



San Bernardino Community College District
Board Meeting
February 08, 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. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**
- III. **CLARIFICATION**
- IV. **APPROVAL OF MINUTES**
 - A. 2024-01-11
- V. **RECOGNITION/CELEBRATIONS**
 - A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance
- VI. **ACTION AGENDA**
 - A. 2024 Early Retirement Incentive Plan
- VII. **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. Human Resources

1. Adjunct and Substitute Academic Employees
2. Alternative Work Placement of Employees
3. Appointment of District Employees
4. Appointment of Interim Managers
5. Appointment of Temporary Academic Employees
6. Classified Job Descriptions and Revision to Classified Salary Schedule
7. Employee Promotions
8. Management Tuition Reimbursement
9. MOUs between SBCCD and the SBCCDPOA - Article 7 Pay and Allowances
10. Non-Instructional Pay
11. Payment of Stipends
12. Placement of Classified Employees on the 39-Month Reemployment List
13. Revise Rates of Pay for Professional Expert and Short-Term Employees

B. Business & Fiscal Services

1. Affirmation of Guiding Principles for the FCC Auction Proceeds
2. Conference Requests
3. Contracts at or Above \$114,500
4. District and College Expenses
5. Individual Memberships
6. Nonresident Tuition and Capital Outlay Fees
7. Prioritized Board Directives for Development of the 2024-25 Budget
8. Resolution #2024-02-08-FS-01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications
9. Surplus Property and Authorization for Private Sale or Disposal

C. Facilities

1. Master Services Agreements and Task Orders for Bond Construction

VIII. 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 Goal 1 Status Update

- C. Represented Groups (3 minutes per group)

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

- D. Staff Reports (3 minutes per person)

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

IX. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Budget Revenue & Expenditure Summary
- C. Construction Change Orders and Amendments - Non-Bond
- D. Contracts Below \$114,500
- E. Districtwide Grant Submission Update
- F. General Fund Cash Flow Analysis
- G. MOUs between SBCCD and the CSEA

- H. Professional Expert Short-Term and Substitute Employees
- I. Purchase Order Report
- J. Resignations

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

XII. CONVENE CLOSED SESSION

XIII. RECONVENE PUBLIC MEETING

XIV. REPORT OF ACTION IN CLOSED SESSION

XV. ADJOURN

The next meeting of the Board: Business Strategy Session
February 22, 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



BOARD OF TRUSTEES

Meeting Minutes – January 11, 2024

Location: SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA
 Livestream: <https://www.youtube.com/@sanbernardinocommunitycoll42/streams>
 Meeting materials: www.sbccd.edu/govenda

MEMBERS PRESENT	ADMINISTRATORS PRESENT
Stephanie Houston, Chair Joseph Williams, Clerk Nathan Gonzales, Trustee Gloria Macías Harrison, Trustee John Longville, Trustee Frank Reyes, Trustee Michelle Ly, CHC Student Trustee (advisory) Dyami Ruiz-Martinez, SBVC Student Trustee (advisory)	Diana Z. Rodriguez, Chancellor Jose Torres, Executive Vice Chancellor Kevin Horan, CHC President Linda Fontanilla, SBVC Interim President Kristina Hannon, VC Human Resources & Police Services Nohemy Ornelas, VC Educational & Student Support Services Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications Heather Ford, Senior Executive Administrative Assistant
MEMBERS ABSENT	ADMINISTRATORS ABSENT
Anne Viricel, Vice Chair	

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

II. PRESENTATIONS

- A. SBCCD's 2024 Legislative Advocacy Priorities, Associate Vice Chancellor Angel Rodriguez
Discussion: Trustee Williams recommended seeking medium income. Trustee Williams recommended textbook cost to be included in the legislative priorities. Trustee Reyes recommended pairing with other districts.
- B. Final Financing Summary Update/Bond Sale Brief Presentation, Executive Vice Chancellor Jose Torres
Discussion: Trustee Williams and Trustee Reyes recommended publicizing on behalf of the trustees the \$17 million savings to the taxpayers and per household savings.

III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Vincent Rasso
Anita Arnold
Jessy Lemieux
Robert Alexander

IV. CLARIFICATION

V. APPROVAL OF MINUTES

- A. 2023-12-08
Motion: to approve the 12/08/23 minutes.
Moved by Trustee Williams. Seconded by Trustee Harrison.

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

Motion passed

VI. RECOGNITION/CELEBRATIONS

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

B. Retirements

The Board recognized 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

Alan Oshiro, Senior Technology Support Specialist, CHC

Deanne Rabon, Coordinator/Counselor STAR Program, SBVC

VII. ACTION AGENDA

A. SBCCD's 2024 Legislative Advocacy Priorities

Motion: to approve the SBCCD 2024 Legislative Advocacy Priorities.

Moved by Trustee Longville. Seconded by Trustee Reyes.

Discussion: Trustee Williams recommended making textbooks a high-level priority.

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

NOES: none

ABSTAIN: none

ABSENT: Viricel

Motion passed

VIII. CONSENT AGENDA

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 College Expenses
4. Resolution #2024-01-11FS01 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 Agreement and Task Orders for Bond Construction

Motion: to approve the consent agenda as presented.

Moved by Trustee Harrison. Seconded by Trustee Williams.

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

Motion passed

IX. 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.
Discussion: Trustee Williams recommended continually seeking a sustainable source to make textbook accessible.
 2. Board Legislative Committee (BLC) – Trustee Reyes provided a brief report.
 3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – No report.
- B. Regional and State Reports
 1. Board of Governors (BOG) – No report.
 2. Joint Powers Authority – No 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 – No report.
 2. Crafton Hills College Classified Senate – Karen Peterson gave a brief report.
 3. Crafton Hills College Associated Students – No report.
 4. San Bernardino Valley College Academic Senate – No report.
 5. San Bernardino Valley College Classified Senate – No report.
 6. San Bernardino Valley College Associated Students – No report.
 7. CSEA – No report.
 8. CTA - No report.
 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 – Kristina Hannon gave a brief report.
 5. Vice Chancellor of Educational & Student Support Services – Nohemy Ornelas gave a brief report.

IX. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
Discussion: Trustee Williams
- 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

X. **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, 0141-151-42-0000

Negotiating Parties: San Bernardino Community College District (Proposed buyer)
- 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

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

None

XII. **CONVENE CLOSED SESSION**

The Board convened to closed session at 5:39 p.m.

XIII. **RECONVENE PUBLIC MEETING**

Chair Houston reconvened the public meeting at 6:43 p.m.

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

On January 11, 2024, The Board met with its legal counsel and real property negotiators in closed session pursuant to Government Code Section 54956.8. Direction was provided to finalize Purchase and Sale Agreements for the acquisition by SBCCD of multiple properties described in the posted agenda, up to an aggregate amount of \$38 million, as first approved November 10, 2022, and December 9, 2022. The Board of Trustees voted unanimously to approve a delegation of authority to the District's Chancellor, or designee, to:

1. Execute and deliver any and all documents and otherwise do any and all things which they and legal counsel deem necessary or advisable in order to finalize a Purchase and Sale Agreements for the Properties;

- 2. Pay deposits, open escrow, and otherwise perform pursuant to the terms of such final Purchase and Sale Agreements, and;
- 3. Bring the final Purchase and Sale Agreements to the Board for ratification.

XV. ADJOURNMENT

The next meeting of the Board: Business Meeting
February 8, 2024, at 4:00 PM
SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA

The chair adjourned the meeting at 6:44 p.m.

The Board of Trustees approved the January 11,2024, minutes on 2/8/2024.

Joseph R. Williams, Clerk
SBCCD Board of Trustees

Heather Ford, Senior Executive Administrative Assistant
SBCCD Office of the Chancellor

Not Yet Approved

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: February 8, 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.





Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.1|11]

Jose Alvarez

San Bernardino Valley College
Grounds

“Thanks for doing a great job prepping the baseball field for first regulation game day of the season. Jose went above and beyond his normal duties with prepping the infield baselines, home plate area and backstop landscape.”

Recognized by:
Kevin Grishow

Jonathan Anderson

Crafton Hills College
English

“Jonathan is an invaluable member of the English as a Second Language Noncredit/Multilingual Task Force!”

Recognized by:
Chloe de los Reyes

Eric Babino

San Bernardino Valley College
Maintenance & Operations

“Thank you for assisting with the setup for the Wall of Professional Champions Ceremony.”

Recognized by:
Phylicia Sanchez

Eric Babino

San Bernardino Valley College
Maintenance & Operations

“Thank you for assisting with preparing the baseball field for the Supervisor Joe Baca, Jr. check presentation.”

Recognized by:
Phylicia Sanchez

Eric Babino

San Bernardino Valley College
Maintenance & Operations

“Thanks for doing a great job prepping the baseball field for first regulation game day of the season. Eric replaced a badly broken fascia board on the visitors dugout very quickly and thoroughly, increasing the appearance of the dugout and field for the first regulation game day.”

Recognized by:
Kevin Grishow

Willie Blackmon

Crafton Hills College
Student Services

“Thank you for always showing up and supporting the students and your fellow co-workers. Your dedication, kindness and commitment is admirable.”

Recognized by:
Alexis Ford



Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.2|11]

Karla Bonnet

District Support Operations
Human Resources/Payroll

"Thank you for taking time from your very busy schedule to clarify and walk us through some processing questions. Very much appreciated!"

Recognized by:
Ray Carlos and Maritza Portillo

Jenifer Carl

San Bernardino Valley College
Grounds

"Thanks for doing a great job prepping the baseball field for first regulation game day of the season. Jenifer went above and beyond his normal duties with prepping the infield baselines, home plate area and backstop landscape."

Recognized by:
Kevin Grishow

Shane Caudill

San Bernardino Valley College
Grounds

"Thanks for doing a great job prepping the baseball field for first regulation game day of the season. Shane went above and beyond his normal duties with prepping the infield baselines, home plate area and backstop landscape."

Recognized by:
Kevin Grishow

Brenda De La Cruz

San Bernardino Valley College
Student Accessibility Services (SAS)

"Brenda is integral to our department! She is the first face that students see and she is able to assist multiple students, programs, and staff while maintaining a high level of professionalism!"

Recognized by:
Karina West

Priscilla De Loera

San Bernardino Valley College
Financial Aid

"Thank you for presenting at our counseling faculty workshop. You did an amazing job informing the counselors on best practices that will benefit our students regarding financial aid."

Recognized by:
Michelle Tinoco

Virginia Diggle

District Support Operations
Fiscal, Administrative & Media |
Business Services

"Your swift and effective handling of urgent contracts is impressive. Thanks for being our go-to problem solver!"

Recognized by:
Yash Patel



Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.3|11]

Virginia Diggle

District Support Operations
Fiscal, Administrative & Media |
Business Services

"I am grateful for your patience and guidance! Thank you for taking the time to help me through all the submissions I've had thus far."

Recognized by:
Daniella Esparza

Edward Ferrari

Crafton Hills College
English

"Ed is an invaluable member of the English as a Second Language Noncredit/Multilingual Task Force!"

Recognized by:
Chloe de los Reyes

Ed Gomez

San Bernardino Valley College
Native American History

"Thank you for an excellent class, being a world-class professor, helping me every step of the way and exciting a level of passion in your students unparalleled by any other professor at SBVC."

Recognized by:
Andrea Feodorov

Kelly Goodrich

District Support Operations
Fiscal, Administrative & Media

"Thank you for your support! You are very appreciated."

Recognized by:
Heather Ford

Ronald Gordin

San Bernardino Valley College
Grounds

"Thanks for doing a great job leading your team with prepping the baseball field for first regulation game day of the season. Ron went above and beyond his normal duties leading his team with prepping the infield baselines, home plate area and backstop landscape."

Recognized by:
Kevin Grishow

Nancy Green

District Support Operations
Human Resources/Payroll

"Thank you for taking time from your very busy schedule to clarify and walk us through some processing questions. Very much appreciated!"

Recognized by:
Ray Carlos and Maritza Portillo



Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.4|11]

Samuel Hanna

San Bernardino Valley College
Grounds

"Thanks for doing a great job prepping the baseball field for first regulation game day of the season. Samuel went above and beyond his normal duties with prepping the infield baselines, home plate area and backstop landscape."

Recognized by:
Kevin Grishow

Kashaunda Harris

Crafton Hills College
EOPS

"I would like to commend Kashaunda Harris for her outstanding contributions to professional development."

Recognized by:
Chloe de los Reyes

Andrea Hecht

San Bernardino Valley College
Counseling

"Thank you for presenting at our counseling faculty workshop. You did an amazing job informing the counselors on best practices that will benefit our students with the canvas shells."

Recognized by:
Michelle Tinoco

Alma Hidalgo

San Bernardino Valley College
Geography and Geography Lab

"Thank you for an excellent class, taking the time to help me grasp difficult concepts, and having the patience of an angel. Thank you!"

Recognized by:
Andrea Feodorov

Sophin Im

San Bernardino Valley College
Admissions & Records

"Thank you for presenting at our counseling faculty workshop. You did an amazing job informing the counselors on best practices that will benefit our students."

Recognized by:
Michelle Tinoco

Herberth "Alex" Jaco

Crafton Hills College
Counseling and Advising

"Alex has been instrumental in CHC's English as a Second Language Noncredit/Multilingual Program! He goes above beyond his responsibilities, and we appreciate his hard work and genuine care for our students."

Recognized by:
Chloe de los Reyes



Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.5|11]

Judy Jorgensen

San Bernardino Valley College
Architecture

“Thank you for an excellent class, fascinating material, opening my eyes to a whole new world, and being so understanding of my unique situation!”

Recognized by:
Andrea Feodorov

Evelyn Linares

Crafton Hills College
Student Life

“I appreciate how you support our students. I admire your dedication and compassion. Thank you for always sharing your smile.”

Recognized by:
Alexis Ford

Elizabeth Lopez

Crafton Hills College
Instruction

“Elizabeth is an invaluable member of the English as a Second Language Noncredit/Multilingual Task Force!”

Recognized by:
Chloe de los Reyes

Dr. Craig Luke

San Bernardino Valley College
Counseling | First Year Experience

“Very helpful and effectively solved any problems I've had.”

Recognized by:
Isaac Lozano

Dr. Craig Luke

San Bernardino Valley College
Counseling | First Year Experience

“He helped me out a lot with registering my classes. Attended me very quickly . Craig also provided information for my academic probation.”

Recognized by:
Martin Tinoco

Dr. Craig Luke

San Bernardino Valley College
Counseling | First Year Experience

“Punctual, very helpful with my major change and informing me of all upcoming events that I should look out for.”

Recognized by:
Adrian Salas Romo 2313607



Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.6|11]

Arliss Malone

District Support Operations
Human Resources/Payroll

“Thank you for taking time from your very busy schedule to clarify and walk us through some processing questions. Very much appreciated!”

Recognized by:
Ray Carlos and Maritza Portillo

Alfredo "Freddie" Martinez

San Bernardino Valley College
Grounds Substitute

“Thanks for doing a great job prepping the baseball field for first regulation game day of the season. Freddie went above and beyond his normal duties with prepping the infield baselines, home plate area and backstop landscape.”

Recognized by:
Kevin Grishow

Nick Mendoza

San Bernardino Valley College
Maintenance

“Nick does a great job responding quickly to HVAC/R service calls. He responds quickly to problem areas even before Faculty or Staff becomes aware there is an issue in their respective area(s).”

Recognized by:
Kevin Grishow

Nick Mendoza

San Bernardino Valley College
Maintenance & Operations

“Thank you for assisting with the setup for the Wall of Professional Champions Ceremony.”

Recognized by:
Phylicia Sanchez

Belinda Navarrete

Crafton Hills College
Student Life

“Thank you for always supporting our students. I admire your positivity and passion for wanting to help others.”

Recognized by:
Alexis Ford

Juan Nevares

District Support Operations
Technology & Educational Support
Services

“Thank you for always being quick to help. You're much appreciated.”

Recognized by:
Carmen Sanchez



Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.7|11]

Christopher Olivera

Crafton Hills College
Microbiology

"He is a great professor, I learned a lot, Thank you."

Recognized by:
Irene Hernandez

Debbie Orozco

San Bernardino Valley College
Counseling

"Thank you for presenting at our counseling faculty workshop. You did an amazing job informing the counselors on best practices that will benefit our students regarding Starfish/Degree Planner."

Recognized by:
Michelle Tinoco

Brooke Quinones

District Support Operations
Human Resources

"Thank you for all your support! You are truly appreciated."

Recognized by:
Heather Ford

Julio Ramos

Crafton Hills College
Facilities/Custodial

"For going above and beyond the call of duty and exceeding the standard levels of cleaning in his responsible areas."

Recognized by:
Rene Sampay

Kenneth Reese

San Bernardino Valley College
Maintenance

"Kenneth worked quickly to fix a gas leak at the North Hall building with limited interruption. He does a great job with his CDC plumbing work orders as well."

Recognized by:
Kevin Grishow

Nick Reichert

Crafton Hills College
Tutoring Center

"Nick is an invaluable member of the English as a Second Language Noncredit/Multilingual Task Force!"

Recognized by:
Chloe de los Reyes



Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.8|11]

Raquel Rivera

Crafton Hills College
Facilities/Custodial

“For going above and beyond the call of duty and exceeding the standard cleaning levels in her responsible areas.”

Recognized by:
Rene Sampay

Andrea Rodriguez

San Bernardino Valley College
Honors Counseling

“Thank you for your excellent counseling, your kind words of encouragement, and the extra time you spent making sure my Starfish plan was just right. I couldn't possibly have gotten this far without you. Happy New Year! (and btw, I've decided to forge ahead with my Spring classes). Thank you!”

Recognized by:
Andrea Feodorov

Cesar Rojas

San Bernardino Valley College
Grounds

“Thanks for doing a great job prepping the baseball field for first regulation game day of the season. Cesar went above and beyond his normal duties with prepping the infield baselines, home plate area and backstop landscape.”

Recognized by:
Kevin Grishow

Jamie Sierra

Crafton Hills College
Student Life

“Thank you for always wanting to help others. You always go over and beyond for those in need. Thank you for being you!”

Recognized by:
Alexis Ford



Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.9|11]

Stephanie Silva

San Bernardino Valley College
Maintenance & Operations

"Thank you for assisting with preparing the baseball field for the Supervisor Joe Baca, Jr. check presentation."

Recognized by:
Phylicia Sanchez

Stephanie Silva

San Bernardino Valley College
Maintenance

"Thanks for doing a great job prepping the baseball field for first regulation game day of the season. Stephanie helped replaced and painted a badly broken fascia board on a dugout, and painted the backstop boards, increasing the appearance of the dugout and field for the first regulation game day."

Recognized by:
Kevin Grishow

Stephanie Silva

San Bernardino Valley College
Maintenance & Operations

"Thank you for painting the Foundation Offices."

Recognized by:
Phylicia Sanchez

Michael Slusser

San Bernardino Valley College
Medieval Literature

"Thank you for an excellent class, making a constant effort to ensure I could participate, the time and effort you put into analyzing and grading my essays, and your fascinating lectures (which will tick with me forever). Thank you!"

Recognized by:
Andrea Feodorov



Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.10|11]

Frances Southerland

Crafton Hills College
SAS

“Frances™ is one of my greatest fans of my academic pursuit. Since I joined the SAS dept as a federal work study student. She continually includes me in all sorts of different situations and is always an available to listen. I appreciate her.”

Recognized by:
Matthew Riddle

Frances Southerland

Crafton Hills College
Student Accessibility Services

“Frances is an invaluable member of the English as a Second Language Noncredit/Multilingual Task Force!”

Recognized by:
Chloe de los Reyes

Ginger Sutphin

Crafton Hills College
Language, Arts, and Academic

“I want to express my sincere appreciation for Ginger’s invaluable assistance in navigating district processes. She’s very awesome!”

Recognized by:
Chloe de los Reyes

Bethany Tasaka

San Bernardino Valley College
Mathematics, Business & Computer Technology

“Many thanks to her leadership in the API Association!”

Recognized by:
Chloe de los Reyes

Maria Torres

District Support Operations
Human Resources

“Maria goes above and beyond helping me get new staff into the system for parking decals!!”

Recognized by:
Tina Marie Gimple

Julie Ulloa

San Bernardino Valley College
Admissions & Records

“Thank you for presenting at our counseling faculty workshop. You did an amazing job informing the counselors on best practices that will benefit our students.”

Recognized by:
Michelle Tinoco



Caring Hands Applause Cards

Presented for Information February 8, 2024

[v.1.30.2024.p.11|11]

Diana Vaichis

Crafton Hills College
Research

“Diana is an invaluable member of the English as a Second Language Noncredit/Multilingual Task Force!”

Recognized by:
Chloe de los Reyes

Jon Valderrama

San Bernardino Valley College
Maintenance

“Jon does a great responding to calls needing an immediate response without complaint.”

Recognized by:
Kevin Grishow

Gino Vargas

San Bernardino Valley College
Maintenance & Operations

“Thank you for assisting with the setup for the Wall of Professional Champions Ceremony.”

Recognized by:
Phylicia Sanchez

Genaro Vargas

San Bernardino Valley College
Maintenance

“Thanks for doing a great job prepping the baseball field for first regulation game day of the season. Stephanie helped replace a badly broken fascia board on the visitors dugout very quickly and thoroughly, increasing the appearance of the dugout and field for the first regulation game day.”

Recognized by:
Kevin Grishow

Janice Wilkins

San Bernardino Valley College
Counseling

“Thank you for all your efforts in assisting with planning, preparing, and presenting with the counseling faculty workshop. You did an amazing job informing the counselors on best practices that will benefit our students. Great ice breaker!”

Recognized by:
Michelle Tinoco

Isidro Zepeda

Crafton Hills College
English

“Thank you for your contributions in the English as a Second Language Noncredit/Multilingual Task Force!”

Recognized by:
Chloe de los Reyes

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, Payroll & Police Services
DATE: February 8, 2024
SUBJECT: Consideration to Amend the Approval of the 2024 Early Retirement Incentive Plan

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

Eligibility for Participation	Payout
To be eligible for participation, employees must be at least 55 years of age <u>and</u> have a minimum of 5 years of service with the District as of June 30, 2024.	The payout amount being offered for all employees who choose to participate has been increased to \$50,000.



BOARD GOALS

4. Ensure Fiscal /Accountability/Sustainability

FINANCIAL IMPLICATIONS

The financial implications based on all 215 employees is a one-time payout amount of \$10,750,000; however, the actual amount will not be known until June 15, 2024. One-time payout will be made out from the SBCCD Unrestricted General Fund balance.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: February 8, 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.





Adjunct and Substitute Academic Employees

Presented for Information February 8, 2024

[v.1.19.2024.p.2]2]

2023 – 2024 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Castro, Liliana	CHC	Counseling	Counseling
Parsa, Masoud	CHC	Economics	Economics
Ramos, Erika	CHC	Counseling	Counseling
Smith, Deborah	CHC	Mathematics	Mathematics
Ament, Vanessa Theme	SBVC	Film and Media Studies	Film and Media Studies
Anderson, Giancarlo	SBVC	Music	Music
Bauer, Abigail	SBVC	History	History
Fouse, Kayla	SBVC	Child Development	Child Development/ Early Childhood Education
Kelly, Wendell	SBVC	Music	Music
Krenek, Sonja	SBVC	Music	Music

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, Payroll & Police Services

DATE: February 8, 2024

SUBJECT: Consideration of Approval of the Alternative Work Placement of Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the alternative work placement of employees as indicated in the attached.

OVERVIEW

The District and CSEA made and entered into a Memorandum of Understanding for the existing bookstore employees on April 12, 2018, allowing them to retain the right to remain indefinitely in their existing position at the bookstore. In addition, each existing bookstore employee may explore alternative placement within the District, which the Office of Human Resources would facilitate, and the effects would be negotiated with CSEA.

An alternative work placement for three (3) existing bookstore employees was offered and made, which they have accepted.

ANALYSIS

This alternative work placement complies with the terms and conditions outlined in the Memorandum of Understanding made and entered into on April 12, 2018, by the District and 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.





Employee Alternative Work Placement

Submitted for Board Approval February 8, 2024

[v.1.18.2024.p.1|1]

Employee Name	From	To	Effective Date
Davila, Maria	CHC Bookstore Bookstore Assistant Classified Schedule Range 27, Step F	CHC Student Accessibility Services Student Services Technician II Classified Schedule Range 34, Step C	01/08/24
Arciero, Noel	SBVC Bookstore Bookstore Customer Service Assistant Classified Schedule Range 19, Step F	SBVC President Administrative Assistant II Classified Schedule Range 37, Step A	01/02/24
Diaz, Marvellee	SBVC Bookstore Bookstore Assistant Classified Schedule Range 27, Step F	SBVC Marketing Administrative Assistant II Classified Schedule Range 37, Step A	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, Payroll & Police Services

DATE: February 8, 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.





Appointment of District Employees

Submitted for Board Approval February 8, 2024

[v.1.22.2024.p.1|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Chavez, Marc Anthony Custodian CHC Custodial	02/13/24	Classified 29A	Armando Camarena	General	09/18/23
Huynh, Jeffrey Technology Support Specialist II SBVC Campus Technology Services <i>Amendment: Department approval of step change was given after prior month's board submission deadline.</i>	01/16/24	Classified 54B	NEW	General	06/09/22
Lodevico, Amity Student Services Coordinator CHC EOP&S	02/26/24	Classified 46A	New	EOPS, NextUp, CARE, and CalWORKs	TBD
Nahuat, Wendy Student Services Technician I SBVC CalWorks <i>Amendment: Department approval of step change was given after prior month's board submission deadline.</i>	01/16/24	Classified 30C	NEW	CalWorks and WorkAbility III	09/05/16
Nieto Leon, Ofelia Custodian CHC Custodial	02/13/24	Classified 29A	Ben Nguyen	General	09/20/23

†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 February 8, 2024

[v.1.22.2024.p.2|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<p>Woodland, Sydnee Assistant Professor, Accounting SBVC Accounting</p> <p><i>Ratification: The employee's start date was prior to Board approval due to a need in the department and the timing of applicant selection being made after the prior board submission.</i></p>	01/09/24	Academic D1	Janet Courts	General	04/14/22

†Live Scan clearance pending; employee will not start without clearance.
 *Salary placement to be determined upon verification of education and experience.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: February 8, 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 employee 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 the employee is included in the appropriate budgets.





