



San Bernardino Community College District
Board Meeting
March 14, 2024
4:00 pm Pacific Time

Physical Meeting Location: SBVC B-100
701 S Mt Vernon Ave, San Bernardino, CA 92410

Livestream

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

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

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

If you have questions about access or require an accommodation in order to participate in the public meeting, please contact the Chancellor's Office at (909) 388-6903 as far in advance of the Board meeting as possible.

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

II. PRESENTATIONS

- A. 2022-2023 CBOC Annual Report to the Community
(Don Averill, CBOC Chair & SBCCD Chancellor Emeritus)
- B. KVCR Presentation
(Jose Torres, Executive Vice Chancellor)
- C. Dual Enrollment Presentation
(Nohemy Ornelas, Vice Chancellor Educational & Student Support Services)

III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

IV. CLARIFICATION

V. APPROVAL OF MINUTES

- A. 2024-02-08

VI. **RECOGNITION/CELEBRATIONS**

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

VII. **ACTION AGENDA**

VIII. 2024 Early Retirement Incentive Plan - Final Approval

IX. 2024 CCCT Board Election

X. **CONSENT AGENDA**

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

A. **Instruction/Student Services**

- 1. Curriculum - CHC
- 2. Curriculum - SBVC

B. **Human Resources**

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Appointment of Interim Managers
- 4. Appointment of Temporary Academic Employees
- 5. Classification Advancement for Academic Employees
- 6. Contracts for Tenure Track Academic Employees
- 7. Employee Promotions
- 8. Granting Tenure
- 9. Management Job Description
- 10. MOU between SBCCD and the CSEA - Article 7 Pay and Allowances
- 11. Non-Instructional Pay
- 12. Payment of Stipends
- 13. Revise Rates of Pay for Professional Expert and Short-Term Employees

C. **Business & Fiscal Services**

- 1. Alcoholic Beverages
- 2. Award RFP 2024-01 and Contract to Lion Tree Service of Perris, CA
- 3. Conference Requests
- 4. Contracts at or Above \$114,500

5. District and College Expenses
6. Guiding Principles for the \$15 Million State Grant to KVCR

D. Facilities

1. Acquisition of Real Property Identified as “Lenaker”
2. Master Services Agreements and Task Orders for Bond Construction

XI. 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 Two Updates

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

XII. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary

- D. Construction Change Orders and Amendments - Bond
- E. Contracts Below \$114,500
- F. Districtwide Grant Submission Update
- G. Equal Employment Opportunity Plan
- 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. Quarterly Financial Status Report
- N. Quarterly Investment & Deposit Report
- O. Volunteers

XIII. 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: 4
- 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
- Workers Compensation Claim #604296
- E. Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
Title: Chancellor

XIV. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

XV. CONVENE CLOSED SESSION

XVI. RECONVENE PUBLIC MEETING

XVII. REPORT OF ACTION IN CLOSED SESSION

XVIII. ADJOURN

The next meeting of the Board: Strategy Session
March 28, 2024, at 4:00 p.m.
SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San
Bernardino, CA

Supplemental Handouts (not part of the agenda)

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



CITIZENS BOND OVERSIGHT COMMITTEE

San Bernardino Community College District (SBCCD)
2022-2023 Report to the Community



2022-2023 MEMBER ROSTER



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



Don Averill, Vice Chairperson
Representing a Senior
Organization
Term Ending
June 30, 2025



Frankie Jimenez
Representing a
Business Organization
Term Ending
June 30, 2025



David Raley
Representing a Foundation,
Crafton Hills College
Term Ending
June 30, 2025



Dyami Ruiz-Martinez
Representing Students,
San Bernardino Valley College
Term Ending
June 30, 2025



Jim Mulvihill
Representing the
Community-at-Large
Term Ending
June 30, 2025



Kristin Washington
Representing the
Community-at-Large
Term Ending
June 30, 2025

EXECUTIVE SUMMARY

This report details highlights from the San Bernardino Community College District's bond programs, the Citizens' Bond Oversight Committee (CBOC) member roster, CBOC meeting summaries, and expenditures for the SBCCD Bond Program projects for the fiscal year ending on June 30, 2023 (FY 2022-2023). During FY 2022-2023, the Committee met on July 25, 2022, February 13, 2023, and April 24, 2023.

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

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

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

Previous CBOC Reports to the Community can be found at <https://sbccd.edu/CBOC-Reports>. More information on the SBCCD Bond Program can be found by visiting <https://sbccd.edu/Bond-Measures>.

STATEMENT OF COMPLIANCE

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

3

CBOC MEETINGS

The Committee met three times during the fiscal year.

\$93M

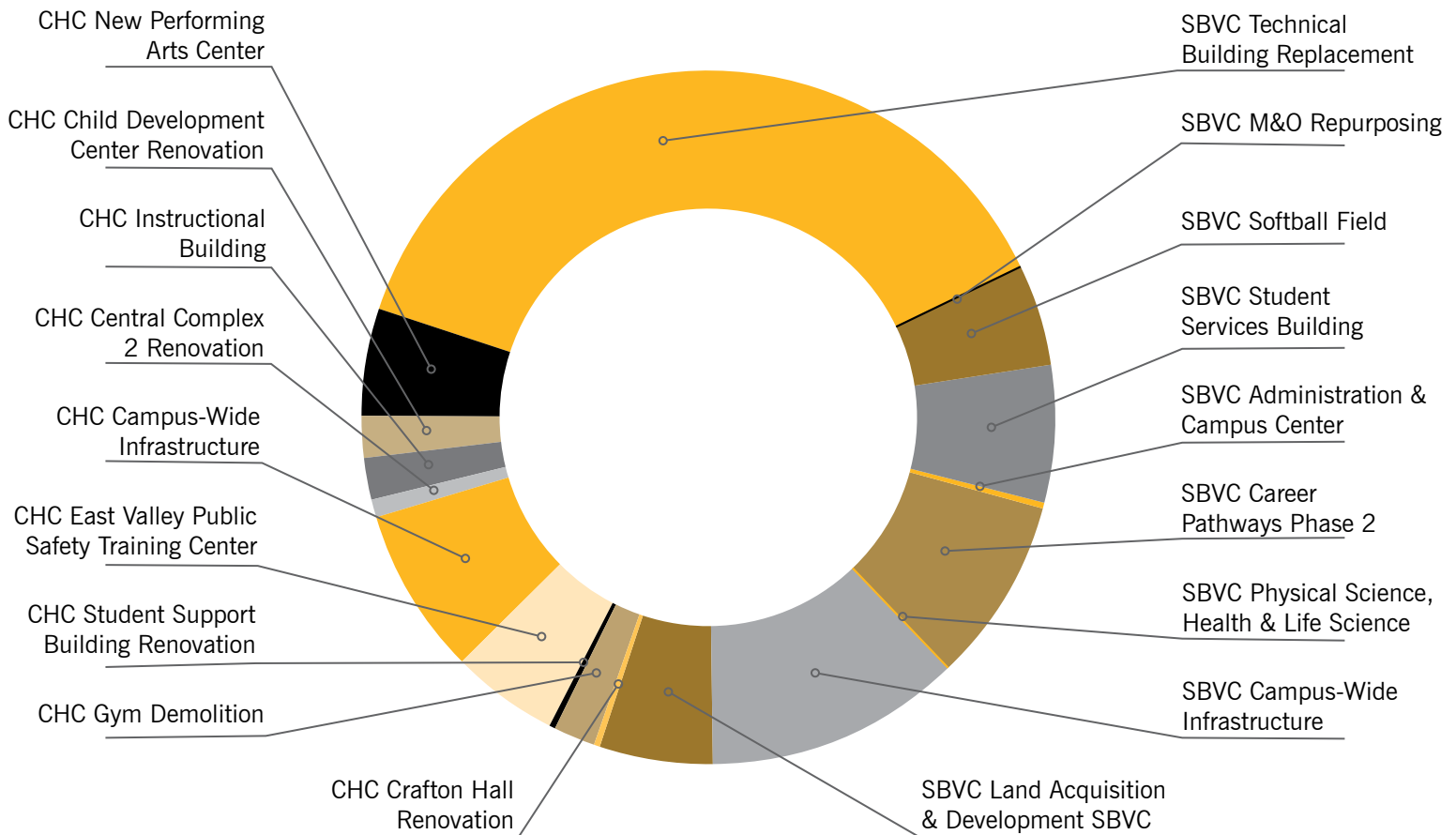
EXPENDITURES

The amount that has been spent on bond projects through FY 2022-2023.

MEASURE CC PROJECT COSTS THROUGH FY 2022-2023

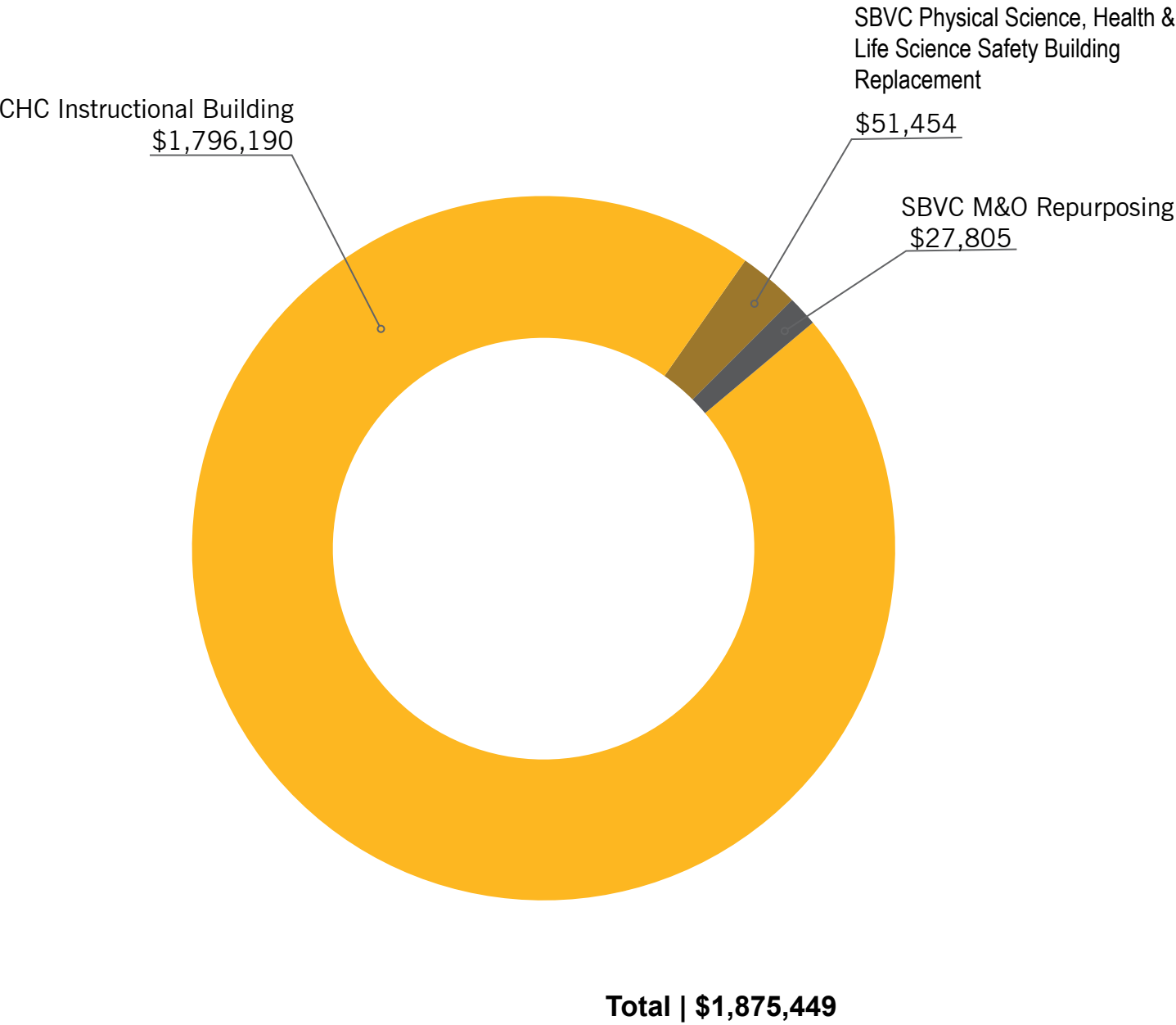
Crafton Hills College	
Crafton Hall Renovation	\$381,768
Gym Demolition	\$1,600,173
Student Support Building Renovation	\$293,833
East Valley Public Safety Training Center	\$4,570,776
Campus-Wide Infrastructure	\$6,827,447
Central Complex 2 Renovation	\$694,460
Instructional Building	\$1,828,735
Child Development Center Renovation	\$1,694,703
New Performing Arts Center	\$4,582,795

San Bernardino Valley College	
Technical Building Replacement	\$33,493,993
M&O Repurposing	\$19,192
Softball Field	\$4,315,457
Student Services Building	\$5,694,238
Administration & Campus Center	\$90,183
Career Pathways Phase 2	\$7,643,452
Physical Science, Health & Life Science	\$49,453
Campus-Wide Infrastructure SBVC	\$10,685,390
Land Acquisition & Development SBVC	\$4,515,586

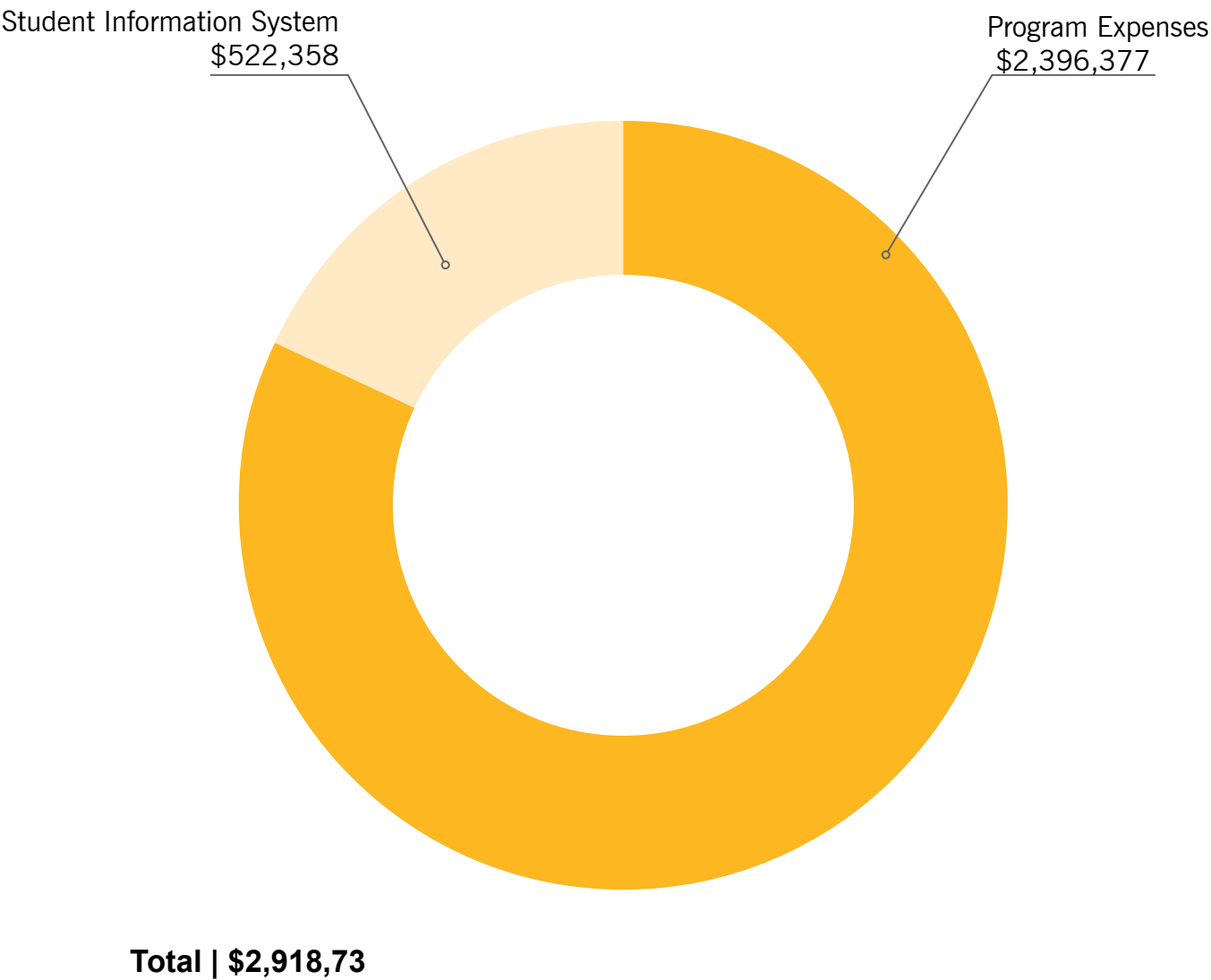


Total | \$88,981,634

MEASURE M PROJECT COSTS THROUGH FY 2022-2023



COSTS SPLIT BETWEEN BOTH MEASURES THROUGH FY 2022-23



TOTAL PROGRAM EXPENDITURES THROUGH FY 2022-23

\$93,775,818

EXPENDITURES

The total amount that has been spent on bond projects through FY 2022-2023.

CBOC MEETING SUMMARIES

The CBOC met three times in fiscal year 2022-23. Including July 25, 2022, February 13, 2023, and April 24, 2023 to discuss various bond program activities and review the independent audit report. The following will provide summaries of the meetings. To view the full meeting agendas, information and minutes, please visit the website <https://sbccd.edu/CBOC-Meeting-Materials>.

Monday, July 25, 2022 – Crafton Hills College, Crafton Center Room 233

Members were led on a tour of bond projects at Crafton Hills College, received project updates, and the bond expenditures report from the Program Management team.



Monday, February 13, 2023 – SBCCD Boardroom Extension

The Committee reviewed the 2021-2022 Measure M and Measure CC Audit Reports. The meeting also included a review of the Annual Report to the Community, an expenditures report, and bond program project updates.



Monday, April 24, 2023 – SBCCD Conference Room

The Committee was provided with campus project updates and received an expenditures report.

San Bernardino Valley College

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

**Crafton Hills College**

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



MEMBERSHIP OPPORTUNITIES

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

See the following link for the application <https://sbccd.edu/CBOC-Application>.

THANK YOU, LOCAL VOTERS!

Your **MEASURE CC & M** Tax Dollars At Work





KVCR

INSPIRING POSSIBILITIES

**SAN BERNARDINO
COMMUNITY COLLEGE DISTRICT**

Board Strategy Session
March 14, 2024



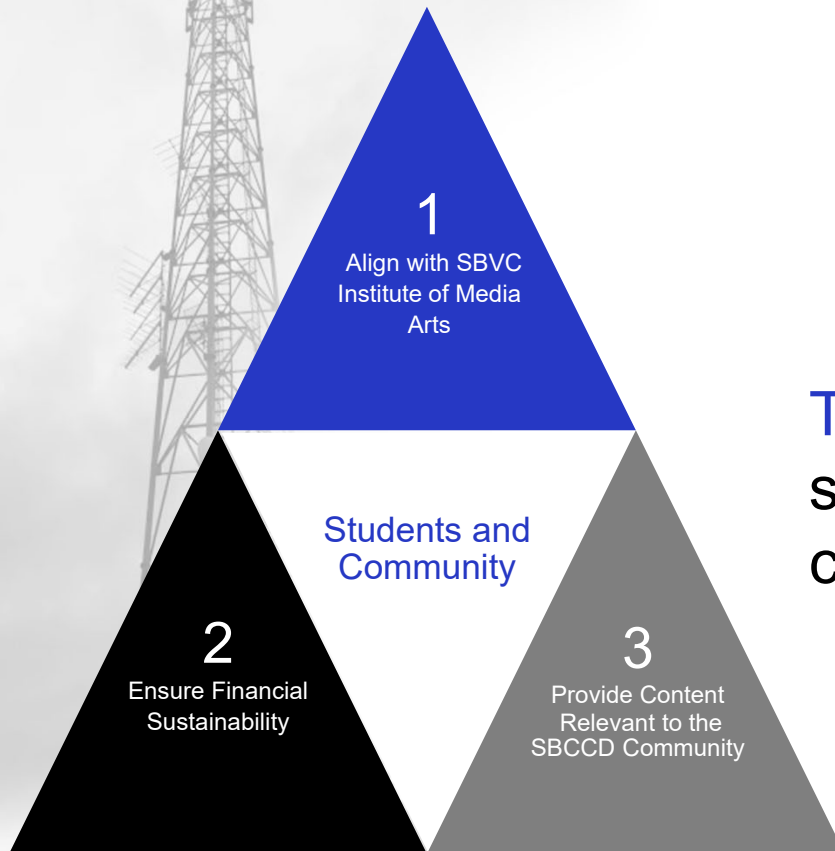
KVCR INSPIRING POSSIBILITIES

A vision of the SBCCD Board of Trustees,
the KVCR **INSPIRING POSSIBILITIES** Plan
was adopted in March 2022



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

KVCR INSPIRING POSSIBILITIES



THREE Strategic Directives putting students and the community at the center of everything we do.



