/KVCR	$5,000.00		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26516	G/M Business Interiors	Equipment Installation	Science/CHC	$37,760.10		
26499	G/M Business Interiors	Installation Services	Administrative Services/CHC	$3,767.28		
26528	Gallagher, Sandra L. dba Gallaghers	Production of Awards	Chancellor/ SBCCD	$644.89		
26522	Gallagher, Sandra L. dba Gallaghers	Production of Awards	Humanities/ SBVC	$270.80		
26559	Genuine Auto Parts	Software/ Online Services	Automotive/ SBVC	$5,704.53		
26482	Getty Images US, Inc.	Software/ Online Services	Print Shop/ SBCCD	$4,500.00		
26572	Gonser Gerber LLP	Consultants	Community Relations/SBVC	$33,500.00		
26497	Gould JR, Anderson	On Demand Services	KVCR/KVCR	$750.00		
26607	Heiberg Consulting Inc.	Software/ Online Services	Star Program/ SBVC	$499.00		
26472	Highlanders Boxing Club	Sponsorship	Marketing/ SBCCD	$1,250.00		
26568	IMALIVE LLC	Performer	Student Services/SBVC	$4,000.00		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26605	Imposition Software	Software/ Online Services	Print Shop/ SBCCD	$31.92		
26520	Inland Empire Stages LTD	Bus Rental	Athletics/SBVC	$2,573.12		
26589	Inland Empire Stages LTD	Bus Rental	Athletics/SBVC	$2,740.25		
26590	Inland Empire Stages LTD	Bus Rental	Athletics/SBVC	$1,874.38		
26591	Inland Empire Stages LTD	Bus Rental	Athletics/SBVC	$2,528.37		
26551	Inland Solar Challenge	Sponsorship	Chancellor/CHC	$5,000.00		
26474	InterWorks, Inc	Professional Services	Research & Planning/SBCCD	$10,000.00		
26473	Island Advertising, Inc.	Production of Logo Items	SINS/CHC	$8,318.94		
26577	JetBrains Americas Inc.	Software/ Online Services	TESS/SBCCD	$99.50		
26483	Kaplan Inc.	Software/ Online Services	Nursing/ SBVC	$38,800.00		
26603	Keplinger, Jonathan	Performer	Humanities/ SBVC	$700.00		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26500	Letterhead Factory Inc.	Services	Student Life/ SBVC	$237.05		
26507	Lucky Star Promos LLC	Production of Logo Items	Student Services/SBVC	$8,355.35		
26569	Lucky Star Promos LLC	Production of Logo Items	First Year/ SBVC	$1,971.09		
26573	Marakatt, Inga Elin	Broadcasting Rights	KVCR/SBVC	$6,500.00		
26455	Marakatt, Inga Elin	Rescinded /Cancelled	KVCR/KVCR	($4,550.00)		
26613	Martinez, Marlon	Performer	Theater Arts/ SBVC	$700.00		
26543	Medicat LLC	Software/ Online Services	TESS/SBCCD	$90,753.48		
26506	MediWaste Disposal	On Demand Services	Nursing/ SBVC	$1,000.00		
26544	Mendoza, Vanessa	Services	First Year/ SBVC	$900.00		
26513	Mike's Custom Flooring	Installation Services	Maintenance/ SBVC	$8,902.56		
26475	Mike's Custom Flooring	Repairs	Maintenance/ SBVC	$2,875.50		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26512	Mindfulness In Motion	Training Services	Child Care Center/SBVC	$76,150.00		
26519	Modern Campus Use Inc.	Software/ Online Services	TESS/ SBCCD	$102,757.00		
26476	Mohawk Commercial, Inc.	Purchase Agreement	Maintenance/ SBVC	$3,283.04		
26484	Morris, Simon Stone	Performer	Theater Arts/ SBVC	$700.00		
26485	Morris, Simon Stone	Performer	Theater Arts/ SBVC	$300.00		
26564	Mountain Measurement, Inc.	Services	Nursing/ SBVC	$633.75		
26541	Moving Images Distribution Society	Broadcasting Rights	KVCR/SBVC	$4,100.00		
26593	Mt. San Jacinto CCD	Subgrantee	EDCT/SBCCD	$7,621.88		
26486	New Horizon Foods LLC	Catering	First Year/ SBVC	$5,232.50		
26550	NewCo Foundation	Consultants	ATPC/SBCCD	$100,000.00		
26610	Ontario Reign Hockey LLC	Broadcast Rights	KVCR/KVCR	No Cost		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26562	Our Lady of Guadalupe	Participation Agreement	English/SBVC	No Cost		
26547	Oxford Computer Group LLC	Consultants	TESS/SBCCD	$12,040.00		
26517	Paint Sesh LLC, The	Services	Student Services/SBVC	$1,207.50		
26477	Palicon Group	Consultants	Human Resources/SBCCD	$40,000.00		
26501	Party Plus Rental	Rental	First Year/SBVC	$1,790.80		
26502	Party Plus Rental	Rental	Student Services/CHC	$8,004.50		
26549	Party Plus Rental	Rental	First Year/SBVC	$308.00		
26487	Phillips, Joshua	Performer	Theater Arts/SBVC	$700.00		
26488	Phillips, Joshua	Performer	Theater Arts/SBVC	$300.00		
26527	PPL Inc	Consultants	Human Resources/SBCCD	$20,000.00		
26514	PrestoSports	Software/ Online Services	Athletics/SBVC	$3,727.50		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26533	PSI Services, Inc.	Software/ Online Services	Respiratory Care/CHC	$2,530.00		
26612	Quadient Finance USA Inc.	Lease	Administrative Services/CHC	$13,530.00		
26489	R Dependable Construction Inc.	Repairs	Maintenance/ SBVC	$21,970.00		
26561	Ralphs Grocery Co.	Clinicals	Health Science/ SBVC	No Cost		
26525	Ramos, Carson	Performer	Humanities/ SBVC	$300.00		
26552	Redlands Chamber of Commerce	Sponsorship	Marketing/ CHC	$1,750.00		
26490	Redlands, University Of	Workshop/ Training	Administrative Services/CHC	$42,660.00		
26492	Riverside, County of	Sponsorship	Chancellor/SBCCD	$5,000.00		
26493	Sage Software, Inc.	Software/ Online Services	Fiscal Services/ SBCCD	$3,613.00		
26494	San Bernardino City USD	Income - Facilities Use	Administrative Services/SBVC		$824.69	
26553	San Bernardino, County of	Clinicals	EDCT/CHC	No Cost		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26554	San Bernardino, County of	Clinicals	EDCT/CHC	No Cost		
26555	San Bernardino, County of	Clinicals	EDCT/CHC	No Cost		
26556	San Bernardino, County of	Clinicals	EDCT/CHC	No Cost		
26495	San Bernardino, County of	Income - Facilities Use	Administrative Services/SBVC		No Charge	
26539	SBVC Foundation	Sponsorship	Chancellor/ SBCCD	$5,000.00		
26579	Shred-It	Services	Facilities Planning/CHC	$2,000.00		
26588	Sky Jason Shields Media, LLC	On Demand Services	KVCR/SBVC	$82,000.00		
26503	Smile Premier	Services	Health Services/ SBVC	No Cost		
26596	Southern California Business Report	Services	KVCR/SBVC	$12,000.00		
26526	Spirit of Texas BBQ LLc	Catering	First Year/SBVC	$2,555.63		
26504	Symbiosis Inc	Services	Student Services/CHC	$520.00		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26558	Team Civx LLC	Consultants	Fiscal Services/ SBCCD	$40,000.00		
26521	Three Peaks Corp.	Equipment Installation	Science/CHC	$11,393.00		
26529	Three Peaks Corp.	Site Improvement	Facilities Planning/CHC	$28,454.00		
26548	Timeless Plaques & Awards	Production of Awards	Chancellor/ SBCCD	$378.20		
26566	TradesFutures	Software/ Online Services	EDCT/SBCCD	$5,000.00		
26496	Trophy House	Production of Awards	President/SBVC	$866.32		
25059	Turf Star, Inc.	On Demand Repairs Agreement	Facilities/CHC	$5,000.00		
26538	US Green Building Council	Sponsorship	Facilities Planning/SBCCD	$4,500.00		
26505	Voice Talent LLC	Services	Student Services/CHC	$1,650.00		
26535	Vortex Industries	Repairs	Facilities Planning/CHC	$5,000.00		
26592	Western DC Systems, Inc.	Repairs	Maintenance/ CHC	$50,000.00		

Contracts Under Bid Limit and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26565	Wex Health Inc. (Formerly Discovery Benefits LLC)	Services	Human Resources/SBCCD	$8,000.00		

Total Number of Contracts 132   **Totals**   **$1,642,638.90**   **$185,824.69**

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: January 11, 2024

SUBJECT: Final Financing Summary for Election of 2008 General Obligation Bonds, Series E and Election of 2018 General Obligation Bonds, Series B

RECOMMENDATION

This item is for information only and no action is required. On December 12, 2023, these two series of bonds were successfully sold. Staff is pleased to advise that SBCCD has had great success with both transactions.

OVERVIEW

The attached Final Financing Summary of the sale of bonds on behalf of SBCCD in accordance with resolutions #2023-10-19-BFS-01 Authorizing Issuance of Election of 2008 General Obligation Bonds, Series E, and #2023-10-19-BFS-02 Authorizing Issuance of Election of 2018 General Obligation Bonds, Series B is being presented for information as outlined in California Ed Code 15146(d) and shows actual cost information associated with the initial sale of bonds.

ANALYSIS

The District received over $398 million in orders from a broad investor base, including banks, bond funds, insurance companies, and separately managed accounts. The $51 million Series E bonds received over $62 million in orders and the $170 million Series B bonds received over $336 million in orders. The Series E and Series B bonds ultimately achieved very low, all-inclusive interest costs of 4.27% and 4.24%, respectively.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This item is for information only and there are no financial implications associated with it.