Appointment of Interim Managers

Submitted for Board Approval February 8, 2024

[v.1.30.2024.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
Holloway, Stacy Interim Associate Director, Human Resources DSO Human Resources	02/01/24 to 06/30/24	17A	Melanie Gonzales	Human Resources General Fund	11/26/18

†Live Scan clearance pending; employee will not start without clearance.
 *Salary placement to be determined upon verification of education and experience.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: February 8, 2024

SUBJECT: Consideration of Approval to Appoint Temporary Academic Employees

RECOMMENDATION

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

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of these appointments is included in the appropriate 2023-2024 budgets.





Appointment of Temporary Academic Employees

Submitted for Board Approval February 8, 2024

[v.1.17.2024.p.1|1]

Employee Name Location Assignment & Department	From	To	Range & Step	Fund	Live Scan Clearance
Hogan, Ryan Counselor SBVC MAP/CPL	02/12/24	06/30/24	D1	Strong Workforce Round 7	10/27/17

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, Payroll & Police Services

DATE: February 8, 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 Custodian
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.





Lead Custodian

Classified Range: ~~31~~ 35

Pending Board Approval ~~11/18/21~~ 02/08/24

P. 1|5

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 the more difficult and responsible types of work in addition to routine custodial duties at assigned site; provides oversight and coordinates assignments for assigned staff.

DISTINGUISHING CHARACTERISTICS

The Lead Custodian classification is distinguished from the Custodian classification by the level of responsibility assumed and additional duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series **such as inspecting safety equipment as well as including** the provision of lead support for assigned 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. Oversees and participates in the more difficult work of custodial staff; oversees and coordinates assignments for assigned custodial staff; maintains buildings and furniture in a clean, sanitary, safe, and secure condition during an assigned shift; cleans and performs minor maintenance repairs on assigned equipment.
2. Leads, plans, trains, and reviews the work of assigned custodial staff; inspects completed work; assures that work is performed in compliance with instructions, meeting quality standards.
3. Oversees the use, care, and operation of assigned equipment including carpet cleaners and floor buffers.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
5. Sweeps, scrubs, and mops rooms, halls, stairway, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs and carpets; operates custodial equipment including buffers, floor scrubbers, carpet extractors, and vacuum cleaners.
6. Empties, cleans, moves, and sanitizes waste receptacles and ashtrays; picks up papers and other debris; empties pencil sharpeners as necessary.
7. Dusts, cleans, and polishes furniture, woodwork, fixtures and equipment; remove cob webs; clean desks and countertops.
8. May change light bulbs and fluorescent tubes.



Lead Custodian

Classified Range: ~~31~~ 35

Pending Board Approval ~~11/18/21~~ 02/08/24

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9. Cleans whiteboards, trays, and erasers; arranges classroom furniture and equipment; restocks classrooms with necessary supplies.
10. Cleans and disinfects rest rooms, floor mats, doors, drinking fountains and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform minor pest control tasks in buildings.
11. Washes walls; removes markings on walls, rest room stalls, countertops, and desks; washes windows, mirrors, and blinds; cleans filters and kitchen hoods.
12. Moves furniture, equipment, or other heavy objects on request or for set-up of campus functions, meetings, and special events, utilizing pallet jacks, hand trucks, or similar equipment; makes minor repairs and adjustments to building fixtures and equipment.
13. Perform the opening and closing of campus by unlocking and locking building entry points; external restroom doors and turn-on elevators.
14. Secures internal and external entry and exit doors at the close of the workday or after evening classes, ensuring that windows and lights are locked and off in assigned area; maintain the security of assigned areas; turn the alarm system on and off.
15. Reports fire, sanitary, safety, or security hazards in buildings; reports needed maintenance or repair to the appropriate authority.
16. Check fire extinguishers for full charge and sign off tags monthly, inspect Automatic External Defibrillator devices monthly; provide reports on monthly inspections, including reports on maintenance or replacement as needed.
17. Operates campus vehicles, including forklifts, as required.
18. Serves as liaison between custodial staff and supervisor.
19. 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



Lead Custodian

Classified Range: ~~31~~ 35

Pending Board Approval ~~11/18/21~~ 02/08/24

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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 **



Lead Custodian

Classified Range: ~~31~~ 35

Pending Board Approval ~~11/18/21~~ 02/08/24

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Attention to Detail

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

Using Technology

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

Valuing Diversity

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

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Three (3) years of custodial experience that includes minor building and equipment maintenance.

License or Certificate:

Possession of a valid driver's license.

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

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 environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift,



Lead Custodian

Classified Range: ~~34~~ 35

Pending Board Approval ~~11/18/21~~ 02/08/24

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carry, push, and/or pull 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 to verbally communicate to exchange information.

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

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

Effective: 07/01/22
 ***Revision Effective 08/01/17
 (See footer notes)
 [v.1/17/2024.p.1]8]

Classified Salary Schedule
Pending Board Approval 02/08/24

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 Custodian * ▪ Lead Grounds Caretaker *	\$ 24.89	\$ 26.16	\$ 27.45	\$ 28.81	\$ 30.25	\$ 31.15
36	▪ Development Assistant	\$ 25.54	\$ 26.80	\$ 28.15	\$ 29.56	\$ 31.03	\$ 31.96
37	▪ Administrative Assistant II ▪ Library Technical Assistant II *	\$ 26.17	\$ 27.47	\$ 28.83	\$ 30.27	\$ 31.79	\$ 32.75

* Lead, Advanced, or Senior Level Classification

** Under Review

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

Classified Salary Schedule
Pending Board Approval 02/08/24

RANGE	POSITION	STEP					
		A	B	C	D	E	F
38	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Financial Aid Specialist ▪ Broadcast Technician 	\$ 28.18	\$ 29.60	\$ 31.06	\$ 32.61	\$ 34.25	\$ 35.28
41	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Curriculum Coordinator 	\$ 30.35	\$ 31.86	\$ 33.45	\$ 35.12	\$ 36.88	\$ 37.98
44	<ul style="list-style-type: none"> ▪ 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

* Lead, Advanced, or Senior Level Classification

** Under Review

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

Classified Salary Schedule
Pending Board Approval 02/08/24

RANGE	POSITION	STEP					
		A	B	C	D	E	F
45	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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 	\$ 33.50	\$ 35.18	\$ 36.94	\$ 38.80	\$ 40.73	\$ 41.95
48	<ul style="list-style-type: none"> ▪ Alternative Media and Assistive Technology Specialist ▪ Program/Content Coordinator, KVCR 	\$ 34.35	\$ 36.05	\$ 37.85	\$ 39.77	\$ 41.75	\$ 43.00
49	<ul style="list-style-type: none"> ▪ Senior Maintenance Technician * 	\$ 35.19	\$ 36.94	\$ 38.81	\$ 40.75	\$ 42.78	\$ 44.06
50	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Laboratory Technician III - Chemistry 	\$ 37.88	\$ 39.80	\$ 41.80	\$ 43.87	\$ 46.06	\$ 47.45
53	<ul style="list-style-type: none"> ▪ Data Analyst 	\$ 38.84	\$ 40.78	\$ 42.82	\$ 44.97	\$ 47.22	\$ 48.64
54	<ul style="list-style-type: none"> ▪ 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

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

Effective: 07/01/22
 ***Revision Effective 08/01/17
 (See footer notes)
 [v.1/17/2024.p.4|8]

Classified Salary Schedule
Pending Board Approval 02/08/24

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

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

**Classified Salary Schedule
Board Approved 07/14/2022**

RANGE	POSITION	STEP				
		A	B	C	D	E
18		\$ 16.37	\$ 17.19	\$ 18.04	\$ 18.96	\$ 19.88
19	▪ Bookstore Customer Service Assistant	\$ 16.78	\$ 17.63	\$ 18.49	\$ 19.43	\$ 20.40
20	▪ Food Service Worker I	\$ 17.19	\$ 18.05	\$ 18.96	\$ 19.89	\$ 20.89
21	▪ Child Development Assistant	\$ 17.63	\$ 18.49	\$ 19.43	\$ 20.40	\$ 21.40
22		\$ 18.05	\$ 18.96	\$ 19.89	\$ 20.89	\$ 21.95
23	▪ Courier	\$ 18.50	\$ 19.43	\$ 20.41	\$ 21.42	\$ 22.51
24		\$ 18.98	\$ 19.94	\$ 20.94	\$ 21.99	\$ 23.09
25	▪ Lead Food Service Worker *	\$ 19.45	\$ 20.43	\$ 21.46	\$ 22.53	\$ 23.66
26	▪ P.E. & Athletic Equipment Specialist ▪ Sport Information Specialist ▪ Tool Room Specialist	\$ 19.94	\$ 20.94	\$ 21.99	\$ 23.07	\$ 24.23
27	▪ Bookstore Assistant ▪ Custodian ▪ Library Media Clerk ▪ Mail Clerk	\$ 20.44	\$ 21.48	\$ 22.53	\$ 23.67	\$ 24.84
28	▪ Aquatic Center Pool Attendant	\$ 20.95	\$ 22.00	\$ 23.10	\$ 24.25	\$ 25.45
29	▪ Administrative Clerk ▪ CDC Food Service Specialist	\$ 21.50	\$ 22.56	\$ 23.68	\$ 24.86	\$ 26.13
30	▪ Grounds Caretaker ▪ Student Services Technician I	\$ 22.01	\$ 23.12	\$ 24.27	\$ 25.48	\$ 26.77
31	▪ Book Buyer ▪ Lead Custodian * ▪ Payroll Assistant ▪ Purchasing Technician	\$ 22.56	\$ 23.68	\$ 24.86	\$ 26.13	\$ 27.43
32		\$ 23.13	\$ 24.29	\$ 25.51	\$ 26.79	\$ 28.12
33	▪ Administrative Assistant I ▪ Admissions and Records Technician ▪ College Security Officer ▪ Printing Operations Specialist	\$ 23.71	\$ 24.86	\$ 26.14	\$ 27.44	\$ 28.80
34	▪ Account Technician ▪ Grant Technician ▪ Library Technical Assistant I ▪ Maintenance Worker ▪ Student Services Technician II ▪ Warehouse Technician	\$ 24.29	\$ 25.51	\$ 26.79	\$ 28.12	\$ 29.54
35	▪ Assistant Bookstore Manager ▪ Child Development Teacher ▪ Lead Grounds Caretaker *	\$ 24.89	\$ 26.15	\$ 27.45	\$ 28.81	\$ 30.25
36	▪ Development Assistant	\$ 25.53	\$ 26.80	\$ 28.15	\$ 29.56	\$ 31.03
37	▪ Administrative Assistant II ▪ Library Technical Assistant II *	\$ 26.16	\$ 27.47	\$ 28.83	\$ 30.27	\$ 31.80

* Lead, Advanced, or Senior Level Classification

** Under Review

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

**Classified Salary Schedule
Board Approved 07/14/2022**

RANGE	POSITION	STEP				
		A	B	C	D	E
38	<ul style="list-style-type: none"> ▪ 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	\$ 32.60
39	<ul style="list-style-type: none"> ▪ 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	\$ 28.87	\$ 30.33	\$ 31.83	\$ 33.44
40	<ul style="list-style-type: none"> ▪ Financial Aid Specialist ▪ Broadcast Technician 	\$ 28.18	\$ 29.60	\$ 31.06	\$ 32.62	\$ 34.25
41	<ul style="list-style-type: none"> ▪ Administrative Assistant III ▪ Job Developer ▪ Purchasing Agent ▪ Student Activities Specialist 	\$ 28.88	\$ 30.33	\$ 31.84	\$ 33.44	\$ 35.09
42	<ul style="list-style-type: none"> ▪ Academic Support Specialist ▪ Accountant ▪ Admissions and Record Coordinator * ▪ Admissions and Record Evaluator ▪ HVAC/R Technician ▪ Lab Assistant II - Allied Health ▪ Lab Assistant II - Art ▪ Lab Assistant II - Culinary Arts ▪ Lab Assistant II - Multimedia ▪ Maintenance Technician ▪ Producer, Radio ▪ Research Data Specialist ▪ Schedule/ Catalog Data Specialist ▪ Traffic Coordinator, TV ▪ Veterans Services Coordinator 	\$ 29.62	\$ 31.10	\$ 32.65	\$ 34.28	\$ 35.99
43	<ul style="list-style-type: none"> ▪ Curriculum Coordinator ▪ Senior Payroll Technician* 	\$ 30.35	\$ 31.86	\$ 33.45	\$ 35.13	\$ 36.88
44	<ul style="list-style-type: none"> ▪ Athletic Trainer ▪ Graphic Specialist ▪ Planetarium Production & Presentation Coordinator ▪ Project Analyst ▪ Senior Producer, Radio** ▪ Telecommunications Engineer** ▪ User Liaison 	\$ 31.11	\$ 32.66	\$ 34.28	\$ 35.99	\$ 37.81

* Lead, Advanced, or Senior Level Classification

** Under Review

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**Classified Salary Schedule
Board Approved 07/14/2022**

RANGE	POSITION	STEP				
		A	B	C	D	E
45	<ul style="list-style-type: none"> ▪ Administrative Coordinator * ▪ Development Coordinator ▪ EOPS Coordinator ▪ Financial Aid Coordinator * ▪ Interpreting Services Specialist 	\$ 31.89	\$ 33.48	\$ 35.16	\$ 36.90	\$ 38.77
46	<ul style="list-style-type: none"> ▪ Coordinator, Outreach and Relations with Schools ▪ Coordinator, Student Success Services and Programs ▪ Distance Education Systems Administrator ▪ Environmental Health & Safety Specialist ▪ Senior Accountant * 	\$ 32.68	\$ 34.33	\$ 36.02	\$ 37.84	\$ 39.72
47	<ul style="list-style-type: none"> ▪ 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 * 	\$ 33.49	\$ 35.17	\$ 36.94	\$ 38.79	\$ 40.73
48	<ul style="list-style-type: none"> ▪ Alternative Media and Assistive Technology Specialist ▪ Program/Content Coordinator, KVCR 	\$ 34.35	\$ 36.05	\$ 37.85	\$ 39.78	\$ 41.75
49		\$ 35.18	\$ 36.94	\$ 38.80	\$ 40.75	\$ 42.77
50	<ul style="list-style-type: none"> ▪ Marketing & Communications Coordinator - KVCR/FNX ▪ Laboratory Technician II - Anatomy & Physiology ▪ Laboratory Technician II - Microbiology ▪ Producer/Director, TV ▪ Program Coordinator ATTC** ▪ RF/ Microwave Engineer, Radio** ▪ Senior Theatre Arts Technical Support Specialist * ▪ Technology Support Specialist 	\$ 36.07	\$ 37.86	\$ 39.79	\$ 41.76	\$ 43.84
51		\$ 36.95	\$ 38.82	\$ 40.77	\$ 42.81	\$ 44.95
52	<ul style="list-style-type: none"> ▪ Laboratory Technician III - Chemistry ▪ Telecommunications Specialist 	\$ 37.88	\$ 39.80	\$ 41.80	\$ 43.87	\$ 46.06
53	<ul style="list-style-type: none"> ▪ Contracts and Liability Specialist ▪ Data Analyst 	\$ 38.84	\$ 40.78	\$ 42.82	\$ 44.97	\$ 47.22
54	<ul style="list-style-type: none"> ▪ Budget Analyst ▪ Instructional Technology Specialist ▪ Research Analyst ▪ Web Developer 	\$ 39.82	\$ 41.81	\$ 43.88	\$ 46.08	\$ 48.39
55		\$ 40.80	\$ 42.84	\$ 44.99	\$ 47.25	\$ 49.61
56		\$ 41.83	\$ 43.90	\$ 46.10	\$ 48.42	\$ 50.83
57	<ul style="list-style-type: none"> ▪ Systems Analyst <p>Advanced or Senior Level Classification</p>	\$ 42.87	\$ 45.01	\$ 47.27	\$ 49.63	\$ 52.12

** Under Review

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

**Classified Salary Schedule
Board Approved 07/14/2022**

RANGE	POSITION	STEP				
		A	B	C	D	E
58		\$ 43.95	\$ 46.15	\$ 48.46	\$ 50.86	\$ 53.39
59		\$ 45.04	\$ 47.29	\$ 49.65	\$ 52.14	\$ 54.75
60		\$ 46.17	\$ 48.47	\$ 50.88	\$ 53.45	\$ 56.12
61		\$ 47.32	\$ 49.69	\$ 52.17	\$ 54.78	\$ 57.51
62		\$ 48.51	\$ 50.94	\$ 53.48	\$ 56.14	\$ 58.95
63	<ul style="list-style-type: none"> ▪ Senior Programmer/Analyst * ▪ Senior Research and Planning Analyst * ▪ Senior Technology Support Specialist * ▪ Senior Web Developer * 	\$ 50.02	\$ 52.53	\$ 55.16	\$ 57.90	\$ 60.81
64		\$ 51.27	\$ 53.83	\$ 56.53	\$ 59.35	\$ 62.32
65		\$ 52.55	\$ 55.18	\$ 57.95	\$ 60.82	\$ 63.87
66		\$ 53.86	\$ 56.55	\$ 59.37	\$ 62.35	\$ 65.46

* Lead, Advanced, or Senior Level Classification

** Under Review

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: February 8, 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.





Employee Promotions

Submitted for Board Approval February 8, 2024

[v.1.22.2024.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Fulgham III, Abe	DSO EDCT Assistant Manager, Workforce Development Management Salary Schedule Range 6, Step B	DSO EDCT Manager, Workforce Development Management Salary Schedule Range 10, Step A	Timothy Vasquez	High Road Training Partnerships	02/09/24
Elias, Manuel	DSO EDCT Grant Technician Classified Salary Schedule Range 34, Step B	DSO EDCT Assistant Manager, Workforce Development Management Salary Schedule Range 6, Step A	Briana Flores	California Manufacturing Technology Consulting and Employment Training Panel	02/09/24

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, Payroll, & Police Services

DATE: February 8, 2024

SUBJECT: Consideration of Approval of Management Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve tuition reimbursements for the following management employee:

- Kenneth Owens to pursue a Doctorate in Education degree from the American College of Education.

OVERVIEW

Kenneth Owens is the Police Sergeant in the Police Department at District Support Services and plans to start this program on February 19, 2024.

ANALYSIS

This request is in compliance with Administrative Procedure 7260 which allows that Classified Supervisors shall be eligible for tuition cost reimbursement from an accredited institution and that all courses for which a manager is seeking reimbursement be approved by the Board of Trustees.

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 this reimbursement will be covered by the appropriate 2023-2024 General Fund budget.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: February 8, 2024

SUBJECT: Consideration of Ratification of Memorandum of Understanding (MOU) between SBCCD and the San Bernardino Community College District Police Officers' Association (SBCCDPOA)

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Memorandum of Understanding (MOU) between the SBCCD and the San Bernardino Community College District Police Officers' Association (SBCCDPOA) regarding:

- Article 7 Pay and Allowances

OVERVIEW

The SBCCD and the SBCCDPOA met and entered into the attached Memorandum of Understanding (MOU), regarding Article 7 Pay and Allowances.

ANALYSIS

The attached is based on negotiations between SBCCD and the SBCCDPOA and is subject to ratification by the governing boards of both bodies.

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 SBCCDPOA salaries and benefits is to become part of the appropriate budgets, where applicable.



**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT POLICE OFFICERS
ASSOCIATION**

December 20, 2023

Terms and Conditions: This Memorandum of Understanding (“MOU”) is entered by and between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (“District”) and the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT POLICE OFFICERS ASSOCIATION (“Association”), collectively, “the parties.”

WHEREAS, the intent is to continue being competitive within our region in offering one of the best total compensation packages in the surrounding area;

WHEREAS, the District continues to keep all employee groups within the median range based on total compensation with comparison districts;

WHEREAS, the District is making the commitment to all employees by implementing this formula, as long as there is additional revenue, we are distributing the majority of those revenues to our employees;

WHEREAS, this formula represents projected enrollment growth with the certainty of reaching these enrollment goals and showing our commitment to employees now by distributing these estimated revenues;

THEREFORE, for fiscal years 23-24; 24-25; and 25-26, total compensation (e.g. salary, health and welfare benefits) will be determined using the formula below, and will resolve negotiations for each year with regard to Article 7 and Article 10.

The bargaining unit shall receive its proportionate share of the increased unrestricted revenue which is above an established base amount less mandatory expenditures as illustrated in Attachment A. The bargaining unit's proportionate share of such revenues will be based upon:

- 1) The unit's total salary and benefit cost, including the cost of District contribution towards health coverage for all eligible POA position(s) which is compared to the total District salary benefit and contribution costs for authorized/filled positions of all District employee groups.
- 2) Authorized/filled positions which are funded from special programs/categorical funds are excluded from both the Association's unit's cost and other employee group costs.
- 3) Attachment A will be updated on an annual basis at the time the State Final Budget is approved (typically the month of July).

Attachment A provides the methodology as to how POA’s “proportionate share” is calculated.

For the purposes of this Tentative Agreement, revenue is defined as the Total Computational Revenue ("TCR") less any revenue shortfall, as estimated by the State Chancellor's Office. The TCR includes revenue categories for COLA, base increases, growth, as well as other rate increases included in the Student-Centered Funding Formula. Estimated increased unrestricted revenue is calculated by comparing the TCR from the State Chancellor's Office (referred to by State Chancellor’s Office as Exhibit C) or the

prior year to estimated revenue for the upcoming year, using the most current rates and guidance by the State Chancellor's Office.

Any reference to the prior year refers to the fiscal year preceding one of the contract years stated above.

According to the current estimates, the formula will distribute over 80% to employees to cover increases in benefits, step and column. In the event that there is any "remaining amount" as indicated in Attachment A, that amount will be allocated proportionally (using the formula to determine "proportionate share" as indicated in Attachment A) to the Association to use in a manner it sees fit.


- 1) Effective July 1, 2023, the salary schedule shall increase to ten (10) steps (G, H, I, J) with 3.0% differential between steps, totaling 12%. POA or the District may re-open Article 7: Pay and Allowances for the 2024-2025 year as outlined in Article 24: Completion of Meet and Negotiation to view the formula and see the proportionate share that will be applied.
- 2) The results of the Compensation and Classification study shall be considered, with the goal being to get all positions as close as reasonably possible to the median based on the District's salary philosophy.
- 3) The above language regarding Section 7.1 will be placed within Article 7: Pay and Allowances once negotiations for the 2023-2026 Collective Bargaining Agreement are completed.

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

For the District
Date: 12/20/23

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

For the Association
Date: 12/20/23


James Quigley, Interim President, Police Officers Association

ATTACHMENT A

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SALARY INCREASE FORMULA
FISCAL YEAR 2023-2024**

DESCRIPTION	AMOUNTS	NOTES
Forecasted Revenue over FY23	\$ 8,713,156	Includes Forecasted Enrollment Growth
Step and Column Amount		
Academic	381,170	
Classified	450,025	
Confidential	40,080	
Management (Academic)	365,315	
Management (Executive)	52,818	
POA	22,462	
Total Step and Column Amount	1,311,870	
Benefits Increase	1,063,824	
Retirement Increase	753,815	
Increase for 9% of 4000s to 6000s	1,416,015	
Annual Expense Increase	4,545,524	
REVENUE LESS EXPENSES	\$ 4,167,632	

Internal Calculations			
Increase for 4000s to 6000s Object Codes			
	Increase for 1% to the 4000s to 6000s Object Codes	\$	157,335
	Percentage		9%
	Total Amount for 4000s to 6000s Object Codes	\$	1,416,015
Unit	1% Amount		Proportional Amount Per Unit
Confidential	21,115		95,018
CSEA	332,633		1,496,849
CTA	351,971		1,583,870
POA	7,080		31,860
Management	174,668		786,006
Executive Management	25,524		114,858
Totals	\$ 912,991	\$	4,108,460
	Remaining Amount:	\$	59,172

Total for Step and Column + Benefits + Retirement Costs	\$ 3,129,509
Percent Equivalent Step and Column + Benefits + Retirement Costs	3.43%
Maximum Parameter Percentage for Salary Increase	4.50%
Maximum Parameter Amount for Salary Increase	\$ 4,108,460
Total Effective Increase	7.93%
Amount of Additional Revenues Towards Employees	\$ 7,237,969
Percentage of Additional Revenues Toward Employees	83.07%

POA Salary Schedule
Pending Board Approval 02/08/24

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
50	College Police Officer	\$ 36.07	\$ 37.86	\$ 39.79	\$ 41.76	\$ 43.84	\$ 45.16				
		\$ 37.69	\$ 39.57	\$ 41.58	\$ 43.64	\$ 45.82	\$ 47.20	\$ 48.61	\$ 50.07	\$ 51.57	\$ 53.12

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, Payroll & Police Services

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC

DATE: February 8, 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.





Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 8, 2024

[v.1.24.2024.p.1|5]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Buechler, Shane Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Castillo, Andrew Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Castro, Liliana Extended Opportunity Programs and Services (EOPS)	CHC	02/12/24	05/22/24	\$57.00	200	\$11,400.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS
Celement, Brooke Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Drake-Green, Penny Marie Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Garcia, Maria Student Health Fees	CHC	01/16/24	05/21/24	\$59.00	144	\$8,496.00	College Nurse, Health and Wellness <i>Amendment: Employee will not be working spring 2024 as originally anticipated. Original submission approved at 12/08/23 board meeting</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 8, 2024

[v.1.24.2024.p.2]5

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Garica-Loza, Alberto Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Girgsby, Michael Edward Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Grounds, John Perkins/Strong Workforce Restricted Funds	CHC	06/01/24	06/30/24	\$52.00	100	\$5,200.00	EMS Earn While You Learn Program
Ramirez, Jamie Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Mansourian, Farhad Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Mattson, Carol Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
McNairy, Stephanie Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 8, 2024

[v.1.24.2024.p.3]5

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Millan, Christopher Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Mogrovejo, Pablo Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Molloy, David Perkins/Strong Workforce Restricted Funds	CHC	06/01/24	06/30/24	\$52.00	100	\$5,200.00	EMS Earn While You Learn Program
Moody, Amanda Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Patino, George Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Ramos, Erika Extended Opportunity Programs and Services (EOPS)	CHC	02/12/24	05/22/24	\$57.00	200	\$11,400.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in EOPS
Rojas, Daniel Strong Workforce/Perkins Funds	CHC	12/11/24	12/31/24	\$52.00	24	\$1,248.00	Respiratory Bachelor's Curriculum Work <i>Amendment: Additional hours added to existing approved agreement.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 8, 2024

[v. 1.24.2024.p.4|5]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Sosa, Sara Contract Education Categorical Fund	CHC	01/02/24	02/11/24	\$52.00	5	\$260.00	Mandated Reporter Training <i>Ratification: Department was waiting to solidify participating faculty.</i>
Castro, Anthony Instruction Office-General Fund	SBVC	01/02/24	06/30/24	\$52.00	50	\$2,600.00	Coursedog Implementation <i>Ratification. The work and deadlines for this project occurred before the prior board submission deadlines.</i>
Copeland, Mary Instruction Office-General Fund	SBVC	01/02/24	06/30/24	\$52.00	50	\$2,600.00	AB 928 Implementation <i>Amendment. Additional hours are needed to continue the work of the AB 928 implementation. Ammendemt updates original Board approval on 12/08/23.</i>
Garibay, Thalia Middle College Grant Funds	SBVC	01/12/24	05/20/24	\$61.00	376	\$22,936.00	Adjunct Counselor Middle College <i>Amendment. Not to exceed amount recalculated from original 01/11/24 Board submission.</i>
Hecth, Andrea Instruction Office-General Fund	SBVC	01/02/24	06/30/24	\$52.00	50	\$2,600.00	AB 928 Implementation <i>Amendment. Additional hours are needed to continue the work of the AB 928 implementation. Ammendemt updates original Board approval on 12/08/23.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 8, 2024

[v.1.24.2024.p.5]5]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Herrera, Jamie Instruction Office-General Fund	SBVC	01/02/24	06/30/24	\$52.00	50	\$2,600.00	AB 928 Implementation <i>Amendment. Additional hours are needed to continue the work of the AB 928 implementation. Ammendemt updates original Board approval on 12/08/23.</i>
Vansant, Robert Instruction Office-General Fund	SBVC	08/08/23	12/15/23	\$52.00	126	\$6,552.00	Grievance Resolution <i>Ratification: Late notification received by the campus.</i>
Wallace, Christopher Student Equity & Success Categorical Fund	SBVC	02/19/24	06/30/24	\$65.00	280	\$18,200.00	Adjunct Counseling
Wilkins, Janice Instruction Office-General Fund	SBVC	01/02/24	06/30/24	\$52.00	50	\$2,600.00	AB 928 Implementation <i>Amendment. Additional hours are needed to continue the work of the AB 928 implementation. Ammendemt updates original Board approval on 12/08/23.</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: February 8, 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.





Payment of Stipends

Submitted for Board Approval February 8, 2024

[v.1.19.2024.p.2|2]

Faculty Chair – 01/09/24 – 06/30/24

Ratification: Duties started prior to board approval due to department need as a result of recent department chair vacancy.

Employee Name	Location Assignment	Department	Stipend
Ontiveros, Doris	SBVC	Pharmacy Technology	\$2,500.00

Assistant Coach – 12/18/23 – 06/30/24

Employee Name	Location Assignment	Department	Stipend
Koenig, Taylor	SBVC	Softball	\$5,000.00
Paramo, Patrick	SBVC	Baseball	\$4,000.00*

**Amendment: The Head Coach revised the original approved stipend amount that was Board approved on 1/04/24 for the amount of \$3,000 to increase to \$4,000 as presented.*

Assistant Coach – Spring 2024

Employee Name	Location Assignment	Department	Stipend
Sparks, Austin	CHC	Mens Swimming	\$5,000.00

Other – 11/04/23 – 12/16/23

Completion of Peer Online Course Review training as required for local POCR Certification.

Ratification: Course registration timeline and limited availability required immediate enrollment.

Employee Name	Location Assignment	Department	Stipend
Lillard, Sheri	SBVC	Chemistry	\$1,500.00

Other – 02/08/24 – 05/21/24

H RTP grant funded nursing concurrent enrollment program coordinator to act as a liasion for student pursuing BSN degrees at other institutions while attending SBVC. Funding source is the High Road Training Partnership Grant.

Employee Name	Location Assignment	Department	Stipend
Herrera, Jamie	SBVC	Nursing	\$10,000.00

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, Payroll & Police Services

DATE: February 11, 2024

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

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Placement of Classified Employees on the 39-Month Reemployment List

Submitted for Board Approval February 11, 2024

[v.1.18.2024.p.2]2]

Employee Name Title	Location Assignment	Department	Effective Date
Davis, Angela Contracts Technician	DSO	Fiscal, Administrative, and Media Services	02/26/24
Esparza Gastelum, Maria Food Services Worker	SBVC	Cafeteria	02/29/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

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

DATE: February 8, 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

Professional Experts and Short-Term employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested to maintain competitive rates in our area for licensed counselors.

ANALYSIS

The campus has a need for licensed mental health clinicians to improve student access to skilled licensed professional therapeutic counselors. We are recommending the addition of a Licensed Mental Health Clinician to the Professional Expert Employee list. A three tier pay scale is recommended to account for years of licensed experience and desirable complimentary skill that will serve the needs of the campus. Ability to supervise trainees and associates as outlined in the Board of Behavioral Health regulations, and/or ability to provide bilingual counseling services would influence placement on the tiered pay scale.

- Licensed Mental Health Clinician I \$65.00/hour
 - Licensed Mental Health Clinician II \$70.00/hour
 - Licensed Mental Health Clinician III (NS) \$75.00 to \$95.00/hour
 - Licensed Mental Health Clinician III (S) \$80.00 to \$100.00/hour
- (NS= Not supervising; S= Supervising)

The Tutor I/II/III position hourly rates are being updated to align with the recent increase to the California State minimum wage rate and to make the position(s) comparable to other CCD's in the region.



The Human Resources Intern position is being added to provide opportunities for students and recent graduates to align with our commitment to supporting education and fostering professional development.

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 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



Rates of Pay for Professional Expert Employees

Pending Board Approval: February 8, 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	\$16.00 to \$17.00
Caltrans Program Work Crew Driver	\$22.00 to \$25.00
Camera & Lighting Technician	\$16.00 to \$20.00
Closed Caption Editor I	\$16.00
Closed Caption Editor II	\$16.00 to \$20.00
Closed Caption Editor III	\$21.00 to \$30.00
Content Specialist (FNX and Marketing & Public Relations)	\$16.00 to \$40.00
Counseling Trainee	\$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	\$16.00
EMT(EMS)/Respiratory Care/Fire Tech PE/ASL Specialist	\$30.00
Fire Academy Instructor	\$45.00
Fire Agility Group Leader/Proctor	\$16.00
Fire Operations Specialist	\$55.00
Foster Parenting Education	\$45.00
FTVM Intern I / II / III	\$16.00/\$17.00/\$18.00
Grant Program Assistant (Categorical)	\$35.00
Grant Writer I/II/III	\$30.00/\$40.00/\$55.00
Human Resources Intern	\$20.00 to \$49.00
Interpreting/Transliterating Level 0 (Mentoring)	\$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
Licensed Mental Health Clinician I	\$65.00
Licensed Mental Health Clinician II	\$70.00
Licensed Mental Health Clinician III (not qualified to supervise)	\$75.00
Licensed Mental Health Clinician III (qualified to supervise)	\$80.00
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



Rates of Pay for Professional Expert Employees

Pending Board Approval: February 8, 2024

Effective January 1, 2024

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
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
Post Masters Counseling Associate (with specialized experience)	\$55.00
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	\$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 \$17.00/\$18.00/\$19.00
TV Closed Captioning	\$16.00 to \$17.00
Workforce Development/PDC Trainer	\$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.

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: February 8, 2024

SUBJECT: Consideration of Approval to Reaffirm Guiding Principles for the FCC Auction Proceeds

RECOMMENDATION

It is recommended that the Board of Trustees affirm the Guiding Principles for the FCC Auction Proceeds as attached, reflecting no changes from the February 9, 2023, affirmation.

OVERVIEW

In July 2017, SBCCD was the recipient of \$157 million in FCC Auction Proceeds in exchange for the transition of KVCR-DT from UHF to VHF. After much discussion, a set of guiding principles was developed, reviewed by collegial process, and approved by the Board of Trustees. These guiding principles are reviewed periodically by the Board of Trustees for revision or reaffirmation.

ANALYSIS

The Guiding Principles were last reviewed and revised by the Board of Trustees in February of 2023. In accordance with sound practice, they are once again being submitted for review, discussion, and affirmation. The Board of Trustees Finance Committee reviewed these principles on January 11, 2024, and voted to recommend to the full Board a reaffirmation of the existing principles with no changes.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Proceeds shall continue to be invested in a manner that serves the San Bernardino Community College District students.





Guiding Principles for the FCC Auction Proceeds

Board Affirmed February 9, 2023

Submitted for Board Review and Reaffirmation February 8, 2024

[v.1.12.2024.p.1|1]

Overarching

1. Our students are our core mission and we will focus our resources on their success.
2. All FCC auction proceeds activity shall be transparent.

Principal Investment

3. Proceeds shall be invested in a manner that serves SBCCD.
4. Principal amount shall not be used as a resource for ongoing expenditures unless approved by the Board of Trustees.
5. Investments should include real estate and a diversified portfolio.

Revenue Generated from Investments

6. Revenue generated from the investment of proceeds shall help SBCCD meet the goals outlined in the strategic plan.
7. Annual revenue amount shall be subject to annual allocation and follow existing collegial consultation and established budget processes.

No Proposed Changes

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: February 8, 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.





District & College Expenses

Submitted for Board Approval February 8, 2024

[v.1.18.2024.p.1|1]

Requestor	Conference
<p>Site CHC</p> <p>Name Rejoice Chavira</p> <p>Department Counseling</p> <p>Estimated Cost \$1,400</p>	<p>National Conference on Race & Ethnicity in Higher Education (NCORE), 36th Annual Conference</p> <p>Dates of Travel 05/28/2024 – 06/01/2024</p> <p>Location Honolulu, HI</p> <p>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. The conference will allow Individuals and teams to work collaboratively under the guidance, tutelage and expertise of recognized and effective scholars, practitioners, and change makers.</p> <p>Funding Source Equal Employment Opportunity Grant Fund</p>
<p>Site DSO</p> <p>Name Nohemy Ornelas</p> <p>Department Educational & Student Support Services</p> <p>Estimated Cost \$4,500</p>	<p>National Conference on Race & Ethnicity in Higher Education (NCORE), 36th Annual Conference</p> <p>Dates of Travel 05/27/2024 – 06/02/2024</p> <p>Location Honolulu, HI</p> <p>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. The conference will allow Individuals and teams to work collaboratively under the guidance, tutelage and expertise of recognized and effective scholars, practitioners, and change makers.</p> <p>Funding Source Professional Development Center General Fund</p>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: February 8, 2024

SUBJECT: Consideration of Ratification for Contracts at or Above \$114,500

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 \$114,500.

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 \$114,500. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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



**Contracts and Agreements
Over \$114,500**

Board Date 02/08/2024

1 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
22996	Atkinson Andelson Loya Ruud & Romo	SBCCD	Legal	\$1,200,000.00	\$300,000.00
	Legal services; Rate schedule plus out of pocket expenses; funded through general funds and bond funds; this is to approve an increase in the not to exceed amount by \$300,000			07/01/2022 to 06/30/2024	
26685	California State University - San Bernardino	District Police/ SBCCD	Dispatch Services	\$1,104,262.62	
	Dispatch Services - Provide as a safety measure for District Police with communications and dispatch services;			07/01/2023 to 06/30/2028	
26717	DLR Group, Inc.	Facilities Planning/SBCCD	Professional Services	\$1,082,976.00	
	Professional Services - Architect services for space utilization and programming study for SBCCD			02/12/2024 to 12/31/2024	
26676	DW Cloud Tech dba Ideametirics	TESS/SBCCD	Professional Services	\$341,600.00	
	Professional Services - Consultants and Technical Support for Oracle Cloud revised chart of accounts implementation			11/30/2023 to 06/30/2024	

**Contracts and Agreements
Over \$114,500**

Board Date 02/08/2024

2 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
26649	Media Management LLC	KVCR/KVCR	Tech Support Services	\$570,601.83	
	On-going support for PMM Master Control and media management; sole source			10/13/2023 to 0/30/2026	
26697	Palo Verde CCD	EDCT/SBCCD	Subgrantee	\$374,668.00	
	Subgrantee - for Training in the Heath Industry Sectors			08/14/2023 to 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: Steven J. Sutorus, Business Manager

DATE: February 8, 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.





District & College Expenses

Submitted for Board Approval February 8, 2024

[v. 1.23.2024.p.1|8]

Event Information

Date(s)

12/04/2023 to
12/06/2023

Winterfest, SBVC Campus

To be purchased are meals, food trucks, supplies, and snow. Destress event for students mental health. Events and workshops for students to destress going into finals week. Estimated attendance is 200 faculty, staff and students. Paul Bratulin was chaperone.

Site

SBVC

Estimated Cost

\$10,000

Funding Source(s)

Student Equity & Success Categorical Fund

Ratification/Amendment

This item is being ratified due to event details being provided after the Board submission date.

Date(s)

12/21/2023

Tour of Toys, San Bernardino

To be purchased are meals and bus cost. Black Faculty Staff Association sponsored this event which provided SBVC information to community members. Toys were distributed to our community children. Estimated attendance is 200 community members. Veada Benjamin and April Dale served as coordinators.

Site

SBVC

Estimated Cost

\$3,000

Funding Source(s)

Black Faculty Staff Association and Student Equity & Success Categorical Fund

Ratification/Amendment

This item is being ratified due to event details being provided after the Board submission date.



District & College Expenses

Submitted for Board Approval February 8, 2024

[v.1.23.2024.p.2|8]

Event Information

Date(s)

01/16/2024 to
01/18/2024

Site

SBVC

Estimated Cost

\$8,000

Spring Week of Welcome

To be purchased are meals and refreshments, contracts, supplies/décor, giveaways. The Office of Student Life and First Year Experience are sponsoring the Spring Week of Welcome event to promote student engagement and provide campus resources to new and returning students. Anticipated attendance, 500 students, faculty, staff. Facilitators: Marie Maghuyop, Aida Gil, LaCretia Smith and Maritza Portillo.

Funding Source(s)

Student Retention and Outreach Categorical Fund; SBVC-Basic Needs Food and Housing Support Categorical Fund

Ratification/Amendment

This item is being ratified due to event details being provided after the Board submission date.

Date(s)

01/16/2024

Site

DSO | EDCT

Estimated Cost

\$3,000

Probation - Creating Pathways

To be purchased are refreshments. Community Resources Fair for San Bernardino County Probation Department to inform Probation Officers and staff of available resources and referral processes at California University for Science and Medicine (Colton, CA). Anticipated attendance is 200, Probation Officers and staff, service providers, community-based organization staff, and SBCCD staff. SBCCD facilitators include Kurt Augsburg, Avi Nair, and Manuel Elias.

Funding Source(s)

Professional Development Probation Categorical Fund

Ratification/Amendment

This item is being ratified due to scheduling delays.



District & College Expenses

Submitted for Board Approval February 8, 2024

[v.1.23.2024.p.3|8]

Event Information

Date(s)

01/31/2024 to
02/02/2024

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.

Site

CHC

Funding Source(s)

Perkins Grant Categorical Fund

Estimated Cost

\$2,400

\$5,000

Ratification/Amendment

This item was originally approved on 01/11/2024, and is now being amended due to an increase in estimated cost.

Date(s)

02/10/2024

25th Annual Los Angeles Black College Expo

To be purchased are meals and refreshments. Counseling and Matriculation is sponsoring 40 students to attend the Expo in Los Angeles to gather information about area colleges. Chaperones are Keynasia Buffong and Oscar Rodriguez.

Site

SBVC

Funding Source(s)

Student Success and Support Program (SSSP) Categorical Fund

Estimated Cost

\$4,000

Date(s)

02/10/2024

Black College Exposition Field Trip

To be purchased are bus transportation, admission fee and meals. The Black College Expo is a fair with over 100 Historically Black Colleges and Universities (HBCUs). The goal is to expose our African American and other interested students to HBCUs, especially since there are no HBCUs in California. They are located primarily in the South and Eastern parts of the US. This fair will be held at the Los Angeles Convention Center. Goals: exposure, access and transfer to an HBCU.

Site

CHC

Funding Source(s)

Student Equity Categorical Fund

Estimated Cost

\$2,500



District & College Expenses

Submitted for Board Approval February 8, 2024

[v.1.23.2024.p.4|8]

Event Information

Date(s)

02/12/2024 to
02/17/2024

Site

SBVC

Estimated Cost
\$22,000

Kennedy Center American College Theatre Festival

To be purchased are travel expenses including registration, lodging, per diem, and transportation. The Theatre department will send 16 students nominated by KCACTF and one faculty member to travel to Glendale, CA to attend the festival this year.

Funding Source(s)

Performing Arts Club Trust, Theatre Program Trust, and Arts & Lectures and Diversity General Funds

Date(s)

02/14/2024

Site

DSO | EDCT

Estimated Cost
\$3,000

Probation – Workforce Opportunities

To be purchased are refreshments. Community Resources Fair for San Bernardino County Probation Department to inform Probation Officers and staff of available resources and referral processes at California University for Science and Medicine (Colton, CA). Anticipated attendance is 200, Probation Officers and staff, service providers, community-based organization staff, and SBCCD staff. SBCCD facilitators include Kurt Augsburger, Avi Nair, and Manuel Elias.

Funding Source(s)

Professional Development Probation Categorical Fund

Date(s)

02/14/2024

Site

SBVC

Estimated Cost
\$3,000

Dedicated Engagement to Empower Part-Timers (D.E.E.P.) Program Orientation

To be purchased are meals, refreshments, and giveaways. The D.E.E.P Program is orienting its new students to the program and introducing them to the program staff and faculty. Anticipated attendance is 60 students, faculty, and staff. The staff and faculty leading this event is Ayanna Spivey and Dominique Johnson.

Funding Source(s)

Student Retention & Outreach Categorical Fund



District & College Expenses

Submitted for Board Approval February 8, 2024

[v.1.23.2024.p.5]8]

Event Information

Date(s)

02/20/2024

Spring Club Rush 2024

Site

SBVC

To be purchased are supplies, décor, meals and refreshments, contracts, marketing material/flyers. The Office of Student Life is sponsoring the Spring Club Rush event to promote current campus clubs and encourage students to join. Anticipated attendance, 300 students, faculty and staff. The facilitator is Marie Maghuyop.

Estimated Cost

\$10,000

Funding Source(s)

ICC Funding Request Trust and Associated Students Fund

Date(s)

02/27/2024

CSU San Bernardino & Murillo Family Observation Field Trip

Site

CHC

To be purchased are meals, refreshments. This is a campus visit to Cal State San Bernardino to encourage transfer to the university. Students will engage in a campus tour, admission presentation, dinner on campus and a visit to the Murillo Family Observatory for an educational STEM activity on the solar system.

Estimated Cost

\$2,500

Funding Source(s)

Student Equity Categorical Fund

Date(s)

03/06/2024

International Women's Day Event

Site

SBVC

To be purchased are meals and refreshments, contract for guest speaker, and giveaways. Sponsored by Student Health Services, the event will be a celebration for International Women's Day and will focus on the topics of mindfulness, and self-compassion. This is to provide a safe space for students to come together and support each. Anticipated attendance is 60 students and staff. The facilitator is Elaine Akers.

Estimated Cost

\$10,000

Funding Source(s)

Mental Health Services Support Categorical Fund



District & College Expenses

Submitted for Board Approval February 8, 2024

[v.1.23.2024.p.6|8]

Event Information

Date(s)

03/06/2024 to
03/08/2024

Site

SBVC & CHC

Estimated Cost

\$20,000

A2MEND Conference in Los Angeles

To be purchased are lodging, registration, transportation, and meals for students and advisors. Students from both campuses will be attending the 17th Annual African American Male Student Success Summit Conference in Los Angeles. Twenty students from SBVC and ten students from CHC. Keenan Giles, Alan Ervin, and Daniel Word will serve as chaperones.

Funding Source(s)

Student Equity & Success Categorical Funding from both campuses

Date(s)

03/16/2024 to
03/19/2024

Site

SBVC

Estimated Cost

\$30,000

American Student Association of Community Colleges 2024 National Student Advocacy Conference in Washington, D.C.

To be purchased are registration, lodging, airfare, per diem, and transportation. Three staff and approximately 11 student members of the Associated Student Government will be in attendance. The conference focuses on issues critical to the success and persistence of community college students. The American Student Association of Community Colleges is dedicated exclusively to the community college student leaders and strive to provide opportunities for these students to network and share a common voice on national issues. Dr. Raymond Carlos, Maritza Portillo and LaCretia Smith will serve as chaperones.

Funding Source(s)

Student Representation Fee; Associated Students Fund; Student Life Trust

Date(s)

03/18/2024 to
03/23/2024

Site

SBVC

Estimated Cost

\$55,000

Historically Black Colleges and Universities (HBCU) Tour to Delaware and Virginia

To be purchased are lodging, meals, flight, and transportation from SBVC to airport and back. Eighteen students and three advisors will be attending the Historically Black Colleges Universities Tour. Students will have the opportunity to tour various campuses in Delaware and Virginia to learn about programs available to them. Dr. Anthony Blacksher, Frederick Jones, and Ayanna Spivey will serve as chaperones and advisors.

Funding Source(s)

Student Equity & Success and Outreach & Retention Categorical Funding



District & College Expenses

Submitted for Board Approval February 8, 2024

[v.1.23.2024.p.7|8]

Event Information

Date(s)

03/28/2024

Health and Wellness Fair

To be purchased are meals, refreshments and DJ entertainment. Students and staff to participate to promote health and wellness.

Site

CHC

Funding Source(s)

Mental Health Categorical Fund

Estimated Cost

\$3,000

Ratification/Amendment

Details were not finalized prior to Board deadline.

Date(s)

04/03/2024

Adult Education Open House & Resource Fair

To be purchased are meals, refreshments, and giveaways. The Dedicated Engagement to Empower Part-Timers (D.E.E.P) Program and SBVC Adult Education program is bringing in new and prospective students to campus to introduce them to the programs and community partners that support adult aged students. Anticipated attendance is 150 students, staff, and community organizations. The staff and faculty leading this event are Ayanna Spivey, Maria Lopez, and Pedro Gonzalez.

Site

SBVC

Funding Source(s)

Student Retention & Outreach Categorical Fund

Estimated Cost

\$10,000

Date(s)

04/17/2024

San Diego Safari Park

To be purchased are entry tickets and lunch for 56 SBVC students from the Science Division.

Site

SBVC

Funding Source(s)

STEM-MESA Center General Fund

Estimated Cost

\$4,000



District & College Expenses

Submitted for Board Approval February 8, 2024

[v. 1.23.2024.p.8|8]

Event Information

Date(s)
05/06/2024 to
05/10/2024

Mental Health Week

To be purchased are meals, refreshments and speaker. This event is for students to promote health and wellness on campus and will include Art with Impact workshops.

Site
CHC

Funding Source(s)
Mental Health Categorical Fund

Estimated Cost
\$4,000

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather Ford, Executive Administrative Assistant

DATE: February 8, 2024

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

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



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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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



Individual Memberships

Submitted for Approval February 8, 2024

[v.2.7.2024.p.1|1]

SITE, INDIVIDUALS, AND AMOUNT	MEMBERSHIP AND FUNDING SOURCE
<p>Anna Mendez District Servies Operations Print Shop \$350</p>	<p>In-Plant Printing & Mailing Association Print Shop General Fund</p>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: February 8, 2024

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2024-25 nonresident tuition fee of \$406 and the election of a nonresident capital outlay fee in the amount of \$151.

OVERVIEW

Education Code 76140 requires that the Board of Trustees adopt a nonresident tuition fee for the following fiscal year no later than March 1. In addition, Education Code 76141, allows districts to elect a nonresident capital outlay fee, based on approved state calculations.