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

KVCR INSPIRING POSSIBILITIES

Today, KVCR continues to **INSPIRE POSSIBILITIES** that embrace SBCCD's mission and strategic vision.

1

Align with SBVC
Institute of Media
Arts

2

Ensure Financial
Sustainability

3

Provide Content
Relevant to the
SBCCD Community

GOAL 1 | ELIMINATE BARRIERS TO STUDENT ACCESS AND SUCCESS

SD1.1:

Support the colleges in creating efficient processes and accessible, user-friendly customer services.

GOAL 2 | BE A DIVERSE, EQUITABLE, INCLUSIVE, AND ANTI-RACIST INSTITUTION

SD 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.

GOAL 3 | BE A LEADER AND PARTNER IN ADDRESSING REGIONAL ISSUES

SD 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.

SD 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.

SD 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.

GOAL 4 | ENSURE FISCAL ACCOUNTABILITY/SUSTAINABILITY

SD 4:

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.



SAN BERNARDINO
COLLEGE DISTRICT

KVCR INSPIRING POSSIBILITIES

1

Align with SBVC Institute of
Media Arts



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT



KVCR INSPIRING POSSIBILITIES

Align with SBVC Institute of Media Arts



- ▶ **61** station tours in the last year, many involving local high schools and elementary schools
- ▶ Film, TV & Media (FTVM) classes every Wednesday morning and afternoon working with instructors and a KVCR TV Producer/Director
- ▶ SBVC FTVM Chair meets with KVCR on a very regular basis, weekly sometimes several times a week



KVCR INSPIRING POSSIBILITIES

Align with SBVC Institute of Media Arts



- ▶ KVCR's Executive Director and New Community Engagement Manager working with SBVC FTVM Chair on new Institution of Media Arts Fellowship Program
- ▶ KVCR continues to develop funding to pay interns and increase number of student opportunities
- ▶ KVCR meets monthly with both Valley and Crafton Hills to discuss opportunities for students.



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

Board Strategy Session | March 2024

KVCR INSPIRING POSSIBILITIES

Align with SBVC Institute of Media Arts



- ▶ California Endowment grant used to facilitate participation of 10 local high school in a 10-week course on various media topics such as lighting, filming making, etc.
- ▶ KVCR will host a Women's Conference this May for high school and college age women with interactive media activities coordinated by the SBVC FTVM team.



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

Board Strategy Session | March 2018

KVCR INSPIRING POSSIBILITIES

1

Align with SBVC
Institute of Media
Arts

2

Ensure Financial
Sustainability

3

Provide Content
Relevant to the
SBCCD Community



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT



KVCR INSPIRING POSSIBILITIES

2 Ensure Financial Sustainability



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT



KVCR INSPIRING POSSIBILITIES

Ensure Financial Stability

5-Year Forecast

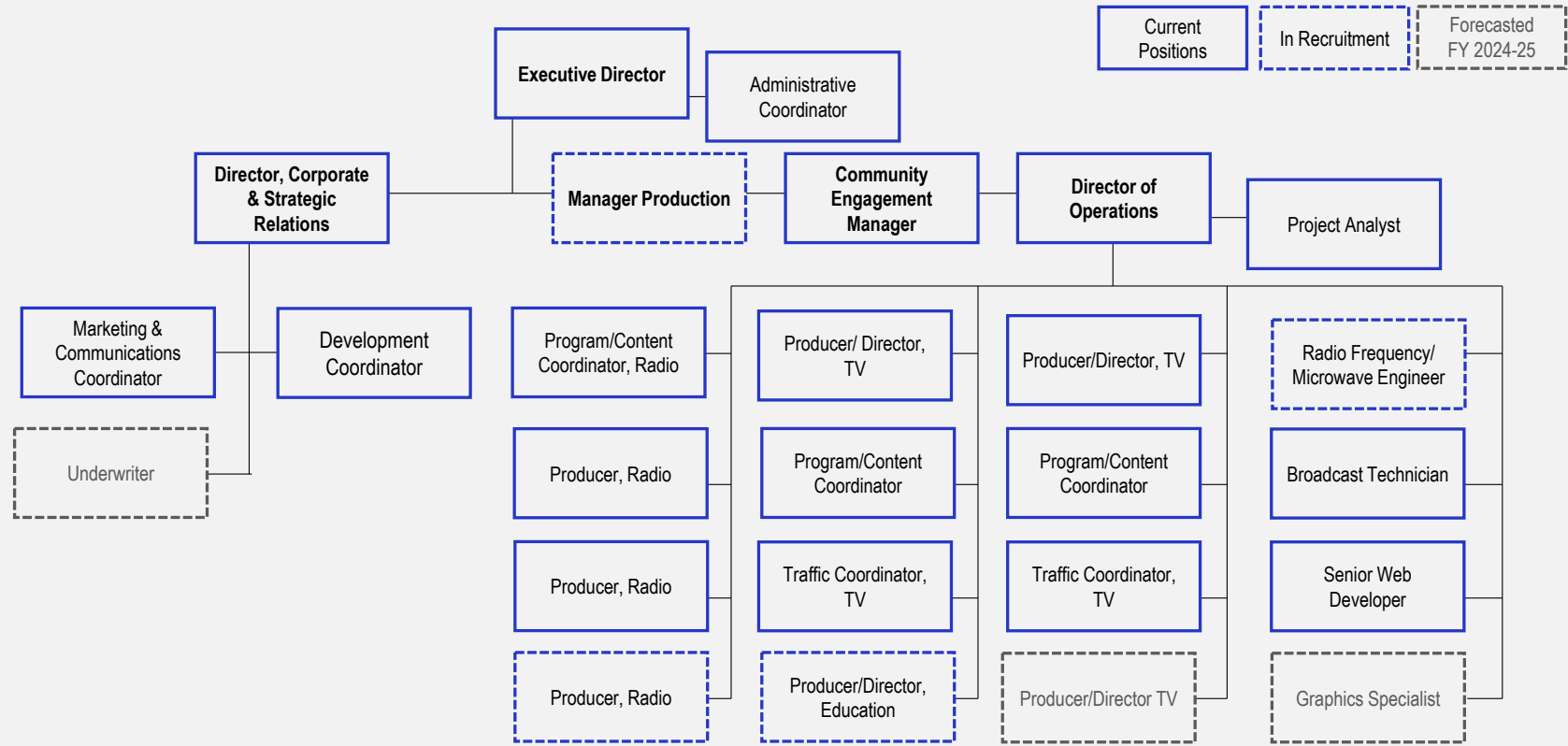
		2023-24	2024-25	2025-26	2026-27	2027-28
Revenues						
1	Corporation for Public Broadcasting Grant	448,130	477,435	582,000	633,000	651,000
2	Other Grants	650,532	685,000	915,000	935,000	1,025,000
3	Pledges (net of expenses)	1,020,000	1,090,000	1,185,000	1,265,000	1,285,000
4	Underwriting	676,000	741,000	869,250	923,750	975,000
5	Contributions, Gifts	100,000	100,000	110,000	135,000	135,000
5a	FY21-22 \$4 Million State Grant Annual Contributions	955,000	918,872	550,000	-	-
5b	FY22-23 Federal Grant Annual Contributions	714,000	200,000	-	-	-
5c	FY22-23 \$15 Million State Grant Annual Contributions	-	600,000	600,000	600,000	600,000
6	Rentals and Leases	550,000	570,000	570,000	570,000	570,000
7	Other Local Revenues	925,907	428,356	291,576	327,500	339,000
8	Earnings on Endowment from PARS	1,050,000	700,000	700,000	1,050,000	1,050,000
10	Tribal Sponsorships	150,000	150,000	500,000	500,000	500,000
11	Total Revenues	7,239,569	6,660,663	6,872,826	6,939,250	7,130,000
Expenditures						
12	Classified Salaries	2,068,005	2,506,322	2,583,102	2,623,111	2,665,133
13	Benefits	1,005,979	1,262,052	1,324,644	1,341,206	1,358,566
14	Supplies & Materials	44,550	27,450	34,950	42,450	52,650
15	Other Expenses & Services	3,069,125	2,754,996	2,812,062	2,889,312	2,975,312
16	Capital Outlay	4,661	5,000	5,000	5,850	6,525
17	Total Expenditures	6,192,320	6,555,820	6,759,758	6,901,929	7,058,186
18	Net Increase (Decrease) in Fund Balance	1,047,249	104,843	113,068	37,321	71,814
19	Estimated Beginning Fund Balance July 1, 20XX	(1,009,268)	37,981	142,824	255,891	293,212
20	Estimated Ending Fund Balance June 30, 20XX	37,981	142,824	255,891	293,212	365,026



KVCR INSPIRING POSSIBILITIES

Ensure Financial Stability

Staffing



KVCR INSPIRING POSSIBILITIES
Ensure Financial Stability

Public Agency Retirement System (PARS) Pension Rate Stabilization Trust

Investment Snapshot
December 31, 2023

	Principal	Current Balance	Principal Excess/(Deficit)	Distributions Since Inception	Expenses Since Inception	Gains/(Losses) Net of Expenses Since Inception
General Fund	46,000,000	48,903,073	2,903,073	10,250,000	524,250	12,628,822
SBVC	5,000,000	4,896,878	-103,122	1,535,000	49,147	1,382,731
CHC	2,700,000	3,010,595	310,595	130,000	21,417	419,179
DSO	3,000,000	3,031,910	31,910	0	9,690	22,220
KVCR \$15M	15,000,000	16,784,359	1,784,359	0	29,700	1,754,658
KVCR	21,000,000	22,573,336	1,573,336	4,200,000	214,848	5,558,488
Media Academy	7,040,000	7,605,953	565,953	895,946	61,172	1,400,728
TOTAL	99,740,000	106,806,104	7,066,104	17,010,946	910,224	23,166,826



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

KVCR INSPIRING POSSIBILITIES

Ensure Financial Stability

Guiding Principles for PARS Including KVCR

	21,000,000	22,573,336	1,573,336	4,200,000	214,848	5,558,488
--	------------	------------	-----------	-----------	---------	-----------

Board Affirmed
February 8, 2024

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: 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.2.16.2024.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.



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

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 Affirmed February 8, 2024

KVCR INSPIRING POSSIBILITIES

Ensure Financial Stability

Guiding Principles for PARS KVCR \$15 Million State Grant

	15,000,000	16,784,359	1,784,359	0	29,700	1,754,658
--	------------	------------	-----------	---	--------	-----------

Presented today
for Board Approval

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: March 14, 2024
SUBJECT: Consideration of Approval of the Guiding Principles for the \$15 Million State Grant to KVCR

RECOMMENDATION

It is recommended that the Board of Trustees approve the Guiding Principles for the \$15 Million State Grant to KVCR as presented.

OVERVIEW

The California Legislature provided \$15 million to KVCR as part of its Fiscal Year 2022-23 budget. To be good stewards of the public funds and uphold SBCCD's goals, the Board of Trustees adopted a set of Guiding Principles for the grant proceeds. As stipulated in the adopted document, the principles are to be reviewed and approved annually.

ANALYSIS

At this time staff is recommending that the Allocation Principle 6 be updated as follows:

6. Allocation to KVCR shall be as follows:
 - a. FY 2022-23 - \$0.00
 - b. FY 2023-24 - \$0.00
 - c. FY 2024-25 - \$600,000.00
 - d. FY 2025-26 - ~~\$1,125,000.00~~ \$0.00
 - e. FY 2026-27 - ~~\$1,750,000.00~~ \$0.00
 - f. ~~FY 2027-28 - \$600,000.00~~

These proposed revisions were reviewed briefly by the BFC at its January 11 meeting and voted to be moved forward to the full Board to review. The principles will serve to maximize the \$15 million State grant and provide an ongoing source of income for KVCR.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Proceeds shall continue to be invested in a manner that serves KVCR as part of the Pension Agency Retirement Services (PARS) pension rate stabilization trust account.

SBCCD | Mission

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



SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Guiding Principles for the Fiscal Year 2022-23 \$15 Million State Grant for KVCR

Board Approved November 10, 2022
Submitted to the Board for Review and Revision March 14, 2024

Overarching

1. The proceeds shall help SBCCD with the implementation of the Board approved KVCR Inspiring Possibilities Plan.
2. The Guiding Principles shall be reviewed and approved annually.

Principal Investment

3. Proceeds shall be invested in a manner that serves KVCR.
4. Proceeds shall be invested in the [Pension Agency Retirement Services \(PARS\) pension rate stabilization trust](#) investment fund under the Conservative strategy.
5. Investment Proceeds shall be utilized prior to utilizing the principal.

Allocation

6. Allocation to KVCR shall be taken from proceeds prior to principal, as indicated above, and be as follows:
 - a. FY 2022-23 - \$0.00
 - b. FY 2023-24 - \$0.00
 - c. FY 2024-25 - \$600,000.00
 - d. FY 2025-26 - ~~\$1,125,000.00~~ \$0.00
 - e. FY 2026-27 - ~~\$1,750,000.00~~ \$0.00
 - f. ~~FY 2027-28 - \$600,000.00~~
7. Any other allocation not identified here must be approved by the Board of Trustees

Proposed Changes



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

KVCR INSPIRING POSSIBILITIES

Ensure Financial Stability

5-Year Forecast

	2023-24	2024-25	2025-26	2026-27	2027-28
Revenues					
1 Corporation for Public Broadcasting Grant	448,130	477,435	582,000	633,000	651,000
2 Other Grants	650,532	685,000	915,000	935,000	1,025,000
3 Pledges (net of expenses)	1,020,000	1,090,000	1,185,000	1,265,000	1,285,000
4 Underwriting	676,000	741,000	869,250	923,750	975,000
5 Contributions, Gifts	100,000	100,000	110,000	135,000	135,000
5a FY21-22 \$4 Million State Grant Annual Contributions	955,000	918,872	550,000	-	-
5b FY22-23 Federal Grant Annual Contributions	714,000	200,000	-	-	-
5c FY22-23 \$15 Million State Grant Annual Contributions	-	600,000	600,000	600,000	600,000
6 Rentals and Leases	550,000	570,000	570,000	570,000	570,000
7 Other Local Revenues	925,907	428,356	291,576	327,500	339,000
8 Earnings on Endowment from PARS	1,050,000	700,000	700,000	1,050,000	1,050,000
10 Tribal Sponsorships	150,000	150,000	500,000	500,000	500,000
11 Total Revenues	7,239,569	6,660,663	6,872,826	6,939,250	7,130,000
Expenditures					
12 Classified Salaries	2,068,005	2,506,322	2,583,102	2,623,111	2,665,133
13 Benefits	1,005,979	1,262,052	1,324,644	1,341,206	1,358,566
14 Supplies & Materials	44,550	27,450	34,950	42,450	52,650
15 Other Expenses & Services	3,069,125	2,754,996	2,812,062	2,889,312	2,975,312
16 Capital Outlay	4,661	5,000	5,000	5,850	6,525
17 Total Expenditures	6,192,320	6,555,820	6,759,758	6,901,929	7,058,186
18 Net Increase (Decrease) in Fund Balance	1,047,249	104,843	113,068	37,321	71,814
19 Estimated Beginning Fund Balance July 1, 20XX	(1,009,268)	37,981	142,824	255,891	293,212
20 Estimated Ending Fund Balance June 30, 20XX	37,981	142,824	255,891	293,212	365,026



KVCR INSPIRING POSSIBILITIES

1

Align with SBVC
Institute of Media
Arts

2

Ensure Financial
Sustainability

3

Provide Content
Relevant to the
SBCCD Community



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT



KVCR INSPIRING POSSIBILITIES

3

Provide Content
Relevant to the SBCCCD
Community

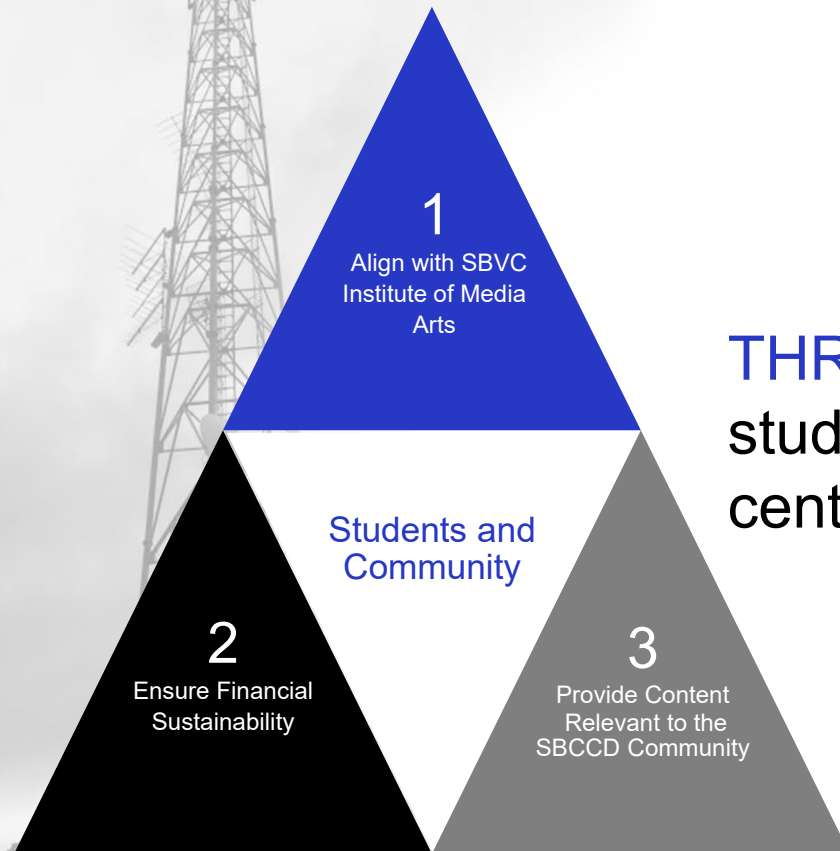


SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

KVCR INSPIRE
Provide Content



KVCR INSPIRING POSSIBILITIES



THREE Strategic Directives putting students and the community at the center of everything we do.



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

KVCR INSPIRING POSSIBILITIES



Students and
Community

SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT



KVCR INSPIRING POSSIBILITIES

1

Align with SBVC
Institute of Media
Arts

2

Ensure Financial
Sustainability

3

Provide Content
Relevant to the
SBCCD Community



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

KVCR will continue to
INSPIRE POSSIBILITIES that embrace
SBCCD's mission and strategic vision
and put our students and community in
the center of all we do.



Thank you.



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT



DUAL ENROLLMENT

Spring 2024 Update



CCC Vision 2030 Strategic Direction

Equitable Pathways to Baccalaureate Attainment



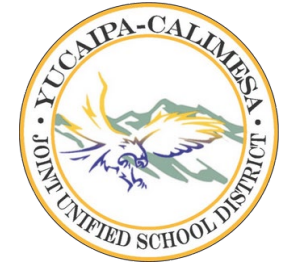
Action 2: Increase equitable access, success and support for: dual enrollment in degree pathways, justice-involved and justice impacted Californians, foster youth, those with lower wages and incomes, and veterans.



SBCCD DSO Strategic Direction

Develop a diverse SBCCV 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.