San Bernardino Community College District
Election of 2008 General Obligation Bonds, Series E
Election of 2018 General Obligation Bonds, Series B

Final Financing Summary

Sale Date:	December 12, 2023
Closing Date:	December 28, 2023
Sale Method:	Negotiated
Underlying Ratings:	Aa1/AA/--
Optional Redemption:	8/1/2031 @ 100%

Sources and Uses:

Sources:	Series E	Series B	Total
Par Amount	$ 51,000,000	$ 170,000,000	$ 221,000,000
Premium	449,434	12,002,103	12,451,538
Total	$ 51,449,434	$ 182,002,103	$ 233,451,538

Uses:	Series E	Series B	Total
Deposit to Building Fund	$ 50,805,000	$ 169,660,000	$ 220,465,000
Debt Service Fund	247,984	11,330,603	11,578,588
Costs of Issuance	195,000	340,000	535,000
Underwriting Fees	201,450	671,500	872,950
Total	$ 51,449,434	$ 182,002,103	$ 233,451,538

Costs of Issuance Detail:

Items	Provider	Series E	Series B	Total
Bond/Disclosure Counsel	Stradling Yocca Carlson & Rauth	$ 80,000	$ 90,000	$ 170,000
Financial Advisor	Keygent LLC	50,000	50,000	100,000
Financial Advisor Expenses	Keygent LLC	2,500	2,500	5,000
POS/OS Printing/Posting & Distribution	AVIA Communications	1,000	2,500	3,500
Demographic Information	California Municipal Statistics	1,000	1,325	2,325
Moody's Rating	Moody's	33,000	109,000	142,000
S&P Rating	Standard & Poor's	23,000	78,500	101,500
Paying Agent & COI Custodian Services	U.S. Bank, N.A.	2,250	2,250	4,500
District Reimbursement	District	400	1,380	1,780
Contingency		1,850	2,545	4,395
Total		$ 195,000	$ 340,000	$ 535,000

KEYGENT ADVISORS

San Bernardino Community College District
Election of 2008 General Obligation Bonds, Series E

Final Financing Summary

Debt Service Schedule:

Date	Principal	Coupon (%)	Yield (%)	Yield to Maturity (%)	Interest	Capitalized Interest	Net Debt Service
8/1/2024	$ 7,020,000	5.000	2.840	-	$ 1,346,034	$ (247,984)	$ 8,118,050
8/1/2025	2,020,000	5.000	2.620	-	1,923,988		3,943,988
8/1/2026	2,550,000	5.000	2.500	-	1,822,988		4,372,988
8/1/2027	-	-	-	-	1,695,488		1,695,488
8/1/2028	-	-	-	-	1,695,488		1,695,488
8/1/2029	-	-	-	-	1,695,488		1,695,488
8/1/2030	-	-	-	-	1,695,488		1,695,488
8/1/2031	-	-	-	-	1,695,488		1,695,488
8/1/2032	360,000	5.000	2.400	2.651	1,695,488		2,055,488
8/1/2033	1,520,000	5.000	2.400	2.848	1,677,488		3,197,488
8/1/2034	355,000	5.000	2.440	3.039	1,601,488		1,956,488
8/1/2035	205,000	5.000	2.540	3.241	1,583,738		1,788,738
8/1/2036	285,000	5.000	2.670	3.433	1,573,488		1,858,488
8/1/2037	380,000	5.000	2.830	3.618	1,559,238		1,939,238
8/1/2038	480,000	5.000	2.930	3.746	1,540,238		2,020,238
8/1/2039	585,000	5.000	3.040	3.865	1,516,238		2,101,238
8/1/2040	755,000	5.000	3.280	4.044	1,486,988		2,241,988
8/1/2041	875,000	5.000	3.400	4.143	1,449,238		2,324,238
8/1/2042	1,015,000	5.000	3.490	4.219	1,405,488		2,420,488
8/1/2043	1,165,000	5.000	3.550	4.273	1,354,738		2,519,738
8/1/2044	1,320,000	4.125	4.320	-	1,296,488		2,616,488
8/1/2045	1,510,000	4.125	4.320	-	1,242,038		2,752,038
8/1/2046	1,680,000	4.125	4.320	-	1,179,750		2,859,750
8/1/2047	1,865,000	4.125	4.320	-	1,110,450		2,975,450
8/1/2048	2,055,000	4.125	4.320	-	1,033,519		3,088,519
8/1/2049	23,000,000	4.125	4.320	-	948,750		23,948,750
Total	$ 51,000,000				$ 38,825,291	$ (247,984)	$ 89,577,306

Repayment Ratio:	1.76 to 1
True Interest Cost:	4.23%

San Bernardino Community College District
Election of 2018 General Obligation Bonds, Series B

Final Financing Summary

Debt Service Schedule:

Date	Principal	Coupon (%)	Yield (%)	Yield to Maturity (%)	Interest	Capitalized Interest	Net Debt Service
8/1/2024	$ -	-	-	-	$ 4,796,017	$ (4,796,017)	$ -
8/1/2025	-	-	-	-	8,105,944	(6,534,587)	1,571,357
8/1/2026		-	-	-	8,105,944		8,105,944
8/1/2027		-	-	-	8,105,944		8,105,944
8/1/2028		-	-	-	8,105,944		8,105,944
8/1/2029	-	-	-	-	8,105,944		8,105,944
8/1/2030	775,000	5.000	2.370	-	8,105,944		8,880,944
8/1/2031	1,430,000	5.000	2.380	-	8,067,194		9,497,194
8/1/2032	2,145,000	5.000	2.400	2.651	7,995,694		10,140,694
8/1/2033	2,925,000	5.000	2.400	2.848	7,888,444		10,813,444
8/1/2034	3,330,000	5.000	2.440	3.039	7,742,194		11,072,194
8/1/2035	3,935,000	5.000	2.540	3.241	7,575,694		11,510,694
8/1/2036	4,590,000	5.000	2.670	3.433	7,378,944		11,968,944
8/1/2037	5,590,000	5.000	2.830	3.618	7,149,444		12,739,444
8/1/2038	6,360,000	5.000	2.930	3.746	6,869,944		13,229,944
8/1/2039	7,180,000	5.000	3.040	3.865	6,551,944		13,731,944
8/1/2040	8,055,000	5.000	3.280	4.044	6,192,944		14,247,944
8/1/2041	8,990,000	5.000	3.400	4.143	5,790,194		14,780,194
8/1/2042	10,025,000	5.000	3.490	4.219	5,340,694		15,365,694
8/1/2043	11,115,000	5.000	3.550	4.273	4,839,444		15,954,444
8/1/2044	12,285,000	4.125/5.000	4.320/3.900	-/4.524	4,283,694		16,568,694
8/1/2045	13,500,000	4.125/5.000	4.320/3.900	-/4.524	3,706,938		17,206,938
8/1/2046	14,795,000	4.125/5.000	4.320/3.900	-/4.524	3,080,063		17,875,063
8/1/2047	16,170,000	4.125/5.000	4.320/3.900	-/4.524	2,399,769		18,569,769
8/1/2048	17,630,000	4.125/5.000	4.320/3.900	-/4.524	1,662,756		19,292,756
8/1/2049	19,175,000	4.125/5.000	4.320/3.900	-/4.524	865,519		20,040,519
Total	$ 170,000,000				$ 158,813,186	$ (11,330,603)	$ 317,482,582

Repayment Ratio:	**1.87 to 1**
True Interest Cost:	**4.23%**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: January 11, 2024

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 $4,123,413 to $100,848,427 from the previous estimate of $96,725,014. 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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

General Fund Cash Flow Analysis – Restricted & Unrestricted
Fiscal Year 2023-2024
(as of December 12, 2023, rounded to the nearest $1,000)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
						PROJECTED								
Estimated Beginning Cash Balance	98,142	96,784	89,080	91,724	88,506	86,084	96,699	115,338	106,674	110,525	110,113	108,081		
Receipts														
Federal		10	3,570	250	90	-18	445	2		13		663		5,025
State	12,435	7,457	13,524	12,877	4,623	38,758	33,439	5,452	22,287	12,142	12,946	14,932		190,870
Local	5,769	63	3,435	2,112	3,306	16,283	2,177	3,076	2,009	6,919	7,052	893		53,095
Interfund Transfer & Sale of Assets					4,292	289	290	289	289	289	294	289		6,320
Accounts Receivable/Accruals	-2,867	1,264	-509	64	1,006	2,346	-47	-274	1,079	-71	-225	-381		1,387
Total Receipts	15,337	8,793	20,020	15,303	13,316	57,659	36,305	8,544	25,664	19,293	20,066	16,396		256,696
Disbursements														
Academic Salaries	27	2,845	4,684	5,137	5,432	5,723	5,434	4,865	5,585	5,685	5,563	9,550		60,529
Classified Salaries	2,895	3,390	3,421	3,532	3,723	4,462	4,221	3,880	4,326	4,239	4,383	5,041		47,512
Benefits	1,507	2,533	646	3,114	3,105	2,660	3,294	3,175	3,414	3,422	2,936	4,734		34,541
Supplies & Materials	226	51	169	148	206	105	142	304	337	422	489	288		2,886
Other Operating Exp	2,612	1,493	2,235	1,831	1,779	3,463	2,851	2,121	5,660	2,273	3,616	7,332		37,267
Capital Outlay	1,480	-1,151	379	140	424	221	403	1,366	1,481	1,452	1,892	928		9,015
Other Outgo	2,443	-260	3,493	5,982	1,267	1,698	1,296	1,559	1,078	2,128	3,276	5,007		28,967
Longterm Post-Employment Benefits	-5	-8	-8	-8	8	8	7	-9	-9	18	-9	-12		-26
Accounts Payable/Accruals	5,512	7,604	2,358	-1,354	-207	28,705	17	-54	-59	66	-49	-9,239		33,299
Total Disbursements	16,695	16,497	17,376	18,521	15,738	47,044	17,665	17,208	21,813	19,705	22,098	23,628		253,989
Increase / (Decrease) in Cash Balance	-1,358	-7,704	2,643	-3,218	-2,422	10,615	18,639	-8,664	3,851	-412	-2,032	-7,233		
Estimated Ending Cash Balance	96,784	89,080	91,724	88,506	86,084	96,699	115,338	106,674	110,525	110,113	108,081	100,848		

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: January 11, 2024

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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

December 12, 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 District is conducting a reorganization in the **Computing Services Department at the District**. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

1. Juan Nevares, Technology Support Specialist, Range 50 Step E, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist I, Range 50 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in the Computing Services Department shall be eliminated.

It is further understood that this agreement is unique and shall not set a precedent for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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

For the District

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

For CSEA

Ernest Guillen, President CSEA #291

Noah Snyder, CSEA LRR

Diana Vaichis
Diana Vaichis, Team Member

Yendis Battle, Team Member

Kevin Limoges, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

December 12, 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 District is conducting a **reorganization in the Technology Services Department at Crafton Hills College**. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

1. Karen Mottl, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist I, Range 50 Step F, 3.8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.

2. Charlie Rahn, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist I, Range 50 Step F, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.