ANALYSIS

Per the attached worksheets, SBCCD has selected Option B.1, statewide average cost, in the amount of \$406 as its nonresident tuition fee for 2024-25. In addition, the District has elected to charge the nonresident capital outlay fee of \$151 per the approved state computation.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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



District:	San Bernardino Community College District		
Term:	Semester		
Nonresident Tuition Fee Options			
A.1	District Average Cost		
	A. District Expense of Education for Base Year	\$	149,226,472
	B. District Annual Total FTES		13,211
	C. Average Expense of Education per FTES (A/B)	\$	11,295
	D. U.S. Consumer Price Index Compound Factor		1.0540
	E. Average Cost per FTES for Tuition Year (C x D)		11,905
	F. Nonresident Tuition Fee per Semester Unit (E/30)		397
A.2	District Average Cost with 10 Percent or More Noncredit FTES		
	Noncredit FTES percent of Total		3.4%
	A. District CREDIT ONLY Expense of Education for Base Year		
	B. Annual Total FTES	N/A	
	C. Average Expense of Education per FTES (A/B)	N/A	
	D. U.S. Consumer Price Index Compound Factor		1.0540
	E. Average Cost per FTES for Tuition Year (C x D)	N/A	
	F. Nonresident Tuition Fee per Semester Unit (E/30)	N/A	
B.1	Statewide Average Cost		
	A. Statewide Expense of Education for Base Year		11,233,138,858
	B. Statewide Annual Total FTES		971,642
	C. Average Expense of Education per FTES (A/B)	\$	11,561
	D. U.S. Consumer Price Index Compound Factor		1.0540
	E. Average Cost per FTES for Tuition Year (C x D)		12,185
	F. Nonresident Tuition Fee per Semester Unit (E/30)	\$	406
B.2	Highest Statewide Average Cost		
	Highest year of the succeeding, current, and 4 prior years.		2023-24
	Nonresident Tuition Fee per Semester Unit	\$	414
C	Contiguous District		
	Contiguous District		
	Maximum Fee (Contiguous District Nonresident Tuition Fee)		
	Minimum Fee		397
	Nonresident Tuition Fee per Semester Unit		
D	Between Statewide Average Expense of Education and District Average Expense of Education		
	Maximum (Option A.1 - District Average Cost) per Unit	\$	397
	Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	\$	406
	Nonresident Tuition Fee per Semester Unit		
E	Comparable States Average		
	Nonresident Tuition Fee per Semester Unit	\$	432

Nonresident Capital Outlay Fee		
A. Capital Outlay expense - prior year	\$	59,824,719
B. FTES total from prior year		13,211
C. Capital outlay expense per FTES (A/B)	\$	4,528
D. Capital Outlay Fee per Semester Unit (C/30)	\$	150.94
E. Adopted Nonresident Tuition Fee	\$	406
F. 50% of Adopted Nonresident Tuition Fee	\$	203
G. Maximum Nonresident Capital Outlay Fee (lesser of D or F)	\$	151

California Community Colleges
2024-25 Nonresident Tuition and Capital Outlay Fee
San Bernardino Community College District

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

Adoption Date: 02/08/2024

Nonresident Tuition Fee

Basis for Adoption (Select one)		Fee
<input type="checkbox"/>	A.1 - District Average Cost	
<input type="checkbox"/>	A.2 - District Average Cost with 10 Percent or More Noncredit FTES	
<input checked="" type="checkbox"/>	B.1 - Statewide Average Cost	\$ 406
<input type="checkbox"/>	B.2 - Highest Statewide Average Cost	
<input type="checkbox"/>	C - Contiguous District	
<input type="checkbox"/>	D - Between Statewide Average Expense of Education & District Expense of Education	
<input type="checkbox"/>	E - Comparable States Average	

Nonresident Capital Outlay

Maximum Nonresident Capital Outlay Fee is \$ 151

<input checked="" type="checkbox"/>	Nonresident Capital Outlay Fee	\$ 151
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Contact Information

Signature:

Name: Lawrence Strong

Title: Director of Fiscal Services

Phone: 909-388-6915

Email: lstrong@sbccd.edu

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: February 8, 2024

SUBJECT: Consideration of Approval of the Prioritized Board Directives for Development of the 2024-25 Budget

RECOMMENDATION

It is recommended that the Board of Trustees accept the attached Prioritized Board Directives for Development of the 2024-25 budget.

OVERVIEW

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2024-25 budget prior to March 1, 2024.

ANALYSIS

At this time staff is recommending no change to last year's directives. This recommendation is in line with SBCCD's Strategic Plan and Objectives and was discussed by the Board Finance Committee on January 11, 2024, and recommended to the full Board for review. This document was also discussed at the January 18 meeting of the District Budget Advisory Committee.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The outcome of the Board's discussion and resulting guidance will ensure that SBCCD resources are aligned with SBCCD strategic goals and objectives to the benefit of our students, staff, and community.



**Prioritized Board Directives for the
2024-25 SBCCD Budget**

Submitted for Board Approved February 8, 2024

Consistent with SBCCD Administrative Procedure 6200 Budget Preparation, the Board of Trustees provides staff with initial direction concerning the distribution of resources for the next fiscal year's budget prior to March 1. SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related state and federal laws and regulations.

- 1) Align unrestricted general fund and student success funding with the SBCCD Goals and Objectives.
- 2) Set aside funding for innovative initiatives found within the SBCCD Goals & Objectives.

No Proposed Changes for 2024-25
(Updated Goals & Objectives to reflect current Strategic Plan)



2023-2024 UPDATE

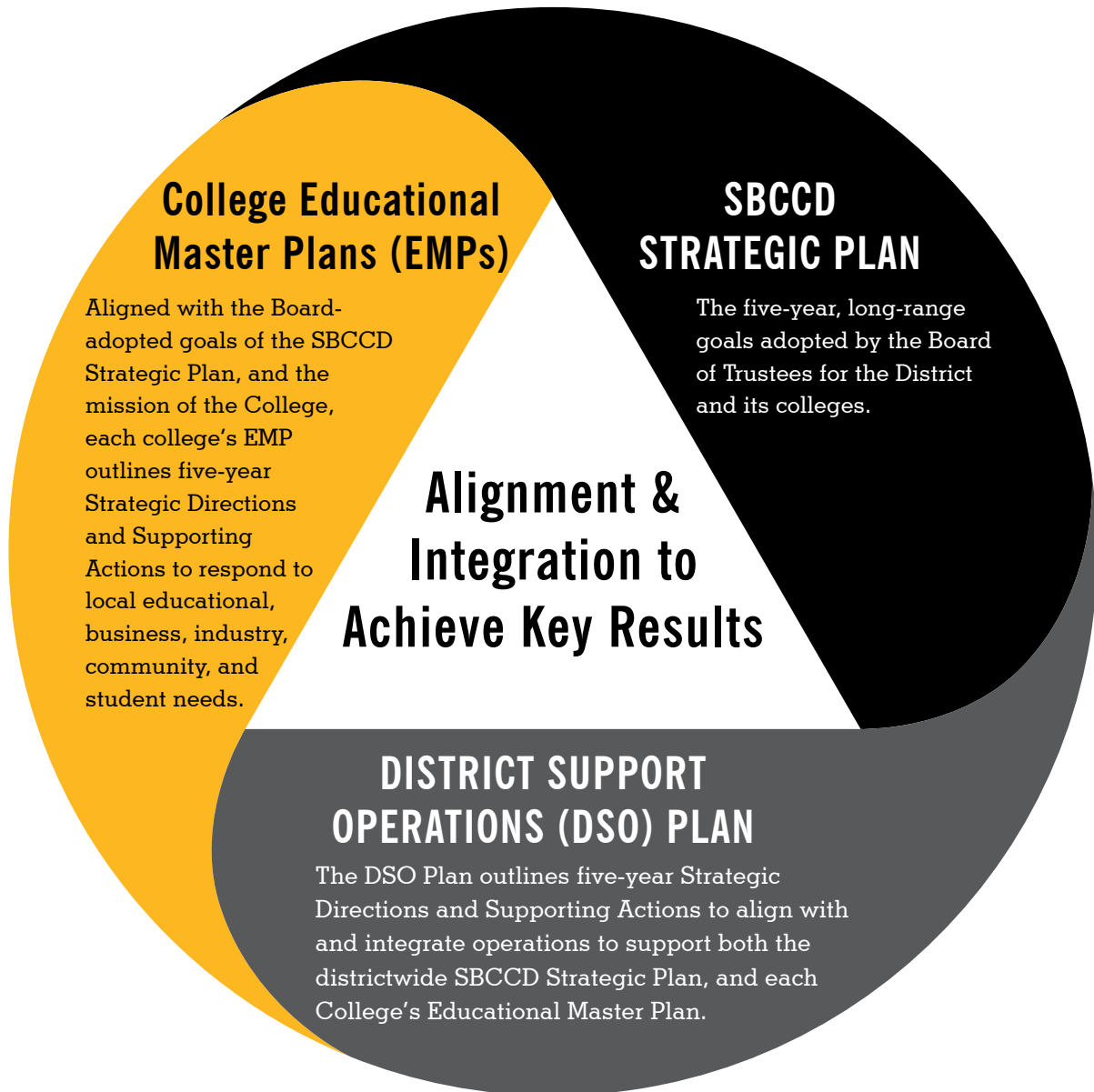
STRATEGIC PLAN AND OBJECTIVES



San Bernardino
Valley College



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT INTEGRATED PLANNING MODEL



ANNUAL INTEGRATED PLANNING MATRIX

California Community Colleges Chancellor’s Office has identified Vision 2030, a guide for community colleges. This new Vision builds on the Vision for Success and the Governor’s Roadmap. SBCCD’s planning documents support statewide, regional, and local efforts to support students in achieving their goals. The chart below delineates the alignment and integration of the three components of the Integrated Planning process. Objectives under the Board’s four Goals, and their respective Key Results, have been transitioned to the Colleges and DSO for implementation.

California Community Colleges Framework for Vision 2030



SBCCD Integrated Plan – 2023-2028

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 Values

Accessibility, Inclusion, Integrity, Courage, Collaboration, Excellence

Crafton Hills College Mission

The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

San Bernardino Valley College Mission

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

INTEGRATED PLANNING MATRIX (2023-2028)

SBCCD Strategic Plan 2022-2027 Goals

Goal 1: Access and Success Eliminate barriers to student access and success.

	DSO Plan	CHC Plan	SBVC Plan
<p>Strategic Directions 2023 -2028</p>	<p>1.1: Support the colleges in creating efficient processes and accessible, user-friendly customer services.</p>	<p>1.1: Increase student enrollment.</p>	<p>1.1: Create a college-going culture through intentional community outreach and clear communications of pathways.</p> <p>1.2: Innovate curriculum and course offerings to support student equity and completion.</p> <p>1.3: Expand and align support services and resources in conjunction with student pathways.</p>



INTEGRATED PLANNING MATRIX (2023-2028)

Goal 2: Institutionalize DEI-A Be a diverse, equitable, inclusive, and anti-racist institution.

	DSO Plan	CHC Plan	SBVC Plan
<p>Strategic Directions 2023 -2028</p>	<p>2.1: Develop a diverse SBCCD workforce of individuals who are culturally competent; understand the communities they serve; honor equity, inclusivity, and anti-racism; and are supported with ongoing professional development.</p>	<p>2.1: Engage in practices that prioritize and promote inclusivity, equity, anti-racism, and human sustainability.</p> <p>2.2: Increase student success & equity.</p>	<p>2.1: Utilize quantitative and qualitative data to understand our students' lived experiences and better support them towards their goals.</p> <p>2.2: Create relationships with the Black and African American community.</p> <p>2.3: Create and sustain sense of belonging for all College and community stakeholders.</p>



INTEGRATED PLANNING MATRIX (2023-2028)

Goal 3: Regional Leadership Be a leader and partner in addressing regional issues.

	DSO Plan	CHC Plan	SBVC Plan
Strategic Directions 2023 -2028	<p>3.1: Partner with business, industry, and community organizations to create education and training that leads to employment of SBCCD students and advancement in the workplace.</p> <p>3.2: Institutionalize a commitment to cultivating leadership skills within the District by providing professional development that expands SBCCD’s ability to influence economic, educational, and sustainability initiatives in the region, state, and country.</p> <p>3.3: Work with municipal, regional, state, and federal representatives in a unified effort to ensure that educational and employment needs of the region are understood, articulated, and advocated for funding.</p>	<p>3.1: Develop a campus culture that engages students, employees, and the broader community.</p>	<p>3.1: Connect students to regional and community opportunities.</p>

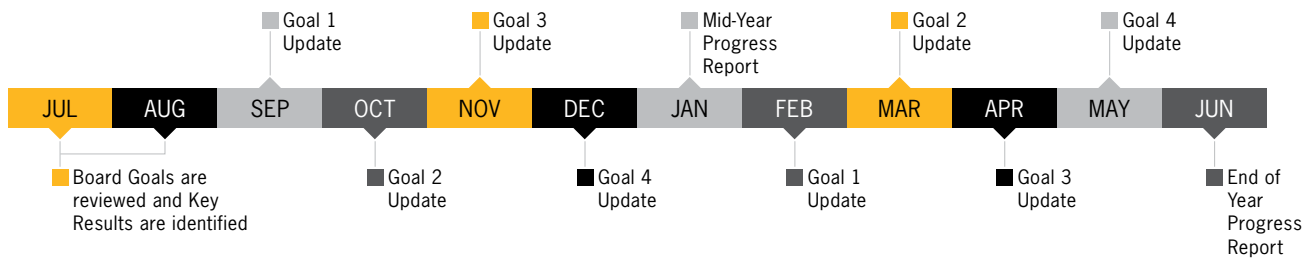
INTEGRATED PLANNING MATRIX (2023-2028)

Goal 4: Fiscal Accountability: Ensure SBCCD's fiscal accountability/sustainability.

	DSO Plan	CHC Plan	SBVC Plan
<p>Strategic Directions 2023 -2028</p>	<p>4.1: Maximize the acquisition, investment, management, and sustainability of SBCCD funds, facilities, systems, and technologies; support ongoing innovation and user training to ensure District viability, fiscal accountability, and reduced student costs.</p>	<p>4.1: Foster and support inquiry, accountability, and campus sustainability.</p>	<p>4.1: Ensure sustainability through fiscal accountability.</p>

Timeline

SBCCD Board of Trustees will continue to follow the timeline below to stay informed on the District's progress in reaching its goals.





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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: February 8, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-02-08-FS-01
Approving Transfers from the Reserve for Contingencies to Various
Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2024-02-08-FS-01 approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

The 2023-24 Final Budget adopted by the Board of Trustees on September 14, 2023, represented SBCCD's best estimates for income and expenditures for the fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees shall approve the transfer of funds, upon recommendation of the Chancellor, to or from the reserve for contingencies to or from any expenditure classification. Transfers of funds shall be done via the adoption of a resolution by a two-thirds majority vote.

ANALYSIS

The Board is being asked to adopt a resolution approving budget transfers to the reserve for contingencies from the expenditure classifications indicated on the attached resolution.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The approval of this board item will change the reserve for contingency accounts by the amounts indicated in the attached resolution.



**RESOLUTION #2024-02-08-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.1.23.2024.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 February 8, 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 #2024-02-08-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.1.23.2024.p.2]2]

EXHIBIT A

Fund 110/01 General Fund, Unrestricted						
			25,042,504	2023-24 Initial Fund Balance		
			(98,874)	Net Change from Previous Transfers		
			24,943,630	Fund Balance Before Transfer(s)		
Board	Date of		To/(From)			
Approved	Transfer	Ref #	Reserve	Expenditure Classification		Justification
2/8/2024	12/11/2023	019029	(27,000)	5000 Other Expenses		To fund travel for CCLC and BOT training
2/8/2024	12/20/2023	019085	(18,000)	5000 Other Expenses		To fund tuition reimbursements
			(45,000)	Total Approved at this Board Meeting		
			24,898,630	Fund Balance After Transfer(s)		
Fund 730/73 Student Body Center Fee						
			937,417	2023-24 Initial Fund Balance		
			-	Net Change from Previous Transfers		
			937,417	Fund Balance Before Transfer(s)		
Board	Date of		To/(From)			
Approved	Transfer	Ref #	Reserve	Expenditure Classification		Justification
2/8/2024	12/18/2023	019049	(50,000)	6000 Capital Outlay		To cover computer upgrade at SBVC ASG office
			(50,000)	Total Approved at this Board Meeting		
			887,417	Fund Balance After Transfer(s)		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: February 8, 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
February 8, 2024

Asset #	Date Retired	Description	Initial Value	Current Value
16942	12/21/2023	Presenter	\$1,995.00	\$0.00
16945	12/21/2023	Presenter	\$1,995.00	\$0.00
17748	12/21/2023	Mac Pro	\$4,303.54	\$0.00
30443	12/21/2023	Mac Pro	\$6,805.65	\$0.00
30556	12/21/2023	SWITCHER	\$3,239.23	\$0.00
30557	12/21/2023	SWITCHER	\$2,363.77	\$0.00
32900	12/21/2023	P10 VISUAL PRESENTER	\$1,646.42	\$0.00
32901	12/21/2023	P10 DOCUMENT CAMERA	\$1,646.42	\$0.00
37085	12/21/2023	SWITCHER	\$2,229.89	\$0.00
37104	12/21/2023	SWITCHER	\$2,032.39	\$0.00
37530	12/21/2023	Document Camera, P10HD	\$1,675.90	\$0.00
37554	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37556	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37557	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37558	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37559	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37560	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37561	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37562	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37563	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37564	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37565	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37566	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37567	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37568	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37569	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37570	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37571	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37572	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37573	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37574	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37575	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37576	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37577	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37578	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37579	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37580	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37581	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37582	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37608	12/21/2023	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37712	12/21/2023	Dell Latitude E5550	\$1,253.97	\$0.00
37729	12/21/2023	Document Camera, P10HD	\$1,675.90	\$0.00
37953	12/21/2023	PAN TB CF 31 I5-5300U	\$3,418.28	\$0.00

Fixed Assets Surplus Report
February 8, 2024

Asset #	Date Retired	Description	Initial Value	Current Value
37955	12/21/2023	PAN TB CF 31 I5-5300U	\$3,418.28	\$0.00
37956	12/21/2023	PAN TB CF 31 I5-5300U	\$3,418.28	\$0.00
37957	12/21/2023	PAN TB CF 31 I5-5300U	\$3,418.28	\$0.00
37959	12/21/2023	PAN TB CF 31 I5-5300U	\$3,418.28	\$0.00
37960	12/21/2023	PAN TB CF 31 I5-5300U	\$3,418.28	\$0.00
37962	12/21/2023	PAN TB CF 31 I5-5300U	\$3,418.28	\$0.00
37963	12/21/2023	PAN TB CF 31 I5-5300U	\$3,418.28	\$0.00
37964	12/21/2023	PAN TB CF 31 I5-5300U	\$3,418.28	\$0.00
37965	12/21/2023	PAN TB CF 31 I5-5300U	\$3,418.28	\$0.00
37998	12/21/2023	Document Camera, P10HD	\$1,675.90	\$0.00
38021	12/21/2023	SWITCH, NETWORK	\$2,759.29	\$0.00
38081	12/21/2023	SWITCH, NETWORK	\$1,026.91	\$0.00
38275	12/21/2023	SWITCH, NETWORK	\$1,026.91	\$0.00
38417	12/21/2023	SWITCH, NETWORK	\$1,026.91	\$0.00
38420	12/21/2023	SWITCH, NETWORK	\$1,026.91	\$0.00
42062	12/21/2023	OptiPlex 3240 AIO	\$1,257.31	\$0.00

Non-Fixed Assets Surplus Report
February 8, 2024

Description	Quantity
Dell Optiplex 3050 AIO Computer	40 ea
Panasonic Toughbook Laptops	10 ea
Dell Optiplex 3240 AIO Computer	31 ea
Dell Optiplex 5260 AIO Computer	76 ea
Dell Optiplex 7470 AIO Computer	1 ea
Panasonic VHS Player	3 ea
Crestron AV Equipment	1 ea
Dell Precision 3630 Computer	1 ea
Elmo Projector	1 ea
Extreme x460 Switch	14 ea
Extron AV Equipment	1 ea
Targus Display Link	3 ea
HP Laserjet 4600N Printer	1 ea
Cisco 7940 Phones	3 ea
Extreme Switch	18 ea
Cisco Catalyst Switch	3 ea
Miscellaneous Telephone Parts	1 box
Dell 170 Computer	3 ea
NEC TV	1 ea
System 5 IP Switcher	1 ea
Powercords, cables, mice	6 boxes

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: February 8, 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 & Plumbing
- 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.



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 February 8, 2024

[v.1.5.2024.p.1|2]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed	Date Ratified
Koury Engineering Chino, CA	Special Inspection & Material Testing Services 2/13/2020	\$42,998.00	CHC	Central Complex 2 Renovation	CC03-3640.09 (TO#02-022.0) Special Inspections & Material Testing Services	11/22/2023	2/8/2024
TYR, Inc. Huntington Beach, CA	Division of the State Architect Inspector of Record Services 5/13/2021	\$110,216.00	CHC	Central Complex 2 Renovation	CC03-3640.10 (TO#07-021.0) Division of the State Architect Inspector of Record Services	11/21/2023	2/8/2024
TYR, Inc. Huntington Beach, CA	Division of the State Architect Inspector of Record Services 5/13/2021	\$174,400.00	CHC	Crafton Hall Renovation	CC03-3640.10 (TO#08-022.0) Division of the State Architect Inspector of Record Services	11/30/2023	2/8/2024
Converse Consultants Redlands, CA	Special Inspections and Material Testing 2/13/2020	\$38,080.00	CHC	Crafton Hall Renovation	CC03-3640.09 (TO#01-023.0) Special Inspections and Material Testing Services	12/17/2023	2/8/2024
*EFI Global Riverside, CA	Hazardous Material Assessment Services 2/13/2020	\$7,814.90	CHC	Central Complex 2 Renovation	CC03-3640.08 (TO#01-021.1) Hazardous Material Assessment Services	12/12/2023	2/8/2024
*Knowland Construction Services Rancho Palos Verdes, CA	Division of the State Architect Inspector of Record Services 5/13/2021	\$92,970.00	SBVC	New Softball Field	CC03-3640.10 (TO#02-019.2) Division of the State Architect Inspector of Record Services	12/20/2023	2/8/2024
*RMA Group Rancho Cucamonga, CA	Special Inspections and Material Testing Services 2/13/2020	\$40,430.20	SBVC	New Softball Field	CC03-3640.09 (TO#02-021.3) Special Inspections and Material Testing Services	12/21/2023	2/8/2024



Master Services Agreements & Task Orders for Bond Construction

Submitted for Ratification February 8, 2024

[v.1.5.2024.p.2|2]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed	Date Ratified
*Koury Engineering Chino, CA	Special Inspection & Material Testing Services 2/13/2020	\$46,802.90	CHC	Public Safety Training Center	CC03-3640.09 (TO#01-024.1) Special Inspections & Material Testing Services	1/4/2023	2/8/2024

*Issued as a supplement to an existing Task Order.



MEASURE CC

BUILDING NEW OPPORTUNITIES FOR OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College — Central Complex 2 Renovation

Task Order Awarded to: Koury Engineering

Task Order Executed: November 22, 2023

Amount: \$42,998.00

Selection Summary:

The short list of pre-qualified Special Inspections and Material Testing firms includes thirteen firms. Four firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of one DSO Staff member, three Program Management Office members, and one Construction Management Team member. Koury Engineering was ranked based on Best Value scoring. The qualifications of the proposed team were very strong in both project experience and individual experience. During the evaluation of proposals, Koury Engineering received the highest cumulative score and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College — Central Complex 2 Renovation

Task Order Awarded to: TYR, Inc.

Task Order Executed: November 21, 2023

Amount: \$ 110,216.00

Selection Summary:

The short list of pre-qualified Division of the State Architect Inspector of Record firms includes six firms. Two firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of one DSO Staff member, three Program Management Office members, and one construction Management Team member. TYR, Inc. was ranked based on Best Value scoring. The qualifications of the proposed team were very strong in both project experience and individual experience. During the evaluation of proposals, TYR, Inc. received the highest cumulative score and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College — Crafton Hall Renovation

Task Order Awarded to: TYR, Inc.

Task Order Executed: November 30, 2023

Amount: \$ 174,400.00

Selection Summary:

The short list of pre-qualified Division of the State Architect Inspector of Record firms includes four firms. Two firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of one DSO Staff member, two Program Management Office members, and two Construction Management Team members. TYR, Inc. was ranked based on Best Value scoring. The qualifications of the proposed team were very strong in both project experience and individual experience. During the evaluation of proposals, TYR, Inc. received the highest cumulative score and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College — Crafton Hall Renovation

Task Order Awarded to: Converse Consultants

Task Order Executed: December 17, 2023

Amount: \$38,080.00

Selection Summary:

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





SBCCD LEADERSHIP RALLIED FOR HIGHER EDUCATION IN SACRAMENTO

The San Bernardino Community College District Board of Trustees joined forces and advocated in Sacramento for higher education. The 2024 legislative advocacy priorities guided the trustees and executive leadership while engaging with government officials and diverse stakeholders promoting public policy solutions that support student achievement and economic mobility in the Inland Empire. ...cont. page 3



02.08.2024

CHANCELLOR'S REPORT

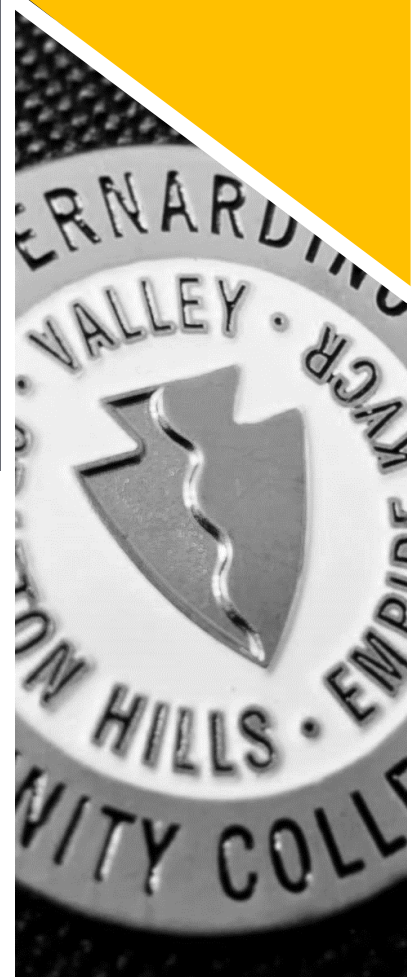


SBCCD'S OWN REAPPOINTED TO LEAD STATE'S STUDENT AID EFFORTS

Governor Newsom reappoints Associate Vice Chancellor Angel Rodriguez to the California Student Aid Commission (CSAC). On January 29, Assemblymember Eloise Reyes graciously swore Mr. Rodriguez into the commission at the state capitol. The CSAC is the principal state agency responsible for administering financial aid programs for students attending public and private universities, colleges, ...cont. page 3

EDCT TOURS TEAMSTER LOCAL UNION 166

The Economic Development and Corporate Training (EDCT) division of the San Bernardino Community College District toured the Teamsters Local Union 166, cementing a significant partnership between the two entities. The collaboration aims to establish a direct pathway for graduates of the Multi-Craft Core Curriculum Apprenticeship Readiness program (MC3). ...cont. page 3





CAMPUS UPDATE

THIS IS SBCCD

CRAFTON HILLS COLLEGE'S **NEW** PUBLIC SAFETY TRAINING CENTER

What's New: The brand-new Public Safety Training Center at Crafton Hills College is officially open, marking a significant leap forward for the Inland Empire. This cutting-edge facility is dedicated to shaping the next generation of firefighters.