DUAL ENROLLMENT PARTNERS



Redlands Unified School District
Excellence in Education

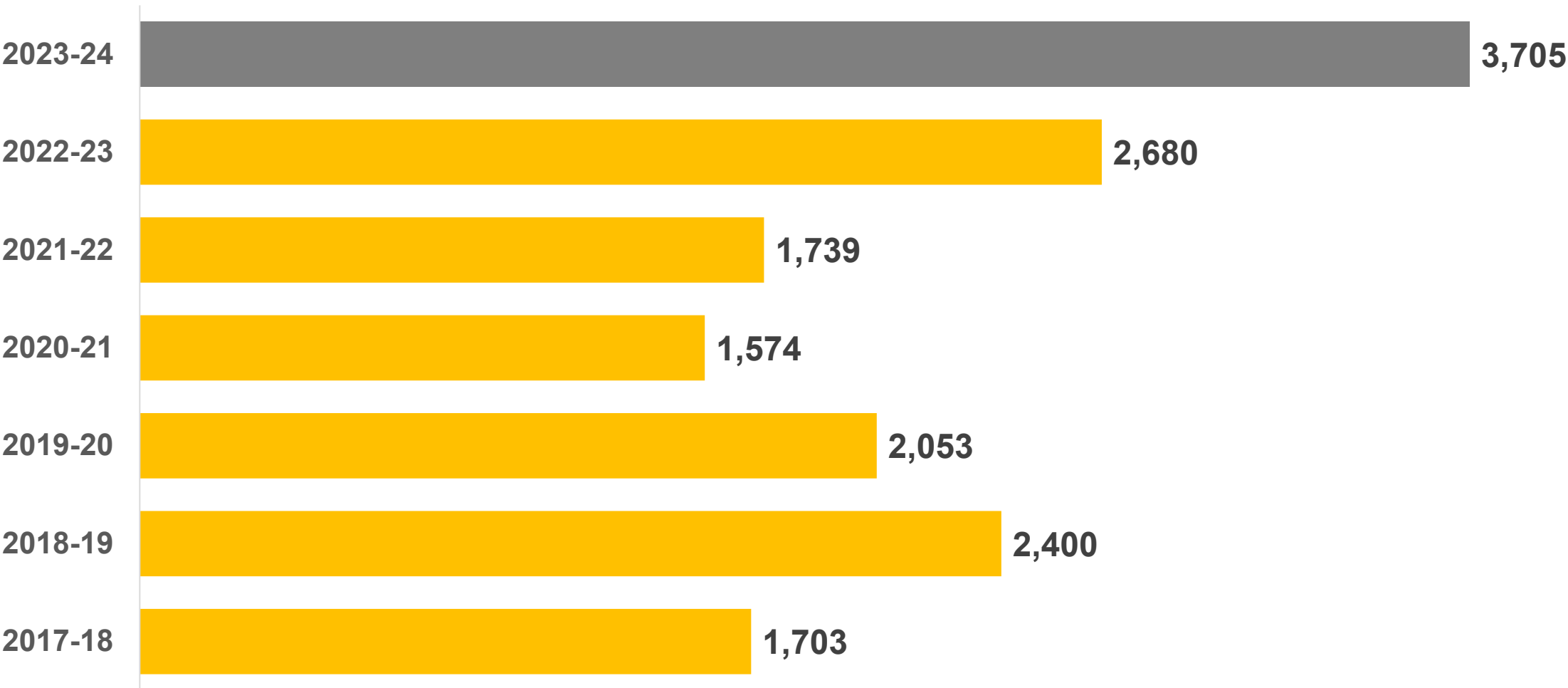


SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT
Making Hope Happen



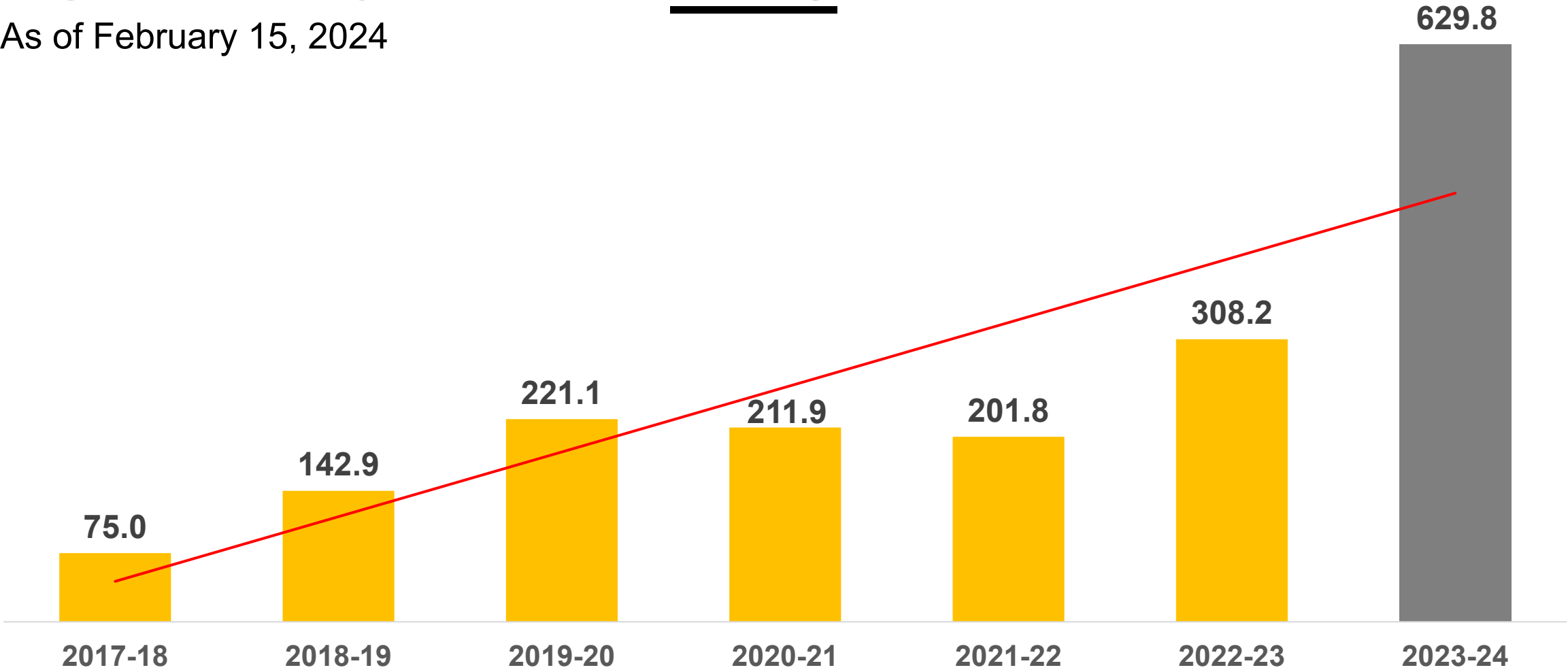
DUAL ENROLLMENT HEADCOUNT

As of February 15, 2024



DUAL ENROLLMENT FTEs

As of February 15, 2024



DUAL ENROLLMENT HEADCOUNT

AS OF FEBRUARY 15, 2024



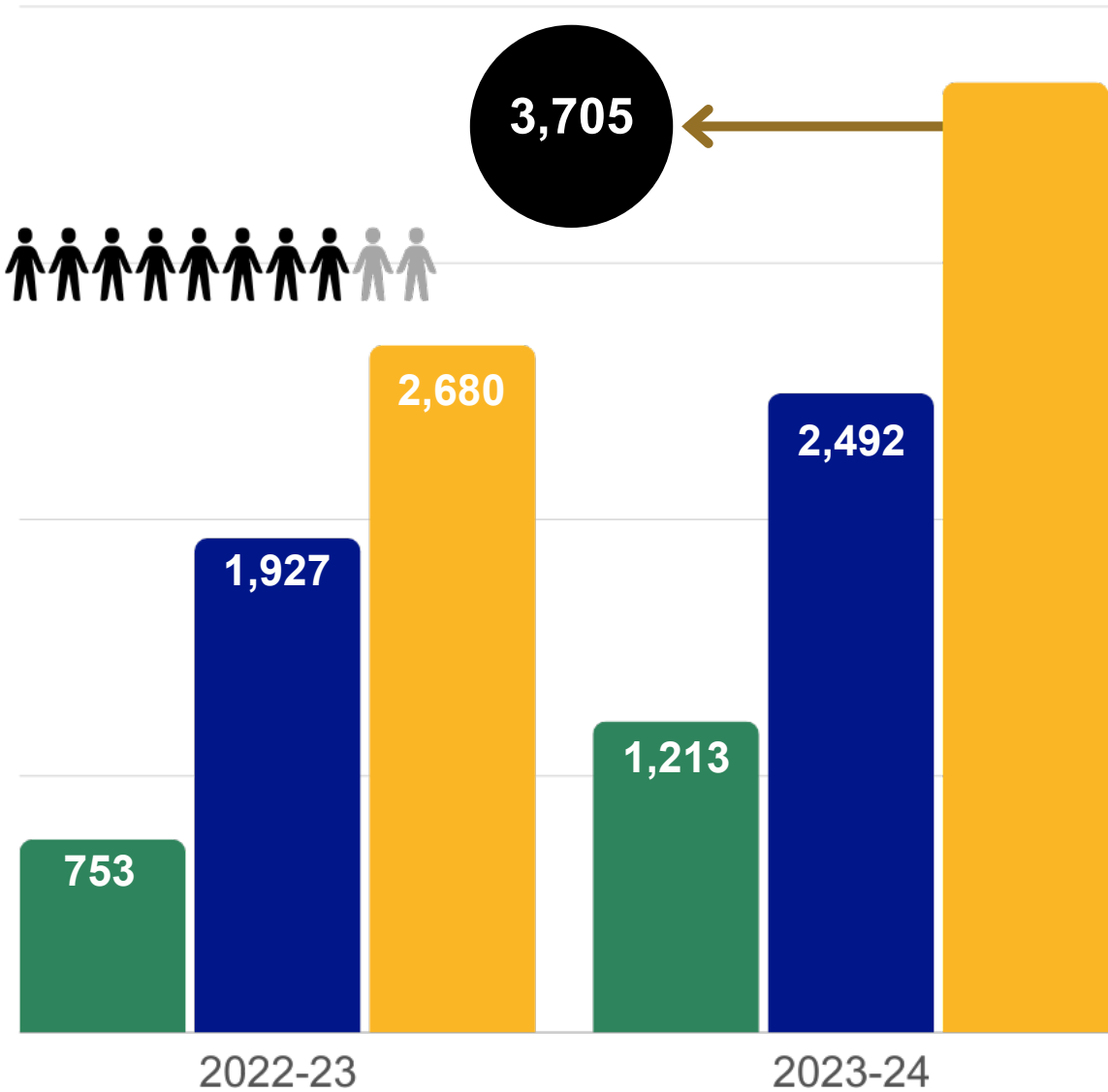
CHC
753 → 1,213



SBVC
1,927 → 2,492



SBCCD
2,680 → 3,705



DUAL ENROLLMENT BY CITY

As of February 15, 2024

	2022-23	2023-24
San Bernardino	1,041	1,717
Highland	224	401
Redlands	217	363
Yucaipa	126	292
Beaumont	48	81
Rialto	47	248
Loma Linda	46	88
Colton	41	94
Mentone	30	49
Fontana	18	41
Calimesa	17	33
Grand Terrace	16	32

Action Updates

DUAL ENROLLMENT IMPLEMENTATION WORKSHOP

The SBCCCD partnered with CCCCCO and CLP to host an Implementation Workshop aimed at supporting the Colleges' Dual Enrollment.



ALIGNMENT WITH REGULATIONS

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Eligibility for Admissions

SBCCD authorizes the admission of K-12 students who can benefit from advanced scholastic or vocational work to take credit courses as special part-time students or special full-time students. The District may also admit K-12 students to take noncredit and community education classes. Courses in which high school and other young students are permitted to enroll will be open to the entire college population and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

The student's K-12 school of attendance maintains the right to grant course credit for courses taken at SBCCD. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, unless a legal exemption applies, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

To be considered for admittance as a special summer part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Definitions:

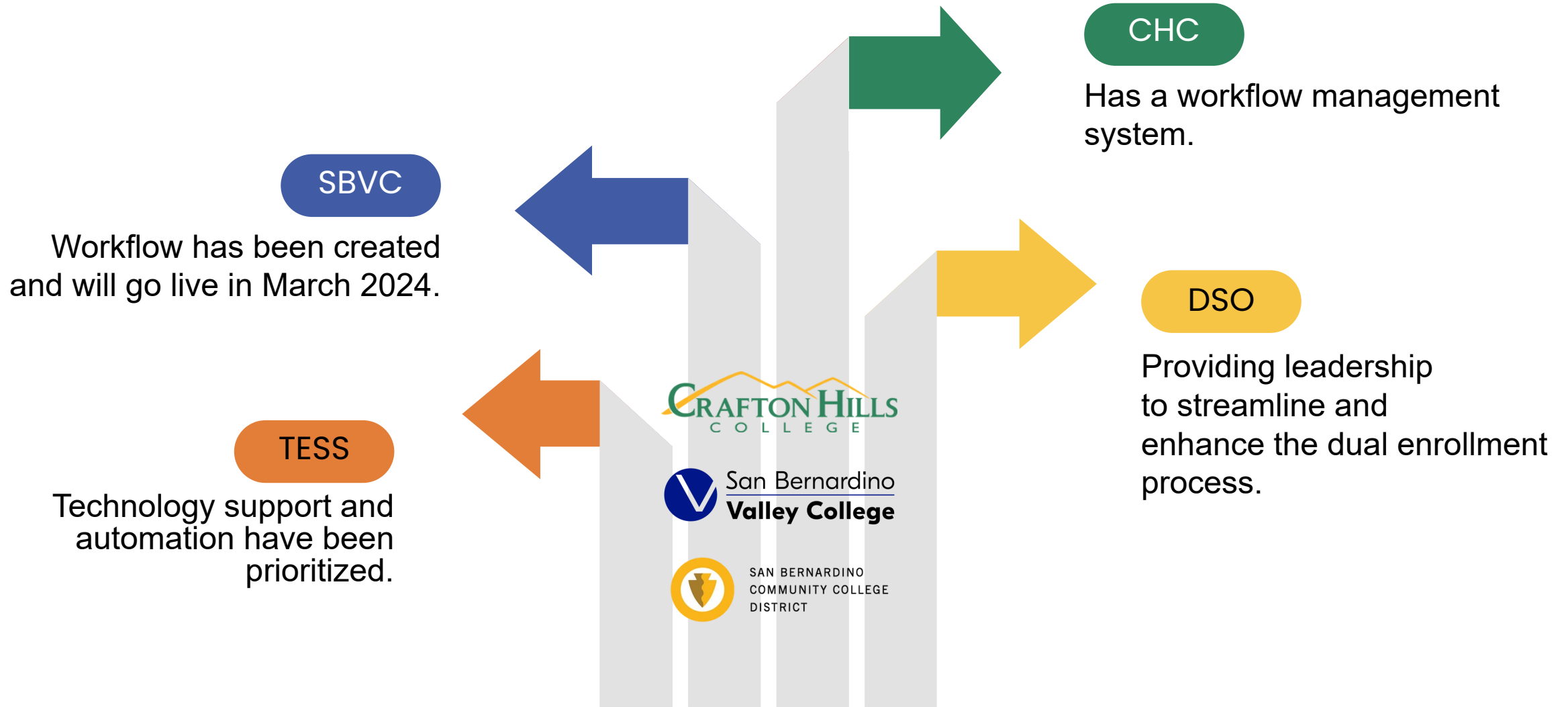
Special Part-Time or Full-Time Student: Any minor student (any elementary, secondary or homeschooled student) who attends community college courses during Fall or Spring Semesters and Summer Session(s) and meets certain eligibility standards. A special part-time student takes fewer than 12 units and a special full-time student takes 12 units or more. Dual enrollment students (see below) are a subset of special part-time or full-time students.

Dual Enrollment and Concurrent Enrollment Student: For purposes of this administrative procedure, the terms dual enrollment student and concurrent enrollment student are used interchangeably.

Special Summer Part-Time or Full-Time Students: To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. All special part-time and full-time students shall receive credit for the community college courses completed in the same manner as regularly enrolled community college students.

Admission Process: Admission is subject to seat availability and locally approved college policies for concurrent enrollment. High school transcripts and Social Security numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment.

LASERFICHE DISTRICTWIDE IMPLEMENTATION



COLLEGE CONNECT OUTREACH EFFORTS

Bridging the gap between high school students and the colleges.

Partnership with Colton Joint Unified School District

10+

High School
Visits & Events

155+

App
Downloads

Questions?



BOARD OF TRUSTEES

Meeting Minutes – February 8, 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

Anne Viricel, Vice Chair
Nathan Gonzales, Trustee
Gloria Macías Harrison, Trustee
Frank Reyes, Trustee
Michelle Ly, CHC Student Trustee (advisory)
Dyami Ruiz-Martinez, SBVC Student Trustee (advisory)

ADMINISTRATORS PRESENT

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

Stephanie Houston, Chair
Joseph Williams, Clerk
John Longville, Trustee

ADMINISTRATORS ABSENT

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Dr. Reshmi Kappathl
Jessy Lemieux
Robert McAtee
Ela Lara
Eliseo Lara
Frank Acosta
Vanya Pesaro
Mariana Macamay

III. CLARIFICATION

Executive Vice Chancellor clarified the Covid-10 State relief funds that were allocated to students and SBCCD was the only district in the state who allocated the institutional funds to our students. Thereafter, SBCCD received institutional relief funds two and three years and, again, allocated the institutional funds to our students.

IV. APPROVAL OF MINUTES

A. 2024-01-11

Motion: to approve the 01/11/2024 minutes.

Moved by Trustee Gonzales. Seconded by Trustee Harrison.

Roll call vote: AYES: Gonzales, Harrison, Reyes, Viricel, Ruiz Martinez (advisory), Ly (advisory)

NOES: none

ABSTAIN: none

ABSENT: Houston, Longville, Williams

Motion passed

V. RECOGNITION/CELEBRATIONS

A. Applause Cards

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

VI. ACTION AGENDA

A. 2024 Early Retirement Incentive Plan

Motion: to approve the 2024 Early Retirement Incentive Plan

Moved by Trustee Harrison. Seconded by Trustee Gonzales.

Roll call vote: AYES: Gonzales, Harrison, Reyes, Viricel, Ruiz Martinez (advisory), Ly (advisory)

NOES: none

ABSTAIN: none

ABSENT: Houston, Longville, Williams

Motion passed

VII. CONSENT AGENDA

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

Motion: to approve the consent agenda as presented.

Moved by Trustee Gonzales. Seconded by Trustee Reyes.

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

Motion passed

VIII. REPORTS

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

- A. Board Committee & Activity Reports
 - 1. Board Finance Committee (BFC) - Trustee Gonzales provided a brief report.
 - 2. Board Legislative Committee (BLC) – Trustee Reyes provided a brief report.
 - 3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – Trustee Gonzales provided a brief 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 – Meridith McLaren provided a brief report.
 - 2. Crafton Hills College Classified Senate – Karen Peterson provided a brief report.
 - 3. Crafton Hills College Associated Students – Nikki Baugh provided a brief report.
 - 4. San Bernardino Valley College Academic Senate – Davena Burns Peters provided a brief report.
 - 5. San Bernardino Valley College Classified Senate – No report.
 - 6. San Bernardino Valley College Associated Students – No report.
 - 7. CSEA – Ernest Guillen provided a brief report.
 - 8. CTA – Amber Wallick provided a brief 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 – No report.
 - 5. Vice Chancellor of Educational & Student Support Services – No report.

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

None

XII. CONVENE CLOSED SESSION

The Board convened to closed session at 5:08 p.m.

XIII. RECONVENE PUBLIC MEETING

Vice Chair Viricel reconvened the public meeting at 6:29 p.m.

XIV. REPORT OF ACTION IN CLOSED SESSION

On February 8, 2024, the Board unanimously (Viricel, Reyes, Gonzales, Longville, Harrison) took action to approve the settlement of Workers Comp Claim #600001 with employee #28392

XV. ADJOURNMENT

The next meeting of the Board: Strategy Session

February 22, 2024, at 4:00 PM

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

The chair adjourned the meeting at 6:30 p.m.

The Board of Trustees approved the February 8, 2024, minutes on 3/14/2024.

SBCCD Board of Trustees

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: March 14, 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 March 14, 2024

Amir Baahjri

Crafton Hills College
Tutoring Biology

"He was cool and straight to the point."