3. Tracy Gray, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist I, Range 50 Step F, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.
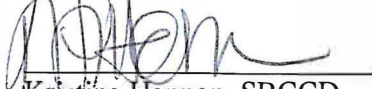
4. Shane Veloni, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.

It is further understood that this agreement is unique and shall not set a precedent for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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

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

For the District

Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources
and Police Services
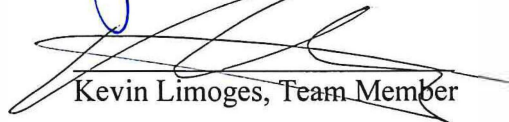
For CSEA

Ernest Guillen, President CSEA #291

Noah Snyder, CSEA LRR

Diana Vaichis, Team Member

Yendis Battle, Team Member

Kevin Limoges, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

December 12, 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 District is conducting a reorganization in the **Technology Services Department at the San Bernardino Valley College**. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

1. John Feist, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.

2. Jonathan Flaa, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.

3. Manuel Rosales Jr, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.

4. Cedrick Wrenn, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.

5. Nathanial Yearyean, Technology Support Specialist, Range 50 Step F, 8 hours/260-day work year, will be reorganized into the classification of Technology Support Specialist II, Range 54 Step E, 8 hours/260-day work year, effective September 1, 2023. The salary range and step

referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. Effective September 1, 2023, the now vacant Technology Support Specialist position in Technology Services Department shall be eliminated.

It is further understood that this agreement is unique and shall not set a precedent for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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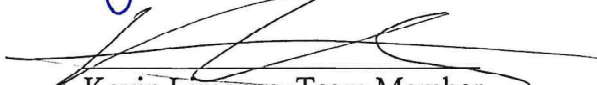
For the District

_____
Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources
and Police Services

For CSEA

_____
Ernest Guillen, President CSEA #291

_____
Noah Snyder, CSEA LRR

_____
Diana Vaichis, Team Member

_____
Yendis Battle, Team Member

_____
Kevin Limoges, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

December 12, 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."

It is Hereby Agreed:

There will be changes to the Lead Maintenance Technician job description (attached herein), which include a title change to Senior Maintenance Technician and placement at Range 49 from Range 47 of the CSEA Salary Schedule.

The Senior Maintenance Technician will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

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

For the District

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

For CSEA

Ernest Guillen, President CSEA #291

Noah Snyder, CSEA LRR

Diana Vaichis
Diana Vaichis, Team Member

Yendis Battle, Team Member

Kevin Limoges, Team Member

EFG

~~Lead~~ Senior Maintenance Technician

Classified Range: ~~47~~ 49
Board Approved: 11/18/21 P. 1|4; Revised: TBD

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

SUMMARY DESCRIPTION

Performs administrative services, inspections, and repairs in addition to performing skilled work in ~~one a specific~~ multiple fields such as electrical, carpentry, painting, locksmithing, HVAC/R, and/or plumbing. Provides oversight and may coordinate~~s~~ assignments for ~~assigned~~ lower-level staff.

DISTINGUISHING CHARACTERISTICS

The ~~Lead~~ Senior Maintenance Technician classification is distinguished from other classes within the series by the level of responsibility assumed and the ability to perform skilled work in multiple fields ~~additional duties assigned~~. ~~Lead~~ Senior Maintenance Technicians perform the most difficult and responsible types of duties assigned to classes within this series including the provision of lead support for ~~assigned~~ lower-level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs skilled work in multiple trades in the areas of electrical, carpentry, painting, locksmithing, plumbing; observes and complies with federal, state, and local codes, laws, and regulations.

2. Leads, plans, trains, and reviews the work of maintenance staff; observes and complies with federal, state, and local codes, laws, and regulations; participates in performing the most complex work of the unit including organizing and assigning work, setting priorities, and following up to ensure coordination and completion of assigned work.

3. Utilizes computers in the processing of work requests, campus/district communication, and material and/or information searches; estimates materials, and equipment required for jobs assigned; submits requisitions for required materials; maintains a variety of reports and records; may assist in estimating time required to complete jobs.

4. Performs administrative services, inspections, and repairs in addition to routine skilled maintenance duties within ~~the specific hired trade such as~~ electrical, carpentry, painting, locksmithing, HVAC/R, or plumbing trades; performs general unskilled and semi-skilled maintenance work and may assist~~s~~ in other trades.

5. Oversees the use, care, and operation of maintenance equipment including power and hand tools, and maintenance vehicles.

6. Oversees, assists, and verifies the work of lower-level maintenance staff for accuracy, proper work methods, techniques, and compliance with applicable standards, and specifications; ensures adherence to safe work practices and procedures.

7. Operates a variety of maintenance related equipment including power and hand tools, soldering, and brazing equipment; performs preventive maintenance and light repairs on equipment and tools.

8. Operates the energy management system (EMS) and building automation system (BAS) in order to control room temperatures, facilities use for events, and facility lighting.

9. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

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

CORE COMPETENCIES:
Environmental Exposure Tolerance

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

Safety Focus

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

General Physical Ability

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

Professional and Technical Expertise

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

Adaptability

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

Innovation

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

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

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

Customer Focus

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

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

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

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

**Lead, Advanced or Senior Level Positions

EFG

~~Lead~~ Senior Maintenance Technician

Classified Range: ~~47~~ 49

Board Approved: 11/18/21 P. 4|4; Revised: TBD

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of high school supplemented by specialized training related to the area of assignment.

Experience:

Four (4) years of experience that demonstrates journey-level skills in two or more areas ~~assigned area~~.

License or Certificate:

Possession of a valid driver's license.

Possession of, or ability to obtain a valid forklift certification.

Possession of or ability to obtain a valid EPA Retrieval and Reclamation Certification issued by authorized agency if assigned HVAC/R trade.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, electrical energy and high voltage and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near moving mechanical parts. Incumbents may be required to respond to emergencies during off hours which may include evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds, to occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

December 12, 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").

In accordance with **Article 16: PERSONNEL**, specifically subsection 16.6: Classification and Compensation Study Process, the District will conduct a districtwide Classification and Compensation study to review and revise the District's classified job descriptions and to conduct a comparison of salary and benefits within the comparison market: Chabot-Las Positas CCD, Coast CCD, Contra CCD, Foothill-De Anza CCD, Grossmont-Cuyamaca CCD, Kern CCD, Los Angeles CCD, Los Rios CCD, North Orange County CCD, Peralta CCD, Rancho Santiago CCD, Riverside CCD, San Deigo CCD, San Jose/ Evergreen CCD, San Mateo CCD, South Orange County CCD, State Center CCD, Ventura County CCD, West Hills CCD, West Valley-Mission CCD, Yosemite CCD, and Yuba CCD.

The Classification and Compensation Study implementation plan is to improve internal alignment, clearly define career ladders, and bring classifications whose pay range medians are behind the median of similar positions in the comparison of salary as close as feasible to median. All bargaining unit positions and job families will be reviewed in the classification and compensation study. All recommendations are negotiable by the negotiating teams (salary adjustments, job description changes, etc.). Unit members who receive an increase in range due to the Classification and Compensation study shall not suffer a decrease in compensation, and shall retain their step placement on the salary schedule.

The Classification and Compensation Study process shall include a comprehensive job description review by the Ad Hoc Committee, Position Description Questionnaire (PDQ), and the draft preparation and review. The committee makeup of the AD HOC Committee shall be mutually agreed upon between the District and the Association. The District shall provide reasonable-release time for the Association members for all meetings of the Ad Hoc Committee, and workgroup time therein. The District shall collect and analyze data regarding compensation for all classifications, and forward this data to the Ad Hoc Committee. The Ad Hoc Committee shall review the PDQs and data collected and send forth their recommendations to the Negotiation Teams for negotiating the completion and implementation of the Classification and Compensation Study per Article 16.6.

The Classification and Compensation Study process will be conducted in three (3) phases, with start and end dates subject to change due to completion of preceeding phase and negotiations, as follows:

Phase 1 (January 2024 – March 2024)

- Administrative/Clerical Support
- Instructional Support

Phase 2 (April 2024 – July 2024)

- Student Services
- Business/Fiscal Services

Phase 3 (August 2024 – October 2024)

- Maintenance and Operations/Administrative Services
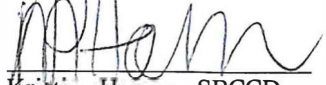- Technology Services
- Child Development

The Parties shall mutually attempt to complete the Classification and Compensation Study within (1) year of the date of ratification.

The Parties mutually agree that all reclassification requests shall be placed on hold and will be processed at the completion of the Classification and Compensation Study or within one (1) year from submission.

All negotiated effects to Classification and Compensation shall be effective at the end of each phase, with retroactive pay to the date of PDQ deadline for each phase and implemented within two (2) pay cycles after completion of the CSEA 610 policy and Board of Trustees' approval.
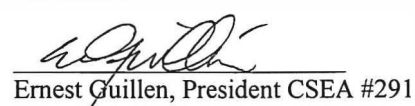
This agreement is subject to all approvals required by the CSEA 610 policy and the District.
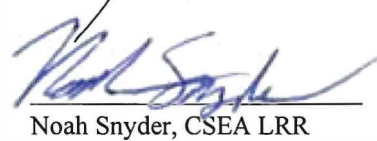
For the District

Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources
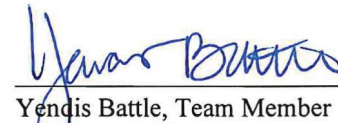and Police Services
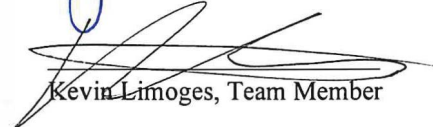
For CSEA

Ernest Guillen, President CSEA #291

Noah Snyder, CSEA LRR

Diana Vaichis, Team Member

Yendis Battle, Team Member

Kevin Limoges, Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: January 11, 2024

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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Professional Expert, Short-Term & Substitute Employees
Presented for Information on January 11, 2024
[v.12.14.2023.p.1|3]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Adame, Daniel A DIST KVCR	Content Specialist	11/13/23	06/30/24	$40.00
Garcia, Jessica E SBVC CalWORKs & Workforce Development	Program Assistant	11/11/23	06/30/24	$25.00
Reza, Jonathan SBVC English	Tutor III	01/15/24	06/30/24	$19.00
Fernandez, Jordan E SBVC STEM-MESA	Tutor I	11/29/23	06/30/24	$16.00
Figueroa, Agustin F SBVC STEM-MESA	Tutor III	01/08/24	06/30/24	$19.00
Mitchell, Sean M SBVC Student Accessibility Services	Program Assistant	11/27/23	06/30/24	$22.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Grimm, Gregory N CHC Art	Life Drawing Model	01/22/24	06/30/24	$25.00