Why It Matters: Advanced training opportunities and lifelike simulations will enhance students' skills and readiness, equipping them to combat fires effectively from their very first day on the job.

Measure CC in Action: The existence of this training facility is a direct result of the support from Measure CC, a voter-approved initiative. By investing in the modernization and repair of classrooms, labs, and training facilities across the San Bernardino Community College District, Measure CC is arming students with the essential skills for well-paying careers.

NATIONWIDE SEARCH FOR **SAN** BERNARDINO VALLEY COLLEGE PRESIDENT

What's next: The San Bernardino Community College District is searching for the next president of San Bernardino Valley College, serving 17,000 students in the Inland Empire.

- The new president may take office as early as August.
- As the college nears its centennial in 2026, this search holds significant importance.

Chancellor Rodriguez says: "Our district is in the strongest position in its nearly 100-year history, and the next San Bernardino Valley College president will be at the helm of our most transformative time yet."

Go deeper: San Bernardino Valley College achieved the highest level of accreditation in 2021. It has become a top-performing college in terms of student success, fiscal stability, community partnerships, and state-of-the-art facilities.



EDCT TOURS TEAMSTERS LOCAL UNION 166

...CONT. FROM PAGE 1

This specialized pathway caters to students who have successfully completed the MC3 program and the Class A/B Lecture and Simulation courses at San Bernardino Valley College. The tour provided an insightful walkthrough of Teamsters' apprentice training process, commencing at their behind-the-wheel facility in Fontana.

During the guided tour, EDCT staff saw how apprentices were exposed to the comprehensive training involved in driving commercial big rigs, leading to gaining their Class A driver's license. Teamsters further demonstrated their commitment to diverse skill sets with an off-road training center located in Pomona. Here, students receive training in operating various commercial vehicles, including water trucks, bulldozers, excavators, rock trucks and dump trucks.

The Teamsters construction apprenticeship program is a rigorous training program. Upon successful completion, these skilled individuals are prepared to enter a rewarding career in the construction industry, earning a livable wage. The partnership between EDCT and Teamsters signifies a valuable collaboration, paving the way for a seamless transition from education to the workforce for aspiring professionals.



SBCCD'S OWN REAPPOINTED TO LEAD STATE'S STUDENT AID EFFORTS

...CONT. FROM PAGE 1

and vocational schools in California. In addition, the commission serves the nations largest student population and is responsible for \$3.5 billion in grant distribution.

As Associate Vice Chancellor of Government Relations and Strategic Communications at SBCCD, Rodriguez has been instrumental in shaping educational policies and enhancing student opportunities. His extensive experience in various roles, coupled with his education from the University of California, Riverside, where he earned a Master of Education in Higher Education Administration and Policy, positions him as a pivotal leader in the education sector. Rodriguez's reappointment signals a continued commitment to developing and implementing effective educational strategies in the Inland Empire.

SBCCD LEADERSHIP RALLIED FOR HIGHER EDUCATION IN SACRAMENTO

...CONT. FROM PAGE 1

The SBCCD Legislative Priorities underscore our commitment to expanding access to higher education and opportunities for all. In 2024, our focus sharpens on public policies, initiatives, and investments aimed at boosting student achievement and equipping them with the skills for tomorrow's workforce.

- Let's expand college affordability — increasing student financial aid and reducing the cost of textbooks.
- Let's combat student hunger and housing insecurity.
- Let's prepare students for good-paying careers.
- Let's open doors of opportunity for everyone.
- Let's safeguard the financial stability of our colleges.

Your involvement is key to a brighter future for our students and community. Thank you for your ongoing support of SBCCD. Together, we can make a meaningful difference in our students' lives and our community's prosperity.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

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

DATE: February 08, 2024

SUBJECT: Strategic Plan Goal-1 Status Updates

RECOMMENDATION

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

OVERVIEW

The current document provides a review of important actions and highlights related to Goal-1 (Eliminate barriers to student access and success).

ANALYSIS

In continued efforts to eliminate barriers to student access and success, SBCCD has partnered with the US Green Building Council (USGBC) of Los Angeles to offer students access to the USGBC curriculum and internship/employment opportunities. SBCCD utilized Starfish to identify and message students who applied but did not enroll in the Spring 2024 semester, resulting in 852 new student registrations. SBCCD launched its first fully staffed Umojia-Tumaini program to support Black/African American students. SBCCD representatives and community leaders have gathered to discuss the formation of the Pasifika Student Union, which aims to address the significant challenges faced by Pacific Islander students. SBCCD's Admission and Records Office is collaborating with the California Reconnect project to evaluate the effectiveness of their processes and policies for access and equity. SBCCD has added living wage certificate programs that can be completed in a semester.

INSTITUTIONAL VALUES

1. Eliminate barriers to student access and success.

FINANCIAL IMPLICATIONS

There are no financial implications.





MONTHLY STATUS UPDATE 2024 2025

GOAL 1 ELIMINATE BARRIERS TO STUDENT ACCESS AND SUCCESS

- ✓ SBCCD partnered with US Green Building Council of Los Angeles (USGBC-LA) to provide students access to the USGBC curriculum and internship/employment opportunities.
- ✓ SBCCD utilized Starfish to identify and automatically message 6,273 students who applied but did not enroll in Spring 2024, which resulted in 852 new students.
- ✓ SBCCD launched its first Umojia-Tumaini program to support Black/African American students.
- ✓ SBCCD students, faculty, staff, and community advocates gathered on January 2, 2024, to discuss the formation of the Pasifika Student Union.
- ✓ SBCCD's Admission and Records Office is collaborating with the California Reconnect project to evaluate the effectiveness of the processes and policies for access and equity between Spring 2024 and Fall 2024.
- ✓ SBCCD added living wage certificate programs that can be completed in a semester, including the following: Acute Care Nursing Assistant, Home Health Aide, and Certified Nursing Assistant.

Outcome achieved:

The 11th Regional Leadership Academy was hosted by SBCCD on Friday, December 8th. The primary focus of the academy was to highlight the vast strengths and resources present in the education system in the Inland Empire. The event welcomed several representatives from the San Bernardino County Superintendent of Schools, the Technical Employment Training Center, the Riverside County Office of Education, Chaffey Joint Union High School District, the University of Redlands, and leadership from SBCCD.



Tour of KVCR with Executive Director, Connie Leyva



Superintendent of San Bernardino Schools, Ted Alejandro, and IEEP President and CEO, Paul Granillo



Representatives from the San Bernardino County Superintendent of Schools, the Technical Employment Training Center, the Riverside County Office of Education, Chaffey Joint Union High School District, the University of Redlands, and leadership from SBCCD.



Tour of the Technical Employment Training Center with Virginia Martinez, President, Technical Employment Training Center

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

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information January 11, 2024

MONTHLY	Consent Agenda	<p>INSTRUCTION/STUDENT SERVICES</p> <ul style="list-style-type: none"> Curriculum Modifications Donations <p>HUMAN RESOURCES</p> <ul style="list-style-type: none"> Classification Advancements for Academic Employees Non-instructional Pay, Stipends, and Reduced Workload Tuition Reimbursement Employment 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 	<p>BUSINESS & FISCAL SERVICES</p> <ul style="list-style-type: none"> 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 	<p>FACILITIES</p> <ul style="list-style-type: none"> 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	<p>OFFICE OF THE CHANCELLOR</p> <ul style="list-style-type: none"> Applause Recognition Retirements Board Committee Reports Reports from Represented Groups Board Master Planning Action Calendar 	<p>BUSINESS & FISCAL SERVICES/FACILITIES</p> <ul style="list-style-type: none"> 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 KVCR Update 	<p>HUMAN RESOURCES</p> <ul style="list-style-type: none"> CSEA/CTA/POA MOUs Professional Expert, Short-Term, and Substitute Employees Resignations Retirements Volunteers

JANUARY

- Legislative Priorities and State Budget Priorities
- 2022-2027 SBCCD Strategic Plan Mid-Year Update (Goals 1-4)
- 2022-2027 SBCCD Strategic Plan (begin renewal mid-year for approval in August)
- § 53003. Updated District EEO Plan Presentation and ACTION (with comments from CCCCCO)
- EEO Plan (monitor, evaluate, and report annually)
- Adopt Budget Calendar (by 2/1)
- Budget Directives 1st Reading (BFC)

FEBRUARY

- Apportionment Attendance and FTES Calculation Report (CCFS 320) P1
- 2022-2027 Strategic Plan Update (Goal 1)
- Sabbatical Leave Requests (name faculty, college, & term)
- Budget Directives (by 3/1)
- Nonresident Tuition and Capital Outlay Fees (by 3/1)
- Review and Affirmation of Guiding Principles for FCC Auction Proceeds PRST Account
- Review and Approve Guiding Principles for KVCR PRST Account

MARCH

- Regular Meeting Dates for the Board of Trustees
- 2022-2027 Strategic Plan Update (Goal 2)
- Classified Employee of the Year Endorsement (by 3/15)
- Review Tenure/Tenure Contracts
- Selection of Auditor (before 4/1)
- Quarterly Certified Financial Status Report (Oct-Dec)
- Quarterly Investment & Deposit Report (Oct-Dec)
- CBOC Annual Report Presentation (by 3/31)

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information January 11, 2024

APRIL

- Trustee Handbook
- Student Trustee Privileges (by 5/15)
- P&Ps: 2100 (every two years on even election years),
- 2022-2027 Strategic Plan Update (Goal 3)
- 4/10 Alternate Summer Work Schedule MOU

MAY

- Recognition of Outgoing Student Trustees
- P&Ps: 6320 (annual; last approved 4/2023); 4235 (every three years; last approved 5/13/21)
- 2022-2027 Strategic Plan Update (Goal 4)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P2
- Preliminary Budget & Presentation (optional strategy session)
- Resolution: Interfund Transfers for Next Fiscal Year

JUNE

- Presentation: Administer Oath of Office to New Student Trustees
- New Student Trustee Orientation Information
- Executive Summary of Goals 1-4 (Board Retreat)
- Presentation: DEIA (HR)
- Employment Contracts for Academic and Classified Managers
- Employment Contract for Chancellor
- Salary Placement for Executive Management (3-year placement)
- Adopt Tentative Budget (by 7/1)
- Authorized Signature List for Next Fiscal Year
- 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
- Sole Source Suppliers for Fiscal Year
- 2023-2028 CHC & SBVC Educational Master Plan
- 2023-2028 DSO Plan
- District Bank Accounts
- Resolution: Increase Board Compensation and Approve Excused Absences
- Fiscal Year Meals, Refreshments on District and College Expenses
- Quarterly Financial Status Report (Jan-Mar)
- Quarterly Investment & Deposit Report (Jan-Mar)
- Five-Year Construction Plan (CCCCO annual requirement)

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information January 11, 2024

JULY

- Resolution: Transfer of Appropriations for the Fiscal Year
- 2020-2023 District Technology Strategic Plan (2020)

AUGUST

- P&Ps: 2745, 2435, 1100, 1200
- Reaffirm Mission, Vision, Values (2022)
- 2022-2027 Strategic Plan (begin renewal mid-year for approval in August)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P3
- Final Budget Presentation (strategy session last Thursday)

SEPTEMBER

- 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)
- Approval of Districtwide Sabbaticals (notice required to employees by 10/1)
- § 53004. EEO Plan Analyses and Annual Report to CCCCCO
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

OCTOBER

- P&Ps: Review Schedule
- Academic Calendar
- Emergency Operations Plan
- Annual Security Report
- Initial Proposals to Reopen Negotiations with CSEA/CTA
- Sabbatical Completion Reports (from prior academic year)

NOVEMBER

- § 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
- Full-Time Faculty Obligation Report (110/FFO due by 11/30)

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information January 11, 2024

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 SBRETC JPA
- 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
- 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
- Audit Reports: District, CBOC, KVCR (by 12/31)
- Quarterly Financial Status Report, Jul-Sep
- Quarterly Investment & Deposit Report, Jul-Sep

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: February 8, 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 January 16, 2024. As of that date, SBCCD was 54.8% through the fiscal year and had spent and/or encumbered approximately 49.1% 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 01/16/24

[v.1.17.2024.p.1]2]

54.8% of Fiscal Year Elapsed

FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
110 General Fund - Unrestricted	139,025,497	85,749,511	61.7%	138,924,755	68,154,935	49.1%	Expenditures are consistent with the needs of the fund given the current climate.
125 General Fund - Restricted	138,766,835	72,966,218	52.6%	138,478,667	50,263,895	36.3%	Some grant funds are expected to be expensed over multiple years.
215 Bond Interest & Redemption	58,000,000	10,828,058	18.7%	58,000,000	34,214,915	59.0%	Taxes are determined and collected by the County for bond measures.
335 Child Development	5,350,337	2,190,551	40.9%	5,350,337	2,052,040	38.4%	Expenditures are consistent with the needs of the fund given the current climate. Some grant revenues are received on a reimbursement basis.
390 KVCR	9,052,953	1,049,427	11.6%	9,024,209	4,322,746	47.9%	Most grant revenues are received on a reimbursement basis. Some revenues are posted in arrear in a quarterly or semiannual basis. The annual PARS disbursement is expected in late January.
410 Capital Outlay	20,734,367	11,062,534	53.4%	23,202,673	16,336,299	70.4%	Purchase orders covering expenses for the entire fiscal year are created early in the year.
435 Measure M	100,450,000	51,056,402	50.8%	21,714,857	3,933,461	18.1%	Revenues related to the issuance of bonds was budgeted at \$100M. Only \$51M in bonds were issued related to Measure M. Expenditures are consistent with the needs of the fund given the current climate.
445 Measure CC	4,500,000	171,885,418	3819.7%	235,275,097	110,965,997	47.2%	Revenues related to the issuance of bonds was not budgeted for Measure CC. \$170M in bonds were issued related to Measure CC.
590 Investment Properties	4,390,350	676,904	15.4%	8,010,881	609,751	7.6%	Revenue and expenditure activity posted in arrears. Posting in progress for September activity.
615 Workers Compensation	2,444,920	283,227	11.6%	5,458,839	2,076,242	38.0%	Revenues are posted in arrears. Posting in progress for October activity.
620 Self Insurance-Liability	1,200,000	1,200,000	100.0%	1,250,000	997,477	79.8%	Revenue is transferred in full at the beginning of the year. Insurance premiums paid at the beginning of the year for the entire fiscal year.
690 Retiree Benefit	387,700	61,378	15.8%	387,700	176,392	45.5%	Revenues are posted in arrears. Posting in progress for October activity.
730 Student Body Center Fee	252,785	205,174	81.2%	302,785	112,216	37.1%	A significant amount of revenues received through Spring 2024 registration. Expenditures are consistent with the needs of the fund given the current climate.
765 OPEB Trust	1,000,000	66,743	6.7%	82,000	424,001	517.1%	Investment loss was experienced during Q1. Q2 activity will be posted by the end of January.
775 PARS Trust	5,050,000	2,008	0.0%	4,157,724	2,896,918	69.7%	Investment loss was experienced during Q1. Q2 activity will be posted by the end of January.
890 Inland Futures Foundation	1,391,936	121,504	8.7%	1,391,936	303,897	21.8%	Revenues are posted in arrears. Transfers to KVCR are posted twice a year in January and July.
Total (All Funds)	491,997,680	409,405,057	83.2%	651,012,460	297,841,181	45.8%	

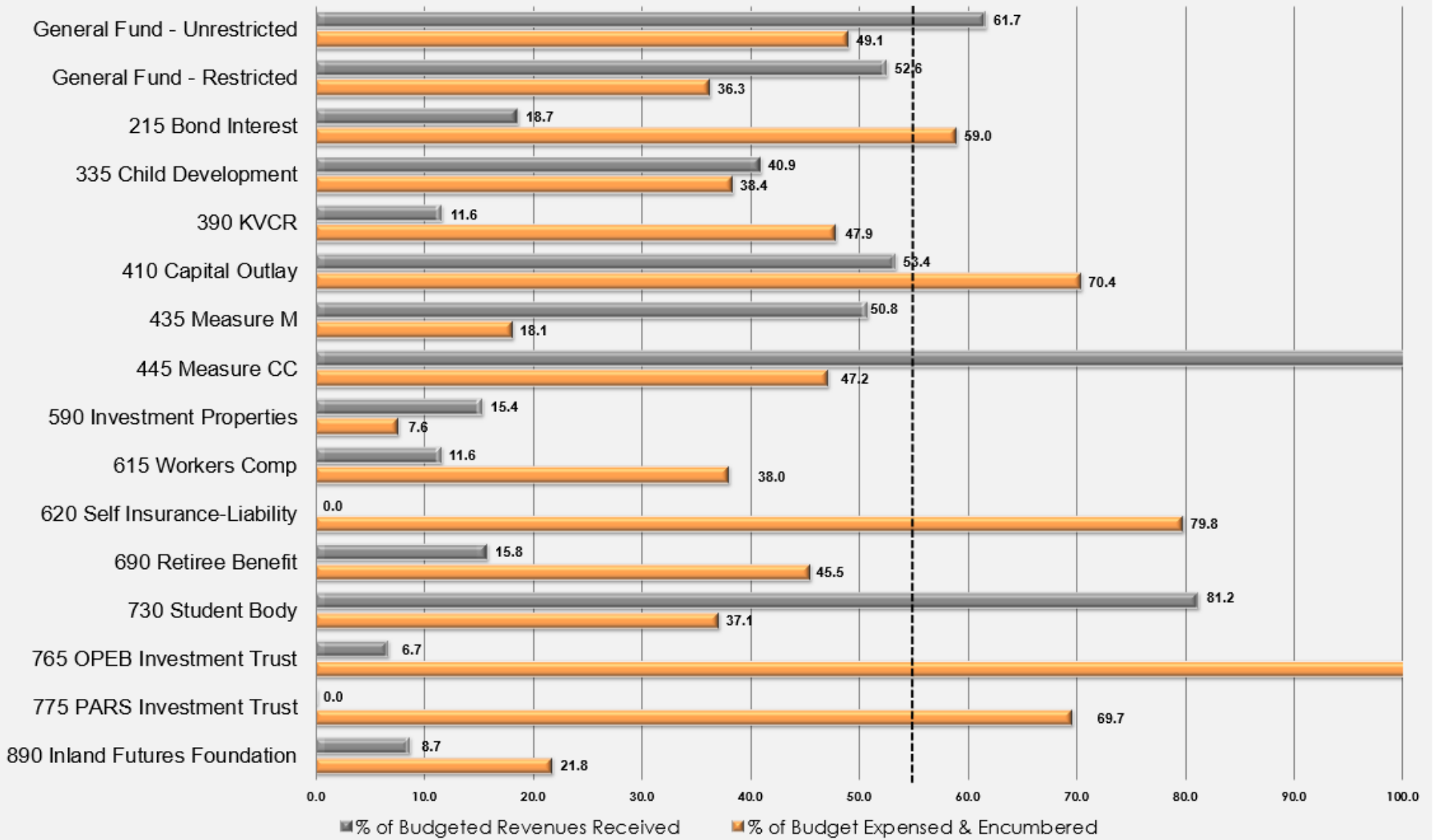


Budget Revenue & Expenditure Summary

Year to Date 01/16/24

[v.1.17.2024.p.2|2]

Fiscal Year Elapsed - 54.8%



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: February 8, 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.





Construction Change Orders – Non-Bond

Presented for Information February 08, 2024

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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
03-2324-03 - Demolition of 1888 Highland Ave building	Unlimited Environmental Inc	CO #1	\$201,000.00	\$5,086.45	2.5 %	2.5%	\$206,086.45	12/20/2023

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: February 8, 2024

SUBJECT: Contracts below \$114,500

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 expense 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 \$114,500. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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



**Contracts Below \$114,500 And
Income Contracts**

Board Date 02/08/2024

1 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26617	19six Architects	Consultants	Facilities Planning/SBCCD	\$10,680.00		
26703	4 Imprint	Production of Logo Items	Counseling/ SBVC	\$2,484.99		
26715	African American Male Education & Development (A2MEND)	Sponsorship	Marketing/ SBCCD	\$5,000.00		
26618	Allegiance Fundraising Group, LLC	Consultants	KVCR/KVCR	\$2,000.00		
26670	Animiki See Distribution, Inc.	Program Acquisition	KVCR/KVCR	\$69,200.00		
26619	Arrowhead Auto Repair	PO as Contract	KVCR/KVCR	\$497.51		
26709	ARS Enterprises, Inc.	Repairs	SINS/CHC	\$1,874.85		
26684	Axios HQ Inc.	Software/Online Services	Marketing/ SBCCD	\$6,250.00		
26705	Baker Electric Inc.	Services	Facilities Planning/SBCCD	\$8,831.91		
26620	Beaumont USD	Income - Facilities Use	Pool/CHC		\$1,000.00	
26656	Blue Ribbon Ink & Thread, Inc.	Production of Team Uniforms	Athletics/SBVC	\$463.28		

**Contracts Below \$114,500 And
Income Contracts**

Board Date 02/08/2024

2 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26725	California Arts Council Project	Income - Facilities Use	Administrative Services/SBVC		\$122.61	
24737	California Department of Ed	Income - Amendment 01	Child Development/ SBVC		\$2,884,235.00	\$71,570.00
26643	Candela JR, Victor	Speaker	Human Services/ SBVC	\$1,000.00		
26622	Castle Branch, Inc.	Software/Online Services	Nursing/SBVC	\$2,150.00		
26724	CCC Chancellor's Office	Income - Grant	Grants/SBVC		\$145,953.00	
26706	CDW Government Inc.	Maintenance Agreement	TESS/SBCCD	\$853.11		
26675	CDW Government Inc.	Software/Online Services	TESS/SBCCD	\$11,220.00		
26671	CDW Government Inc.	Software/Online Services	TESS/SBCCD	\$15,400.00		
26721	Chabot-Las Positas CCD	Income - Grant	Child Development/ CHC		\$714.00	
26623	Cityspark Inc.	Software/Online Services	KVCR/KVCR	\$1,800.00		
26644	Com Plus Inc.	Repairs	KVCR/KVCR	\$6,750.00		

**Contracts Below \$114,500 And
Income Contracts**

Board Date 02/08/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26677	ComponentSource Inc.	Software/Online Services	TESS/SBCCD	\$80.08		
26624	Computerized Embroidery Company, The	Production of Logo Items	Science/SBVC	\$693.28		
26625	Computerized Embroidery Company, The	Production of Logo Items	Nursing/SBVC	\$5,829.01		
26626	Constant Contact, Inc.	PO as Contract	KVCR/KVCR	\$3,687.60		
26627	Couts Heating & Cooling, Inc.	Maintenance Agreement	Facilities Planning/ CHC	\$7,577.00		
26645	Cowan, Krystin	Performer	Theater Arts/ SBVC	\$500.00		
26657	Cowan, Krystin	Performer	Theater Arts/ SBVC	\$300.00		
26672	Delgado, Juan	On Demand Repairs Agreement	KVCR/KVCR	\$10,000.00		
26628	Ellucian Company, LP	Services	TESS/SBCCD	\$5,280.00		
26663	Envato Elements	Software/Online Services	KVCR/KVCR	\$198.00		
26687	FastSigns	Production of Logo Items	Counseling/ SBVC	\$334.94		

**Contracts Below \$114,500 And
Income Contracts**

Board Date 02/08/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26658	Get Noticed Promos LLC	Production of Logo Items	Student Equity/ SBVC	\$2,012.77		
26692	Gonzalez, Ariel	On Demand Services	KVCR/KVCR	\$3,000.00		
23735	Grand Canyon University	Concurrent Enrollment	Nursing/SBVC	No Cost		
26646	Green, Mariah	On Demand Services	KVCR/KVCR	\$3,000.00		
26686	H & L Charter Co, Inc.	Bus Rental	Counseling/SBVC	\$1,538.60		
26694	Hanover Research Council LLC	Professional Services	Institute, Training/ Development/SBCCD	\$53,550.00		
26629	Haven Sales	Production of Logo Items	EOP&S/CHC	\$14,961.60		
26647	HDOS Acquisition LLC	Catering	Student Equity/ SBVC	\$2,552.25		
26701	HyattWard Advertising, Inc.	On Demand Services	Chancellor/ SBCCD	\$5,000.00		
26678	IBM - International Business Machines Corporation	Software/Online Services	TESS/SBCCD	\$2,736.09		
26719	Inland Empire Community Foundation	Income - General	KVCR/KVCR		\$20,000.00	