Recognized by:
Amy U

Ali Bonetta

Crafton Hills College
EOPS

"Thank you for your contribution to the ESLN/Multilingual Program."

Recognized by:
Chloe de los Reyes

Judy Cannon

Crafton Hills College
Honors

"You are doing a terrific job!!"

Recognized by:
Mrs. Judy Gale Peralta

Ed Chavez

Crafton Hills College
maintenance

"Thank you for making our recent office moves as easy as possible! You were efficient, and extra helpful!"

Recognized by:
Kay Weiss

Geoffrey Escher

Crafton Hills College
Schedule and Catalog Data Specialist

"Thank you for your service, Geoff! You have made so many adjustments to the schedule on behalf of us department chairs. I just wanted to give you a shout out and tell you how you've been so helpful in your early days here at Crafton Hills College. I wish you the very best here!"

Recognized by:
Sabrina Jimenez

Tracy Gray

Crafton Hills College
Technology Services

"Thank you so much for your help!"

Recognized by:
Chloe de los Reyes



Caring Hands Applause Cards

Presented for Information March 14, 2024

Krista Ivy

Crafton Hills College
Library

"Krista hosted my HIST 170 class, introducing them to the library database and she combined it with a zine workshop. The students had a great time learning! Krista is bringing fun back to college with these types of activities and it will keep the students coming back. Thank you for your hard work!"

Recognized by:
Sabrina Jimenez

Ali Raventos

Crafton Hills College
Admission & Records

"Ali went out of her way to ensure a student who was struggling with their application could complete it successfully. Ali continuously goes above and beyond for our students."

Recognized by:
Floyd Simpson

Michelle Riggs

Crafton Hills College
CHC Foundation/Institutional Advancement

"Thank you, Michelle, for your work on supporting our students through the Foundation."

Recognized by:
Chloe de los Reyes

CJ Rivera

Crafton Hills College
Admissions and Records

"CJ, along with a few other administration team members have been so much help. CJ in particular helped me register for classes and figure out the whole Crafton College campus. By that I mean she helped me not get lost, gave me some valuable information about student life. CJ made me feel welcomed."

Recognized by:
Brenda Ureno



Caring Hands Applause Cards

Presented for Information March 14, 2024

Shella Scott

Crafton Hills College
Counseling

"Shella has gone above and beyond to prepare me for transferring. I had a complicated situation and Shella was able to guide me through the correct forms and processes. It was a lengthy process but I could not have done it without her!"

Recognized by:
Alicia Soria

Erika Sherman

Crafton Hills College
COACH Cupboard Food Pantry - Student Life

"For helping me so much when it comes to food and basic necessities and basically providing me extra food and supplies."

Recognized by:
Nadia Bron

Cindy Shum

Crafton Hills College
Counseling

"Cindy goes above and beyond to adorn the administration reception area with beautiful plants and other things that make it a happy place to be!! We appreciate you, Cindy"

Recognized by:
Tina Marie Gimple

Kristi Simonson

Crafton Hills College
Web Developer

"Kristi has collaborated with me to create and revamp various webpages to achieve Crafton's Guided Pathways efforts in clarifying the path for students. She completes each task with great detail and in a timely manner. I'm grateful beyond words for her help with this immense project."

Recognized by:
Shella Scott

Kristi Simonson

Crafton Hills College
Web Design

"Kristi is the Web Ninja, never mind Webmaster!! She's as fast as lightning in the relentless constant updating of our many web pages!! She's a fantastic artist to boot! Kudos to you."

Recognized by:
Tina Marie Gimple

Jorge Andrade

District Support Operations
Fiscal Administration

"Jorge has been phenomenal in providing information needed for grant submissions. His immediate response and helpfulness has allowed us to make very close deadlines."

Recognized by:
Tammy Mathis



Caring Hands Applause Cards

Presented for Information March 14, 2024

Myung Koh

District Support Operations
Research, Planning and Institutional
Effectiveness

*"Thank you for your help and assistance
with the student survey."*

Recognized by:
Erika Menge

Courtnee Laughlin

District Support Operations
Purchasing

*"Courtnee is always willing to assist our
department. I truly appreciate her patience
and everyday kindness. Thank you for your
willingness to share your knowledge with
our department."*

Recognized by:
Paige Dulay-Vega

Rose McCord

District Support Operations
Fiscal Services

*"Thank you for all of your help and
support."*

Recognized by:
Erika Menge

Juan Nevares

District Support Operations
Technology & Educational Support
Services

*"Thank you Juan for installing the
projectors at Del Rosa in our MC3 room
and Auditorium. We appreciate you. You
are the Best!"*

Recognized by:
Roxane Joyce, Stacy Garcia, Yohanna
Tsfay

Roger Robles

District Support Operations
Technology & Educational Support
Services

*"Thank you for your support and help in
installing the projectors at Del Rosa in the
MC3 room and Auditorium. We appreciate
all that you do for our department."*

Recognized by:
Roxane Joyce, Stacy Garcia, & Yohanna
Tsfay

Manny Rosales

District Support Operations
Technology & Education Support Services

*"Thank you Manny for installing the
projectors at Del Rosa in the MC3 room
and Auditorium. Thank you for your hard
work. We appreciate you!"*

Recognized by:
Roxane Joyce, Stacy Garcia, & Yohanna
Tsfay



Caring Hands Applause Cards

Presented for Information March 14, 2024

Rena Salayeva O'Sullivan

District Support Operations
Research, Planning and Institutional
Effectiveness

"Your for your help and assistance with the student survey."

Recognized by:
Erika Menge

Robyn Bender

San Bernardino Valley College
Health Science

"Thank you for being a team player."

Recognized by:
Omar Castro

Bunnie Cervantes

San Bernardino Valley College
Pharmacy Technology

"Thank you for your commitment level."

Recognized by:
Omar Castro

April D. Dale

San Bernardino Valley College
Admissions and Records

"On behalf of the Pharmacy Technology Program, we appreciate all your hard work and dedication."

Recognized by:
Omar Castro

Marie Fierro

San Bernardino Valley College
First Year Experience (FYE)

"Marie is a seasoned and dedicated counselor who goes above and beyond to help each of her students succeed. Her dedication is unmatched... Great job!"

Recognized by:
Craig S. Luke, Sr., Ph.D., CRC

Danielle Graham

San Bernardino Valley College
Psychology

"Expanding her Psychology Club to bring in everyone from SBVC, Crafton, and the Community: Healing Our Histories Event Series April 2024. She saw a vision and is making it happen."

Recognized by:
Andrea Hecht



Caring Hands Applause Cards

Presented for Information March 14, 2024

Andrea Hecht

San Bernardino Valley College
Counseling

"Superior time, dedication, and lots of hard work in leading the 2nd Annual Grad Check Fest. Thank you very much!"

Recognized by:
Armando A. Garcia

Andrea Hecht

San Bernardino Valley College
General Counseling

"Excellent job representing ALL faculty (Academic Senate, CTA, Counseling Events, etc..) . Thank you for all that you do!"

Recognized by:
Craig S. Luke, Sr., Ph.D., CRC

Jamie Herrera

San Bernardino Valley College
Counseling

"Superior time, dedication, and lots of hard work in leading the 2nd Annual Grad Check Fest. Thank you very much!"

Recognized by:
Armando A. Garcia

Jamie Herrera

San Bernardino Valley College
General Counseling

"Thank you for your hard work and dedication to our faculty, staff, and students (Academic Senate, CTA, Special Counselor Events, etc..). You're amazing."

Recognized by:
Craig S. Luke, Sr., Ph.D., CRC

Kathryn R. Jaramillo

San Bernardino Valley College
Admissions and Records

"Thank you for always being flexible to assist students that are interested in Concurrent Enrollment."

Recognized by:
Omar Castro

Dominique Johnson

San Bernardino Valley College
First Year Experience (FYE)

"Dominique is a professional counselor who dedicates himself to serving each student well. Dominique's main focus is to accommodate, educate, and prepare his students for life's journey. Thank you kind Sir!"

Recognized by:
Craig S. Luke, Sr., Ph.D., CRC



Caring Hands Applause Cards

Presented for Information March 14, 2024

Matt Kim

San Bernardino Valley College
Marketing & Public Relations

"Thank you for being so amazing to work with! Your assistance with the website and catalog has significantly enhanced their visual appeal and ease of use. It's truly inspiring to work with someone as innovative as you."

Recognized by:
Kay Dee Yarbrough

Jennifer Lee

San Bernardino Valley College
Pharmacy Technology

"Thank you for your commitment level."

Recognized by:
Omar Castro

Marcos A.P. Linares

San Bernardino Valley College
Pharmacy Technology

"Thank you for your commitment level."

Recognized by:
Omar Castro

Maryum Malika

San Bernardino Valley College
Allied Health

"On behalf of the Pharmacy Technology Program, we appreciate your commitment to our students and community."

Recognized by:
Omar Castro

Rosalyn Martinez

San Bernardino Valley College
Math

"Extended testing."

Recognized by:
Counselor

Ula Matavao

San Bernardino Valley College
First Year Experience (FYE)

"Ula is an asset to the First Year Experience (FYE) program. Ula's dedication, skill-set, expertise, and passion for his career make him a very valuable commodity. Thanks for everything that you bring to the table. It takes a village..."

Recognized by:
Craig S. Luke, Sr., Ph.D., CRC



Caring Hands Applause Cards

Presented for Information March 14, 2024

Irene Mulgado

San Bernardino Valley College
Custodial

"Thank you Irene for driving the Foundation's VIP guest out to the baseball game for the Baca check presentation."

Recognized by:
Phylicia Sanchez

Dr. Marina Serna Pulido

San Bernardino Valley College
First Year Experience (FYE)

"Dr. Pulido has a passion for our students. She goes the extra mile and is quite effective in the way that she communicates with each student. Sometimes due to her passion for her position (FYE Coordinator), she wants each student to succeed in some cases more than they do themselves. Great job Doc!"

Recognized by:
Craig S. Luke, Sr., Ph.D., CRC

Stephanie Silva

San Bernardino Valley College
Maintenance & Operations

"Each semester Stephanie goes above and beyond to make sure the Foundation's reserved parking signs are exactly where the winners want their parking space. Thanks Stephanie for your assistance, the Foundation appreciates it."

Recognized by:
Phylicia Sanchez

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

Laurie Sullivan

San Bernardino Valley College
ASL

"Since my work hours interfere with bookstore hours. Sullivan Volunteered to pick up book rental from book store to make sure I have all the materials needed for her class. Once again, thank you professor Sullivan"

Recognized by:
Claudia Leon

Jennifer Valenzuela

San Bernardino Valley College
First Year Experience (FYE)

"Jennifer is very professional. She treats our students with dignity and respect. They all walk out of her office with a big smile on their face. Way to go Jen!"

Recognized by:
Craig S. Luke, Sr., Ph.D., CRC



Caring Hands Applause Cards

Presented for Information March 14, 2024

Gino Vargas

San Bernardino Valley College
Maintenance & Operations

*"Thank you Gino for driving the
Foundation's VIP guest out to the baseball
game for the Baca check presentation."*

Recognized by:
Phylicia Sanchez

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: January 11, 2024

SUBJECT: Retirement Recognition

RECOMMENDATION

This item is for information only.

OVERVIEW

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

Truong Nguyen, Technology Support Technician, SBVC

After 25 years of employment with the District, Truong has submitted a letter of intent to retire, effective April 30, 2024. At Valley College, Truong began his employment with SBCCD as a Computer Technician at the Learning Resource Center, a position he held for the entirety of his professional career.

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: March 14, 2024

SUBJECT: Consideration to Approve the 2024 Early Retirement Incentive Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2024 Early Retirement Incentive Plan for eligible employees effective July 1, 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

A total of 42 faculty and staff have taken advantage of the incentive based on meeting the following criteria. The cost of the plan is \$2.1 million with a net savings of \$3.4 million over 5 years.

Eligibility Requirements as of June 30, 2024	1. Employee must be at least 55 years of age as of June 30, 2024 <u>and</u> 2. Have a minimum of five (5) years of service with the District	
Classification Payout Amount	\$50,000	CTA
	\$50,000	CSEA
	\$50,000	Confidential
	\$50,000	Management



2023-2024 Timeline	October 26	Announcement to Eligible District Employees
	November 9	Board Pre-Approved the offering of the 2023-24 Early Retirement Incentive Plan
	November 1-2	Group Orientation Meetings on Retirement Plan Incentive (In-Person & Zoom)
	November 7-9	Individual Counseling Sessions for Interested Participants (In-Person & Zoom)
	February 23	Enrollment Package & Letters of Resignation due – Applicant Window Period Closes
	February 26	Final Determination of Plan Implementation
	March 8	Last Day to Rescind Resignation
	March 14	Final Approval Recommendation to Board
	June 13	Board approves resignations/retirements
	June 30	Participants Retire from District
	July 1	2023-2024 Early Retirement Incentive Plan becomes effective
	July 15	District Funding Due
	August 1	First Benefit Payment

BOARD GOALS

4. Ensure Fiscal /Accountability/Sustainability

FINANCIAL IMPLICATIONS

The financial implications based on our target is a one-time payout amount of \$2,100,000 which will be paid 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: Heather M. Ford, Senior Executive Administrative Assistant

DATE: March 14, 2024

SUBJECT: 2024 California Community College Trustees (CCCT) Board Election

RECOMMENDATION

It is recommended that the Board of Trustees vote for seven (7) candidates for the seven (7) seats up for re-election and authorize staff to forward the e-ballot to the League Office before the deadline (April 25, 2024).

OVERVIEW

Each community college district governing board shall have one vote for each of the seven (7) seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The seven (7) candidates who receive the most votes will serve a three-year term.

The 13 trustees who have been nominated for election to the board are listed below and attached with the Secretary of State's random drawing order of December 14, 2023.

1. Barbara Gaines, Antelope Valley CCD
2. Nan Gomez-Heitzeberg, Kern CCD*
3. Gregory Hanna, Siskiyou Joint CCD
4. Hortencia Armendariz, Imperial CCD*
5. Barbara Calhoun, Compton CCD*
6. Dorothy Battenfeld, Sonoma County JCD
7. Julie Schorr, Grossmont-Cuyamaca CCD
8. Yvette Davis, Glendale CCD*
9. Greg Pensa, Allan Hancock CCD*
10. Bernardo Perez, Ventura County CCD*
11. Deborah Ikeda, State Center CCD*
12. Milton Richards, Yosemite CCD
13. Raymond Macareno, Sequoias CCD

**Incumbent*

ANALYSIS

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT Board will take place between March 10 and April 25, 2024, and will be accepted via the eBallot online platform.



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

No impact to the budget.


COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

2017 O Street, Sacramento, CA 95811

(916) 444-8641

(916) 444-2954 fax

www.ccleague.org

DATE: February 22, 2024
 TO: California Community College District Chancellors and Superintendent/Presidents
 FROM: Agnes Lupa, Sr. Executive Assistant
 SUBJECT: CCCT BOARD ELECTION — 2024

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT Board of the League will take place between March 10 and April 25. This year there are seven (7) seats up for election, with seven (7) incumbents running.

Each community college district governing board shall have one vote for each of the seven seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve a three-year term.

The 13 trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order of December 14, 2023. Voting will be conducted via eBallot, thus no sample ballot is included. Voting instructions will be sent to governing board assistants closer to the start of the voting period. Candidates' statements and bios are also available on the League's website here: <https://www.ccleague.org/about-us/california-community-college-trustees-ccct>

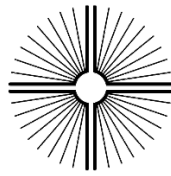
Voting via eBallot must be completed **no later than April 25**. Results will be announced at the [Annual Trustees Conference in May](#).

If you have any questions on the CCCT Board election, please contact Agnes Lupa at the League office at agnes@ccleague.org.

Attachments:

List of Candidates in Random Order

Candidates' Biographic Sketches and Statements



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

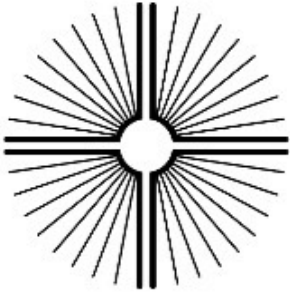
2024 CCCT BOARD ELECTION CANDIDATES LISTED IN SECRETARY OF STATE'S RANDOM DRAWING ORDER OF DECEMBER 14, 2023

VOTING WILL TAKE PLACE VIA EBALLOT

SELECT NO MORE THAN SEVEN (7) CANDIDATES

1. Barbara Gaines, Antelope Valley CCD
2. Nan Gomez-Heitzeberg, Kern CCD*
3. Gregory Hanna, Siskiyou Joint CCD
4. Hortencia Armendariz, Imperial CCD*
5. Barbara Calhoun, Compton CCD*
6. Dorothy Battenfeld, Sonoma County JCD
7. Julie Schorr, Grossmont-Cuyamaca CCD
8. Yvette Davis, Glendale CCD*
9. Greg Pensa, Allan Hancock CCD*
10. Bernardo Perez, Ventura County CCD*
11. Deborah Ikeda, State Center CCD*
12. Milton Richards, Yosemite CCD
13. Raymond Macareno, Sequoias CCD

* Incumbent



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#)

Tue, 01/09/2024 - 15:28

District Name

Antelope Valley Community College

First Name

Barbara

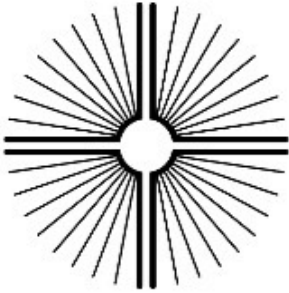
Last Name

Gaines

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Thu, 01/25/2024 - 12:43

Candidate First Name

Barbara

Candidate Last Name

Gaines

Address

4340 West Ave M-12

City and Zip Code

Lancaster

Phone Number

(661) 400-1264

Email Address

barbara.gaines@avc.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

The major issues and activities that the CCCT Board should consider in the next couple of years is first and foremost keeping a very close eye on the Governor's Budget and the impact it could have on Community Colleges. Secondly, is the decline in enrollment facing many colleges post COVID.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

As an active board member since 2013, we passed a \$350 million dollar bond in 2016 with a 71% approval rating from the community. I was also the only Trustee at that time who was an educator. As an educator, I understand the importance of establishing DEIA at the college.

Certificates/Degrees

Masters Degree in Curriculum and Instruction

Present Occupation

Superintendent, Southern Kern Unified School District

Other

Twenty eight years in Education - Teacher, Asst. Principal,. Principal, Director of Ed Services, Superintendent

Your Community College District

Antelope Valley Community College

Years of Service on Local Board

I was elected in 2013 . I am in the eleventh year serving as a Board of Trustee.

Offices and Committee Memberships on Local Board

Past President during 2023. I have also served as President, Vice President and Clerk at other times during the past ten years. I also represent the Board on the Los Angeles County School Trustee Association (LACSTA) where I served as a Director for three years. I have represented the Board on the Antelope Valley School Boards Association (AVSBA) over the past ten years, where I have held various offices.

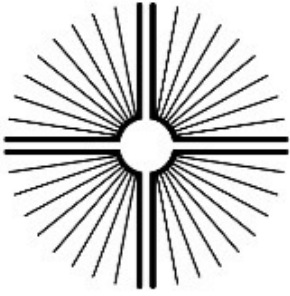
CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

I have attended several CCCT conferences over the years as recent as January 2023. I have also presented at the State ACSA conference in San Diego several years ago on the topic, "Fostering Curiosity in Middle School to Connect to Secondary Career Pathways."

ACCT and other organizations, boards, committees, etc.**Civic engagement and community service related volunteer work**

I was an active member on the Palmdale Kiwanis West until my new position as a Superintendent required I step back. I was active in ACSA Region XV for many years having served as the President of the Antelope Valley Charter. Currently, I attend the Rosamond Chamber of Commerce and the Rosamond Municipal Advisory Councils monthly as the representative from Southern Kern Unified School District.

Enter any remaining activities or information here.