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Gardenas, Gilda CHC Child Development Center *Ext: Sick/Vacation coverage*	Child Development Assistant	12/08/23	02/02/24	$17.63
Gardenas, Gilda CHC Child Development Center *Ext: Vacancy*	Child Development Assistant	12/08/23	02/02/24	$17.63
Shalhoub, Irene CHC Child Development Center *EXT: Vacancy*	Child Development Assistant	12/08/23	02/02/24	$17.63
Shalhoub, Irene CHC Child Development Center *Ext: Sick/Vacation coverage*	Child Development Assistant	12/08/23	02/02/24	$17.63

Professional Expert, Short-Term & Substitute Employees
Presented for Information on January 11, 2024
[v.12.14.2023.p.2|3]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Gardenas, Gilda CHC Child Development Center *Ext: Sick/Vacation coverage*	Child Development Teacher	12/08/23	02/02/24	$24.89
Shalhoub, Irene CHC Child Development Center *Ext: Sick/Vacation coverage*	Child Development Teacher	12/08/23	02/02/24	$24.89
Chavez, Marc Anthony CHC Custodial *Ext: Vacancy*	Custodian	12/04/23	02/02/24	$20.44
Nieto Leon, Ofelia CHC Custodial *Vacancy*	Custodian	12/04/23	02/02/24	$20.44
Medina, Lilibeth CHC Student Services *Vacancy*	Administrative Coordinator	12/13/23	02/10/24	$36.90
Michel, Zachariah CHC Theater *Ext: Sick/Vacation coverage*	Senior Theatre Arts Technical Support Specialist	12/01/23	12/15/23	$36.07
Zollinger, Arvid CHC Theatre *Ext: LOA*	Senior Theatre Arts Technical Support Specialist	01/02/24	03/01/24	$36.07
Zavala, Juan DIST TESS *Ext: Vacancy*	Technology Support Technician	01/02/24	03/01/24	$26.81
Ageeb, Nermen SBVC Child Development Center *Ext: Sick/Vacation coverage*	Child Development Assistant	12/06/23	02/03/24	$17.63
Cardenas, Gilda SBVC Child Development Center *Ext: Sick/Vacation coverage*	Child Development Assistant	11/12/23	01/11/24	$17.63
Cardenas, Gilda SBVC Child Development Center *Ext: Sick/Vacation coverage*	Child Development Assistant	01/12/24	03/12/24	$17.63
Lozano, Feliciana SBVC Child Development Center *Ext: Sick/Vacation coverage*	Child Development Assistant	12/23/23	02/21/24	$17.63
De Niz Pelayo, Ariadna SBVC Child Development Center *Ext: Sick/Vacation coverage*	Child Development Assistant / Teacher	12/28/23	02/26/24	$17.63/ $24.89

Professional Expert, Short-Term & Substitute Employees
Presented for Information on January 11, 2024

[v.12.14.2023.p.3|3]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
DeMott, Kecin SBVC Custodial *Ext: Sick/Vacation coverage*	Custodian	12/11/23	02/11/24	$21.50
Reyes, Ruben SBVC Custodial *Sick/Vacation coverage*	Custodian	12/18/23	02/18/24	$21.50
Navarro, Anna SBVC Food Services *Ext: Sick/Vacation coverage*	Food Services Worker I	12/11/23	02/11/24	$17.19
Martinez, Alfredo SBVC Grounds *Ext: Sick/Vacation coverage*	Grounds Caretaker	01/01/24	02/28/24	$22.01

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: January 11, 2024

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 11/9/2023 – 12/10/2023 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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Purchase Order Report
January 11, 2024

PO#	Supplier Name	Amount
2403472	GETTY IMAGES US INC	4,500.00
2403474	SAN BERNARDINO CCD	8,373.75
2403476	MSC INDUSTRIAL SUPPLY CO	372.19
2403477	UP IN SMOKE WELDING APPAREL USA LLC	1,891.16
2403478	GENUINE AUTO PARTS	418.54
2403480	CAMERON WELDING SUPPLY	783.00
2403481	SAN BERNARDINO CCD	1,635.81
2403482	STOTZ EQUIPMENT	77,422.81
2403484	ULINE INC	3,100.44
2403485	FLORES, SABINA	500.00
2403486	MIRANDA, KAREN	500.00
2403487	HARRIS, JAIDA	500.00
2403488	RAMIREZ, DREW	500.00
2403490	G/M BUSINESS INTERIORS	7,080.01
2403493	ARDENT DIAGNOSTICS	5,000.00
2403494	SAN BERNARDINO CCD	300.00
2403496	FERRELLGAS LP	2,000.00
2403499	SAN BERNARDINO CCD	1,785.49
2403501	CENTER FOR ASIAN AMERICAN MEDIA	203.56
2403502	BURGESS MOVING & STORAGE	11,928.00
2403503	STAPLES BUSINESS ADVANTAGE	175.29
2403504	STAPLES BUSINESS ADVANTAGE	65.76
2403505	STAPLES BUSINESS ADVANTAGE	119.26
2403508	MOVING IMAGES DISTRIBUTION SOCIETY	4,100.00
2403515	EBSCO INDUSTRIES INC	10,000.00
2403516	GOBI LIBRARY SOLUTIONS FROM EBSCO	10,000.00
2403517	ULINE INC	945.91
2403518	JOHNSTONE SUPPLY	251.87
2403519	MSC INDUSTRIAL SUPPLY CO	7,491.11
2403527	ULINE INC	160.88
2403528	FISHER SCIENCE EDUCATION	621.14
2403529	OCAMPO, ENGGIE	316.00
2403530	SAN BERNARDINO CCD	888.16
2403531	MERIT OIL CO	1,026.39
2403533	RATIGAN, JAMES	300.00
2403534	LA VERNE POWER EQUIPMENT INC	42,538.49
2403536	LABREPCO LLC	5,859.59
2403538	SKY BLUE TECHNOLOGIES INC	7,645.93
2403541	SAN BERNARDINO CCD	450.00
2403542	STAPLES BUSINESS ADVANTAGE	121.75
2403543	STAPLES BUSINESS ADVANTAGE	233.62
2403546	STAPLES BUSINESS ADVANTAGE	379.16
2403547	STAPLES BUSINESS ADVANTAGE	704.58
2403548	SAN BERNARDINO CCD	601.80
2403550	AC SERVICE TECH LLC	739.20

Purchase Order Report
January 11, 2024

PO#	Supplier Name	Amount
2403551	SAN BERNARDINO CCD	5,500.00
2403552	SAN BERNARDINO CCD	85,950.00
2403553	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	600.00
2403556	CAMPOS, ALEJANDRA	150.00
2403557	BOUND TREE MEDICAL LLC	992.72
2403558	SAN BERNARDINO CCD	277.31
2403560	SAN BERNARDINO CCD	200,000.00
2403561	NAFSA MEMBERSHIP	1,305.00
2403562	IMPERIAL BAG & PAPER CO LLC	9,064.00
2403563	NATIONAL BUSINESS FURNITURE LLC	4,955.42
2403564	JOHNSTONE SUPPLY	137.53
2403565	SAN BERNARDINO CCD	3,354.06
2403566	JOHNSTONE SUPPLY	531.64
2403568	POCKET NURSE ENTERPRISES INC	17,527.66
2403569	BEST AUTO SALES INC	20,643.49
2403570	SCANTRON CORPORATION	91.96
2403572	BEST AUTO SALES INC	18,468.49
2403573	BEST AUTO SALES INC	17,380.99
2403574	CAMERON WELDING SUPPLY	16,525.54
2403575	CAROLINA BIOLOGICAL SUPPLY CO	5,081.29
2403576	ALEXANDER, ROBERT	316.00
2403577	BARRINGER, JAKOB	316.00
2403578	SHAW, JARED	316.00
2403579	CUEVAS, ANGELIC	316.00
2403580	BAUGH, NICOLE	316.00
2403581	VARA, ORIANA	316.00
2403582	RADILLO, THALIA	316.00
2403583	BEST AUTO SALES INC	15,205.99
2403584	VERIZON WIRELESS	1,000.00
2403586	SAN BERNARDINO VALLEY COLLEGE FOUNDATION	5,000.00
2403589	SAN BERNARDINO CCD	1,250.16
2403590	OXFORD COMPUTER GROUP LLC	12,040.00
2403591	NEW HORIZON FOODS LLC	5,232.50
2403593	SAN BERNARDINO CCD	1,800.00
2403596	SAN BERNARDINO CCD	3,000.00
2403597	PARTY PLUS RENTALS INC	1,790.80
2403598	REDLANDS, UNIVERSITY OF	42,660.00
2403599	STAPLES BUSINESS ADVANTAGE	1,200.59
2403600	STAPLES BUSINESS ADVANTAGE	1,220.22
2403601	STAPLES BUSINESS ADVANTAGE	579.97
2403602	STAPLES BUSINESS ADVANTAGE	96.77
2403604	AMERICA'S XPRESS RENT A CAR	180.63
2403605	CDW LLC	5,468.98
2403609	MIKE'S CUSTOM FLOORING INC	8,902.56
2403611	SAN BERNARDINO CCD	1,000.00