**Contracts Below \$114,500 And
Income Contracts**

Board Date 02/08/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26700	Inland Empire Concerned African American Churches	Sponsorship	Chancellor/ SBCCD	\$500.00		
26696	Inland Empire Stages LTD	Bus Rental	Athletics/ SBVC	\$2,144.75		
26707	Inland Empire Stages LTD	Bus Rental	Student Equity/ SBVC	\$1,006.25		
26708	Inland Empire Stages LTD	Bus Rental	Counseling/ SBVC	\$1,006.25		
26689	Inland Empire Stages LTD	Bus Rental	Athletics/ SBVC	\$2,524.25		
26690	Inland Empire Stages LTD	Bus Rental	Athletics/ SBVC	\$2,002.43		
26699	Inland Valley News Group	Sponsorship	Chancellor/ SBCCD	\$3,500.00		
26659	InterWorks, Inc.	Consultants	ED&SSS/ SBCCD	\$7,500.00		
26630	InterWorks, Inc.	Services	Research & Planning/SBCCD	\$5,000.00		
26631	InterWorks, Inc.	Services	Research & Planning/SBCCD	\$15,000.00		
26634	IPQualityScore LLC	Software/Online Services	TESS/SBCCD	\$23,999.88		

**Contracts Below \$114,500 And
Income Contracts**

Board Date 02/08/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26621	Island Advertising, Inc.	Production of Logo Items	SINS/CHC	\$10,379.82		
26713	JOJO's Grill-A-Dog	Catering	First Year/SBVC	\$2,120.63		
26635	Jon's Flags and Poles Inc.	Production of Logo Items	Administrative Services/SBVC	\$1,567.95		
26636	Labster, Inc.	Software/Online Services	Technical Training/SBVC	\$1,602.00		
26673	Letterhead Factory Inc.	Production of Signs & Posters	First Year/SBVC	\$108.75		
25215	Lion Tree Services	Amendment 01	EDCT/SBCCD	\$80,400.00		(\$24,600.00)
26711	Maxient LLC	Training Services	Student Life/SBVC	\$7,500.00		
26637	MD Films Co LLC	Services	Marketing/SBVC	\$6,800.00		
26674	Microsoft Corporation	Software/Online Services	ATPC/SBCCD	\$12,000.00		
26638	Morics, Steven	Performer	Humanities/SBVC	\$700.00		
26639	Morics, Steven	Performer	Humanities/SBVC	\$300.00		

**Contracts Below \$114,500 And
Income Contracts**

Board Date 02/08/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26640	MVP Security Systems, Inc.	Building Improvement	Facilities Planning/ CHC	\$59,000.00		
26698	National Orange Show dba NOS Events Center	PO as Contract	Administrative Services/SBVC	\$405.00		
26669	NetFile Inc.	Software/Online Services	Human Resources/ SBCCD	\$14,500.00		
26718	Pacific Design Directions, Inc.	Professional Services	Facilities Planning/SBCCD	\$60,000.00		
26704	Party Plus Rental	Rental	Institute, Training/ Development/CHC	\$4,822.80		
25156	Phoenix Group - Information Systems	Services	District Police/ SBCCD	\$15,000.00		
26702	Prime Promos LLC	Production of Logo Items	Counseling/ SBVC	\$8,065.81		
26632	Props AV, LLC	Services	Student Services/ CHC	\$20,000.00		
26710	Qualtrics, LLC	Software/Online Services	TESS/SBCCD	\$10,331.39		
26633	Ramos, Carson	Performer	Humanities/ SBVC	\$700.00		
26714	RDTR Inc dba Boman Forklift	Repairs	Print Shop/ SBCCD	\$923.24		

**Contracts Below \$114,500 And
Income Contracts**

Board Date 02/08/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26660	Regents of University of CA, The	Training Services	Mathematics/ SBVC	\$13,000.00		
26695	Riser Forklift	Services	Print Shop/CHC	\$290.00		
26720	Riverside Healthcare System, L.P. dba Riverside C. Hospital	Clinicals	Health Services/ SBVC	No Cost		
26681	Salvesen, Kathleen	On Demand Services	KVCR/KVCR	\$18,000.00		
26722	San Bernardino County Superintendent of Schools	Participation Agreement	Child Care Center/ SBVC	No Cost		
26691	Shorett Printing DBA Crown Printer/Crown Connect	Services	Marketing/ SBVC	\$6,079.00		
26650	Sidepath Inc.	Maintenance Agreement	TESS/SBCCD	\$66,970.14		
26693	Sony Electronics, Inc	Repairs	KVCR/KVCR	\$1,797.32		
26716	Southern California Landscape Inc.	Site Improvement	Facilities Planning/SBCCD	\$15,780.00		
26651	Spectrum Reach	Advertising	KVCR/KVCR	\$3,000.00		
26723	Strada Collaborative Inc.	Participation Agreement	Student Services/ SBVC	No Cost		

**Contracts Below \$114,500 And
Income Contracts**

Board Date 02/08/2024

9 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26688	Studio 19 Photo Booth	Rental	Counseling/SBVC	\$600.00		
26712	Sundown Window Tinting	Repairs	Facilities Planning/ SBCCD	\$200.00		
26641	Synergy Sports Technology, LLC	Software/Online Services	Athletics/SBVC	\$900.00		
26679	TechSmith Corporation	Software/Online Services	TESS/SBCCD	\$45.60		
26661	Thermo Electron North America LLC	Repairs	Chemistry/ SBVC	\$3,999.30		
26682	Thompson, Andrew	On Demand Services	KVCR/KVCR	\$3,970.00		
26662	Torres, Leticia Irene dba Social Supreme Rentals	On Demand Services	KVCR/KVCR	\$600.00		
26431	Tree Pros Inc.	Services	Maintenance/ SBVC	\$75,000.00		
26652	Trophy House	Production of Awards	EDCT/SBCCD	\$100.00		
26614	Valhalla Indoor Axe Throwing	Services	Veterans/SBVC	\$270.00		
26680	Valley Tire Company	On Demand Services	EDCT/SBCCD	\$6,480.00		

**Contracts Below \$114,500 And
Income Contracts**

Board Date 02/08/2024

10 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
26653	Victor Valley CCD	Subgrantee	EDCT/SBCCD	\$111,992.00		
26683	Wildwood Construction Inc.	On Demand Repairs Agreement	Facilities Planning/SBCCD	\$5,000.00		
26654	WIN-OMT Software Inc.	Software/Online Services	KVCR/KVCR	\$200.00		

Total Number of Contract 102

\$984,971.43 \$3,052,024.61

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Angel Rodriguez, Associate Vice Chancellor of Government Relations & Strategic Communications

PREPARED BY: Tammy Mathis, District Director of Grants

DATE: February 8, 2024

SUBJECT: Districtwide Grant Submissions: November 2023 to January 2024

RECOMMENDATION

This item is for information only.

OVERVIEW

Between November 15, 2023, and January 31, 2024, the San Bernardino Community College District (SBCCD), along with the Economic Development & Corporate Training Center, Crafton Hills College, San Bernardino Valley College, and KVCR, has actively pursued multiple grants to further our educational mission.

These grants collectively aim to:

- Create equitable pathways to education and workforce opportunities.
- Foster strategic partnerships with K-12 schools, local businesses, and community organizations.
- Promote student community service.
- Address critical regional issues related to environmental safety and public health.

By securing external funding through these grant applications, SBCCD is committed to ensuring fiscal sustainability while providing vital resources to support the implementation of SBCCD's 2022-2027 strategic plan and the college's master plans.

ANALYSIS

- Ten (10) grant applications were submitted districtwide from November 15, 2023, through January 31, 2024.
- A total of \$6,724,449 in grant funding has been collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.
- Two (2) grants have already been awarded, while others are awaiting announcements.

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

If awarded, these grants would provide a significant financial influx into the district.



Districtwide Grant Submissions: November 2023 to January 2024

Executive Summary:

- Ten (10) grant applications were submitted districtwide from November 15, 2023, through January 31, 2024.
- A total of \$6,724,449 in grant funding has been collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.
- Two (2) grants have already been awarded, while others are awaiting announcements.

K-16 Learn to Earn Grant

Purpose: The Inland Empire Regional K-16 Education Collaborative was created to streamline equitable pathways from high school to postsecondary education and into the workforce for the most marginalized and underserved students in the Inland Empire region. UC Riverside is the fiscal agent and will be managing subawards to regional partners that include K-12 schools/districts and community colleges across Riverside and San Bernardino counties, CSU San Bernardino, and UC Riverside.

- **Grantor:** The Inland Empire Regional K-16 Educational Collaborative
- **Application Amount:** \$1,000,000
- **Lead Entity:** San Bernardino Valley College
- **Submitted:** November 17, 2023
- **Application Status:** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 4:** Develop an intentional dual enrollment completion pathway.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability

- **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Be My Neighbor Grant

Purpose: This grant was written to support our KVCR PBS Kids Camp in April of 2024.

- **Grantor:** Fred Rogers Productions
- **Application Amount:** \$10,000
- **Lead Entity:** KVCR
- **Submitted:** November 2023
- **Application Status:** **Awarded**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.

College Corps Grant

Purpose: This grant was written to extend our existing College Corps program through 2026. In total, the 2022 College Corps program had 81 fellows from San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) participate. 14 of the 81 fellows were AB 540 eligible Dreamer students. College Corps offers up to \$10,000 to students who complete 450 hours of community service within one year, helping them graduate without debt.

- **Grantor:** OPR/California Volunteers
- **Funding Period:** 2024-2026
- **Application Amount:** \$3,873,449
- **Lead Entity:** SBCCD
- **Application Submitted:** December 17, 2023
- **Application Status:** Waiting on Announcement

Alignment with Educational Master Plan

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.

- **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 2:** Partner with corporations that align with degrees and certificates.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Youth Voices Grant

Purpose: This initiative allows us to work and mentor local high school students to produce short documentaries (local issues that affect them on a regular basis). Students receive a stipend at the end of their project and will be provided a screening of their work at KVCR.

- **Grantor:** CA Endowment
- **Application Amount:** \$25,000
- **Lead Entity –** KVCR
- **Application Submitted –** December 1, 2023
- **Application Status –** Awarded

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 4:** Develop an intentional dual enrollment completion pathway.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

National Endowment for the Humanities Grant (NEH)

Purpose: This grant is for the development of a script and short teaser of a documentary entitled “Lopez vs Seccombe.” This documentary tells the story of San Bernardino and how the Mexican community began a civil rights movement to desegregate public and recreational spaces.

- **Grantor:** California Endowment
- **Application Amount:** \$75,000
- **Lead Entity** – KVCR
- **Application Submitted** – January 7, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
 - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion.

Wildfire Prevention Program

Purpose: The Wildfire Prevention Program Grant is a re-submitted proposal for the Defensible Space curriculum through EDCT, with KVCR providing advertising/publicity for the program.

- **Grantor:** CAL FIRE
- **Application Amount:** \$600,000
- **Lead Entity** – EDCT
- **Application Submitted** – January 10, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.

- **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 1:** Increase industry/non-industry internships for students.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

DAS California Community College Chancellors Office Grant - SBCCD

Purpose: The California Community College Chancellor's Office has announced the availability of \$40M in grant funding through the [California Apprenticeship Initiative New and Innovative Grant Program \(CAI\)](#). SBCCD has applied for a \$120,000 planning grant to support the creation of an early child development program for both colleges based on a model from Rancho Santiago Community College District.

- **Grantor:** Department of Apprenticeship Standards
- **Application Amount:** \$120,000
 - After receiving the planning grant, if approved, there is potential for additional future funding through the CAI Grant, which has two other categories of support for apprenticeship programs:
 - Implementation Grants, with a maximum of \$1,500,000
 - Expansion Grants, with a maximum of \$1,000,000.
- **Funding Period:** July 1, 2024 - June 30, 2027
- **Lead Entity –** SBCCD
- **Application Submitted –** January 15, 2024
- **Application Status –** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 1:** Increase industry/non-industry internships for students.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

DAS California Community College Chancellors Office Grant - EDCT

Purpose: The California Community College Chancellor's Office has announced the availability of \$40M in grant funding through the [California Apprenticeship Initiative New and Innovative Grant Program \(CAI\)](#). EDCT has applied for a \$120,000 planning grant to support the creation of a management trajectory apprenticeship in multiple career pathways.

- **Grantor:** Department of Apprenticeship Standards
- **Application Amount:** \$120,000
 - After receiving the planning grant, if approved, there is potential for additional future funding through the CAI Grant, which has two other categories of support for apprenticeship programs:
 - Implementation Grants, with a maximum of \$1,500,000
 - Expansion Grants, with a maximum of \$1,000,000.
- **Funding Period:** July 1, 2024 - June 30, 2027
- **Lead Entity –** EDCT
- **Application Submitted –** January 15, 2024
- **Application Status –** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 1:** Increase industry/non-industry internships for students.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Powering Climate and Infrastructure Careers Grant

Purpose: The Powering Climate & Infrastructure Careers Challenge, an initiative of the Families and Workers Fund, is designed to support the state and local agencies, education and training providers, communities and small businesses working within infrastructure and clean energy industries. This grant is designed to provide good jobs for those who have been previously locked out of these powerful emerging industries.

- **Grantor:** Families and Workers Fund
- **Funding Period:** 1 to 3 years
- **Lead Entity:** EDCT
- **Amount per Application:** \$1.5 Million
- **Application Submitted:** January 19, 2024
- **Application Status:** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
 - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Apprenticeship Pathways Demonstration Program

Purpose: This initiative is intended to provide community college apprenticeship program students, with a direct path to credit certificates and degrees. Supporting students along their educational journey, while allowing them to earn wages and learn 21st-century skills. We are applying for apprenticeship funding for our public health program in partnership with AMR.

- **Grantor:** CA Community College Chancellor's Office
- **Funding Period:** 1 year, beginning approximately July 1, 2024
- **Amount per Application:** \$99,000
- **Lead Applicant:** Crafton Hills College
- **Application Submitted:** January 30, 2024
- **Application Status:** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
- ✓ **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 2:** Partner with corporations that align with degrees and certificates.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

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: February 8, 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 \$387,415 to \$101,235,842 from the previous estimate of \$100,848,427. The cash balance remained relatively consistent with the previously projected amount with a small increase caused by normal cash fluctuations.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This analysis is an important part of ensuring sufficient cash is available to meet District needs.





General Fund Cash Flow Analysis – Restricted & Unrestricted Fiscal Year 2023-2024

(as of January 16, 2024, rounded to the nearest \$1,000)

	PROJECTED												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Estimated Beginning Cash Balance	98,142	96,784	89,080	91,724	88,506	86,084	104,460	96,129	115,481	119,286	114,571	108,621		
Receipts														
Federal		10	3,570	250	90	38	445	2		13		663		5,081
State	12,435	7,457	13,524	12,877	4,623	10,580	33,454	33,459	22,314	12,157	12,961	14,938		190,779
Local	5,769	63	3,435	2,112	3,306	22,251	2,247	3,174	2,074	7,205	3,278	857		55,771
Interfund Transfer & Sale of Assets					4,292	1	290	289	289	289	294	289		6,032
Accounts Receivable/Accruals	-2,867	1,264	-509	64	1,006	-2	-47	-274	1,079	-71	-225	-381		-961
Total Receipts	15,337	8,793	20,020	15,303	13,316	32,869	36,390	36,650	25,755	19,594	16,307	16,366		256,701
Disbursements														
Academic Salaries	27	2,845	4,684	5,137	5,432	5,346	5,404	4,839	5,554	5,654	5,532	9,498		59,952
Classified Salaries	2,895	3,390	3,421	3,532	3,723	3,744	4,219	3,879	4,323	4,237	4,381	5,038		46,781
Benefits	1,507	2,533	646	3,114	3,105	3,090	3,299	3,179	3,418	3,427	2,940	4,740		35,000
Supplies & Materials	226	51	169	148	206	107	147	315	349	438	507	298		2,960
Other Operating Exp	2,612	1,493	2,235	1,831	1,779	963	2,894	2,153	5,746	6,808	3,671	7,397		39,582
Capital Outlay	1,480	-1,151	379	140	424	307	416	1,411	1,531	1,501	1,956	943		9,336
Other Outgo	2,443	-260	3,493	5,982	1,267	1,023	1,317	1,584	1,096	2,162	3,329	5,087		28,523
Longterm Post-Employment Benefits	-5	-8	-8	-8	8	-8	7	-9	-9	18	-9	-12		-42
Accounts Payable/Accruals	5,512	7,604	2,358	-1,354	-207	-80	27,017	-54	-59	66	-49	-9,239		31,515
Total Disbursements	16,695	16,497	17,376	18,521	15,738	14,493	44,721	17,298	21,950	24,309	22,258	23,751		253,607
Increase / (Decrease) in Cash Balance	-1,358	-7,704	2,643	-3,218	-2,422	18,376	-8,331	19,352	3,806	-4,715	-5,950	-7,385		
Estimated Ending Cash Balance	96,784	89,080	91,724	88,506	86,084	104,460	96,129	115,481	119,286	114,571	108,621	101,236		

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, Payroll & Police Services

DATE: February 8, 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.



MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

January 16, 2024

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 Custodian job description (attached herein), which include placement at Range 35 from Range 31 of the CSEA Salary Schedule.

The Lead Custodian will be added to the 2023-2026 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

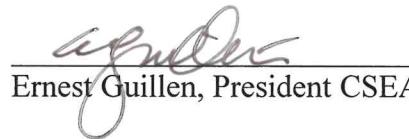
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



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

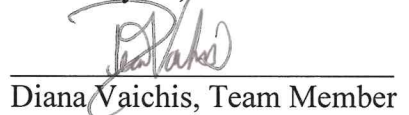
For CSEA



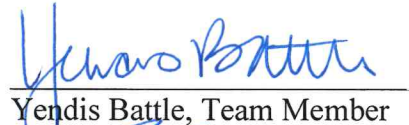
Ernest Guillen, President CSEA #291



Noah Snyder, CSEA LRR



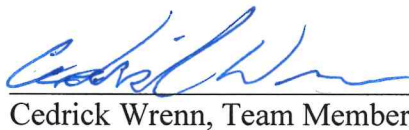
Diana Vaichis, Team Member



Yendis Battle, Team Member



Kevin Limoges, Team Member



Cedrick Wrenn, Team Member



Lead Custodian

Classified Range: ~~34~~ 35

Board Approved: 11/18/21 P. 1|5

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 the more difficult and responsible types of work in addition to routine custodial duties at assigned site; provides oversight and coordinates assignments for assigned staff.

DISTINGUISHING CHARACTERISTICS

The Lead Custodian classification is distinguished from the Custodian classification by the level of responsibility assumed and additional duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series **such as inspecting safety equipment as well as** including the provision of lead support for assigned 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. Oversees and participates in the more difficult work of custodial staff; oversees and coordinates assignments for assigned custodial staff; maintains buildings and furniture in a clean, sanitary, safe, and secure condition during an assigned shift; cleans and performs minor maintenance repairs on assigned equipment.
2. Leads, plans, trains, and reviews the work of assigned custodial staff; inspects completed work; assures that work is performed in compliance with instructions, meeting quality standards.
3. Oversees the use, care, and operation of assigned equipment including carpet cleaners and floor buffers.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
5. Sweeps, scrubs, and mops rooms, halls, stairway, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs and carpets; operates custodial equipment including buffers, floor scrubbers, carpet extractors, and vacuum cleaners.
6. Empties, cleans, moves, and sanitizes waste receptacles and ashtrays; picks up papers and other debris; empties pencil sharpeners as necessary.
7. Dusts, cleans, and polishes furniture, woodwork, fixtures and equipment; remove cob webs; clean desks and countertops.
8. May change light bulbs and fluorescent tubes.



Lead Custodian

Classified Range: ~~34~~ 35

Board Approved: 11/18/21 P. 2|5

9. Cleans whiteboards, trays, and erasers; arranges classroom furniture and equipment; restocks classrooms with necessary supplies.
10. Cleans and disinfects rest rooms, floor mats, doors, drinking fountains and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform minor pest control tasks in buildings.
11. Washes walls; removes markings on walls, rest room stalls, countertops, and desks; washes windows, mirrors, and blinds; cleans filters and kitchen hoods.
12. Moves furniture, equipment, or other heavy objects on request or for set-up of campus functions, meetings, and special events, utilizing pallet jacks, hand trucks, or similar equipment; makes minor repairs and adjustments to building fixtures and equipment.
13. Perform the opening and closing of campus by unlocking and locking building entry points; external restroom doors and turn-on elevators.
14. Secures internal and external entry and exit doors at the close of the workday or after evening classes, ensuring that windows and lights are locked and off in assigned area; maintain the security of assigned areas; turn the alarm system on and off.
15. Reports fire, sanitary, safety, or security hazards in buildings; reports needed maintenance or repair to the appropriate authority.
16. Check fire extinguishers for full charge and sign off tags monthly, inspect Automatic External Defibrillator devices monthly; provide reports on monthly inspections, including reports on maintenance or replacement as needed.
17. Operates campus vehicles, including forklifts, as required.
18. Serves as liaison between custodial staff and supervisor.
19. 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



Lead Custodian

Classified Range: ~~31~~ 35

Board Approved: 11/18/21 P. 3|5

- 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 **



Lead Custodian

Classified Range: ~~34~~ 35

Board Approved: 11/18/21 P. 4|5

Attention to Detail

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

Using Technology

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

Valuing Diversity

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

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Three (3) years of custodial experience that includes minor building and equipment maintenance.

License or Certificate:

Possession of a valid driver's license.

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

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 environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift,



Lead Custodian

Classified Range: ~~34~~ 35

Board Approved: 11/18/21 P. 5|5

carry, push, and/or pull 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 to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read 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

January 16, 2024

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

RECITALS

In or about April 2018, the Parties made and entered into a Memorandum of Understanding (attached herein), which the Parties considered a "contract" per Article 8.1.1 of the agreement between the Contractor (Follett) and the District, in addition to the Parties' collective bargaining agreement and any other applicable agreements or MOUs between the Parties. Therefore, the Parties agreed to the following in part:

Existing Bookstore Employees

1. The Parties, effective April 2018 and thereafter, have agreed that each existing bookstore unit member retains the right to remain indefinitely in his/her existing position at the bookstore, whether under the District or Contractor (Follett).
2. In addition, effective April 2018 and thereafter, each existing bookstore unit member may explore alternative placement within the District, which would be facilitated by the Office of Human Resources. In return, any existing bookstore unit members who accept a transition plan and change classification shall not be subject to any additional probationary period as a result of the transition.
3. In the event, that an existing bookstore unit member accepts an alternative placement with the District, a training plan shall be developed to provide the existing bookstore unit member the understanding of the responsibilities and the knowledge and skills to do the new classification.

TERMS

Therefore, in accordance with the terms and conditions of the Memorandum of Understanding dated April 2018, the District and the Association agree to transition the following bookstore unit members:

1. **Maria Davila**, Bookstore Assistant, Range 27 Step F, 8 hours/260-day work year in the Bookstore Department at Crafton Hill College, will be transitioned into the classification of Student Services Technician II, Range 34 Step C, 8 hours/260-day work year in the Student Accessibility Services Department at Crafton Hill College, **effective January 8, 2024.**
2. **Noel Arciero**, Bookstore Customer Service Assistant, Range 19 Step F, 3.8 hours/260-day work year in the Bookstore Department at San Bernardino Valley College, will be transitioned into the classification of Administrative Assistant II, Range 37 Step A, 8 hours/260-day work year in the President Department at San Bernardino Valley College, **effective January 2, 2024.**
3. **Marvellee Diaz**, Bookstore Assistant, Range 27 Step F, 8 hours/260-day work year in the Bookstore Department at San Bernardino Valley College, will be transitioned into the classification of Administrative Assistant II, Range 37 Step A, 8 hours/260-day work year in the Marketing Department at San Bernardino Valley College, **effective January 2, 2024.**

This MOU constitutes the full and express agreement between the Parties with respect to the subject matter hereof and is the final, complete, and exclusive of the terms and conditions of this MOU. There exists no other agreements, promises, inducements, or understandings other than those provided herein.

This is a tentative agreement pending ratification per the CSEA 610 Policy and the District's approval process(es).

For the District




Krista Hanon, SBCCD
Vice-Chancellor, Human Resources &
Police Services

For CSEA



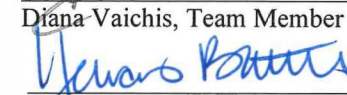
Ernest Guillen, President CSEA #291



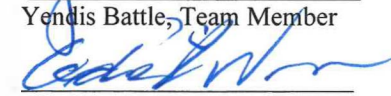
Kevin Limoges, Team Member



Diana Vaichis, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member



Noah Snyder, CSEA LRR

MEMORANDUM OF UNDERSTANDING
 By And Between
 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (DISTRICT)
 And
 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO
 COMMUNITY COLLEGE DISTRICT and its CHAPTER #291 (CSEA)

REGARDING BOOKSTORE EMPLOYEES

April 12, 2018

This Memorandum of Understanding (MOU) is made and entered into June 1, 2017, between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties"). This MOU shall be considered a "contract" per 8.1.1 of the agreement between the Contractor (Follett) and the District, in addition to the parties' collective bargaining agreement and any other applicable agreements or MOUs between the parties.