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#)

Wed, 01/24/2024 - 10:46

District Name

Kern Community College District

First Name

Nan

Last Name

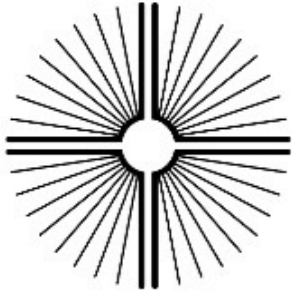
Gomez-Heitzeberg

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

Thomas J. Burke



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Wed, 02/14/2024 - 17:35

Candidate First Name

Nan

Candidate Last Name

Gomez-Heitzeberg

Address

1500 Camino Sierra

City and Zip Code

93306

Phone Number

661) 809-2545

Email Address

nan.gomez@kccd.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Shifting enrollments, looming 'hold harmless' timelines, and a very nuanced political landscape, threaten community colleges. The Board and League must continue to fight for predictable and sustainable funding. We must engage and educate new and seasoned trustees. We must partner with allies to strengthen our advocacy efforts.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

My advocacy and passion for community colleges is informed by thirty years of community college experience and research. I have witnessed the positive impact of offering a baccalaureate degree program at an urban HSI college and the effectiveness of dual enrollment in small rural

communities. My advocacy is relentless.

Certificates/Degrees

Bachelor's Degree, Art, California State University, Fresno Master's Degree, Art, California State University, Fresno

Present Occupation

Retired Community College Educator

Other

na

Your Community College District

Kern Community College District

Years of Service on Local Board

Five years

Offices and Committee Memberships on Local Board

Offices: Vice President (currently), Clerk Committee Membership: Finance; Legislative; Evaluation - Board and CEO; Chair, Accreditation; Chair, Student Success with Equity.

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

Executive Board CCCT, Currently Second Vice President; CCLC Board Member; Appointed CCCT DEIA Co-Lead; Co-Lead Trustee CEO DEIA Town Hall; Presenter: ETW, CCLC Annual Conference; Trustee CEO DEIA Town Halls; CCCCCO DEIA Institute; CCCCCO Webinars; Other leadership roles: CCC Women's Caucus Board, Immediate Past Co-Chair; 'CCCALCTA' Board

ACCT and other organizations, boards, committees, etc.

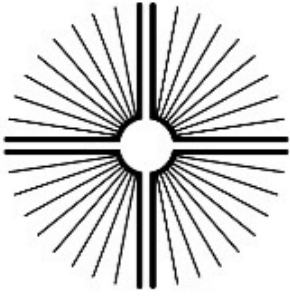
Elected Member at Large ACCT Board 2022; Committee Membership: Finance, By-Laws and Governance, Communication and Education; Appointed Sub Committee Taskforce: Goal 3 DEI; Presenter at ACCT Congress in 2021, 2022 & 2023.

Civic engagement and community service related volunteer work

na

Enter any remaining activities or information here.

na



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#)

Tue, 01/23/2024 - 14:37

District Name

Siskiyou Joint Community College District

First Name

Gregory

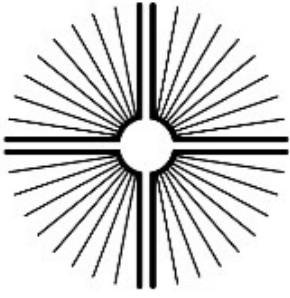
Last Name

Hanna

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Tue, 01/23/2024 - 14:37

Candidate First Name

Gregory

Candidate Last Name

Hanna

Address

4707 Hartstrand Road

City and Zip Code

Etna 96027

Phone Number

530-598-4707

Email Address

gregchanna@gmail.com

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Major issues and activities:

- Funding: Challenges with the allocation formula. Specifically the antiquated 50% law.
- Advocacy of CCC Baccalaureate Programs: Baccalaureate Degrees offered by California Community Colleges help reduce equity gaps while providing upward mobility for all students.
- Technology Integration: Exploring how technological advances can streamline processes to eliminate inefficiencies.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

As a rural community college trustee, I have experience in addressing these issues. With our Superintendent/President, we have emphasized the need for revising the 50% Law, have gained conditional approval to offer a Baccalaureate Degree and Siskiyou is a participant in the Common Cloud Data Platform Demonstration Project.

Certificates/Degrees

Bachelor of Science, Agri-Business and Natural Resource Management from Eastern Oregon University, La Grande, Oregon

Present Occupation

Farm & Ranch owner/operator; Hanna Bros. LLC Member/Owner; Hanna Bros. Ranch, Inc., Director/Owner; GH Ranch LLC, Member/Owner

Other

None

Your Community College District

Siskiyou Joint Community College District

Years of Service on Local Board

16 years

Offices and Committee Memberships on Local Board

Board President, two terms

Vice President two terms

Board Representative to the College of the Siskiyou Foundation

Accreditation Committee Liaison

Building Oversight Committee

Resource Management Development Committee

Facility Oversight Committee

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

California Cattlemen's Association, member

California Farm Bureau, member

Participation in numerous CCLC conferences, workshops, and training sessions

ACCT and other organizations, boards, committees, etc.

National Cattlemen's Association, member

Civic engagement and community service related volunteer work

Etna Elementary School District Board of Trustees, two terms

Scott Valley Pleasure Park Rodeo Board of Directors, 1982-present; two terms as Board President

Scott Valley Pleasure Park Junior Rodeo Board, two years

Siskiyou Golden Fair, 10th District Agriculture Association, Rodeo Committee, two years

Enter any remaining activities or information here.

A.I. Alkhorayeff Sons Co.: Project Manager, Prince Abdul-shual Farm Project, Riyadh, Saudi Arabia

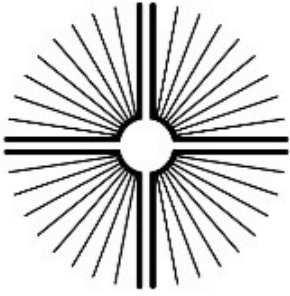
International Agricultural Exchange Association (IAEA); participated in a 10-month work abroad program in Victoria, Australia

Siskiyou Golden Fair: Weighmaster, volunteer assisting with livestock weigh-ins and wellness checks for swine, steers, heifers, rabbits, and poultry

Siskiyou Golden Fair: Volunteer at rodeo events as judge, chute boss, and supervisor to ensure the safety of the participants, livestock, and arena workers

Siskiyou Golden Fair: Rachel Hanna Park: Maintain the landscaping, flowerbeds, and children's play area for the venue to be used during the fair, Ag Awareness Day, and for rental events throughout the year

Scott Valley Pleasure Park: Youth Rodeo Clinic: Sponsored and taught at a local clinic to encourage children of all ages to learn about the sport of rodeo



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#)

Tue, 02/13/2024 - 11:14

District Name

Imperial Community College District

First Name

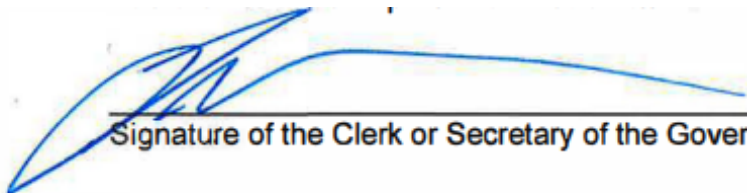
Hortencia

Last Name

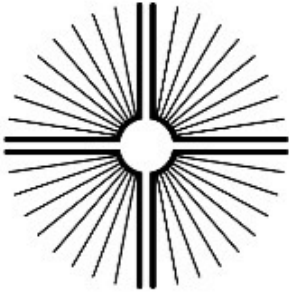
Armendariz

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.



Signature of the Clerk or Secretary of the Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Wed, 02/07/2024 - 15:56

Candidate First Name

Hortencia

Candidate Last Name

Armendariz

Address

709 Harrington St

City and Zip Code

Calexico

Phone Number

7604279736

Email Address

hortencia.armendatiz@imperial.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

We must advocate for stable funding for California Community College Districts, covering total student attendance costs and aiding all students in achieving their goals, including earning a BA or BS at their local community college. We need to commit to helping students fulfill their education objectives efficiently.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I'll contribute by championing stable funding for California Community College Districts, ensuring coverage of total attendance costs. I'll advocate for all students to achieve their goals, including the option to earn 4-year degrees at their local community college. My commitment is to aid students

in efficiently fulfilling their objectives.

Certificates/Degrees

Masters in Educational Leadership

Present Occupation

Retired K-12 School District Administrator

Other

Past Occupations: Family Resource Center & Student Services Coordinator -,Principal, Assistant Principal and Teacher

Your Community College District

Imperial Community College District

Years of Service on Local Board

3 1/2 years

Offices and Committee Memberships on Local Board

Clerk of the Board

IVC Foundation Board of Directors - Alternative Board of Trustee

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

CCCT - Board member

CASCWA- Have served as a board member for the California Association of Supervisors of Child Welfare and Attendance

CABE- Member of California Association for Bilingual Education

ACCT and other organizations, boards, committees, etc.

NAECHY member - National Association for the Education of Homeless Children and Youth.

Civic engagement and community service related volunteer work

Rotary - Assistant Governor for Rotary 5340 & Past President of the Calexico Rotary Club.

Board Member - Imperial County Behavioral Health Services.

Advisory Board Member - Amigos de Alejandro (a non-profit organization that assists children with cancer).

Board Member - Calexico Education Foundation (provides scholarships to high school students for higher education expenses).

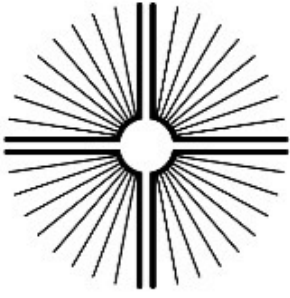
Volunteer – Girl Scouts Troop #4200.

Member – MANA of Imperial Valley (a nonprofit national Latina organization).

Enter any remaining activities or information here.

37 years of K-12 experience as a teacher, school site administrator, and district administrator, for Calexico Unified School District and Board of Trustee for 3 1/2 years at APEN-winning Community College, Imperial Valley College

Just retired in June 2023



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#)

Fri, 02/02/2024 - 13:57

District Name

Compton Community College District

First Name

Barbara

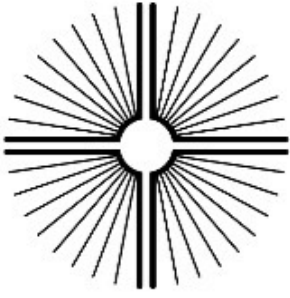
Last Name

Calhoun

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Tue, 02/13/2024 - 19:32

Candidate First Name

Barbara

Candidate Last Name

Calhoun

Address

1403 W. 133rd Street

City and Zip Code

Compton, 90222

Phone Number

310-918-6667

Email Address

bcalhoun@compton.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

The CCCT and League should focus on addressing and finding solutions for the growing number of community college students facing housing, homelessness, and food insecurity. In addition, we need to expand support and resources for the Veterans and their dependents enrolled at a California Community Colleges each year.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I have extensive experience in the areas of civil service and community/social impact. I understand the needs of Veterans looking to transition into civilian life as the founder/coordinator of the annual Compton Homeless Veterans Stand Down. I have served on several boards/committees, which has

prepared me for this opportunity.

Certificates/Degrees

High School Diploma; Studied Labor Law at Los Angeles Trade Technical College

Present Occupation

Retired

Other

34 years at the City of Los Angeles, Traffic Officer and Clerk Typist Supervisor

Your Community College District

Compton Community College District

Years of Service on Local Board

5 1/2

Offices and Committee Memberships on Local Board

2019 Compton CCD Board Member

2020 Compton CCD Board Clerk

2021 Compton CCD Board Clerk

2022 Compton CCD Board Vice President

2023 Compton CCD Board President

2024 Compton CCD Board President

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

Chair, African American California Community College Trustees and Administrators (2022- Present)

Member of the African American California Community College Trustees and Administrators

Chair, CCLC Joint Caucus (2023-2024)

Member CCLC Joint Caucus

Annually attend the CCLC Legislative Conference

Elected member of the State Democratic County Committee

Delegate to the 52nd Assembly District and representative to the Executive Board for the California Democratic Party

Delegate to the 64th Assembly District and representative to the Executive Board for the California Democratic Party

ACCT and other organizations, boards, committees, etc.

Member, ACCT Diversity Committee

Annually Attend the ACCT Leadership Congress

Annually Attend the ACCT Community College Legislative Summit

Civic engagement and community service related volunteer work

City Council Member for the City of Compton (2003-2011)

Compton Unified School District School Board Member (2001-2003)

Member of the New Frontier Democratic Club and Martin Luther King, Jr. Democratic Club

Los Angeles County Community Action Board Public Sector 2nd District Representative

Member of the Bellflower/Long Beach Elks Lodge

Founder and Organizer of the Compton Homeless Veterans Stand Down (since 2008)

Organized Events for Senior Citizens in the City of Compton
Coordinator of the Free Compton Winter Wonderland for children
Local Juneteenth Festival Organizer

Enter any remaining activities or information here.

First Female President of the Service Employees International Union (SEIU) Local 347; served as chair and vice chair of the Western Region Women's Caucus of SEIU

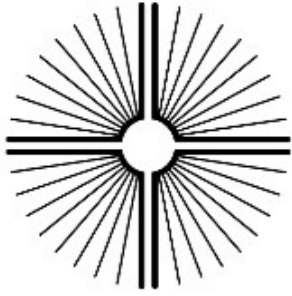
Member of the A. Phillip Randolph Institute (APRI)

Member of the Coalition of Black Trade Unionists (CBTU)

Member of the Coalition of Labor Women (CLUW)

American Association of Retired People (AARP) Member

California Alliance for Retired Americans (CARA) Member



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#)

Wed, 02/14/2024 - 11:07

District Name

Sonoma County Junior College District

First Name

Dorothy

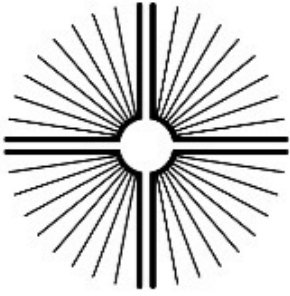
Last Name

Battenfeld

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Thu, 02/15/2024 - 10:47

Candidate First Name

Dorothy

Candidate Last Name

Battenfeld

Address

1930 Alderbrook Lane

City and Zip Code

Santa Rosa 95405

Phone Number

7075286818 (home), 7078891264 (mobile)

Email Address

dbattenfeld@santarosa.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Legislative and policy advocacy, especially given fiscal uncertainty, can support more equitable and impactful learning opportunities for our students. This includes stable and flexible funding, student basic needs, and workforce development. CCCT can assist districts in priority areas of enrollment and retention, DEIAA policies, Board/CEO hiring/retention and strengthening community partnerships.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

As a three-term trustee, long-time public school teacher, and involved community member, I bring knowledge of education funding, practice, and policy, and commitment to CCCT's mission. I can

contribute leadership experience in legislative advocacy, providing student-centered, affordable housing, implementing DEIAA policies, facilitating effective Boards, and recruiting, hiring, and retaining CEO/Presidents.

Certificates/Degrees

MA, American Studies, GWU; Teaching Credential (Social Science/English), SSU; BA, Social Science, Hampshire College

Present Occupation

retired educator

Other

High school teacher for 30 years, Be a Teacher Program instructor, Fulbright Scholar to Denmark (1992) and Norway (2003)

Your Community College District

Sonoma County Junior College District

Years of Service on Local Board

Nine

Offices and Committee Memberships on Local Board

President (12/2020-12/2023), VP (12/2018-12/2020), Clerk (12/2016-12/2018)
Finance Committee, Legislative Committee, Ad Hoc Committee for Superintendent/President Search, Ad Hoc Board Policy and Procedure Review Committee, Ad Hoc Racial Justice Committee
Trustee representative on SRJC Student Housing Committee, Scholarship Committee, President Consultation Council, District Facilities Advisory Committee

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

CCLC Advisory Committee on Legislation (2016-present)
CCLC Affordability, Food and Housing Access Taskforce (2016-present)
CCCT Trustee Diversity, Equity, and Inclusion (DEI) Integration Workgroup- Professional Development & Mentoring (2020-2021)
ACCJC Accreditation Team Member (2023-present)
Panelist, Real College Basic Needs Legislative Briefing, Sacramento, 1/30/2024

ACCT and other organizations, boards, committees, etc.

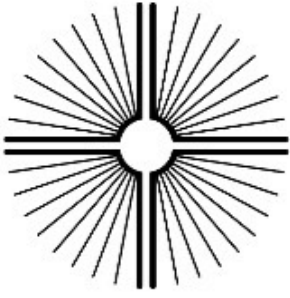
Team leader and member for accreditation teams for WASC and the International Baccalaureate Organization in the U.S. and Canada.

Civic engagement and community service related volunteer work

Experience serving on boards and leadership committees at the national, state and local level for a variety of education, social service, and civic organizations.

Enter any remaining activities or information here.

Teacher of the Year Award, California Association of IB World Schools (2012)



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#)

Wed, 01/31/2024 - 12:20

District Name

Grossmont-Cuyamaca Community College District

First Name

Julie

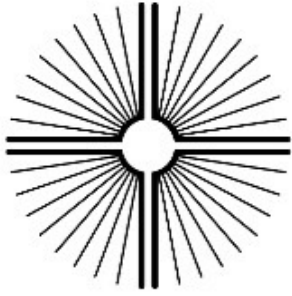
Last Name

Schorr

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Wed, 01/31/2024 - 12:13

Candidate First Name

Julie

Candidate Last Name

Schorr

Address

1506 Wagner Drive

City and Zip Code

El Cajon, CA 92020

Phone Number

619-241-1114

Email Address

julie.schorr@gcccd.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Community colleges in California face challenges such as budget constraints, access issues for underserved populations, and the need to adapt to evolving workforce demands. Additionally, addressing equity gaps, improving transfer pathways, and enhancing student support services are ongoing concerns. Rebuilding enrollment and promoting student population growth are also vitally important.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

As a Board Trustee, I can contribute by advocating for increased funding, policies that enhance accessibility and equity, supporting initiatives to improve student success and retention, and

collaborating with community stakeholders. Engaging in open communication with college leaders, faculty, and students can help identify specific needs and implement effective solutions.

Certificates/Degrees

Bachelor of arts degree in French, EL certification, master's degree in counseling, California Administrative Credential.

Present Occupation

Governing Board Vice President at Grossmont-Cuyamaca Community College District

Other

Teacher at Grossmont Union High School District for 30 years.

Your Community College District

Grossmont-Cuyamaca Community College District.

Years of Service on Local Board

I am currently serving my fourth year as a trustee. I will be serving a second term on the Board beginning next year (unopposed)

Offices and Committee Memberships on Local Board

Governing Board Trustee since 2020.

Current Vice President of the Governing Board.

I serve on the District Ad Hoc Committee for Diversity, Equity, Inclusion, and Accessibility.

I serve on the District Ad Hoc Building and Construction Committee.

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

I have attended many state, local, and national community college workshops and conferences with CCLC and ACCT. I completed the Excellence in Trusteeship program and received my certificate of accomplishment.

ACCT and other organizations, boards, committees, etc.

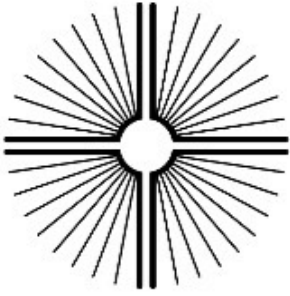
I attended the ACCT Conference in New York City in October 2022. I will be attending the national ACCT conference in Washington, DC in February 2024.

Civic engagement and community service related volunteer work

In addition to my service on the Governing Board, I volunteer my time in the community at various fundraising events and food drives. I donate to organizations to help seniors with the Meals-On-Wheels program. I volunteer at Balboa Park for the International Cottages and specifically in the House of France. I have volunteered my time during the annual December Nights in Balboa Park. I also participate in college service events.

Enter any remaining activities or information here.

During my many years in education, I served as Department Chair and as coordinator for the International Baccalaureate program. I worked as an Assistant Principal on various campuses during summer school. I also worked in the Guidance Department at a local high school as a counselor. As an educator, I have benefitted from experiences that have enriched my career and have strengthened my commitment to excellence in education.