Purchase Order Report
January 11, 2024

PO#	Supplier Name	Amount
2403612	TRANSCRIBING MARINERS	6,000.00
2403613	GRAINGER INC	1,940.18
2403614	SAN BERNARDINO CCD	25,600.00
2403615	SAN BERNARDINO CCD	15,200.00
2403616	VOICE TALENT LLC	1,650.00
2403617	GENUINE AUTO PARTS	1,320.78
2403619	CHAVEZ, LUIS	316.00
2403620	LY, MICHELLE	316.00
2403621	LETTERHEAD FACTORY INC	239.25
2403622	G/M BUSINESS INTERIORS	3,767.28
2403623	WISEGARVER, LILLIAN	94.86
2403624	BENALLY, RAZELLE	4,200.00
2403625	GRAINGER INC	2,446.77
2403626	FOLLETT CORPORATION	5,300.00
2403627	SMITH, VICTORIA	365.00
2403628	SYMBIOSIS INC	520.00
2403629	PARTY PLUS RENTALS INC	8,004.50
2403631	AMERICA'S XPRESS RENT A CAR	538.75
2403633	STAPLES BUSINESS ADVANTAGE	404.35
2403635	AVI-SPL LLC	1,919.68
2403636	CDW LLC	4,521.19
2403637	SAN BERNARDINO CCD	2,720.00
2403638	SAN BERNARDINO CCD	301.99
2403640	SAN BERNARDINO CCD	613.56
2403641	SOUTHERN CALIFORNIA INTERSEGMENTAL ARTICULATION COUNCIL	395.00
2403645	ESPINOZA MARKET	3,800.00
2403646	GALLAGHER, SANDRA L. DBA GALLAGHERS	270.79
2403648	DELL INC	2,977.64
2403651	STAPLES BUSINESS ADVANTAGE	711.87
2403652	RIOS, ANDREW	500.00
2403657	PANERA LLC	405.05
2403658	GENUINE AUTO PARTS	542.06
2403667	BLACKHAWK NETWORK INC	25,000.00
2403668	BLACKHAWK NETWORK INC	25,000.00
2403669	STAPLES BUSINESS ADVANTAGE	214.91
2403671	SAN BERNARDINO AREA CHAMBER OF COMMERCE	275.00
2403672	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	9,780.00
2403674	STAPLES BUSINESS ADVANTAGE	217.78
2403675	STAPLES BUSINESS ADVANTAGE	165.91
2403678	Penuelas, Landon	200.00
2403679	GRACE II, MICHAEL	500.00
2403680	CHIEM, VINH	200.00
2403683	PRINT & FINISHING SOLUTIONS	1,453.55
2403687	REDLANDS CHAMBER OF COMMERCE, THE	1,750.00
2403688	SOUTH CAROLINA, UNIVERSITY OF, NATIONAL RESOURCE CENTER	4,900.00

Purchase Order Report
January 11, 2024

PO#	Supplier Name	Amount
2403689	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	600.00
2403690	AMUDIPE, WILLIAM	600.00
2403691	COVOC CORPORATION	4,149.08
2403692	NAIR, AVIKAASH	500.00
2403694	FOX, JONATHAN	1,000.00
2403696	CARRETO, GINA	918.00
2403700	CHERRY VALLEY NURSERY AND LANDSCAPE SUPPLY	200.00
2403704	DUCK & OWL LLC	2,586.00
2403705	FOLLETT CORPORATION	80.81
2403706	SAN BERNARDINO CCD	102.44
2403707	FEEDING AMERICA RIVERSIDE & SAN BERNARDINO COUNTIES	1,000.00
2403712	CUEVAS, ILEEN	237.00
2403715	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	3,275.00
2403718	INLAND SOLAR CHALLENGE	5,000.00
2403719	LEHMAN, VERONICA	300.00
2403720	VILLEGAS, J MANUEL	750.00
2403721	MOORE, CHRISTIN	200.00
2403722	HAYTON, CLAUDIA	200.00
2403723	GARCIA, GABRIELA	200.00
2403724	FRAUSTO, JEANETTE	200.00
2403725	VISTA HIGHER LEARNING INC	1,962.00
2403731	INLAND EMPIRE STAGES LTD	2,573.12
2403733	CALIFORNIA COMMUNITY COLLEGE MEN'S BASKETBALL COACHES ASSOCIATION	299.74
2403734	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	390.00
2403736	SAN BERNARDINO CCD	150,000.00
2403740	SAN BERNARDINO CCD	27,000.00
2403743	SAN BERNARDINO CCD	30,000.00
2403744	SAN BERNARDINO CCD	6,300.00
2403746	SAN BERNARDINO CCD	999.99
2403752	IMALIVE LLC	4,000.00
2403754	R.E. MICHEL COMPANY	1,041.55
2403755	GRAINGER INC	2,347.09
2403756	R.E. MICHEL COMPANY	704.81
2403757	US GREEN BUILDING COUNCIL	4,500.00
2403759	STAPLES BUSINESS ADVANTAGE	749.53
2403760	STAPLES BUSINESS ADVANTAGE	227.31
2403761	STAPLES BUSINESS ADVANTAGE	345.81
2403762	STAPLES BUSINESS ADVANTAGE	371.78
2403763	STAPLES BUSINESS ADVANTAGE	273.85
2403764	STAPLES BUSINESS ADVANTAGE	315.83
2403765	STAPLES BUSINESS ADVANTAGE	312.52
2403776	IRWIN INTERNATIONAL INC DBA AIRCRAFT SPRUCE & SPECIALTY	3,000.00
2403777	NEWCO FOUNDATION	10,000.00
2403778	CARBIDE 3D LLC	3,184.20
2403782	POCKET NURSE ENTERPRISES INC	58.72

Purchase Order Report
January 11, 2024

PO#	Supplier Name	Amount
2403785	BOYD, CHRISTINE MARIE	500.00
2403788	WILBUR'S POWER EQUIPMENT	323.23
2403789	B&H PHOTO VIDEO	3,841.05
2403791	SAN BERNARDINO CCD	639.88
2403792	SAN BERNARDINO CCD	207.55
2403793	SAN BERNARDINO CCD	281.80
2403794	SAN BERNARDINO CCD	84.13
2403795	CDW LLC	481.19
2403796	SAN BERNARDINO CCD	757.11
2403797	SPIRIT OF TEXAS BBQ LLC	2,555.63
2403798	SAN BERNARDINO CCD	639.88
2403799	SAN BERNARDINO CCD	639.88
2403800	SAN BERNARDINO CCD	639.88
2403801	SAN BERNARDINO CCD	596.38
2403804	RAMOS, CARSON	300.00
2403807	SAN BERNARDINO CCD	2,200.00
2403808	STAPLES BUSINESS ADVANTAGE	191.32
2403809	STAPLES BUSINESS ADVANTAGE	68.62
2403810	FILMTOOLS INC	11,818.13
2403814	SAN BERNARDINO CCD	1,124.69
2403818	SIRCHIE ACQUISITION COMPANY LLC	600.00
2403821	CUNY, LUCAS	1,648.00
2403822	SCHOOL OUTFITTERS LLC	5,660.76
2403823	SAN BERNARDINO CCD	144.58
2403824	STAPLES BUSINESS ADVANTAGE	79.81
2403825	SAN BERNARDINO CCD	2,353.94
2403826	PANERA LLC	295.40
2403827	ANNOTATION UNLIMITED PBC	975.00
2403828	SAN BERNARDINO CCD	758.21
2403830	SAN BERNARDINO CCD	601.81
2403832	SAN BERNARDINO CCD	184.00
2403837	STAPLES BUSINESS ADVANTAGE	168.18
2403839	SAN BERNARDINO, CITY OF	886.34
2403841	PRESTOSPORTS LLC	3,727.50
2403842	CA COMM COLLEGE WOMEN'S BASKETBALL COACHES ASSOCIATION	400.00
2403843	LUCKY STAR PROMOS LLC	1,964.09
2403844	POCKET NURSE ENTERPRISES INC	9,112.16
2403845	GALLAGHER, SANDRA L. DBA GALLAGHERS	644.89
2403846	JOHNSTONE SUPPLY	3,061.45
2403847	VERSA PRODUCTS INC	691.44
2403848	POCKET NURSE ENTERPRISES INC	158.72
2403849	AMERICAN FLOOR MATS LLC	1,674.45
2403851	HOGI YOGI	1,131.98
2403852	MSC INDUSTRIAL SUPPLY CO	9,439.50
2403855	STAPLES BUSINESS ADVANTAGE	181.38

Purchase Order Report
January 11, 2024

PO#	Supplier Name	Amount
2403856	CONSTANT CONTACT INC	4,200.00
2403857	DUCK & OWL LLC	64.65
2403858	DRAGAN, NICOLETA C.	2,000.00
2403859	FASTSIGNS	502.39
2403861	SAN BERNARDINO CCD	99.18
2403862	SAN BERNARDINO CCD	118.21
2403863	CONSTRUCTION MANAGEMENT ASSOCIATION OF AMERICA	540.00
2403868	GOVERNMENTJOBS.COM INC	2,201.36
2403872	PARTY PLUS RENTALS INC	308.00
2403873	ULINE INC	978.88
2403874	MEDLINE INDUSTRIES INC	1,726.40
2403877	MEDLINE INDUSTRIES INC	741.57
2403879	POCKET NURSE ENTERPRISES INC	1,882.46
2403883	SAN BERNARDINO CCD	2,187.72
2403884	SAN BERNARDINO CCD	2,456.88
2403885	SAN BERNARDINO CCD	4,992.52
2403886	PSI SERVICES INC	2,800.00
2403890	TIMELESS PLAQUES AND AWARDS	381.71
2403891	STAPLES BUSINESS ADVANTAGE	287.31
2403892	RIVERSIDE, COUNTY OF	5,000.00
2403896	KREHBIEL, DEANNA	4,559.87
2403899	MOHAWK COMMERCIAL INC	2,395.23
2403903	AMERICA'S XPRESS RENT A CAR	184.94
2403904	STAPLES BUSINESS ADVANTAGE	444.91
2403905	DIAMOND CHEVROLET OF SAN BERNARDINO	2,000.00
2403913	MARAKATT, INGA ELIN	6,500.00
2403914	NATIONAL COUNCIL OF TEACHERS OF ENGLISH	1,136.15
2403916	FOLLETT CORPORATION	200.00
2403919	AMERICAN STUDENT ASSOCIATION OF COMMUNITY COLLEGES	450.00
2403920	STAPLES BUSINESS ADVANTAGE	68.32
2403921	CALIFORNIA, STATE OF	16,784.73
2403924	TRETO, PABLO	1,000.00
2403925	FULGHAM, ABE	1,000.00
2403926	RUBIO, EDUARDO	1,000.00
2403929	STAPLES BUSINESS ADVANTAGE	162.02
2403930	STAPLES BUSINESS ADVANTAGE	230.29
2403931	STAPLES BUSINESS ADVANTAGE	221.61
2403933	SAN BERNARDINO CCD	899.74
2403934	KRUEGER INTERNATIONAL INC	4,896.53
2403935	BSN SPORTS INC	4,475.25
2403936	VWR INTERNATIONAL LLC	2,880.58
2403941	SAN BERNARDINO CCD	10,000.00
2403942	CDW LLC	3,526.35
2403943	BPS TACTICAL INC	47.11
2403945	SAN BERNARDINO CCD	300.00

Purchase Order Report
January 11, 2024

PO#	Supplier Name	Amount
2403948	WET DOG GLASS LLC	34,314.33
2403949	CONVERGEONE INC	27,836.50
2403950	OXYGENFROG LLC	2,555.63
2403951	STATACORP LLC	465.00
2403955	TACOS CHICANX LLC	2,400.00
2403956	SAN BERNARDINO CCD	8,000.00
2403958	CRAFTON HILLS COLLEGE FOUNDATION	1,200.00
2403960	CAROLINA BIOLOGICAL SUPPLY CO	2,936.24
2403962	FLINN SCIENTIFIC INC	2,363.68
2403964	EARLY CHILDHOOD LLC	4,000.00
2403966	ANATOMY WAREHOUSE	1,875.94
2403967	GRAINGER INC	558.71
2403968	BROADCAST MUSIC INC	1,400.71
2403969	ASCAP	1,349.04
2403970	EARLY CHILDHOOD LLC	5,000.00
2403975	SAN BERNARDINO CCD	319.18
2403979	SHRED-IT USA LLC	2,000.00
2403981	STAPLES BUSINESS ADVANTAGE	82.47
2403982	DELL INC	7,314.38
2403984	ESPINOZA MARKET	4,202.25

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: January 11, 2024

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.