1. Existing Employees

- a) For existing Bookstore employees in the CSEA bargaining unit, the District will offer employees over the age of 55, regardless of service years, an early retirement incentive of one (1) year of salary plus retiree health benefits per Article 20.1 of the collective bargaining agreement in exchange for the employee agreeing to retire from District employment; however, they are not prohibited from becoming an employee of the Contractor.
- b) Disbursement of the one (1) year salary shall occur in two separate payments as follows: July 15, 2018 and January 31, 2019.
- c) Any Unit members wishing to retire shall receive the Long Service Recognition stipend according to Article 11.2 at a prorated rate to the date of retirement.
- d) For those employees that do not take the early retirement incentive, the District will require that the selected Bookstore Contractor keep existing employees on at the Bookstore as employees of the District as follows:
 - i. All CSEA unit members may elect to remain on indefinitely as District Bookstore employees until he/she leaves his/her current position with the Bookstore. For existing employees in the CSEA bargaining unit, the terms and conditions of the current collective bargaining agreement between the District and CSEA will remain in effect and the employee will be subject to the same personnel policies and procedures as any other District employee in the CSEA bargaining unit.
 - ii. CSEA unit members that remain on as District Bookstore employees shall be evaluated by their designated District supervisor under the same evaluation policies and procedures as any other District employee within the CSEA bargaining unit. For purposes of employee evaluations the evaluating manager shall be the designated District supervisor. The designated District supervisor shall perform employee evaluations. The same designated District supervisor shall be responsible for any discipline matters in accordance with Article 17 of the collective bargaining agreement. The designated District supervisor shall be a management level employee of the District.

- iii. The District shall require that any management/supervisory employee(s) employed/hired by the Contractor abide by all of the terms and conditions of the current collective bargaining agreement between the District and CSEA.
- iv. For the duration that the Bookstore is contracted by the District, the below Classification titles and their respective job descriptions shall remain within the CSEA bargaining unit and shall be maintained.
 - i. Bookstore Customer Service Assistant
 - ii. Bookstore Assistant I
 - iii. Bookstore Assistant II
 - iv. Assistant Bookstore Manager
 - v. Book Buyer
- v. Each CSEA Bookstore unit member retains the right to remain indefinitely in his or her existing position at the Bookstore whether under District or Contractor operation. Should any Bookstore employee choose to explore alternative placement within the District, the District's Human Resources Department will work with each District Bookstore employee to create a mutually agreed upon transition plan for the employee to transfer to a different position within the District; this shall not be misconstrued to circumvent the provisions provided within Article 1.2.3 of the CSEA collective bargaining agreement. The plan will include identifying potential positions the employee is qualified for, identifying training and/or education that may be needed in order to qualify for positions when the employee would be a good match for a position but does not meet all minimum qualifications, and develop a training and/or education plan and provide training and/or education if feasible in order for the employee to meet minimum qualifications in accordance with Article 9.4 of the CSEA collective bargaining agreement. All costs related to the provisions of this agreement relating to CSEA bargaining unit members shall be borne on to the District. Any permanent part time District Bookstore employees shall have the option of accepting a full time position that is part of the voluntary transition planning made available. If any member chooses to participate in the above process the effects shall be negotiated with CSEA in a separate MOU. The District agrees it shall not involuntarily transfer CSEA Bookstore unit members.
- vi. Any District Bookstore employee that accepts a mutually agreed upon transition plan and changes classification shall not be subjected to any additional probationary period as a result of the transition. In the event that there is not a successor outsourcing contract of the District Bookstores or there is an unfulfilled RFP all employees shall have the right of return if the operations of the Bookstores are returned to the District.

2. Vacancies

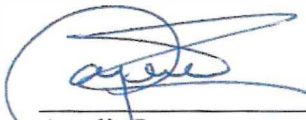
- a) If a unit member employed in the District Bookstore leaves his or her employment with the Bookstore after commencement of the agreement with the Contractor (whether by promotion, transfer to a different District position, or retirement, or resignation), the vacated bargaining unit position in the District Bookstore may be placed on administrative hold by the District and shall not abolish any existing classification title.
 - i. Any vacancies due to promotions are subject to the promotional language in Article 15 of the Classified CBA.
- b) During the term of the agreement to outsource the Bookstore, the Contractor may hire individuals to perform the duties and functions of any such vacant District Bookstore positions (resulting from

unit members leaving their positions) and such New Employees shall be employees of the Contractor, not of the District.

- c) All New Employees of the Contractor shall be approved by the District, shall be subject to the District's standards of conduct for District employees, and shall be subject to the same background, security and Live Scan requirements as District employees. The District will reserve the right to reject any New Employee who, in the judgment of the District, is not qualified to perform the work or is otherwise unsuitable to work on the District's premises. The District will also require Contractor to comply with all state and federal employment requirements.
- d) If the District decides to terminate the contract with the Contractor, the District agrees to negotiate any proposed changes to bargaining unit positions in the Bookstore upon termination of the contract to outsource the Bookstore and reversion of Bookstore operations to the District. The District shall notify the Association of termination of contract with the Contractor within five (5) business days of termination.

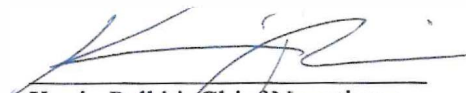
This Agreement is subject to CSEA and the District approval and ratification processes.

For the District:

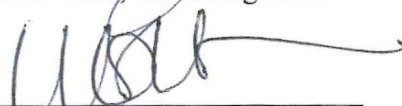


 Amalia Perez
 Director Human Resources

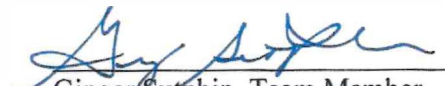
For CSEA Chapter 291:



 Kevin Palkki, Chief Negotiator




 Myesha Kennedy, CSEA LRR



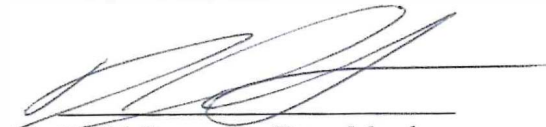
 Ginger Sutphin, Team Member



 Fermin Ramirez, Team Member



 Stacy Garcia, Team Member



 David Stevenson, 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, Payroll & Police Services

DATE: February 8, 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.





Professional Expert, Short-Term & Substitute Employees

Presented for Information on February 8, 2024

[v.1.17.2024.p.1|3]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Davis, Brian R CHC Business & Economics	Program Assistant	01/16/24	06/30/24	\$33.50
Vega, Matthew R CHC Fire Technology	State Fire Training Instructor	01/11/24	06/30/24	\$55.00
Petite, Zachary T CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/ EMS Specialist	01/02/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Denney, Jenna N CHC Tutoring Center	Tutor I	01/09/24	06/30/24	\$16.00
Kingsbury, William C CHC Tutoring Center	Tutor I	01/16/24	06/30/24	\$16.00
Madrigal, Jessica R CHC Tutoring Center	Tutor I	01/09/24	06/30/24	\$16.00
Smith, Maxwell T CHC Tutoring Center	Tutor I	01/16/24	06/30/24	\$16.00
Hickok, Christopher D DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	02/08/24	06/30/24	\$80.00
Lopez-Vega, Antonia I DIST KVCR	Content Specialist	12/11/23	06/30/24	\$20.00
Morrie, Mikayla H SBVC Academic Success & Learning Support	Tutor I	01/02/24	06/30/24	\$16.00
Garcia, Breanna S SBVC Academic Success & Learning Support	Tutor II	01/02/24	06/30/24	\$17.00
Houts, Diana L SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	12/11/23	06/30/24	\$20.00
Clara, Marlene Z SBVC Arts & Humanities	Social Media Specialist	01/08/24	06/30/24	\$21.00
Espinoza, Medeline L SBVC English - Writing Center	Tutor III	01/16/24	06/30/24	\$19.00
Lopez Anguiano, Edgar G SBVC English - Writing Center	Tutor III	01/16/24	06/30/24	\$19.00
Reza, Jonathan SBVC English - Writing Center	Tutor III	01/16/24	06/30/24	\$19.00
Fregoso, Yanel SBVC Health & Wellness	Post Masters Associate I	01/16/24	06/30/24	\$25.00
Wolfe, Taylor M SBVC Marketing & PR	Program Assistant	11/11/23	06/30/24	\$49.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on February 8, 2024

[v.1.17.2024.p.2|3]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Jones, Nathan J SBVC STEM-MESA	Tutor I	01/16/24	06/30/24	\$16.00
Linarez, Imelda SBVC STEM-MESA	Tutor I	01/16/24	06/30/24	\$16.00
Colunga, Jaron A SBVC STEM-MESA	Tutor II	01/08/24	06/30/24	\$17.00
Ysiano, jessica m SBVC STEM-MESA	Tutor II	01/08/24	06/30/24	\$17.00
Willis, Tiffany L SBVC Student Accessibility Services	Interpreting/Transliterating Level I	01/08/24	06/30/24	\$28.00
Halsell, Heidi Lynn SBVC Student Accessibility Services	Program Assistant	01/16/24	06/30/24	\$22.00
Yanez, Janeth SBVC Student Accessibility Services	Program Assistant	02/09/24	06/30/24	\$20.00
Gutierrez Jr, Rafael SBVC Student Equity/SAS	Program Assistant	11/11/23	06/30/24	\$25.00
Fonseca, Katherine A SBVC Student Health Services	Counseling Trainee	01/16/24	06/30/24	\$16.00

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Salazar, Jaqueline CHC CHC CDC <i>Sick/Vacation Coverage</i>	Child Development Assistant	01/10/24	03/08/24	\$17.63
Blackmon, Richard CHC Chemistry <i>Ext: Coverage requested for committee meetings</i>	Laboratory Technician	12/22/23	02/19/24	\$37.88
Segovia, Endelicia CHC Library <i>Classified Out-of-Class</i>	Library Technical Assistant I	01/16/24	03/15/24	\$24.29
Ramirez, Thomas CHC Science <i>Ext: Vacancy</i>	Laboratory Technician	12/27/23	02/24/24	\$33.50
Anderson, Ebony SBVC Admissions and Records <i>Due to employee working out of class</i>	Admissions and Records Technician	01/02/24	03/01/24	\$23.71



Professional Expert, Short-Term & Substitute Employees

Presented for Information on February 8, 2024

[v.1.17.2024.p.3]3]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Cruz, Arlene SBVC Assessment <i>Ext: Vacancy</i>	Student Service Technician I	11/06/23	01/06/24	\$22.01
Ageeb, Nermen SBVC Child Development Center <i>Sick/Vacation Coverage</i>	Child Development Assistant	02/04/24	04/04/24	\$17.63
Ascencio, Alexis SBVC Child Development Center <i>Sick/Vacation Coverage</i>	Child Development Assistant	02/01/24	03/31/24	\$17.63
Martinez, Aziel SBVC Custodial <i>Sick/Vacation Coverage</i>	Custodian	01/15/24	03/14/24	\$21.50
Hall, Suzan SBVC Student Services <i>Ext: Vacancy</i>	Administrative Coordinator	12/19/23	02/19/24	\$31.89

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: February 8, 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 12/11/2023 – 1/15/2024 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase orders are included in the appropriate budgets.



Purchase Order Report
February 8, 2024

PO#	Supplier Name	Amount
2403987	SAN BERNARDINO CCD	25,000.00
2403988	SAN BERNARDINO CCD	5,000.00
2403992	TRADESFUTURES	5,000.00
2403994	ULINE INC	3,647.53
2403996	ULINE INC	222.50
2403997	ULINE INC	320.33
2403998	US POSTAL SERVICE	25,000.00
2403999	LEYVA, CONNIE	223.67
2404000	FRANK BACON MACHINERY SALES CO	82,141.05
2404001	STAPLES BUSINESS ADVANTAGE	179.51
2404002	KEPLINGER, JONATHAN	700.00
2404004	STAPLES BUSINESS ADVANTAGE	123.65
2404008	CENTIMARK CORPORATION	8,281.00
2404010	US GREEN BUILDING COUNCIL	4,500.00
2404011	ARUP US INC	1,230.00
2404012	SAN BERNARDINO CCD	169.05
2404013	GRAINGER INC	496.92
2404014	FORMLABS INC	174.60
2404015	ALL IN ONE POSTER COMPANY INC	1,617.47
2404016	EKC ENTERPRISES INC.	923.57
2404017	FILMTOOLS INC	2,391.26
2404021	EAGLESON DISPUTE RESOLUTION	1,680.00
2404022	ELLIOTTS PET EMPORIUM	150.00
2404028	DELL INC	7,185.92
2404030	STATE OF CALIFORNIA EDD	484.00
2404033	CDW LLC	6,300.81
2404034	STATE WATER RESOURCES CONTROL BOARD	1,873.00
2404035	BOUND TREE MEDICAL LLC	836.00
2404036	COMPUTERIZED EMBROIDERY COMPANY INC	5,829.00
2404037	CA COMMUNITY COLLEGE ASSOC FOR OCCUPATIONAL ED	149.00
2404042	FILMTOOLS INC	3,812.23
2404046	AUMENT, MADISON	33,000.00
2404047	SAN BERNARDINO CCD	249.25
2404051	SELLS, JARROD	500.00
2404052	MSC INDUSTRIAL SUPPLY CO	485.24
2404053	MSC INDUSTRIAL SUPPLY CO	791.81
2404054	AVIATION GROUND EQUIPMENT CORP	33,223.13
2404055	ULINE INC	466.50
2404056	STAPLES BUSINESS ADVANTAGE	134.11
2404057	STAPLES BUSINESS ADVANTAGE	103.38
2404058	STAPLES BUSINESS ADVANTAGE	694.03
2404059	EFI GLOBAL INC	6,798.87
2404062	RUIZ, ADOLFO	354.36
2404063	REGENTS OF THE UNIVERSITY OF MINNESOTA	1,280.00
2404064	MOUNTAIN MEASUREMENT INC	633.75

Purchase Order Report
February 8, 2024

PO#	Supplier Name	Amount
2404065	FERGUSON ENTERPRISES INC	3,391.75
2404066	CASTLE BRANCH INC	2,150.00
2404067	ULINE INC	236.32
2404069	ROTARY CLUB OF YUCAIPA	230.00
2404070	COLLEGESOURCE INC	12,413.25
2404071	TECHSMITH CORPORATION	263.98
2404072	WESTERN ASSOCIATION OF VETERANS EDUCATION SPECIALIST	2,392.88
2404074	SAN BERNARDINO CCD	3,000.00
2404075	FOLLETT CORPORATION	500.00
2404079	MANUFACTURERS' COUNCIL OF THE INLAND EMPIRE INC	995.00
2404080	JOYCE, ROXANE	500.00
2404081	REGENTS OF THE UNIVERSITY OF CALIFORNIA BERKELEY	13,000.00
2404083	INTERWORKS INC	15,000.00
2404084	INTERWORKS INC	7,500.00
2404085	INTERWORKS INC	5,000.00
2404087	SHERRILL INC	1,119.13
2404088	NEBRASKA SCIENTIFIC	1,359.81
2404091	CIVICWELL	21,220.00
2404092	BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS	250.00
2404093	ELLUCIAN COMPANY LP	5,280.00
2404096	CITYSPARK INC	1,800.00
2404097	TORRES, LETICIA IRENE	600.00
2404099	STATE OF CALIFORNIA EDD	1,210.00
2404100	ALLEGIANCE FUNDRAISING GROUP LLC	2,000.00
2404101	TROPHY HOUSE	100.00
2404102	R.E. MICHEL COMPANY	14.69
2404103	STAPLES BUSINESS ADVANTAGE	55.53
2404104	MEDLINE INDUSTRIES INC	1,484.85
2404105	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	1,174.83
2404106	FORMLABS INC	1,957.25
2404107	CALIFORNIA SOCIETY FOR RESPIRATORY CARE	696.00
2404110	STAPLES BUSINESS ADVANTAGE	129.92
2404111	STAPLES BUSINESS ADVANTAGE	181.54
2404112	STAPLES BUSINESS ADVANTAGE	577.70
2404113	STAPLES BUSINESS ADVANTAGE	180.93
2404115	DELL INC	10,018.60
2404116	SAN BERNARDINO CCD	268.28
2404117	CDW LLC	1,475.82
2404118	SAN BERNARDINO CCD	173.13
2404120	SAN BERNARDINO CCD	2,113.44
2404121	MCMASTER-CARR SUPPLY CO	27,100.82
2404124	HEIBERG CONSULTING INC	499.00
2404125	MT SAN JACINTO COMMUNITY COLLEGE	7,621.88
2404130	PANERA LLC	1,190.45
2404131	INVERIS TRAINING SOLUTIONS INC	1,309.57

Purchase Order Report
February 8, 2024

PO#	Supplier Name	Amount
2404133	HAVEN SALES	14,961.59
2404136	SAN BERNARDINO CCD	1,087.50
2404141	SAN BERNARDINO CCD	1,800.00
2404142	SAN BERNARDINO CCD	2,720.00
2404147	ARROWHEAD AUTO REPAIR & SMOG CHECK	497.51
2404155	CALIFORNIA, STATE OF	1,210.00
2404156	SAN BERNARDINO, COUNTY OF	576.00
2404157	FOLLETT CORPORATION	3,203.34
2404158	WEX HEALTH INC DBA WEX	8,000.00
2404163	STAPLES BUSINESS ADVANTAGE	726.37
2404164	SHRED-IT USA LLC	2,000.00
2404165	ADVANCED IMAGING STRATEGIES	185.00
2404167	MVP SECURITY SYSTEMS INC	900.00
2404168	GET NOTICED PROMOS LLC	2,035.37
2404169	DICK BLICK HOLDINGS INC	1,242.30
2404170	MEDLINE INDUSTRIES INC	707.14
2404171	CALIFORNIA, STATE OF	484.00
2404172	SIGNS & LUCITE PRODUCTS INC	3,367.00
2404173	SYNERGY SPORTS TECHNOLOGY LLC	900.00
2404174	SOUTHERN CALIFORNIA BUSINESS REPORT	12,000.00
2404187	BARRIENTOS, LESTER	1,200.00
2404188	COM PLUS INC	6,750.00
2404189	DUCK & OWL LLC	161.63
2404190	GREEN, MARIAH	3,000.00
2404191	SPECTRUM REACH LLC	3,000.00
2404192	WIN-OMT SOFTWARE INC	200.00
2404193	AUDACY OPERATIONS INC	3,970.00
2404194	STAPLES BUSINESS ADVANTAGE	72.00
2404195	STAPLES BUSINESS ADVANTAGE	178.94
2404196	MARTINEZ, MARLON	100.00
2404198	STAPLES BUSINESS ADVANTAGE	1,185.20
2404199	STAPLES BUSINESS ADVANTAGE	289.26
2404201	ULINE INC	1,666.63
2404202	ULINE INC	2,137.94
2404203	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	712.92
2404204	S.L. FUSCO INC	3,493.14
2404208	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	13.05
2404209	DIOSDADO, LISA	850.00
2404210	DE LUCAS, TONY	850.00
2404211	CCN FINANCIAL SERVICES INC	1,653.75
2404212	MCMASTER-CARR SUPPLY CO	2,766.76
2404213	DISH FACTORY INC, THE	795.64
2404214	KEITHRN	5,170.00
2404215	EDWARDS, MARTELL	850.00
2404216	LOPEZ, JOHN	850.00

Purchase Order Report
February 8, 2024

PO#	Supplier Name	Amount
2404217	LOPEZ, DANIEL	850.00
2404218	THOMAS SCIENTIFIC LLC	425.45
2404219	STAPLES BUSINESS ADVANTAGE	67.30
2404220	STAPLES BUSINESS ADVANTAGE	209.96
2404221	STAPLES BUSINESS ADVANTAGE	103.69
2404223	STAPLES BUSINESS ADVANTAGE	270.49
2404224	NETFILE INC	2,900.00
2404225	FILMTOOLS INC	94.27
2404228	JACO, HERBERTH	400.00
2404229	MICHEL, FILI	400.00
2404230	LOPEZ, MARIA	400.00
2404231	GONZALEZ, PEDRO	400.00
2404232	DIAZ, EMMA	400.00
2404233	CHAVEZ, MARIA R.	400.00
2404235	STATE WATER RESOURCES CONTROL BOARD	704.00
2404236	TWINING INC	13,905.99
2404238	SAN BERNARDINO CCD	330.81
2404239	SAN BERNARDINO CCD	2,105.28
2404240	UNITED GRILL VENTURES LLC	1,875.94
2404241	G/M BUSINESS INTERIORS	37,760.10
2404247	MSC INDUSTRIAL SUPPLY CO	683.60
2404248	GRAINGER INC	164.72
2404249	MSC INDUSTRIAL SUPPLY CO	54.32
2404250	MSC INDUSTRIAL SUPPLY CO	329.60
2404255	CDW LLC	491.94
2404258	GONZALEZ, ARIEL	3,000.00
2404262	THOMPSON, ANDREW K.	3,000.00
2404266	WATER SOURCE SOLUTIONS INC	129.30
2404271	CDW LLC	15,100.00
2404272	TECHSMITH CORPORATION	45.60
2404273	POCKET NURSE ENTERPRISES INC	353.41
2404274	G/M BUSINESS INTERIORS	22,682.95
2404280	AMERICA'S XPRESS RENT A CAR	675.32
2404282	FIREBALL TOOL WORKS LLC	1,160.81
2404283	SAN BERNARDINO CCD	858.25
2404284	MUSIC IN MOTION	3,593.97
2404286	AMERICAN SOCIETY OF HEALTH SYSTEM PHARMACIST	3,100.00
2404287	COMPONENTSOURCE INC	80.08
2404291	VALLEY TIRE CO INC	6,480.00
2404306	LAERDAL MEDICAL CORPORATION	1,355.35
2404309	INTERNATIONAL PUBLISHING MANAGEMENT ASSOCIATION	350.00
2404310	IBM CORPORATION	2,736.09
2404311	ACT INC	520.00
2404312	STAPLES BUSINESS ADVANTAGE	107.01
2404313	ULINE INC	114.72

Purchase Order Report
February 8, 2024

PO#	Supplier Name	Amount
2404314	GRAINGER INC	939.41
2404316	POCKET NURSE ENTERPRISES INC	2,017.41
2404317	MEDLINE INDUSTRIES INC	1,556.60
2404318	CDW LLC	11,220.00
2404320	MICROSOFT CORPORATION	3,000.00
2404321	ULINE INC	9,647.13
2404322	DISH FACTORY INC, THE	9,986.41
2404323	LETTERHEAD FACTORY INC	108.75
2404325	FOLLETT CORPORATION	6,683.23
2404326	FARZANEH, FARRAH	2,000.00
2404329	STAPLES BUSINESS ADVANTAGE	254.60
2404330	ULINE INC	614.65
2404331	PANERA LLC	3,783.11
2404334	STAPLES BUSINESS ADVANTAGE	461.69
2404335	STAPLES BUSINESS ADVANTAGE	116.44
2404336	STAPLES BUSINESS ADVANTAGE	254.19
2404337	STAPLES BUSINESS ADVANTAGE	237.51
2404338	CA COMMUNITY COLLEGE ASSOC FOR OCCUPATIONAL ED	795.00
2404340	SONY ELECTRONICS, INC.	1,797.32
2404343	NATIONAL COLLEGIATE HONORS COUNCIL	550.00
2404344	QUADMED INC	283.81
2404345	FLEET FEET SPORTS	717.75
2404346	GENERAC POWER SYSTEMS INC	1,653.00
2404351	MCKESSON MEDICAL-SURGICAL GOV SOLUTIONS INC	884.62
2404352	H & L CHARTER CO INC	1,538.60
2404354	FOLLETT CORPORATION	2,500.00
2404358	STUDIO 19 PHOTO BOOTH	600.00
2404359	FASTSIGNS	334.93
2404360	SAN BERNARDINO CCD	973.41
2404361	MOTION PICTURE FILMSTOCK INC	2,405.55
2404362	SHORETT PRINTING	6,079.00
2404363	WILDWOOD CONSTRUCTION INC	5,000.00
2404364	AXON ENTERPRISE INC	568.98
2404366	AXIOS HQ INC	6,250.00
2404367	MATHIS, TAMMY R	500.00
2404369	STAPLES BUSINESS ADVANTAGE	322.77
2404370	STAPLES BUSINESS ADVANTAGE	184.86
2404373	GONZALES, NATHAN	1,000.00
2404375	ASSOCIATION OF CA COMMUNITY COLLEGE ADMINISTRATORS	795.00
2404376	NATIONAL ORANGE SHOW	405.00
2404379	EDVOTEK INC	2,516.48
2404383	VWR INTERNATIONAL LLC	4,812.19
2404384	C&F SHAVED ENTERPRISES	775.00
2404389	CA COMMUNITY COLLEGE ASSOC FOR OCCUPATIONAL ED	795.00
2404391	STAPLES BUSINESS ADVANTAGE	98.92

Purchase Order Report
February 8, 2024

PO#	Supplier Name	Amount
2404392	PACIFIC DESIGN DIRECTIONS INC	2,050.00
2404393	PIONEERRX LLC	706.88
2404395	EXCELENCIA IN EDUCATION	3,000.00
2404396	CDW LLC	717.75
2404398	4IMPRINT INC	2,467.05
2404399	STAPLES BUSINESS ADVANTAGE	116.06
2404400	PARTY PLUS RENTALS INC	4,822.80
2404402	INLAND EMPIRE CONCERNED AFRICAN AMERICAN CHURCHES	500.00
2404403	HYATTWARD ADVERTISING INC	1,000.00
2404404	INLAND VALLEY NEWS	3,500.00
2404406	PRIME PROMOS LLC	8,042.65
2404407	SAN BERNARDINO CCD	205.75
2404412	CDW LLC	853.11
2404414	BAKER ELECTRIC & RENEWABLES LLC	8,831.91
2404415	STAPLES BUSINESS ADVANTAGE	191.55
2404416	ARS ENTERPRISES INC	1,874.85
2404417	INTERNATIONAL ASSOCIATION CHIEFS OF POLICE	190.00
2404418	AMERICAN THERMOFORM CORPORATION	3,106.72
2404420	MAXIENT LLC	7,500.00
2404421	CA COMMUNITY COLLEGES CALWORKS ASSOCIATIONS	3,500.00
2404425	SAN BERNARDINO CCD	287.31
2404430	RDTR INC	660.00
2404432	SUNDOWN WINDOW TINT INC	175.00
2404435	FOLLETT CORPORATION	520.91
2404436	ALMA STRATEGIES LLC	195.00
2404440	AFRICAN AMERICAN MALE ED NETWORK AND DEVELOPMENT	5,000.00
2404443	GRAINGER INC	361.81

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, Payroll & Police Services

DATE: February 8, 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.