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#)

Thu, 02/08/2024 - 10:37

District Name

Glendale Community College

First Name

Yvette

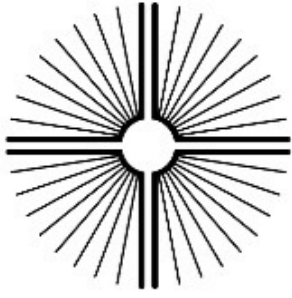
Last Name

Davis

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Thu, 02/08/2024 - 10:54

Candidate First Name

Yvette

Candidate Last Name

Davis

Address

300 E GLENOAKS BLVD, STE 100

City and Zip Code

Glendale

Phone Number

8183884632

Email Address

yvette@countinghouseca.com

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I would like to see the continued onboarding for New Trustees, by using the CCCT Board Members acting as mentors to new trustees to demonstrate effective board roles. I also an active in working with local management to oversee difficult state budgets.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I would like to continue to work with new trustees on effective board roles and continue to develop working relationships with CEOs.

Certificates/Degrees

BA from USC in Anthropology

Present Occupation

Enrolled Agent - Business Owner

Other

Guest Lecturer at Art Center College of Design

Your Community College District

Glendale Community College

Years of Service on Local Board

7

Offices and Committee Memberships on Local Board

Past - President, currently serve as Clerk

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

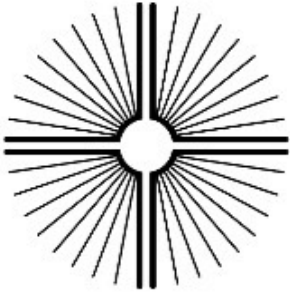
CCCT Board member

ACCT and other organizations, boards, committees, etc.**Civic engagement and community service related volunteer work**

Most currently, Past-President of Glendale Sunrise Rotary, Past-Treasurer of Silver Lake Chamber of Commerce, Past-Treasurer of Vincent Price Art Museum, Board Member of Glendale Educational Foundation,

Enter any remaining activities or information here.

Recipient of Senator Anthony Portantino, Women in Business Awards, 2023



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form=](#)

Sat, 02/10/2024 - 19:46

District Name

Allan Hancock College

First Name

Greg

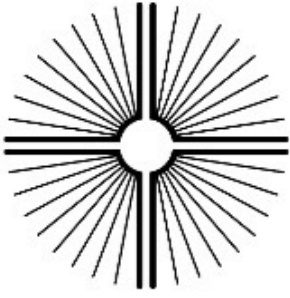
Last Name

Pensa

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Thu, 02/01/2024 - 15:47

Candidate First Name

Gregory

Candidate Last Name

Pensa

Address

69 Ironwood Way

City and Zip Code

Solvang, CA 93463

Phone Number

805 455-1751

Email Address

gpensa@hancockcollege.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Baccalaureate Degrees need to be expanded, these degrees are important to place bound students. The 50% Law needs to be modernized by giving CC's the flexibility in the use of these funds. Cal Grant & Pell Grant reform is needed and we must maintain the funding for the underrepresented.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Being a member of the CCCT for 6 years & a Trustee for 14 years, plus my experiences during Legislative conferences in Sacramento & Washington DC gives me the ability to advocate for the underserved and underrepresented CC students. I have developed good relationships with local &

federal elected officials.

Certificates/Degrees

BA Telecommunications & Film San Diego State University AA Degree Alan Hancock College
Business Marketing

Present Occupation

Retired Petroleum Marketing

Other

Asset Development Director for the Chumash Casino

Your Community College District

Allan Hancock College

Years of Service on Local Board

14

Offices and Committee Memberships on Local Board

President 5 times, VP 4 times.

Chair of Housing Development committee. Reached agreement with private corporation to lease college property to develop student and public housing.

Representative to the Santa Barbara County School Boards Association, 12 years

Representative to the Hancock Foundation, 14 years

College Bond Representative to Moody's & Standard & Poor's

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

Member CCCT since 2018

Presenter at CCLC conferences

Member of the CCCT Master Plan Re-Envisioning Committee

Current Co-Chair of the CCCT DEIA Town Hall Committee

Member of CCCT Officers Nominating Committee twice

Member Veterans Caucus

ACCT and other organizations, boards, committees, etc.

ACCT Voting delegate for past 9 years

ACCT Presenter twice

Bellwether College Consortium presenter three times

Attended HACU conference

Attend DEIA Conference San Diego 2023

Civic engagement and community service related volunteer work

10 Years Trustee Solvang Unified District, passed Mello-Roos bond to build 6 classrooms & gym

Solvang Festival Theater AHC Representative, 14 years

Solvang Friendship House-Alzheimer's & Dementia Care, past president & oversaw several construction projects

Valley Haven Day Care Center, founding Board member

Buellton Chamber of Commerce, past president

Enter any remaining activities or information here.

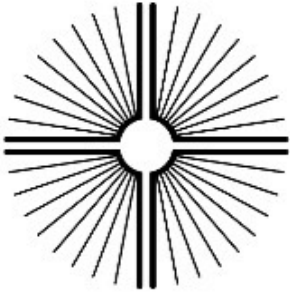
Excellence in Trusteeship 2011, recertified in 2015 & 2023

IDC Foundation Founding Board member, Non-Government Org. working in Philippines

Rotarian since 1980

Radio Broadcaster for Santa Ynez HS since 1983

'Man of the Year' Santa Ynez Valley Foundation 2013



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#) = [

Wed, 02/14/2024 - 12:07

District Name

Ventura County Community College Dist.

First Name

Bernardo

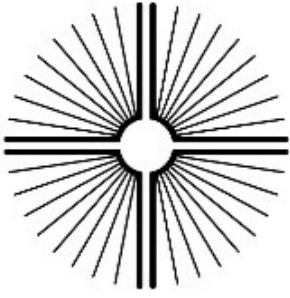
Last Name

Perez

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Wed, 02/14/2024 - 15:52

Candidate First Name

Bernardo

Candidate Last Name

Perez

Address

4627 Bella Vista Drive

City and Zip Code

Moorpark 93021

Phone Number

805-208-3570

Email Address

bperez@vcccd.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Increased base funding for California Community Colleges to achieve parity with the CSU and UC systems.

Increased funding and flexibility for Workforce Pell grants and programs.

Closing the educational and equity gaps.

Sufficient student resources to cover the Total Cost of Education

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Through my continued participation on the CCCT Board and Advisory Committee Legislation.

Through continued participation at the CCLC Legislative Conference and the ACCCT National

Legislative Summit.

With reelection to the CCCT Board, I would be able to pursue leadership opportunities at the CCCT and at ACCT.

Certificates/Degrees

n/a

Present Occupation

Retired

Other

Former nonprofit real estate development project manager & municipal water system representative

Your Community College District

Ventura County CCD (3-campus district)

Years of Service on Local Board

13+ (December 2010 to Present)

Offices and Committee Memberships on Local Board

Board Chair and Vice Chair

Chair and Member, Administrative Service Committee

District Representative to the Ventura County Regional Energy Alliance

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

CCCT Board

Advisory Committee Legislation

DEIA Steering Committee and Work Group

Trustee Townhall Planning Committee

Excellence in Trusteeship Program - initial and recertification

ACCT and other organizations, boards, committees, etc.

National Legislative Summit, regular attendee and Hill Visit participant

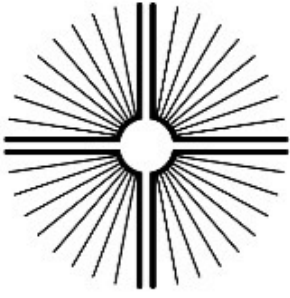
Civic engagement and community service related volunteer work

Current: Moorpark Foundation for the Arts; House Farmworkers!; Legislative Affairs Committee for both Moorpark and Simi Valley Chambers of Commerce; Rotary Club of Moorpark Morning; overnight volunteer at winter warming shelter, Simi Valley; volunteer at Point in Time homeless count, Ventura County; Knights of Columbus, Holy Cross Church.

Former: Moorpark Planning Commissioner, City Councilmember and Mayor; United Way Ventura County; El Concilio Family Services; Local Agency Formation Commission; Community Action Ventura County.

Enter any remaining activities or information here.

I have always sought to address the human element aspect when participating in local governance. What better place to be than at the table where policy direction is set? In so doing, it is important that everyone involved and/or affected has their questions/concerns identified, heard, thoroughly discussed in a fair and transparent process so that everyone will respect and accept the outcome.



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#) =

Wed, 01/10/2024 - 13:12 =

District Name

State Center Community College District

First Name

Deborah

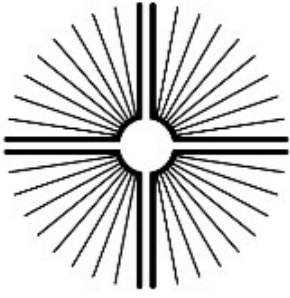
Last Name

Ikeda

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Mon, 01/22/2024 - 12:48

Candidate First Name

Deborah J.

Candidate Last Name

Ikeda

Address

8812 N. Colfax Ave.

City and Zip Code

Fresno

Phone Number

5599171427

Email Address

deborah.ikeda@scccd.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Address the true cost of education and revise financial aid.

Support DEIA efforts to address all equity gaps and improve student success.

Increase base funding levels for CCC and modify the 50% law.

Modifying the existing baccalaureate legislation to allow CCC to offer programs that will meet critical workforce needs.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I will advocate for DEIA based on my experience as a DEIA Steering Committee member and ACCT DEI Member. As a CCCT Board member and founding president of Clovis Community

College with over 40 years as CA Community College professional, I will use my experience to advocate for our system.

Certificates/Degrees

BS Education, University of IL, Masters in Counseling Psychology, University of IL, Doctoral Coursework Completed, Ed Admin

Present Occupation

Retired

Other

Association Community College Trustee (ACCT) Board Member, Community College League of California Board Member, ACCT DEI board

Your Community College District

State Center Community College District

Years of Service on Local Board

8 years

Offices and Committee Memberships on Local Board

Past President and Vice President of the SCCC Board, VIP Joint Powers Agreement Board for Liability, Physical Plant etc. insurance as SCCC Board Member, Ed Care Health Insurance Board Member for SCCC, Member of SCCC Chancellors Circle-Foundation

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

CCCT DEIA Steering Committee Member, CCCT DEIA Workgroup 2B Co-Chair; APITA Caucus President, APITA Past Vice President, APITA Past Secretary; ACES Committee Member; CCLC Workshop Presenters at several conferences; CCCT Board Representative to Funding Policies Taskforce, CCCT Board Representative to Common Course Numbering Taskforce, ACCJC Visiting Team Chair as former College President as well as serving currently as a Trustee member on ACCJC visiting teams; former CIO Executive Board Member for CA Community Colleges (CCC); Former intersegmental Curriculum Workgroup Member to implement SB 1440 Transfer Degrees - statewide organization that includes representatives from the CSU Academic Senate, CSU Chancellor's Office, CCC Chancellor's Office, CCC Academic Senate, and CCC Chief Instructional Officers; Former California Community College Chancellor's Office (CCCCO) Matriculation Advisory Committee Member; Former CCCCCO Counseling Advisory Committee Member

ACCT and other organizations, boards, committees, etc.

Current Association Community College Trustees (ACCT) Board Member, 2022 ACCT National Trustee of the Year Award Winner -M. Dale Ensign Trustee Leadership Award Winner, immediate past Pacific Region ACCT Elected member to Equity, Diversity & Inclusion Committee, ACCT Asian Pacific-Islander Native American Co-Chair, former member of American Association of Community Colleges (AACC), Commission on Academic, Student & Community Engagement

Civic engagement and community service related volunteer work

Current California Health Science University Board Chair, Fresno, CA

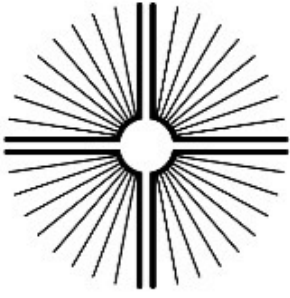
Current Member of Citizens Oversight Committee for Measure B, Fresno County Library Sales Tax

Measure

Current Board Member of the San Joaquin Valley Town Hall Program and Education Chair bringing national speakers to Fresno and inviting students to attend free
 Current National Japanese American Citizens League Credential Committee Member
 Former National Japanese American Citizens League Strategic Planning Committee Chair
 Former Board Member Women's Foundation of California
 Former St. Agnes Medical Center Board Member, Board Chair and Vice Chair, Fresno, CA
 Former Clovis Chamber of Commerce Board Member and Past Board Chair
 Completed Leadership Fresno Class IX
 Former Golden Valley Girl Scout Council Board and Nominating Committee Member
 Served on the California State Superintendent of Education's Advisory Council for Asian Pacific Islander Affairs
 Past President of the Fresno Japanese American Citizens League
 Former member of the Fresno Unified School District Citizens Diversity Committee
 City of Clovis Economic Development Strategy Committee Member 2013-14
 Past Secretary of the VFW Auxiliary for

Enter any remaining activities or information here.

Inducted into the City of Clovis Hall of Fame June 2013
 University of Illinois Asian American Alumni Award winner 2019
 Martin Luther King Keynote Speaker 2020 at annual breakfast for Fresno and Clovis
 Bill F. Stewart Achievement of Excellence 2016
 Top Ten Professional Women Marjorie Mason, 2014
 Clovis Chamber of Commerce Professional Woman of the Year 2017
 KSEE TV Portrait of Success Clovis Hall of Fame Inductee 2013
 League of Women Voters, Women's Equality Day Award 2



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form](#)

Fri, 01/12/2024 - 17:23

District Name

Yosemite Community College District

First Name

Milton

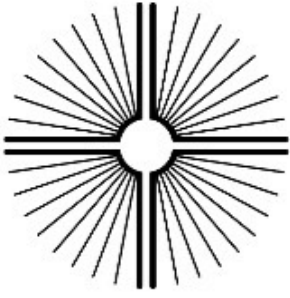
Last Name

Richards

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Tue, 01/30/2024 - 08:12

Candidate First Name

Milton

Candidate Last Name

Richards

Address

Yosemite Community College District 2201 Blum Gum Ave Modesto, CA 95358

City and Zip Code

Modesto, CA 95358

Phone Number

209 620 9814

Email Address

richardsm@yosemite.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Critical issues for consideration; navigating the challenges presented by the governor's budget, promoting educational equity, championing student success initiatives, and expanding workforce development programs. It is imperative that all advocacy and endeavors concentrate on fostering economic mobility for every student, regardless of race, gender, religion, academic background, and sexual orientation.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I aim to advocate for the Eastern Sierra region, which lacks representation on the board. With 40 years of experience as an Athletic Director and Faculty, I have served underrepresented students

and vulnerable athletes. It would be a privilege for me to represent the often unintentionally overlooked district within the

Certificates/Degrees

Ed.D, M.S. , B.S.R

Present Occupation

Retired College Administrator, Faculty Member

Other

Retired Director of Athletics Simon Fraser, CSU Stanislaus, UAlbany, Kansas State, Administrator Adjunct Faculty Temple U

Your Community College District

Yosemite Community College District

Years of Service on Local Board

3 plus

Offices and Committee Memberships on Local Board

President

Vice President

Finance Committee

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

ACCT and other organizations, boards, committees, etc.

2022 ACCT Conference Presentation: Economic Recovery and Growth for All Strengthen High Tech Partnerships in Rural Communities

Upcoming: 36th Annual National Conference on Race & Ethnicity in Higher Education (NCORE 2024) DEI Challenges at Rural Community Colleges Unique Obstacles and Creative Solutions

Civic engagement and community service related volunteer work

President, Stanislaus County Mosquito District

Chair, Turlock Convention & Visitors Bureau

Burnaby Board of Trade, Board Member

United Way of Stanislaus Board Member

California Collegiate Athletic Association President, Vice President

Member, Rotary International

Chair, Eastern Collegiate Athletic Conference Television Committee

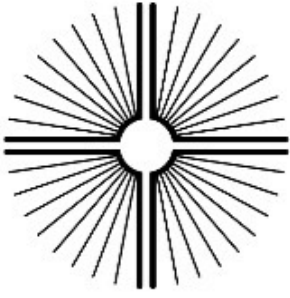
Chair, Eastern Collegiate Athletic Conference Marketing Committee

Chair, Big 8 Athletic Directors Conference Committee

NY Red Cross Board of Directors Member

Enter any remaining activities or information here.

Volunteer Assistant Mayor City of Turlock



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Nomination Form=](#)

Wed, 01/31/2024 - 09:06

District Name

College of the Sequoias Community College District

First Name

Raymond

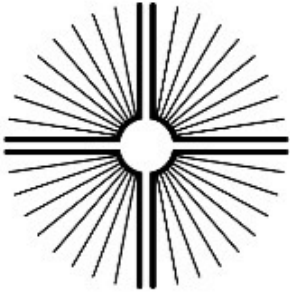
Last Name

Macareno

Nomination Agreement: This nominee is a member of the above Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. The Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee will also be completed and submitted.

Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Published on *The League* (<https://ccleague.org>)

Submission information

Form: [CCCT Board Statement of Candidacy & Biographic Sketch Form](#)

Tue, 01/09/2024 - 10:35

Candidate First Name

Raymond

Candidate Last Name

Macareno

Address

15140 Raynette Court

City and Zip Code

Visalia, 93292

Phone Number

5595633035

Email Address

raymondm@cos.edu

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Activities: Share best practices for enrollment growth, community outreach, and program innovation to align with the local job market and evolving technology. Major issues: Focus on unhoused college students and continue seeking resources to reduce barriers for students, especially first generation students.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I am personally interested in engaging and communicating with surrounding college districts. We have a strong source of information at the state level, I propose establishing regional-level communications among colleges with similar goals and challenges. As a unified voice, colleges can

effectively highlight activities and issues to the state board.

Certificates/Degrees

(BS) Bachelors of Science in Business Administration and (MBA) Masters in Business Administration

Present Occupation

Marketing/Communication Specialist

Other

Small Business Owner/Publisher

Your Community College District

Sequoias Community College District

Years of Service on Local Board

5

Offices and Committee Memberships on Local Board

President of the Board (2024)

Vice-President of the Board (2023)

Clerk of the Board (2021-2022)

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

N/A

ACCT and other organizations, boards, committees, etc.

N/A

Civic engagement and community service related volunteer work

Housing Authority of Tulare County, Commissioner

Juventud Enriquecimiento Musica Artes (JEMA) Foundation, Board Chair

ImagineU Children's Museum, Board Secretary

Rotary International, Member

Kings Community Action Organization (Former Vice Chairman of the Board & Chair of Strategic Planning Committee)

North Side Boxing Club (Youth)

American GI Forum

Enter any remaining activities or information here.

Married and father of four children. The eldest is currently enrolled in the CSU system, a former community college student. The second oldest is currently attending community college.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Kevin Horan, President, CHC

PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC

DATE: March 14, 2024

SUBJECT: Consideration of Approval of Curriculum - CHC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in 2024-2025 College Catalog.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

None.