SBCCD | Mission

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

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Resignations

Presented for Information January 11, 2024

[v.12.18.2023.p.2|2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Fonseca, Katherine Administrative Coordinator	SBVC Student Services	6.5	01/02/24

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: January 11, 2024

SUBJECT: Resignations - Rescind

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 employee on the attached list submitted in writing their intention to resign which was sent to Board as an informational item in December 2023. HR received notification that the request to rescind resignation was accepted and approved by the Office of Instruction.

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.

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SBCCD | Vision

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Resignations - Rescind

Presented for Information January 11, 2024

[v.12.19.2023.p.2|2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Lambrou, Nicole Professor, Architecture	SBVC Architecture	2	12/31/23

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: January 11, 2024

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.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Volunteers

Presented for Information January 11, 2024

[v.12.13.2023.p.2|2]

	Location Assignment	Department	From	To
Contreras, Felipe*	SBVC	Athletics/ Athletic Training	01/8/24	06/30/24
Fanning, Kathleen*	DSO	KVCR	12/8/23	06/30/24
Herrera, Alondra	SBVC	English	02/5/24	05/13/24
Owen, Elizabeth	SBVC	Communication Studies	01/16/24	05/20/24

*Ratification: Paperwork for these volunteers were submitted after the prior Board deadline.

BOARD OF TRUSTEES REPORT

LET'S GO! ¡ADELANTE!   January 2024

'Eyes of Freedom' Memorial returns to Crafton Hills College

The "Eyes of Freedom" memorial made its way to Crafton Hills College earlier this month after a stop in the Midwest.

CHC leadership along with other members of the campus community and local politicians gathered inside the Roadrunner Café on Dec. 4 to formally welcome the exhibit to campus, marking the second time "Freedom" has been displayed at the College.

Created by Ohio-based artist Anita Miller, "Eyes of Freedom" tells the story of 22 Marines and one Navy Corpsman who lost their lives during the Iraq War in 2005. The men were deployed with Lima Company, 3rd Battalion, 25th Marine Regiment, which suffered some of the heaviest U.S. casualties during the conflict.

Miller's portraits of the 23 lost are accompanied by their boots, dog tags, and messages of remembrance from loved ones.

Among those in attendance were San Bernardino County Third District Supervisor Dawn Rowe, who shared with guests that not far from where the 23 men died, her husband, Marine Corps. Capt. Alan Rowe, was killed by an improvised explosive device while serving during the conflict.

"As you look at some of the plaques today, you'll see that some of the men from Lima Company were killed in the same vicinity approximately 11 months after my husband was killed," she said. "And so, this is an exceptionally touching display for me to

walk through. We're all blessed to be here today because of their sacrifices."

Zara Martin, a second-year Crafton student and Army veteran, then praised "Freedom" organizers for this moving recognition of patriotism and sacrifice.

"In the culture of just being a number and a statistic, you make us feel not only seen but heard. You gave us that unconditional love that we so needed when we got home and felt out of place," said the 24-year-old. "For many of us, our battle is silent, but you are able to advocate for it so beautifully. Thank you for being our shoulder to lean on when we needed it the most."

"Eyes of Freedom" formally made its debut in 2008 in the Ohio State House Rotunda. Since then, the display has toured the country.

Along with portraits of the 23, "Freedom" is accompanied by Miller's "Silent Battle" sculpture, inspired by veterans who deal with the pain of post-traumatic stress syndrome or have taken their own lives. Guests were encouraged to leave notes of encouragement on dog tags to add at the base of the sculpture during their visit. All notes left behind will accompany the sculpture as it continues to tour the country, organizers said.

Photo: Dr. Phong Nguyen.

Tour Showcasing CHC's Exemplary Sustainability Innovations

On Tuesday, November 14, Crafton Hills College (CHC) conducted a tour to showcase its sustainability efforts for a group of architectural students from the University of Southern California (USC).

During the program, several notable speakers including Ida Clair, from the Division of the State Architect's office, and Wrenna Finche, Vice Chancellor for the California Community Colleges, addressed the importance of a multifaceted approach to sustainability and the many ways that the San Bernardino Community College District (SBCCD) and CHC are actively working to improve and expand upon these efforts.

CHC Facilities Director Larry Cook was presented with a Sustainability Champion award for his exemplary leadership and commitment to recognizing and advocating for enhanced sustainability measures campuswide. Much of the sustainability work around campus can be traced back to Cook's efforts from the time he assumed his position at CHC.

A walking tour allowed participants to see CHC's sustainability efforts firsthand. It began at the Crafton Center, moved through the Central Plant—where participants could see the inner workings of the structure—and carried on through the Public Safety & Allied Health (PSAH) building and Kinesiology, Health Education & Aquatics (KHA) complex. Each stop highlighted a structure's LEED (Leadership in Energy and Environmental Design) Platinum or Gold rating as well as specific sustainable choices that were made for that building or area.

SBCCD currently has ten LEED-certified structures, with more on the way, and is actively working to meet the districtwide goal of Zero Net Energy. SBCCD and CHC have won several awards in recent years for their sustainability efforts towards this goal, including the 2022 Sustainable Innovation Award for Sustainable Infrastructure from the U.S. Green Building Council Los Angeles (USGBC LA). As a result of CHC's continuing sustainability efforts, it's estimated that just from refurbishing the solar field, the campus has saved about half a million dollars per year, which can be used to further support students.

For more information on SBCCD's sustainability efforts visit: https://sbccd.edu/sustainability.

Photo: USC students, & SBCCD administrators attend Sustainability Tour.

Crafton Hills Public Safety Training Center Grand Opening and Ribbon Cutting

Public Safety Training Center Sneak Peek

Please join Crafton Hills College to celebrate this new state-of-the-art facility that will offer top-tier training to first responders for years to come.

On Friday, January 12, 2024, at 10:30am Crafton Hills College (CHC) will host the grand opening of its newly completed Public Safety Training Center (PSTC) with a ribbon-cutting ceremony. The event will take place at 11711 Sand Canyon Road, Yucaipa.
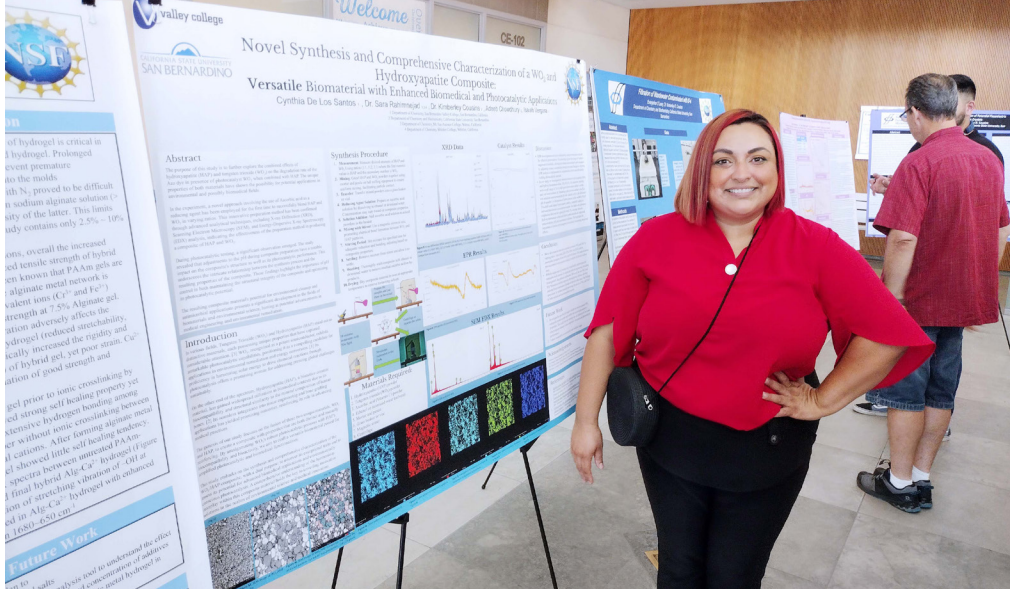
CHC welcomes community members, students, faculty, staff, and alumni to join in on this momentous occasion. The construction cost of about $9.5 million was provided by funding from Measure CC (approved by voters in 2018).

The building contains propane fueled fire props to simulate a kitchen fire on the first floor, and a bedroom fire on the second floor. The Center also contains training props for rope rescue operations, firefighter safety and survival, as well as an underground tunnel system for confined space rescue operations.

The PSTC stands only feet away from the Public Safety and Allied Health (PSAH) building and will complete the state-of-the-art facilities complex for the Emergency Medical Services and Firefighter training programs.

To RSVP, visit: https://www.eventbrite.com/d/ca--yucaipa/crafton-hills-college/.

Crafton Hills College Student to Join Cal Poly Pomona Aerospace Engineering Program

Cynthia De Los Santos has defied the odds.

After growing up in poverty and escaping domestic abuse, the single mom of two children under the age of 10 is working hard to become a first-generation college graduate, one class at a time. And in early 2024, the 38-year-old Colton resident is embarking on a new, out-of-this-world educational goal: earning an aerospace engineering degree from Cal Poly Pomona University.

"When people hear 'aerospace engineering' they assume I'm brilliant, but I'm not. I'm actually kind of dumb," joked the soon-to-be Crafton Hills College grad. "I spend hours in tutoring and doing my homework."

Returning to school as a single parent while balancing varying health issues was not easy.

Yet, De Los Santos faced each challenge head on and eventually found a field that really sparked her interest, creativity, and imagination: STEM education.

Soon, De Los Santos began adding courses at Crafton and its sister college, San Bernardino Valley College, and needs just one class to meet program requirements to start her Cal Poly journey in January, she explained.