Resignations

Presented for Information February 8, 2024

[v.1.23.2024.p.2]2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Algattas, Daniel Assistant Professor, Kinesiology	SBVC Kinesiology	6.5	01/11/24
Gonzales, Melanie Associate Director, Human Resources	DSO Human Resources	6.5	02/16/24

BOARD OF TRUSTEES REPORT

LET'S GO! ¡ADELANTE!

February 2024

Crafton Hills College Respiratory Care Class of 2023



On December 14, Crafton Hills College celebrated the graduation of the 2023 Respiratory Care class.

CHC's Respiratory Care program is one of the best programs in the region. Program Director, Dr. Michael Sheahan, noted that this didactic and clinical program is so rigorous that they began with 37 students and lost 12 students in the first semester. Seventeen students graduated and will become licensed respiratory care therapists. Despite the challenges this graduating class faced, Daniel Rojas, Faculty Co-Chair for Respiratory Care, said that he is "blown away by their competencies" and encouraged them to continue learning and growing.

Class President Frances Ta'ase, opened

the ceremony as she discussed how much growth she witnessed in her classmates and how she not only "...gained skills but [also] experienced way more than [she] anticipated." Ta'ase closed her speech with, "May we continue to learn, grow, and make positive differences in the world of respiratory care."

Though the evening was largely celebratory, there were also some somber moments. Rojas teared up as he talked about a student who is no longer with us. Nicco Cabalu, one of the would-be graduates, unexpectedly passed away during the program and, to honor his memory, his classmates had a seat onstage where his photo and jersey sat. Rojas talked about Cabalu's contagious smile, consistent professionalism, respect for authority, and huge heart, and a video

of Cabalu played. As it ended, a soft voice in the crowd said, "that's my son."

Cabalu's family was invited on stage and presented with the degree he would have received along with a Presidential Award. The audience stood and applauded for an extended period to honor the graduates' fallen classmate.

Toward the end of the ceremony, CHC President Kevin Horan announced that all the graduates would be given checks from the Kirsten Greek Memorial Scholarship fund to help offset the costs of testing and licensing.

In addition, the following awards were presented:

- Jesson Scholarship: Luis Rebollar
- Academic Achievement Award: Richard Sevileno
- Clinical Achievement Award: Jose Araya

As each graduate received their certificate, family and friends showed their support for each of them as groups of loved ones stood, cheered, and whistled when their graduate's name was called. The graduates turned their tassels, the audience stood, and applause erupted from the crowd as Professor Reynaldo Bell said, "Ladies and gentlemen, I give you Crafton Hills College's 2023 Respiratory Care [graduates]."

Photo: CHC Respiratory Care graduates.

Crafton Fire Academy Alumni Get Sneak Peak at New, State-of-the-Art Public Safety Center



When Crafton Hills College's next fire academy launches on Jan. 16, 2024, cadets will have a new tool to work with: a state-of-the-art Public Safety Training Center.

Program alumni received a sneak peek of the space on Dec. 12, when instructors and Interim Fire Academy Chief Ryan Harold led tours and spoke about the center's

myriad of benefits.

Harold stated the Alumni "...are blown away, and I will say as an alumnus myself, we can all remember our humble roots here as fire academy students throughout the years. The overall sentiment [about the new building] has been "What an incredible facility to be able to train future firefighters with so many offerings for advanced training."

Features of the center include:

- Fire burn props suitable for kitchen and bedroom simulation experiences,
- Space for commercial, industrial, apartment and residential fire response training,
- Additional room for rope rescue and ladder drill and rappelling operations, and
- A live-fire training prop.

Photo: CHC Fire Academy Alumni.

Special Delivery: Crafton Families in Need Treated to Holiday Gift Exchange at Annual Luncheon

Christmas came early for more than a dozen Crafton Hills College families, all thanks to a longstanding holiday tradition that started in the mid-1990s.

On Dec. 15, Good Ol' Saint Nick and his merry elves from the College's Psychology Club surprised guests with a catered lunch and bags filled with Barbies, trucks, dinosaurs, and much, much more.

"This is so cool!" shouted one child as they began the unwrapping process. "Mom, look what I got!" shouted another.

Dr. Diane Pfahler, a professor of psychology and club advisor, co-founded the giveaway at the site's sister college, San Bernardino Valley College, in 1996. Since then, it has grown to support Crafton EOPS, CARE, CalWORKS, NextUp, and DREAMers Scholar students in need of a helping hand.

Invited families each submitted wish lists

to event organizers, and members of the Crafton community took time out of their busy schedules to fulfill each request. For example, 5-year-old Mavery Butler of Yucaipa asked for Barbies.

"I think this is really nice for the kids, especially for these families here today," shared Mavery's mom, Alex Lechner, a respiratory care student at Crafton. "Inflation has impacted a lot of families, including my own, and this was just a really nice gesture, a really great one, especially for the kids."

"These are tough years for everybody, and the kids especially feel that stress, but they do not show it in the ways we do," added Pfahler. "This is a fun event to show that we are here for them."

"Maybe more importantly for me," she continued, "it sets the next generation [of students] by seeing their parents here.



That's what really matters to me – that they know this is a place to come."

Photo: Child hangs ornament on a tree at Holiday Luncheon.

109th Fire Academy Graduation

On December 15, Crafton Hills College celebrated the 109th Fire Academy graduation in the Finkelstein Performing Arts Center.

CHC President Kevin Horan noted that the Crafton Hills Fire Academy has trained firefighters since the early 1980s and has become a premier program in our region.

The 18-week academy requires students to train over 40 hours per week, with early mornings, long days, strenuous physical demands, and learning to work in various fire and rescue scenarios.

Such a rigorous program requires dedication and determination. Cadet Jared Kavalle explained that their motto--“all grit, no quit.” reflects their passion and perseverance. He said, “We have made a commitment to ourselves, the academy, and our loved ones” and “quitting can be the difference between life and death.”

Cadet Matthew Sawyer, in his address to the Academy, talked about how they came together as a team to get through the challenges they faced. He closed his remarks with: “The hard work doesn’t end here; it doesn’t end after probation or after you reach a certain rank.... Keep working hard, stay up on your knowledge, and

continue to learn. I’m proud of you guys and I’m proud to be a member of class 109.”

As a tradition, the 109th Fire Academy presented a plaque that will remain in the PSAH building. Cadet Craig Roach and Cadet Rubin Valverde helped create the plaque, which depicts an axe layered within a flag. After an audible awe from the crowd and hearty applause, it was time to hand out the awards.

As the following awards were presented, recipients were met with cheers and whistles from the audience:

- Most Inspirational Cadet in Class (a peer-chosen award): Cadet Rubin Valverde, runner-up Ryan Handley
- Instructors’ Award (decided by instructors): Chief Ryan Harold and Cadet Craig Roach, multiple runners-up
- Academic Achievement Award: Trent Walnofer and Jacob Arnett
- MT-241 Scholarship: Johnny Magallanez Jr.

After the awards were distributed, Chief Ryan Harold read the Firefighter Code of Ethics, which the cadets all swore to uphold, and then he said, “These men here ...are now certified by the state of California as



firefighters.”

Captain Bret Raney then distributed the certificates, presented the 109th Fire Academy to the crowd, led the traditional retiring of the guide-on flag, and finished with two final traditions: the ringing of the bell and final dismissal. Captain Raney explained that when a job is complete, the bell is rung in three sets of three. He said that we would now do just that because “they completed their job, they completed the academy” and proceeded to ring the bell. Captain Raney then said, “for the last time, dismiss academy 109” and the now-firefighters yelled “academy 109, all grit, no quit” and threw their caps in the air.

Photo: Cadet Rubin Valverde with his nephews.

Crafton Hills College President’s Circle Members Get First Look at New Public Safety Training Center



As has become a college tradition, Crafton held an event exclusively for its Foundation’s President’s Circle members at the newly completed Public Safety Training Center on December 7 to celebrate the completion of this new facility.

This invitation-only VIP champagne toast and special preview party for President’s Circle members provided them access to the facility before any other members of the College or community. The central activity of these celebrations is toasting with a glass of champagne with the College president, Dr. Kevin Horan. A highlight of the evening for everyone was the tour

and demonstrations of the training facility, including smoke-filled simulations of firefighting scenarios.

Each year the President’s Circle members support Crafton Hills College with a donation of \$1,000 or more for unrestricted use. President’s Circle members receive invitations to exclusive events like this one and prominent acknowledgment and listing in all appropriate publications. To join the President’s Circle, visit craftonhills.edu/presidentcircle.

Photo: Guests raise their glasses at toast to new facility.

Meet CHC’s New Director of Technology Services – Aaron Oxendine



Beginning this year Crafton Hills College will have a new director of technology services, Aaron Oxendine. Aaron began his career in information technology (IT)

25 years ago at the University of North Carolina in Chapel Hill.

After moving to California, he took a position as IT consultant for Cal State University, San Bernardino, where he worked for more than ten years and lead desktop support tech for the campus.

When asked what he was most looking forward to in his role at CHC, he replied, “I’ve always enjoyed figuring out new ways to innovate, streamline, and automate certain technology functions to increase both efficiency and ease-of-use for end users. At CHC, I’m looking forward to

working with my colleagues by using my knowledge and experience to make the IT experience here the best it can be.”

Aaron grew up in North Carolina and completed his undergraduate studies at the University of North Carolina. He still roots for the Tar Heels’ sports teams. He has two kids— a 13-year-old daughter, Emory, and a nine-year-old son, Grayson.

Aaron has lived in Yucaipa since 2012. He enjoys traveling to new places when he has the time.

Photo: Aaron Oxendine.

Crafton Hills College Student Ekaterina Vyun Completes Internship with City of Redlands



Ekaterina Vyun recently finished an internship with the City of Redlands as a participant in Crafton Hills College’s internship program. The cities of Yucaipa and Calimesa will soon be added to this program, which provides practical work experience to CHC students who excel academically and want to experience real world careers.

Reflecting on her internship, Ekaterina said that she valued the opportunity to put the knowledge she had acquired in the classroom into practice in an office environment.

Ekaterina said, “I received support at each step, from my application process till the end my internship. I noticed that the most challenging was overcoming the language

barrier as English is my second language, and learning to communicate fluently in English in an office environment was most important for me. I did this successfully thanks to the employees of the City of Redlands I worked with.”

She added that her experience exceeded her expectations, saying, “I felt trust and support from the employees of City of Redlands, I was given interesting assignments and got answers to all my questions. I am grateful to the Crafton Hills College Career Center and the team of the City of Redlands for this opportunity.”

The internship program is funded by the CHC Foundation.

Photo: Ekaterina Vyun.

Inaugural LAEP Research Assistant Program Employs Three Students



The Learning-Aligned Employment Program (LAEP), launched in the Fall of 2023, provides eligible underrepresented students with financial assistance to cover educational costs and hands-on experience aligned with their educational and career goals.

Three LAEP Research Assistants commenced their roles within the

Institutional Effective, Research & Planning Department under the supervision of Dr. Giovanni Sosa.

Students will work on projects related to sustaining a campus-wide culture of data-informed decision-making and continuous improvement.

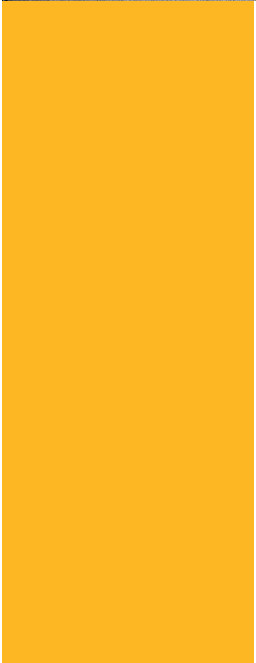
Photo: Research Staff with LAEP students.

Economic Development & Corporate Training

Phlebotomy Technician Training



Beginning in October 2023 and finishing in January 2024, the Economic Development and Corporate Training (EDCT) Division of the San Bernardino Community College District collaborated with Operation New Hope (ONH) to conduct a San Bernardino County Workforce Innovation and Opportunity Act (WIOA) Youth Program. Specifically, EDCT and ONH trained 16 young women in phlebotomy, preparing them for the California Certified Phlebotomy Technician I (CPT I) Certificate. Certified Phlebotomy Technicians are in demand and earn an average of \$23/hour in California. Participants received 48 hours of classroom lecture and hands-on learning over 9 weeks. Learning and practicing skin punctures and venipuncture blood collection with the AUMT Institute providing the training at the EDCT campus in San Bernardino. AUMT has been training phlebotomists and other medical staff in southern California since 2009.



On the last day of training, January 5, 2024, participants received Certificates of Completion from EDCT to mark the commitment, work, and time they invested. Next, participants will take the national exam, and they go on to complete a 40-hour externship. After the externship, participants will complete the CPT1 State License application. AUMT supports the trainees throughout this process, as well. Many participants are pursuing nursing careers, and they are utilizing training for both their future roles and the ability to earn good wages while completing their respective programs.



EDCT





February 2024

Inland Empire Students

KVCR CONTINUES SCHOOL TOURS INTO THE NEW YEAR

Rialto Middle School students came to KVCR to learn about jobs in radio and TV. SBVC Professor Lucas Cuny joined the tour and talked to the students about the programs offered at Valley College. The youth were very engaged. A big thank you to staff for making the tour a success for the students.

KVCR ATTENDS CAREER DAY AT GRACIANO GOMEZ ELEMENTARY SCHOOL

What do you do at KVCR? This question and many others were asked by the San Bernardino students. Thank you to Rick Dulock, Manny Saucedo, and Vanessa Wiarco for attending and making the presentations fun!

KVCR HOSTS COMMUNITY STUDIES PROGRAM STUDENTS

Cal State San Bernardino students made a visit to learn more about careers in radio and television. It's always great to have students from one of our sister colleges join us here at KVCR. Most recently one of our own student interns graduated from Valley College and is pursuing a bachelor's at CSUSB, while still interning at KVCR as a graphic designer.

Around the Community

CALIFORNIA ENDOWMENT GRANT

KVCR is the recipient of a California Endowment Grant that will enable the station to hire ten students to create short videos to *Advance Health and Equity through Youth Voices*. Students from local high schools will be given a chance to participate and receive a stipend for their time. Student Intern Briana Navarro will head up this project with the students.

THE PEOPLES FORUM FOR WARD 6

This year four of San Bernardino's seven city council wards are up for election. The Warehouse Workers United is putting together townhall type forums where residents can meet the candidates. KVCR was happy to host the Ward 6 event in studio. Executive Director Connie Leyva moderated.

UNIVERSITY CLUB OF CLAREMONT

Executive Director Connie Leyva was invited to speak to the University Club of Claremont about KVCR, its programming, and the value it brings to the community. Many attendees were already KVCR members. Several were not but vowed to join. All enjoyed the discussion!

Latest Announcements

INLAND EDITION SEASON II BEGINS FILMING

Season I of *Inland Edition*, which focused on elected officials at all levels of government, wrapped up in December. Season II will focus on Nonprofits in the Inland Empire that are improving the quality of life for our residents. We plan to feature 20 nonprofits and filming is underway! Look out for the new show in late spring!



February 2024

Balance Sheet As of 12/31/23

Estimated Revenues & Expenditures For 6 Months Ended 12/31/23

	KVCR
Assets	
Cash in County Treasury	554,820
Accounts Receivable	103,741
Estimated Revenues Receivable*	334,619
Interfund Receivables	496,127
Prepaid Expenses	309,370
Other Assets	33,534
Total Assets	1,832,211
Liabilities	
Accounts Payable	(1,572)
Interfund Payable	2,547,295
Temporary Loans	1,500,000
Deferred Income	944,093
Health and Welfare	60,521
Other Miscellaneous Liabilities	20,202
Total Liabilities	5,070,539
Fund Balance	(3,238,328)

	KVCR
Revenues	
Contributions and Grants	569,226
Underwriting	34,966
Contributions, Gifts	20,000
Rentals and Leases	57,082
Estimated Revenues*	334,619
Interest Revenue	27,072
Interfund Transfers In--SBCCD	-
Total Revenues	1,042,965
Expenditures	
Classified Salaries	1,163,828
Employee Benefits	479,930
Books and Supplies	2,946
Services and Operating Expenditures	1,673,171
Capital Outlay	16,274
Total Expenditures	3,336,149
Revenues Less Expenditures	(2,293,185)

* Estimated per bank statements as of December 31, 2023

* Estimated per bank statements as of December 31, 2023.

Experience KVCR

KVCR - 24.1 - OVER THE AIR

Cable: Frontier FiOS, Spectrum, AT&T U-verse

Satellite: DirecTV, Dish TV **Live**

Streaming: kvcr.org, PBS App, and mobile

VOD: [PBS Passport](#)

RADIO - 91.9FM

kvcrnews.org, and the KVCR mobile app, NPR One Mobile App and on "Alexa" and "Google" smart speakers

[KVCR Community Calendar](#) for all the latest happenings.

FNX - 24.2 - OVER THE AIR

Cable: Frontier FiOS, Spectrum, AT&T U-verse

Live Streaming: Locality **Nationally:** 30 affiliates broadcasting in 28 states

DESERT CITIES - 24.3 - OVER THE AIR

Cable: Frontier FiOS

[CREATE - 24.4](#)
Over the Air

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

ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

GOAL 2

BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.

GOAL 3

BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

GOAL 4

ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY.

SBVC SOARS INTO 2024 WITH SPOTLIGHT ON DISTRICT & COMMUNITY PARTNERSHIPS

To kick off the Spring 2024 semester, the college celebrated and highlighted key community and district partnerships crucial for supporting student success. Opening Day, held on January 12th, showcased some of the college's most impactful partnerships, including Community Action Partnership of San Bernardino County (CAPSBC) and the San Bernardino Community College District office. The special guest speakers were Patricia Nickols-Butler, CEO of CAPSBC and Dr. Nohemy Ornelas, SBCCD Vice Chancellor of Educational & Student Support Services.

Ornelas emphasized the importance of partnerships between the college and local school districts, universities, and employers to promote student retention. She talked about the significance of identifying factors that might lead students to discontinue their educational pursuits and actively seeking solutions to address the challenges they're facing.

Nickols-Butler, who has been working in the community for decades, began with emphasizing her personal connection to the college. She shared her upbringing in San Bernardino, surrounded by a large family with siblings and other relatives who attended the college. She then highlighted how CAPSBC supports the local community, our students and their families beyond academics.

CAPSBC is a major supporter of the Valley360 Resource Center and has provided the mobile shower service for students that was launched in Fall 2023. Once a week, registered San Bernardino Valley College students can utilize mobile shower services offered on campus through this collaboration. The three shower units, including one that is ADA accessible, will be located by Student Parking Lot #8 on Thursdays from 9 a.m. to 2 p.m., excluding holidays and campus closures. Students are also provided with a towel, soap, and hygiene bag.

"The college is constantly looking at innovative ways to serve students through collaborative partnerships," Basic Needs Coordinator LaCretia Smith said, and the plan is to have "services for a year with an option to expand if student need is present."

The future is looking bright for students at SBVC. Opening Day served as a reminder of how crucial community is within our campus when it comes to student success and paved a blossoming start to the spring semester.



SBCCD Chancellor Diana Z. Rodriguez (top) and Vice Chancellor of Educational & Student Support Services, Dr. Nohemy Ornelas (middle), speak at Opening Day.

Patricia Nickols-Butler, CEO of CAPSBC (left) receives a commemorative plaque from Dr. Linda Fontanilla as appreciation for CAPSBC's partnership with SBVC.

Patricia Nickols-Butler and CAPSBC's management team attend Opening Day.

FACULTY SPOTLIGHT

MARGARET WORSLEY

Margaret Worsley is keeping the music alive at SBVC. She became full-time Associate Professor of Music at San Bernardino Valley College in 2020 and since has become faculty chair and academic senate vice president. She teaches Applied Clarinet at California State University San Bernardino and is Principal Clarinetist of San Bernardino Symphony Orchestra. Worsley usually plans many of the recitals and concerts held at SBVC, including the first-ever Learn to Sing & Sign Our Alma Mater! Workshop where students had the opportunity to learn the song's melody, text and sign language.

Worsley also hosts the KVCR show "Musically Speaking" that shines a spotlight on the Inland Empire's classical music scene, connecting fans with musical artists. "We're promoting music by the people and for the people," Worsley said.

She has been an active substitute for the Riverside Philharmonic Orchestra, Redlands Symphony Orchestra, the Fresno Philharmonic, the Las Vegas Philharmonic, and the New World Symphony in Miami; as well as a soloist with the Dana Point Symphony, Corona Symphony, the Cal State Fullerton Wind Symphony, the Cal State San Bernardino Symphonic Band, and the Mt. San Antonio College Wind Ensemble.

GOAL 3: BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

SBVC STUDENTS ENGAGE IN REAL-WORLD REAL ESTATE EXPERIENCE IN RIALTO WITH BIRTCHER DEVELOPMENT

In a novel collaboration aiming to merge education with real-world experiences, Tomorrow's Talent partnered with San Bernardino Valley College (SBVC) and Birtcher Development, a prominent family-owned industrial real estate development firm.

Over 30 SBVC students were welcomed at the Rialto located Birtcher Logistics Center in October to witness the intricate process of concrete wall panel raising. More than just observing, these students engaged directly with real estate experts, obtaining insights into the multifaceted world of entitlement, planning, design, development, construction, project management, and engineering.

Ginger Ontiveros, CEO of Tomorrow's Talent, spoke about the significance of such events. "Birtcher Development inspires us. They're opening up their entire development process to create unique learning experiences for students, and we are honored to help make them happen," Ontiveros remarked.

This partnership is a testament to the commitment of both organizations to fostering a more vital link between academia and the industry. Brooke Birtcher Gustafson, President of Birtcher Development, shared, "This is our second on-site educational event we've hosted for students in partnership with Tomorrow's Talent. We believe strongly in the great work they do to engage with the next generation and provide pathways for career development and awareness for students."

As educational institutions and businesses continue to find ways to collaborate, the students of SBVC are getting a firsthand experience of the myriad of opportunities that await them in the workforce.



Photos by Birtcher Development: San Bernardino Valley College Students join in roundtable discussions with real estate professionals.



Students from San Bernardino Valley College pose with real estate professionals at Birtcher Logistics Center Rialto.

GOAL 3: BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

STUDENT SPOTLIGHT

ALESSIA RAMOS



SBVC student Alessia Ramos, 18, is a self-described “wildcracker.”

“I do the most crazy stuff like rock climbing, skydiving, etc.,” she says, “and I’m not scared of it.”

The Rialto-area native has a clear vision for her future, one full of excitement and intrigue. She plans to attend San Bernardino Valley College and then transfer to San Diego State University, to complete her degree in Criminal Justice. Eventually, she would like to earn her Master’s degree, and then pursue a degree with the Federal Bureau of Investigations.

Despite her adventurous nature, the thing that really scared her was the prospect of having to work while in college. Thanks to the Valley-Bound Commitment (VBC) program, which covers the first year for area high school graduates entering college, Alessia can focus just on her studies. The program, now in its fifteenth year, is generously supported by the San Mañuel Band of Mission Indians and supports graduates from more than 20 local high schools.

Alessia says that students thinking about attending SBVC should definitely take the plunge. “SBVC has always been so welcoming and nice,” Alessia says. “There are counselors who help you through your journey and let you know about opportunities available to you.”

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

OVER 10,000 TOYS DISTRIBUTED AT CHRISTMAS AROUND THE WORLD EVENT AT SBVC

On December 16th, the spirit of giving came alive at San Bernardino Valley College (SBVC) during the “Christmas Around the World” event organized by Sista’s Making a Difference. The event, lauded for its blend of holiday cheer and community upliftment, distributed over 10,000 toys and provide crucial job opportunities.

In collaboration with San Bernardino County Workforce Development, Ronnie Miller, a pivotal organizer and workforce development manager for the Black Chamber of Commerce Inland Empire, emphasizes the event’s unique blend of celebration and empowerment. “We are not just offering a handout, but a big hand up,” said Miller. “With live entertainment, including Tommy the Clown and various vendors, our goal is to grow and sustain our community economically.”

Tommy the Clown, known for creating a dance group by engaging street-involved youth, graced the stage for the second consecutive year, showcasing the transformative power of art and community.



Ronnie Miller, the main organizer for Christmas Around the World, spread festive cheer at SBVC alongside Santa Claus.



Thousands of toys were distributed for the holidays.

GOAL 3: BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

EVENTS

Feb 15

Grad Check

B-100

Feb 20

Spring Club Rush

B-100

Feb 22

Free Tax Preparation

B-100

Feb 29

Umoja Program Cultural Celebration

B-100



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