COURSE MODIFICATION

COURSE ID	COURSE TITLE
MATH 115	The Ideas of Mathematics
PREREQUISITES:	Eligibility for MATH 115 as determined through the Crafton Hills College assessment process.
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	According to state law, this course cannot have a pre collegiate level prerequisite.
EQUATE:	Equates with MATH 115 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
CNA/N 621	Nursing Assistant Theory
COREQUISITE:	CNA/N 622, CAN/N 623
UNITS & HOURS:	64
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Increasing 4 hours to meet requirement theory.
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
CNA/N 626	Home Health Aide Clinical
REQUISITES:	Limitation on Enrollment (e.g. Performance tryout or audition): Must attend a mandatory information session. Then. once provisionally accepted, must attend a mandatory orientation, meet all health requirements, and clear background check. Must be 18 years or older. No high school or GED required. Must be co-enrolled with HHA 100. Must have an active CNA certificate to enroll unless just completing the Crafton Hills College CNA program within 1 month.
UNIT & HOURS:	48
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Reduction in clinical hours from 54 to 48 to meet minimum state requirements
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2024

NEW COURSE

COURSE ID	COURSE TITLE
MATH 107	College Algebra for non-STEM Majors
DISCIPLINE:	Mathematics
DEPARTMENT:	Mathematics
CATALOG DESCRIPTION:	In this advanced algebra and functions analysis course, students will dive deep into the world of mathematical functions, equipping themselves with a deep understanding of their properties, behaviors, and practical applications. The course is designed to challenge students to think critically, solve complex problems, and apply algebraic techniques to model real-world scenarios. This course will cover applications and the behavior of polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; theory of polynomial equations; and analytic geometry.
SCHEDULE DESCRIPTION:	Master the art of algebraic reasoning and problem-solving, gain a deep understanding of functions, equations, systems, and mathematical concepts, and apply these skills effectively in diverse fields. By the end of this course, students will possess the analytical tools and confidence needed to excel in complex problem-solving situations, paving the way for success in both academic pursuits and real-world applications. This course will cover applications and the behavior of polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; theory of polynomial equations; and analytic geometry.
STUDENT LEARNING OUTCOMES:	New
UNITS:	4
CONTACT HOURS:	64-72
RATIONALE:	This math course equips students with essential analytical and problem-solving skills applicable across diverse academic disciplines. By offering a class dedicated to college algebra outside of a STEM emphasis, we address the universal need for quantitative literacy and analytical thinking, preparing students for success in their chosen majors and beyond.
PREREQUISITE:	Eligibility for MATH 107 as determined through the Crafton Hills College assessment process.
EQUATE:	Equates with MATH-102 at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
MATH/N 611	Math for Medicine I
DISCIPLINE:	Mathematics Noncredit
DEPARTMENT:	Mathematics
CATALOG DESCRIPTION:	This is the first course in a series for math for medical professions/careers. Introduction to mathematics used in medical settings. Review of fractions, decimals, ratios, and percentages and conversions between them.
SCHEDULE DESCRIPTION:	This is the first course in a series for math for medical professions/careers. Introduction to mathematics used in medical settings. Review of fractions, decimals, ratios, and percentages and conversions between them.
STUDENT LEARNING OUTCOMES:	New
UNITS:	Noncredit
RATIONALE:	Students have requested a crash-course/bootcamp style course to refresh and prepare them for the mathematics used in medical settings
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Summer 2024

COURSE ID	COURSE TITLE
MATH/N 612	Math for Medicine II
DISCIPLINE:	Mathematics Noncredit
DEPARTMENT:	Mathematics
CATALOG DESCRIPTION:	This is the second course in a series for math for medical professions/careers. Introduction to mathematics used in medical settings. Includes practice in mental math with fractions, decimals, and percents; setting up and solving proportions; and unit conversion techniques.
SCHEDULE DESCRIPTION:	This is the second course in a series for math for medical professions/careers. Introduction to mathematics used in medical settings. Includes practice in mental math with fractions, decimals, and percents; setting up and solving proportions; and unit conversion techniques.
STUDENT LEARNING OUTCOMES:	New
UNITS:	Noncredit
RATIONALE:	Students have requested a crash-course/bootcamp style course to refresh and prepare them for the mathematics used in medical settings
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Summer 2024

COURSE ID	COURSE TITLE
MATH/N 613	Math for Medicine III
DISCIPLINE:	Mathematics Noncredit
DEPARTMENT:	Mathematics
CATALOG DESCRIPTION:	This is the third course in a series for math for medical professions/careers. Introduction to mathematics used in medical settings. Review of fractions, ratios, and percentages in conjunction with their applications to solve concentration and dosage problems. Conversions between unit systems and common metric measurements.
SCHEDULE DESCRIPTION:	Do you know how much a patient weighs in kilograms? If a drug is ordered for 0.75 g but the label indicates the drug is only available in 1,200 mg/120 ml, how much should be administered to the patient? This bootcamp course is intended to boost confidence and refresh the mathematical skills needed for use in medical settings like the questions above.
STUDENT LEARNING OUTCOMES:	New
UNITS:	Noncredit
RATIONALE:	Students have requested a crash-course/bootcamp style course to refresh and prepare them for the mathematics used in medical settings
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Summer 2024

COURSE ID	COURSE TITLE
LIBR 107	Library Career Readiness
DISCIPLINE:	Library
DEPARTMENT:	Learning Resources
CATALOG DESCRIPTION:	This course will provide students with an opportunity to create a resume, cover letter and participate in mock interviews to prepare for library careers, using their e-portfolio that demonstrates mastery of this program's competencies for educational experience. Students will explore internships and opportunities to network and build working experience in the library field.
SCHEDULE DESCRIPTION:	This course will provide students with an opportunity to create a resume, cover letter and participate in mock interviews to prepare for library careers, using their e-portfolio that demonstrates mastery of this program's competencies for educational experience. Students will explore internships and opportunities to network and build working experience in the library field.
STUDENT LEARNING OUTCOMES:	New
UNITS:	1
CONTACT	48-54

HOURS:	
RATIONALE:	This course is one in a series designed to offer CTE training to students in a growing segment of the library profession where students will use applicable skills to search for library jobs, prepare application materials, resumes and cover letters and develop the skills for job interviewing in the library field. Students will use their completed assignments and projects from the program that can be developed into an e-portfolio that graduate-level students in Library Master's degree programs complete. The competencies they achieved during the program can be used to build resumes and letters of introduction to employers.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
KIN/F 112C	Pole Fitness III
DISCIPLINE:	Kinesiology – Fitness Activities
DEPARTMENT:	Kinesiology and Health
CATALOG DESCRIPTION:	Third semester level pole movements and techniques to strengthen the entire body, improve flexibility, and build an expanded knowledge of pole skills.
SCHEDULE DESCRIPTION:	Third semester level pole movements and techniques to strengthen the entire body, improve flexibility, and build an expanded knowledge of pole skills.
STUDENT LEARNING OUTCOMES:	New
UNITS:	0.5-1
CONTACT HOURS:	24-54
RATIONALE:	We have a number of students who have taken pole 1 and 2 already and wish to continue the series. It keeps our students physically active. Poling improves strength, endurance, and flexibility. It also introduces students to choreography. Level III gives students the option of continuing to expand their knowledge of poling while working on fitness.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
KIN/F 112D	Pole Fitness IV
DISCIPLINE:	Kinesiology – Fitness Activities
DEPARTMENT:	Kinesiology and Health
CATALOG DESCRIPTION:	Fourth semester level pole movements and techniques to strengthen the entire body, improve flexibility, and build an expanded knowledge of pole skills.

SCHEDULE DESCRIPTION:	Fourth semester level pole movements and techniques to strengthen the entire body, improve flexibility, and build an expanded knowledge of pole skills
STUDENT LEARNING OUTCOMES:	New
UNITS:	0.5-1
CONTACT HOURS:	24-54
RATIONALE:	We have students who are enjoying the first two levels of the course and wish to continue to improve their flexibility, strength, and skills by going on to take levels 3 and level 4.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

DISTANT EDUCATION

COURSE ID:	MATH 115	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	The Ideas of Mathematics	
RATIONALE:	DE Addition	
EFFECTIVE:	Fall 2024	
EQUATE:	Equates with MATH 115 at SBVC	

COURSE ID:	LIBR 107	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Library Career Readiness	
RATIONALE:	DE Addition	
EFFECTIVE:	Fall 2024	
EQUATE:	Not currently equated with SBVC	

NEW PROGRAMS

Library Support Staff Certificate

LIBR 107

Library Career Readiness

1.0

LIBR 106	
Reference and Information Services	3.0
LIBR 105	
Introduction to Library Technical Services	3.0
LIBR 104	
Introduction to Access Services	3.0
LIBR 103	
Introduction to Library Technology	3.0
LIBR 102	
Introduction to Libraries	3.0
LIBR 101	
Introduction to Library Services for Support Staff	3.0
	Total:19.0

Program Level Outcomes

Cultivate strong interpersonal and communication skills to provide exceptional customer service, address patron inquiries, and resolve issues in a professional and respectful manner.

Plan, implement, and evaluate library programs, initiatives, and special projects to enhance community engagement and library services working collaboratively with members of the library team.

Develop a strong foundational knowledge of the library's mission, programs, services, collections and diverse communities of library users.

Develop proficiency in the use of integrated library systems, databases, and emerging technologies to streamline library operations, enhance user experience and gather data.

Apply effective search techniques to efficiently locate information in both physical and digital formats to provide high-quality reference services to patrons and equitable access to information.

Develop proficiency in copy cataloging, cataloging, classification, and organization of materials, to effectively manage, maintain and further develop library collections.

Students will develop career-ready skills to locate career opportunities within the library field, create tailored application materials, prepare for interviewing, and prepare for successful entry or advancement in diverse library settings, including public and academic.

Program Goals and Objectives

Program Goals

- Create information literate professionals equipped with the knowledge, skills, competencies, and abilities to find, evaluate, organize, use, communicate and create information.
- Demonstrate student proficiency in the use of library technologies including integrated library systems, databases, Open Educational (OER) repositories and data-gathering instruments.
- Enable students to effectively curate, develop, manage, and promote library collections, both physical and digital.

- Provide customer service principles and skills to deliver exceptional customer service to create a welcoming and inclusive library environment for all patrons.
- Instill a deep understanding of ethical and legal issues, including copyright, privacy, and intellectual freedom, to ensure responsible and compliant library practices.
- Encourage participants to engage in scholarly activities, including research, publication, and the dissemination of knowledge in the library and information science field.
- Illustrate effective written and oral communication skills to enable students to convey information and interact with diverse stakeholders.
- Foster adaptability and innovative thinking, enabling students to respond to changing information needs and technological advancements.
- Develop students' skills in assessing library services, programs, and resources, and using data-driven insights for continuous improvement.
- Ensure that students successfully complete the program and earn a recognized library certificate, demonstrating their commitment to professional development.
- Prepare students for job placement or advancement in the library and information science field, by providing them with relevant skills, knowledge, library networks and library job resources.
- Cultivate a diverse and inclusive mindset among students, enabling them to create library environments that respect and celebrate diversity, equity, inclusion and anti-racism.

Program Objectives

- Equip students with the skills and knowledge to effectively organize, maintain and manage information resources in a library setting, including cataloging and classification in public and academic libraries.
- Develop students' proficiency in utilizing digital tools and technologies used in public and academic libraries such as integrated library systems, databases, e-resources and Open Educational Resources (OER).
- Train students to provide reference and information services, helping the diverse community of library patrons locate and access relevant resources, both in print and digital formats.
- Empower students to make informed decisions regarding the selection, acquisition, and curation of library collections to meet the evolving needs and interests of diverse user groups.
- Instill the ability to advocate for libraries and their role in the community, including the promotion of literacy, digital literacy, information literacy, intellectual freedom, and equitable access to information.
- Familiarize students with cataloging and metadata standards, such as MARC, AACR2, and RDA, to enhance the discoverability and accessibility of library materials.
- Educate students about ethical issues in library and information science, including copyright laws, intellectual property rights, and privacy concerns.
- Promote cultural awareness and competency to serve diverse populations effectively and address the information needs of a multicultural society.
- Encourage research skills and innovation in the field of library and information science, including the ability to explore new technologies and best practices.
- Develop strong written and verbal communication skills to effectively communicate with library staff, patrons, and stakeholders.

Rationale

According to the Bureau of Labor Statistics, "Employment of librarians and library media specialists is projected to grow 3 percent from 2022 to 2032. About 13,700 openings for librarians and library media

specialists are projected each year, on average, over the decade." <https://www.bls.gov/ooh/education-training-and-library/librarians.htm>. This program will prepare students interested in entering the Library field in academic and public library environments and will fill equity gaps by being entirely Zero-textbook cost (ZTC) and will be online. With both Full-time Librarians Peer Online Course Review (POCR) certified, all courses in this program will be POCR reviewed and designed using the CVC-OEI rubric.

Catalog Description

The Library and Information Technology Certificate program will prepare students to enter the library field in public or academic library environments. Courses include Library Support Staff roles, including job skills and soft skills in communication and teamwork, Technical Services, Library Technologies, Access Services, Reference and Information Services and Library Career Readiness. Course work includes cataloging books and eBooks according to industry standards in public and academic libraries, exploring the role of artificial intelligence in libraries, creation of an electronic portfolio to demonstrate educational experience to show to potential employers, searching for library jobs and gaining the skills to create resumes, cover letters and prepare for job interviews, participation in creation of an Open Educational Resource (OER) and training to provide library patrons access to information.

Effective: Fall 2024

COURSE MODIFICATION - INFORMATIONAL

COURSE ID	COURSE TITLE
SPAN 101H	COLLEGE SPANISH I - HONORS
RATIONALE:	New course was sent to 11/9/23 board with an effective date of Fall 2024 which has been changed to Fall 2025
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
SPAN 102H	COLLEGE SPANISH II - HONORS
RATIONALE:	New course was sent to 11/9/23 board with an effective date of Fall 2024 which has been changed to Fall 2025
EFFECTIVE:	Fall 2025

PROGRAM MODIFICATION - INFORMATIONAL

COURSE TITLE:	ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER 2.0
RATIONALE:	Program modification was sent to 3/9/23 board with an effective date of Fall 2023 which has been changed to Fall 2024
EFFECTIVE:	Fall 2024

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Linda Fontanilla, Ed.D., Interim President, SBVC

PREPARED BY: Dina Humble, Ed.D., Vice President, Instruction, SBVC

DATE: March 14, 2024

SUBJECT: Curriculum – SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2023-2024 and the 2024-2025 College Catalogs.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

None.



SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
March 14, 2024

DEGREE CORRECTION

Administration of Justice - Transfer Degree, AS-T

Administration of Justice is the study of the causes, consequences and control of crime. The program leading to the Associate in Science in Administration of Justice for Transfer (AS-T) is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice systems in America. The goal of this program is to familiarize students with a foundation in the Criminal Justice sub-systems: Law Enforcement, Correctional Science, Criminology, Forensics, Investigations, and the Judicial /Court's role. The program is both academic and professional in that it is an interdisciplinary attempt to relate intellectual issues and practitioner perspectives to the challenge of crime in a free society. Consequently, the program provides preparation for employment with a related agency and /or transfer to a college or university.

Students will be prepared to work in a variety of fields, including: public law enforcement agencies such as municipal police, CHP, probation officers, county deputy sheriffs, correctional officers, game wardens, state park rangers, and private security. Students completing the AS-T in Administration of Justice degree will be able to transfer to the California State University systems and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Science, Social Science/Criminology, Forensics, and Pre- Law.

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

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

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

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

REQUIRED COURSES:

ADJUS 101	Introduction to Administration of Justice	3.0
ADJUS 103	Concepts of Criminal Law	3.0

List A - Select two courses from the following: (6 units)

ADJUS 102	Principles and Procedures of the Justice System	3.0
ADJUS 104	Legal Aspects of Evidence	3.0
ADJUS 105	Community Relations	3.0
ADJUS 106	Principles of Investigation	3.0
ADJUS 108	Juvenile Procedures	3.0
ADJUS 151	Introduction to Corrections	3.0

List B - Two courses from the following, or any course not used from LIST A: (6 units)

ADJUS 152	Correctional Interviewing and Counseling	3.0
ADJUS 153	Gangs and Corrections	3.0
ADJUS 154	Control and Supervision in Corrections	3.0
ADJUS 155	Legal Aspects of Corrections	3.0
ADJUS 156	Probation and Parole	3.0
CIT 101	Introduction to Computer Literacy	3.0
ENGL 102	Intermediate Composition and Critical Thinking OR	4.0

ENGL 102H	Intermediate Composition and Critical Thinking – Honors OR	4.0
PHIL 102	Critical Thinking and Writing	3.0
PHIL 103	Introduction to Logic: Argument and Evidence	3.0
POLIT 100	American Politics OR	3.0
POLIT 100H	American Politics – Honors	3.0
PSYCH 100	General Psychology OR	3.0
PSYCH 100H	General Psychology – Honors	3.0
PSYCH 105	Statistics for the Behavioral Sciences OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
ECON 208	Business and Economic Statistics	4.0
SOC 100	Introduction to Sociology OR	3.0
SOC 100H	Introduction to Sociology – Honors	3.0

Major Total: 18-20

Total Units That May Be Double Counted: 6

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

Elective (CSU Transferable) Units: 7-11

Total: 60.0

Rationale: Adding additional ADJUS courses to List B.
Previous Board Approval: 06/06/2023
Effective: Fall 2024

DEGREE CORRECTION

Environmental Science Associate in Science - Transfer Degree, AS-T

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

Awareness of the issues of environmental quality and environmental justice are increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Within the human population, socioeconomically and politically disenfranchised communities oftentimes suffer the consequences of polluted environments when compared with more advantaged communities. This uneven, inequitable environmental landscape is viewed through the lenses of environmental racism, environmental justice, and multiculturalism.

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

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

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and

- certified completion of the CSU General Education-Breadth (CSUGE) for STEM or Intersegmental General Education Transfer Curriculum (IGETC-CSU) for STEM, which requires a minimum of 31-33 units.

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

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

REQUIRED COURSES: (14 Units)

BIOL 205	Cell and Molecular Biology	4.0
CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0

LIST A: (15 Units)

ENVSCI 100	Introduction to Environmental Science	3.0
------------	---------------------------------------	-----

One of the following course sequences:

GEOL 101	Introduction to Physical Geology AND	3.0
GEOL 111	Introduction to Physical Geology Laboratory OR	1.0
GEOG 110	Physical Geography AND	3.0
GEOG 111	Physical Geography Laboratory OR	1.0
GEOG 111H	Physical Geography Laboratory – Honors	1.0
MATH 108	Introduction to Probability and Statistics OR	4.0
ECON 208	Business and Economic Statistics OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0
MATH 250	Single Variable Calculus I OR	4.0
MATH 141	Business Calculus	4.0

LIST B - Two to three courses (11 units)

ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
PHYSIC 202	Physics I AND	4.0
PHYSIC 203	Physics II	4.0

Major Total: 40

CSU GE-Breadth or IGETC-CSU for STEM for CSU Requirements: 31-33

Total units that may be double-counted: 13

CSU Electives (as needed to reach 60 transferable units): 0-2

Total: 60.0

Rationale: Updating units to align with State approval.
Previous Board Approval: 06/10/2021
Effective: Fall 2023

DEGREE CORRECTION

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

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

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

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

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

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

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

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

REQUIRED COURSES: (9 UNITS)

ETHS 137	Experiences of Racial and Ethnic Groups in U.S. History OR	3.0
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History OR	3.0
ETHS 141	Race and Ethnic Relations OR	3.0
ETHS 141H	Race and Ethnic Relations – Honors OR	3.0
SOC 141	Race and Ethnic Relations OR	3.0
SOC 141H	Race and Ethnic Relations – Honors	3.0
HIST 185	Women in United States History OR	3.0
SOC 145	Sociology of Gender	3.0
SOC 120	Health and Social Justice	3.0

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

Area 1 - History or Government:

ETHS 107	Native American Experiences in U.S. History OR	3.0
ETHS 107H	Native American Experiences in U.S. History – Honors OR	3.0
HIST 107	Native American Experiences in U.S. History OR	3.0
HIST 107H	Native American Experiences in U.S. History – Honors	3.0
ETHS 138	The African American Experience in U.S. History to 1877 OR	3.0
HIST 138	The African American Experience in U.S. History to 1877	3.0
ETHS 139	The African American Experience in U.S. History from 1877 OR	3.0
HIST 139	The African American Experience in U.S. History from 1877	3.0
ETHS 140	Chicano Experiences in U.S. History OR	3.0
ETHS 140H	Chicano Experiences in U.S. History – Honors	3.0
HIST 140	Chicano Experiences in U.S. History OR	3.0
HIST 140H	Chicano Experiences in U.S. History – Honors	3.0

HIST 150	Introduction to Latin American History	3.0
Area 2 - Arts and Humanities		
ANTHRO 108	Introduction to Native American Studies OR	3.0
ETHS 108	Introduction to Native American Studies	3.0
ENGL 161	Women Writers	3.0
ENGL 163	Chicana/o Literature OR	3.0
ETHS 163	Chicana/o Literature	3.0
ENGL 165	African-American Literature OR	3.0
ETHS 165	African-American Literature	3.0
MUS 108	History of Hip Hop Music	3.0
Area 3 - Social Sciences:		
ANTHRO 102	Cultural Anthropology OR	3.0
ANTHRO 102H	Cultural Anthropology – Honors	3.0
ANTHRO 125	Language and Culture	3.0
Area 4 - Quantitative Reasoning and Research Methods:		
MATH 108	Introduction to Probability and Statistics OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences OR	4.0
PSYCH 201	Research Methods for the Behavioral Sciences	4.0
Area 5 - Major Preparation:		
SOC 100	Introduction to Sociology OR	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
Major Total: 18-19		
Total Units that may be Double-Counted: 15		
General Education (CSU-GE or IGETC) Units: 37-39		
Elective (CSU Transferable) Units: 17-20		
		Total: 60.0