"My parents didn't finish elementary school, and I had been kind of lost taking classes I didn't need," De Los Santos continued. "But then I met Racquel [Schoenfeld] with CalWORKs [at Crafton], and she began working with me to fix my schedule. This was very helpful for people like me who didn't know these programs and opportunities existed."

Schoenfeld said she sees many positive traits in De Los Santos that make her perfectly suited for Cal Poly, from growing into a bright, determined scholar to De Los Santos' commitment to creating a better future for her family.

"Cynthia demonstrates that there is no situation that you cannot change if you have determination and perseverance to do so," said the CalWORKs counselor. "In spite of hardships that she has endured, Cynthia possess an inner strength and self-assurance that are key factors to her success."

Despite being a bucket of nerves, De Los Santos is excited about what the future holds, and her family will be right there to cheer her on.

"For a very long time I felt sad and broken down, but [continuing with my studies] empowers me to push forward because this is for my kids," she said. "This upcoming semester, I'm going into the unknown and leaving my comfort zone of Crafton and Valley, but I have little kids who are depending on me and sometimes those [negative] feelings can't exist.

"There's no other option for me. If I don't do this, I won't ever get out of poverty," De Los Santos shared. "And I can't believe I have a second chance to follow a dream. That's what drives me. This is my one shot."

Photo: Cynthia De Los Santos.

Crafton Hills College participates in the Redlands Holiday Parade
December 2, 2023

Photo Left: CHC students, faculty, staff, and administration.
Photo Right: SBCCD Trustees and CHC President.

Crafton's Theatre Arts Department Brings Oscar Wilde Classic to PAC

What is it about the name 'Ernest'? For two women in Oscar Wilde's 1895 three-act play, "The Importance of Being Earnest," it means true love.

Talented actors of Crafton Hills College's Theatre Arts Department brought Wilde's farcical comedy to life by bringing wit, humor, and a few plot twists to audiences seated in the Finkelstein Performing Arts Center, Dec. 1, 2 and 3.

The play tells the story of a man named Jack Worthing, who finds himself in a pickle: falling in love with a woman, Gwendolen Fairfax, who believes his name to be Ernest, a name Worthington created to cover up his behavior in dubious circumstances. As per many of Wilde's play, shenanigans quickly follow.

"I think the script is timeless, especially given the rise of reality TV," explained Paul Jacques, the production's director and department chair, when asked why the show resonated with the audience. "The genre is called 'Comedy of Manners,' which was all about laughing at silly rich people. There's a strong connection between laughing at Algernon or Cecily and laughing at the Kardashians or the Real Housewives."

Crafton's "Earnest" cast was composed of nine, each with a knack for comedy:
• Jonathan Black as Lane
• Elijah Lozano as Algernon Moncrieff
• Arthur Buenaventura as Jack Worthing
• Kat Jacques as Lady Bracknell
• Juniper Burgess as Gwendolen Fairfax
• Olivia Jacques as Cecily Cardew
• Bailey Spletzer as Miss Prism
• Ivan Gowars as Canon Chasuble
• Kevin Horan as Merriman

Crafton will stage two productions in the spring, including the musical "Legally Blonde" April 26-28.

Photo: Cast of "The Importance of Being Earnest".

Crafton Hills College Named a 2023 Equity Champion of Higher Education

Crafton Hills College (Crafton) is a 2023 Equity Champion for Higher Education, a designation from the Campaign for College Opportunity, in recognition of its work in supporting and improving Black student transfer to universities.

The Campaign for College Opportunity recognized Crafton and 26 other community colleges and universities for ensuring strong pathways to earning an Associate Degree for Transfer (ADT) for students of color and for supporting transfer to universities are supported on a guaranteed pathway to earning a degree.

"Supporting our transfer students to help them reach their academic goals is core to our institution's mission," said Crafton President Dr. Kevin Horan. "We are incredibly proud of all of our hard-working students and graduates, and grateful for every single staff and faculty member who is doing their part to ensure our students have what they need to make it to their transfer goals."

Crafton and other awarded colleges were recognized by the Campaign for College Opportunity on November 14th during an awards celebration. The institutions recognized for the Equity Champion designation led the way in supporting Black students to earn an ADT with at least 65% of their Black associate-degree earners receiving ADT and ensuring that Black students earn ADTs at rates comparable to their peers.

"For nearly a decade, the ADT has given community college students struggling to navigate a complicated transfer maze a clear path to success with a degree to show for their hard work," said Jessie Ryan, executive vice president of the Campaign for College Opportunity and former community college transfer student. "As colleges grapple with pandemic-induced enrollment declines, we laud the 27 community college and CSU campuses that continue to forge ahead for students by strengthening the transfer pathway and removing unacceptable equity barriers in transfer for Latinx, Black, and first-generation college students across the state.

Photo: President Horan with Crafton Graduate.

EDCT

Economic Development & Corporate Training

MC3 Completer Success Story

Gina Carreto

Gina Carreto successfully completed the Multi-Craft Core Curriculum (MC3) Apprenticeship Readiness Program (ARP), a transformative experience facilitated by the Economic Development & Corporate Training Division (EDCT) funded through High Road Construction Careers Resilient Workforce Fund (HRCC RWF) grant. She was among the pioneers in the initial cohort in the Fall of 2023. Her introduction to the MC3 training program came at a pivotal moment—attending a job fair hosted by Teamsters union following news of impending layoffs at her workplace.

Reacting swiftly, Gina seized the opportunity to enroll in this no-cost, short-term training that granted her three (3) industry recognized certifications, including Construction OSHA 10, CPR/First Aid, and TradesFutures MC3 Completion Certification.

Explaining her attraction to the construction trades, Gina shared, "I wanted to venture out to try another craft." Setting her sights on program completion and entry into an apprenticeship, Mrs. Carreto navigated through the MC3 training, engaging with speakers representing diverse unions and construction trades. This exposure broadened her understanding, enabling her to explore different apprenticeship pathways. Upon graduating from the program, Gina extended her education by enrolling at Valley College, where she completed 4 units of Class A/B Commercial Trucking Courses. Leveraging the collaboration between EDCT, San Bernardino Valley College, and Teamsters, Gina accessed the Commercial Drivers Lecture and Simulation courses, creating an entry into a potential pathway toward Teamsters Commercial Drivers apprenticeship program. She applied, underwent the entry evaluation, aced the interview, and secured an Apprenticeship with Teamsters Local 166. Now, Gina is geared to undergo comprehensive behind-the-wheel training to acquire her Class A/B driver's license, offering her a sustainable income with progressive wages, benefits, and a pension.

Reflecting on the impact of the MC3 program beyond employment, Gina emphasized the importance of embracing new experiences outside one's comfort zone. Her advice to incoming MC3 students echoed this sentiment, urging them to seize every opportunity presented.

Gina Carreto's journey represents resilience, determination, and the rewarding outcomes achievable through seizing opportunities and embracing new challenges.

Economic Development & Corporate Training

EDCT Receives New $750,000 ETP Contract

On Friday, December 15th, SBCCD's Economic Development and Corporate Training (EDCT) team received a new $750,000 contract from the California Employment Training Panel (ETP). District representatives Deanna Krehbiel, Kurt Augsburger, and Jon Fox, appeared before the Panel in Sacramento, requesting state funding for short term, not-for-credit workforce training. Upon approval, this award marked SBCCD's 11th contract with ETP, and will be used to provide essential training to workers from local employers in the areas such as computer skills, leadership, manufacturing skills and safety. The team at EDCT will work with companies over the next 18 months to understand their training needs and provide opportunities to upskill their staff. This service strengthens SBCCD's relationship with business and industry, as well as provides job-relevant education to individuals unique to the current college population.

Work Crews Employment

SBCCD partners with its local employers to provide job seekers the opportunity to gain employment. SBCCD's Caltrans and Back 2 Work programs have assisted three individuals this month with an opportunity to gain employment with U.S Rubber Inc. U.S Rubber manufactures premium sports flooring, acoustical underlayment and vegetation control matting. US Rubber is California's largest user of recycled crumb rubber, which is discarded tires. US Rubber is considered a second chance employer that provides opportunity to the justice involved populations. In 2019, 63% of the factory workforce consisted of justice involved.

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January 2024

Around SBCCD

KVCR RE-ESTABLISHES MONTHLY MEETINGS WITH CHC AND VALLEY COLLEGE
With a new Community Engagement Manager in place, the team has reinstated monthly meetings with both colleges to optimize opportunities for students in developing skills that give them an edge in the media arena. On the radar is the desire to not only increase the number of intern spots at Valley College, but also to open up internships at Crafton Hills College.

KVCR INTERN TONI LOPEZ COVERS FIRST ON-AIR STORY
Reporting for 91.9 KVCR Toni Lopez covered the California Faculty Association teachers strike in December. Listen to the story by clicking here.

WORC PROGRAM STUDENTS FROM MIDDLE COLLEGE HIGH SCHOOL FINISH ANOTHER SEMESTER AT KVCR
The WORC students are a valued asset here at KVCR, and provide support on everything from folding letters to keeping the place organized! The whole team thanked the students with cake and good wishes! We look forward to a new group of students next semester.

Around the Community

KVCR FEEDS 500 FAMILIES FOR THE THANKSGIVING HOLIDAY
We sometimes forget that not everyone is as fortunate as we are. That's why, on the Saturday before Thanksgiving, KVCR hosted Operation Gobble, providing community members with meal bags and 4,899 pounds of poultry. That's the equivalent of an African Elephant! A big thanks to the Colony High School Baseball team for escorting each community member to their cars and carrying the meals.

KVCR CONTINUIES TO HOST COMMUNITY MEMBERS AND ORGANIZATIONS
Thanks to the Inland Empire Economic Partnership and a group of local attorneys for touring the station. Each group was given the opportunity to do a "Shout out" both on the radio and TV! Thank you also to Councilmember Armando Carmona from Jurupa Valley, and his constituents, for engaging conversation and an enthusiastic tour!

KVCR LAUNCHES OPERATION ELF
More than 100 families had their picture taken with Santa and each child received a toy, book or blanket. Thanks to all who donated to make this possible.

Latest Announcements

CELEBRATING NATIVE AMERICAN HERITAGE

KVCR was thrilled to host a Native American heritage celebration highlighting Season 4 of *Native Shorts* which began airing on November 30. The event also featured *Native America* Season 2. With well over one hundred people in attendance, the event was a huge success.

For more information link to our digital report at https://www.kvcr.org/board/.

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January 2024

Balance Sheet
As of 11/30/23

Assets	KVCR
Cash in County Treasury	726,302
Accounts Receivable	103,741
Estimated Revenues Receivable*	286,119
Interfund Receivables	496,127
Prepaid Expenses	307,320
Other Assets	33,534
Total Assets	1,953,143
Liabilities	
Accounts Payable	(1,572)
Interfund Payable	2,547,295
Temporary Loans	1,500,000
Deferred Income	1,081,814
Health and Welfare	39,195
Other Miscellaneous Liabilities	16,004
Total Liabilities	5,182,736
Fund Balance	(3,229,593)

*   *Estimated per bank statements as of November 30, 2023*

Estimated Revenues & Expenditures
For 5 Months Ended 11/30/23

Revenues	KVCR
Contributions and Grants	241,641
Underwriting	31,133
Contributions, Gifts	-
Rentals and Leases	56,818
Estimated Revenues*	286,119
Interest Revenue	27,072
Interfund Transfers In--SBCCD	(1,012,573)
Transfers In--PARS Endowment	-
Total Revenues	(369,790)
Expenditures	
Classified Salaries	976,676
Employee Benefits	401,774
Books and Supplies	1,618
Services and Operating Expenditures	1,531,271
Capital Outlay	15,893
Interfund Transfers Out-SBCCD	-
Total Expenditures	2,927,232
Revenues Less Expenditures	(3,297,022)

*   *Estimated per bank statements as of November 30, 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

For more information link to our digital report at https://www.kvcr.org/board/.

San Bernardino Valley College

PRESIDENT'S BOARD OF TRUSTEES REPORT

The President's Monthly Report to the Board of Trustees, Campus & Community

TAKING FLIGHT:
SOARING WITH PARTNERS FOR STUDENT SUCCESS

GOAL 1	GOAL 2	GOAL 3	GOAL 4
ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.	BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.	BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.	ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY.

ANNUAL PRESIDENT'S HOLIDAY GATHERING RAISES OVER $6,800 FOR SBVC STUDENTS

The Annual President's Holiday Gathering was held on December 4, 2023 in the Lois Carson Campus Center. District and campus employees gathered in the festively decorated hall to enjoy a special luncheon provided by the Culinary Department.

Employees were encouraged to participate in the seasonal spirit of giving by buying opportunity tickets for the chance to secure one of the themed prize baskets generously donated by various SBVC programs and departments.

A record-breaking 32 baskets were donated for this year's event. Winning prizes varied in theme and contents, from an elegant Pottery Barn Luxury Holiday Basket to the coveted $700 Money Tree with various gift cards and lottery scratchers. The donations of employees via opportunity tickets helped raise over $6,800 for SBVC students.

The SBVC Foundation encouraged participation in the Employee Giving Campaign by selling opportunity tickets with an NFL Raiders Basket as the prize. The total value of the basket was estimated to be $1,000, which included tickets to a Raiders' game in Las Vegas as well as a luxury hotel stay during the event. The generous contributions of employees resulted in at least a $400 monthly increase in payroll deductions, with those funds allocated to textbook scholarships for SBVC students. The Employee Giving Campaign is ongoing until January 26, 2024.

Visit sbvcfoundation.org for more information if you didn't have the chance to set up your monthly employee contribution. All donations go toward supporting SBVC students, scholarships, fund accounts, and programs.

GOAL 4: ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY.

NEW TECH BUILDING RECEIVES SUSTAINABILITY AWARD

San Bernardino Valley College's Technical Education Building was recognized for excellence in sustainable design with a 2023 U.S. Green Building Council Los Angeles (USGBC-LA) Sustainable Innovation Award for Merit in the Health and Well-being category. The award was presented at USGBC-LA's annual Green Gala and Sustainable Innovation Awards on December 7, 2023 in Hollywood, California.

The 102,000 SF, all-electric Technical Education Building is designed to advance the capabilities of SBVC's automotive, electrical, machine technology, heating, ventilation, air conditioning, and refrigeration (HVAC&R), and water technology programs. It will serve as a vital campus resource for students making advancements in electric vehicles, photovoltaics, robotics, and rapid prototyping.

Visual links between instructional spaces throughout the building inspire, inform, and connect students and educators. "Sticky" spaces provide opportunities for collaboration and inspiration within and across departments. The building is designed to be a Net Zero-ready living lab that will provide exhibit space for automotive technology and feature innovations in regenerative design, such as solar glass and five solar thermal chimneys to help passively heat and cool the building's high-bay labs.

The San Bernardino Community College District and SBVC collaborated closely with the HMC Architects design team to create the innovative space, which is set to open in December 2024.

GOAL 3: BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

WINTERFEST WEEK BRINGS HOLIDAY CHEER TO CAMPUS

It might not have felt like winter, but WinterFest Week still brought the snow and holiday spirit to campus. The seventh annual WinterFest was held on December 4-7 and was a collaborative effort between the Department of Marketing & Public Relations, Student Equity and the Associated Student Government.

How did the event organizers ensure this year's events were special? More snow and more fun. The festive week kicked off with the highly successful Therapy Pets event on December 4. With dogs and cats from Paws-to-Share and coloring pages provided by the SBVC Library staff, students were able to relax right before starting their Finals Week. "It's all about providing a safe and fun space for students right before they enter a hectic week," said Public Affairs Coordinator Alejandra Aguilera. "They deserve it."

On December 5, students were anticipating the fresh pile of snow on the Library Quad. "It's been the warmest Snow Day we've had," said Aguilera, "but luckily the snow didn't melt!" Students enjoyed fun in the snow, free lunch, a photo booth with Blue the Wolverine and a small resource fair with student-run clubs. Aguilera estimates that over 500 students attended the event.

A movie screening of "How The Grinch Stole Christmas" was held on December 6, which provided a cool space for students to grab lunch and relax in between study sessions. In collaboration with Associated Student Government, an Ugly Sweater Contest was held for Amazon giftcards. On December 7 a Paint and Sip session was held. Students and staff were guided to paint a winter scene by art professor Kamphoune Syphengpheth in front of the Gresham Art Gallery.

Aguilera highlights that without the support from other departments and the hard work of everyone involved WinterFest Week wouldn't have happened and become part of SBVC's history. "I hope that in the coming years it's always something students can expect to see in December."

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

SBVC STUDENT HEALTH SERVICES EVENT SHINES A SPOTLIGHT ON MEN'S MENTAL HEALTH

San Bernardino Valley College Student Health Services held a special event called Men's Empowerment Day on November 29, 2023. The event was the first of its kind on the SBVC campus, with an aim to increase awareness of men's mental health issues as well as the mental health resources available to men. While the focus of the event was on men's health, all SBVC students were invited to participate in a luncheon which included an informational session focused on men's mental health awareness.

The luncheon began with a screening of suicide prevention advocate Lori Prichard's TED Talk. In the TED Talk, Prichard delved into the intimate research that she had conducted into her husband's mental health following his suicide. Prichard discovered numerous warning signs of the severe depression that he had struggled with that had gone unnoticed to his friends and family before his ultimate decision to end his life.

Prichard's personal account demonstrates the significance of examining mental health through a male lens in order to provide timely prevention and early intervention for men struggling with mental health.

The event ended with information about resources and supportive communities for men seeking help and overcoming the stigmas around men's mental health.

GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION

FTVM DEPARTMENT DEBUTS STATE OF THE ART PODCASTING STUDIO

San Bernardino Valley College's Film, Television, and Media Department has taken a giant leap in media education and technology for creators by unveiling its reimagined Institute of Media Arts (IMA) Podcasting Studio. This state-of-the-art facility opened on November 15, 2023 with a ribbon cutting and is poised to become a cornerstone of tech advancement and media education in the Inland Empire.

The Podcasting Studio is equipped with cutting-edge technology, including three Black Magic 4K cameras and four radio-quality microphones. The multi-camera studio production setup also features a MacBook Pro, a PlayStation 5, and a remote control three-point lighting system that enhances the ambiance for visual recording. The studio is soundproof with on-site editing capabilities that create an ideal space for SBVC content creators.

"This reimagined space allows for advanced learning and professional development in podcasting and advanced media production techniques. It's a valuable asset for current students and alumni alike," stated FTVM Department Chair Lucas Cuny. The redesigned podcasting studio provides an innovative and dynamic learning environment for students enrolled in courses like FTVM 110 Audio Performance, FTVM 133 Broadcast News, FTVM 134 Sports Broadcasting, and FTVM 213 Radio and Podcast Operations, who will have priority access from Spring Semester 2024.

SBVC's reimagined IMA Podcasting Studio is not just a facility; it's a beacon of technological advancement and a powerhouse of media education. It's set to revolutionize how media education is perceived and delivered in the Inland Empire, nurturing a new generation of tech-savvy creators and media professionals.

GOAL 3: BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

STUDENT SPOTLIGHT

ILEEN CUEVAS

SBVC student Ileen Cuevas was in disbelief when she saw an invitation from the White House in her inbox on November 1, 2023. Earlier that week, Cuevas was in Chicago for the annual Hispanic Association of Colleges and Universities (HACU) Conference. At the conference, Dr. Ray Carlos asked Cuevas for her biography in order to nominate her to attend the White House event. Cuevas shared that she is a sophomore studying sociology at SBVC, and in 2018 launched the nonprofit Summit Leadership Program, which provides community service opportunities and mentoring to students, as well as clothing and toy drives for immigrants new to the Inland Empire.

Her impressive accomplishments resonated with the White House, and Cuevas was invited to attend the event held on November 8, 2023. She was accompanied by then Vice President of Student Services Dr. Scott W. Thayer. "It was a little intimidating since it was at the White House and there were so many Secret Service agents and checkpoints to go through," said Cuevas of the event. Inside, Cuevas listened to a panel discussion on equity and inclusion laws alongside members of the White House and the Department of Education. "Everybody who spoke was first-generation, so that was pretty cool," Cuevas shared.

The experience inspired Cuevas with fresh motivation to continue her work with local college-bound students and to share the benefits that higher education could bring. As a first-generation college student, Cuevas stressed the importance of building a strong support system amongst other first-generation college students to stay focused on their higher education goals.

"It does get hard because your family doesn't understand what you're doing sometimes," Cuevas admitted. " But that's OK, you know that what you're doing is good and you can definitely reach out to other first-gen students. Use each other as crutches when it gets difficult and overwhelming."

The Summit Leadership Program is always open to new members.
For more information, contact Ileen Cuevas at
i.cuevas4211@student.sbccd.edu

EVENTS

Jan 12 | Spring 2024 Opening Day

@sbvalleycollege

701 Mount Vernon Avenue, San Bernardino, CA 92410