Rationale: Updating units to align with State approval.
Previous Board Approval: 06/10/2021
Effective: Fall 2023

DEGREE CORRECTION

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

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

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

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

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

REQUIRED COURSES:

HUMSV 170	Introduction to Social Work and Human Services	3.0
HUMSV 195A	Social Work and Human Services Seminar I	1.0
HUMSV 198C	Social Work and Human Services Fieldwork I	2.0
SOC 100	Introduction to Sociology OR	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
PSYCH 100	General Psychology OR	3.0
PSYCH 100H	General Psychology – Honors	3.0
PSYCH 105	Statistics for the Behavioral Sciences OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
ECON 208	Business and Economic Statistics	4.0

One course from the following or completion of BIOL 250 and BIOL 251:

BIOL 100	General Biology OR	4.0
BIOL 260	Human Anatomy OR	4.0
BIOL 261	Human Physiology OR	4.0
BIOL 250	Human Anatomy and Physiology I AND	4.0
BIOL 251	Human Anatomy and Physiology II	4.0

One course from the following:

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

List A - Two Courses from the Following:

ADJUS 101	Introduction to Administration of Justice	3.0
ANTHRO 102	Cultural Anthropology OR	3.0
ANTHRO 102H	Cultural Anthropology – Honors	3.0
CD 105	Child Growth and Development OR	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 126	Child, Family, and the Community	3.0
COMMST 174	Intercultural Communication	3.0
ENGL 102	Intermediate Composition and Critical Thinking OR	4.0
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	4.0
HIST 100	United States History to 1877 OR	3.0
HIST 100H	United States History to 1877 – Honors	3.0
HIST 101	United States History: 1865 to Present OR	3.0
HIST 101H	United States History: 1865 to Present – Honors	3.0
PSYCH 110	Abnormal Psychology	3.0
PSYCH 111	Developmental Psychology: Lifespan	3.0
HUMSV 130	Introduction to Addiction Studies: Drugs, Health, and Society	3.0
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History	3.0
SOC 110	Social Problems OR	3.0
SOC 110H	Social Problems – Honors	3.0
SOC 141	Race and Ethnic Relations OR	3.0
SOC 141H	Race and Ethnic Relations – Honors OR	3.0
ETHS 141	Race and Ethnic Relations OR	3.0
ETHS 141H	Race and Ethnic Relations – Honors	3.0

Major Total Units: 29-34
 Total Units that may be Double-Counted: 13-22
 General Education (CSU-GE or IGETC) Units: 37-39
 Elective (CSU Transferable) Units: 5-16

Total: 60.0

Rationale: Adding BIOL 100 to List B.
Previous Board Approval: 01/11/2024
Effective: Fall 2024

DEGREE CORRECTION

Television - A.A. Degree

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

REQUIRED COURSES:

FTVM 130	Film and TV Production Basics	3.0
FTVM 114	Editing I	3.0
FTVM 111	Studio Audio Production	3.0
FTVM 233	TV Studio Production	3.0

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

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

One Pathway from the Following:

Unscripted Pathway - Take Four Courses:

FTVM 198	Media Practicum	3.0
FTVM 133	Broadcast News	3.0
FTVM 134	Sports Broadcasting	3.0
FTVM 215	Editing II	3.0
FTVM 216	Color Correction for Film and Media	3.0

Unscripted Electives - Two Courses:

FTVM 234	Short Film Production	3.0
FTVM 235	Cinema Production	3.0
FTVM 114	Editing I	3.0
FTVM 215	Editing II	3.0
FTVM 216	Color Correction for Film and Media	3.0

Scripted Pathway - Take Four Courses:

FTVM 120	Introduction to Screen, Media, and Broadcast Writing	3.0
FTVM 121	Intermediate Screen, Media, and Broadcast Writing	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
FTVM 234	Short Film Production	3.0
FTVM 131	Cinematography	3.0
FTVM 235	Cinema Production	3.0

Total: 27.0-33.0

Rationale: Adding FTVM 111 to required courses.
Previous Board Approval: 01/11/2024
Effective: Fall 2024

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: March 14, 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 March 14, 2024

[v.2.21.2024.p.2|2]

2023 – 2024 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Anderson, Giancarlo	SBVC	Music	Music
Martinez, Santons	SBVC	MAP/CPL Counselor	Counseling
McNair, Natalie	SBVC	Film, TV, and Media	Broadcasting Technology
Odom, Mychal	SBVC	History	History
Benfield, Donald	CHC	Fire Technology	Fire Technology
Cripe, Carly	CHC	Emergency Medical Services	Emergency Medical Technologies
Davis, Benjamin	CHC	Music	Music
Harold, Ryan	CHC	Emergency Medical Services	Emergency Medical Technologies
Mattson, Carol	CHC	Counseling	Counseling
Paz, Elizabeth	CHC	Certified Nursing Assistant/Aid	Health Care Ancillaries
Seheult, Roger	CHC	Respiratory Technologies	Respiratory Technologies

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: March 14, 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 March 14, 2024

[v.3.5.2024.p.1|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Askins, Javonn SBVC PE and Equipment Specialist SBVC Athletics	03/18/24	Classified 26C	Raeveen Barry	General	TBD [†]
Cortez, Roiso Financial Aid Specialist SBVC Financial Aid	03/18/24	Classified 40A	Patrice Hollis	Categorical	01/31/19
Garcia, Dawn Administrative Assistant II - Student Health Services SBVC Student Health Services	03/18/24	Classified 37C	Naomi Lara	Student Health Fees Categorical Funds	09/28/22
Hernandez, Jaime Technology Support Specialist II CHC Technology Services	03/18/24	Classified 54B	New	General, Technology Service	TBD [†]
Joaquin, Bryan College Security Officer DSO Police	03/18/24	Classified 33A	New	General	10/27/23
Medina, Lilibeth Administrative Coordinator CHC Student Services	03/15/24	Classified 45C	Lilibeth Medina	General, Student Equity	07/21/22
Ramirez, Thomas Laboratory Technician I – Geo-Science and Anthropology CHC Science	03/18/24	Classified 47A	Harrison Hadsock	General	10/06/23

[†]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 March 14, 2024

[v.3.5.2024.p.2|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Thompson, Brian Director, Secondary Educational Partnerships SBVC Academic Success & Learning	03/18/24	Management 18C	New	General	TBD [†]
Varden, Wayne Planetarium Production & Presentation Coordinator SBVC STEM-MESA	03/18/24	Classified 44A	Stephen Cole	General	TBD [†]
Zazueta, Sergio Director, Facilities Maintenance & Operations SBVC Facilities & Maintenance	03/18/24	Management 19A	Robert Jenkins	General	TBD [†]
Zollinger, Arvid Senior Theatre Arts Technical Support Specialist CHC Theatre Arts	03/18/24	Classified 50A	New	General, CALPERS Reimbursement Fund	02/16/23

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: March 14, 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 March 14, 2024

[v.2.22.2024.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
Zaldivar, Marie Interim Director, Alternate Text Production Center (ATPC) DSO Computing Services	04/01/24 to 06/30/24	17A	Jeffrey Baugher	Computer Services General Fund	06/23/20

†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: March 14, 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 March 14, 2024

[v.2.22.2024.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	D5	Strong Workforce Round 7	10/27/17

Amendment: Resubmitting for approval of change in range/step from original February 8, 2024 submission.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez Chancellor

REVIEWED BY: Diana Z. Rodriguez Chancellor

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

DATE: September 14, 2023

SUBJECT: Consideration of Approval of Classification Advancement for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the advancement of classification for academic employees as indicated on the attached list.

OVERVIEW

The advancement of classification for academic employees on the attached list is submitted for approval.

ANALYSIS

The academic employees listed on the attached have completed the number of units necessary for classification advancement per the agreement between SBCCD and SBCCDTA (San Bernardino Community College District Teachers Association).

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The financial implications resulting from these reclassifications will be an additional cost to the appropriate 2023-2024 budgets.





Classification Advancement for Academic Employees

Submitted for Board Approval on September 14, 2023

[v.2.22.2024.p.2|2]

Employee Name Location Assignment Department	From Column	To Column	Days of Service	Effective Date
Ruiz, Sandra Professor, Computer Science CHC Computer & Information Science	D	E	175	07/01/24

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: March 14, 2024

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

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Contracts for Tenure Track Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.22.2024.p.2|3]

Second Year Probationary Status

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

Employee Name	Site	Division
Colbert, Timothy	SBVC	Arts & Humanities
Gergis, Nader	SBVC	Arts & Humanities
Gonzalez, Francisco	SBVC	Applied Technology
Hassanzadah, Mezhgan	SBVC	Science
Navarro, Jesus	SBVC	Science
Ontiveros, Doris	SBVC	Science
Pak, Sandra	SBVC	Science
Romero, Melissa	SBVC	Science
Sanchez, Irene	SBVC	Social Sciences
Gaddy, Duran	CHC	Career Education and Human Development
Jaco, Herberth "Alex"	CHC	Student Services
Thronson, Glen	CHC	Career Education and Human Development

Two-Year Probationary Contract for Years Three & Four

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

Employee Name	Site	Division
Addington, Samuel	SBVC	Math
Arnold, Anita	SBVC	Science
Bouzidi, Djemoui	SBVC	Science
Damgen , Carol	SBVC	Arts & Humanities
Garcia, Jaime	SBVC	Arts & Humanities
Lambrou, Nicole	SBVC	Science
Mayo, Anna	SBVC	Science
Mendoza-Jiminez, Nicole	SBVC	Science
Mills, Amy	SBVC	Arts & Humanities
Parker, Garry	SBVC	Applied Technology



Contracts for Tenure Track Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.22.2024.p.3|3]

Two-Year Probationary Contract for Years Three & Four

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

Employee Name	Site	Division
Rascon, Mary	SBVC	Science
Smalls, Hayley	SBVC	Science
Wang, Wei-Chung	SBVC	Social Science
Guevara, Andrew	CHC	Language, Arts and Instructional Support
Robertson, Jillian	CHC	Social, Information and Natural Sciences
Ruiz, Sandra	CHC	Career Education and Human Development

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: March 14, 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 March 14, 2024

[v.2.27.2024.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Jaime, Carolina	SBVC Child Development Center Child Development Assistant Classified Salary Schedule Range 21, Step A	SBVC Child Development Center Child Development Teacher Classified Salary Schedule Range 35, Step A	Audrey Davis-Brackins	Child Care Grant	03/15/24
Rosales Jr., Manuel	DSO TESS Technology Support Specialist II Classified Salary Schedule Range 54, Step E	DSO TESS Senior Technology Support Specialist Classified Salary Schedule Range 63, Step C	Roger Robles	General Fund	03/15/24
Stevenson, David	CHC Chemistry Laboratory Technician III - Chemistry Classified Salary Schedule Range 52, Step F	DSO Human Resources Environmental Health & Safety Administrator Management Salary Schedule Range 14, Step F	Melissa Nano	General Fund	03/15/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: March 14, 2024

SUBJECT: Consideration of Approval to Grant Tenure

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There is no financial implication with this board item.





Approval to Grant Tenure

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.2|2]

Employee Name	Site	Division
Cruz, Alexander	SBVC	Applied Technology
Notarangelo, Maria	SBVC	Academic Success and Learning Services
Liu, David	CHC	Career Education and Human Development (CEHD)

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: March 14, 2024

SUBJECT: Consideration of Approval of Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the updated Management job description as presented.

- Assistant Director of Resource Development

OVERVIEW

The job description is necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services. The job description has been revised to accurately reflect the intent and nature of the position.

ANALYSIS

All job descriptions are reviewed to ensure they meet internal and external alignment of duties and provide clear expectation of duties. This job description reflects the representative duties and responsibilities, as well as the appropriate minimum qualifications for the position.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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





Assistant Director of ~~Resource~~ Development

Management Range: 12

Pending Board Approval: 03/14/24 ~~04/11/2019~~ P. 1|3

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

SUMMARY DESCRIPTION

Under the supervision of the Director, contributes significantly to the overall success of the Foundation. The position is responsible for the generating external support for the Foundation, ~~including fundraising, individual major gifts, annual giving, planned giving, capital campaigns, endowments, planned annuities, scholarships, corporate giving, fundraising and donor appreciation events, and program donations.~~ with a special focus on annual giving.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Develop and execute multi-channel annual giving solicitation strategies with a focus on new, renewing, and lapsed donors.
- ~~1.2.~~ Build and nurture relationships and solicit recurring and one-time donations up to \$2,500.
3. Build and implement a robust annual giving program utilizing a variety of approaches.
4. Cultivate meaningful relationships with leadership donors (donors who provide cumulative annual gifts of at least \$1,000), the Foundation, and the College.
- ~~2.5.~~ As part of the larger team, participate in community grounds and events related to generating external sources of income to support the College and Foundation.
- ~~3.6.~~ Identify, and analyze and facilitate new fundraising efforts and opportunities. Evaluate results, solicit funds and in-kind gifts, and identify and plan special events to support fundraising efforts.
- ~~4.7.~~ Develop and implement Advise on donor recognition programs.
- ~~5.8.~~ Evaluate and analyze resource development activities, and As part of a larger team, make recommendations for strengthening overall resource development efforts.
- ~~6.~~ Assist in overall strategic planning for the Office of Resource Development and Grants.
- ~~7.9.~~ Coordinate alumni engagement program. (research, outreach, events).
- ~~8.~~ Maintain extensive knowledge of federal tax legislation as it affects educational philanthropy and communicate such information to the prospects and donors.
- ~~9.~~ Research current funding and planned giving trends and tools, tax laws, etc. Stay current with these trends by attending planned giving and resource development seminars and training, and through web based learning and appropriate literature.
10. Work collaboratively with the Foundation, developing strategies and activities in accordance with Foundation by-laws and with the rules and regulations governing non-profit, 501(c)(3) organizations.
11. Conduct research related to fundraising efforts.
12. Adhere to guidelines for maintaining the confidentiality and security of all Foundation matters.
13. Assist with preparation and dissemination of the ~~Resource Development~~ Annual Report.
14. Use appropriate technology including donor databases for planning and recognition purposes.
15. Attend and participate in professional development opportunities.
16. Performs related duties as required.



Assistant Director of ~~Resource~~ Development

Management Range: 12

Pending Board Approval: 03/14/24 ~~04/11/2019~~ P. 2|3

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of an ~~external resource~~ development program.
- Principles, methods, procedures, and strategies of fundraising/~~resource development, Foundation, scholarship,~~ and alumni development.
- Planning and implementation of development programs using college and community resources.
- Pertinent federal and state regulations governing non-profit organizations.
- Principles and strategies of fundraising through in-major gifts, annual giving, ~~planned giving,~~ capital campaigns, ~~endowments, planned annuities, scholarships, and~~ corporate giving.
- Principles and procedure of alumni relations, ~~fundraising and~~ donor cultivation, donor stewardship, donor appreciation ~~events,~~ and direct fundraising to support student scholarship, and academic and campus programs. ~~donations.~~
- In depth knowledge of annual giving.
- Use of technology in maintaining accurate ~~resource~~ development data.
- English usage, spelling, grammar and punctuation.
- Principles of public and non-profit administration.
- Applicable uses of word processing, spreadsheet and database software packages.
- Principles and practices of program development and administration.

Ability to:

- Participate in the development and administration of goals, objectives and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.
- Establish and maintain relationships with alumni, community members, corporations, and potential donors.
- Establish and maintain cooperative relationships in a diverse learning environment. Design, create, and implement use of resources.
- Plan, organize, and coordinate multiple activities.
- Renew and sustain giving.
- Secure long term fundraising capabilities.
- Lead volunteers as ~~ae~~ effective fundraisers and representatives of the institution.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.



Assistant Director of ~~Resource~~ Development

Management Range: 12

Pending Board Approval: 03/14/24 ~~04/11/2019~~ P. 3|3

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree from an accredited college or university.

Required Experience:

- Two (2) years of experience in fundraising, preferably in a higher educational setting or a non-profit organization.

Preferred Experience:

- Experience in a higher education setting.
- Experience in business, marketing finance, community relations, fundraising and/or event-planning.
- Experience in a non-profit organization.
- A Master's degree from an accredited college or university.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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

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: March 14, 2024

SUBJECT: Consideration of Ratification of Memorandum of Understanding (MOU) between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Memorandum of Understanding (MOU) between the SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) regarding:

- Article 7 Pay and Allowances

OVERVIEW

The SBCCD and the CSEA 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 CSEA 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 CSEA salaries and benefits is to become part of the appropriate budgets, where applicable.



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

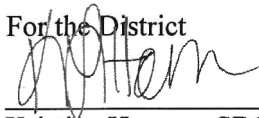
February 13, 2024

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").

- 1) Effective July 1, 2023, the salary schedule will increase by four and a half percent (4.5%) for all bargaining unit members.
- 2) CSEA recognizes the District's intent to investigate a funding model for the upcoming fiscal years and will entertain the mutual development of this model. CSEA or the District may re-open Article 7: Pay and Allowances for the 2024-2025 year as outlined in Article 25: Completion of Meet and Negotiations to view the formula and see the proportionate share that will be applied.
- 3) The above language regarding Article 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



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

For CSEA



Ernest Guillen, President CSEA #291



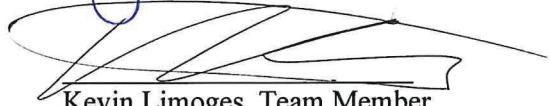
Noah Snyder, CSEA LRR



Diana Vaichis, Team Member



Yendis Battle, Team Member



Kevin Limoges, Team Member



Cedrick Wrenn, Team Member

Classified Salary Schedule
Pending Board Approval 03/14/24

RANGE	POSITION	STEP					
		A	B	C	D	E	F
18		\$ 17.11	\$ 17.96	\$ 18.85	\$ 19.81	\$ 20.77	\$ 21.39
19	▪ Bookstore Customer Service Assistant	\$ 17.54	\$ 18.42	\$ 19.32	\$ 20.30	\$ 21.32	\$ 21.96
20	▪ Food Service Worker I	\$ 17.96	\$ 18.86	\$ 19.81	\$ 20.79	\$ 21.83	\$ 22.49
21	▪ Child Development Assistant	\$ 18.42	\$ 19.32	\$ 20.30	\$ 21.32	\$ 22.36	\$ 23.03
22		\$ 18.86	\$ 19.81	\$ 20.79	\$ 21.83	\$ 22.94	\$ 23.63
23	▪ Courier	\$ 19.33	\$ 20.30	\$ 21.33	\$ 22.38	\$ 23.52	\$ 24.22
24		\$ 19.83	\$ 20.84	\$ 21.88	\$ 22.98	\$ 24.13	\$ 24.85
25	▪ Lead Food Service Worker *	\$ 20.33	\$ 21.35	\$ 22.43	\$ 23.54	\$ 24.72	\$ 25.48
26	▪ P.E. & Athletic Equipment Specialist ▪ Sport Information Specialist ▪ Tool Room Specialist	\$ 20.84	\$ 21.88	\$ 22.98	\$ 24.11	\$ 25.32	\$ 26.07
27	▪ Bookstore Assistant ▪ Library Media Clerk ▪ Mail Clerk	\$ 21.36	\$ 22.45	\$ 23.54	\$ 24.74	\$ 25.96	\$ 26.74
28	▪ Aquatic Center Pool Attendant	\$ 21.89	\$ 22.99	\$ 24.14	\$ 25.34	\$ 26.60	\$ 27.40
29	▪ Administrative Clerk ▪ CDC Food Service Specialist ▪ Custodian	\$ 22.47	\$ 23.58	\$ 24.75	\$ 25.98	\$ 27.31	\$ 28.12
30	▪ Grounds Caretaker ▪ Student Services Technician I	\$ 23.00	\$ 24.16	\$ 25.36	\$ 26.63	\$ 27.97	\$ 28.81
31	▪ Book Buyer ▪ Payroll Assistant ▪ Purchasing Technician	\$ 23.58	\$ 24.75	\$ 25.98	\$ 27.31	\$ 28.66	\$ 29.52
32		\$ 24.17	\$ 25.38	\$ 26.66	\$ 28.00	\$ 29.39	\$ 30.26
33	▪ Administrative Assistant I ▪ Admissions and Records Technician ▪ College Security Officer ▪ Printing Operations Specialist	\$ 24.78	\$ 25.98	\$ 27.32	\$ 28.67	\$ 30.10	\$ 31.01
34	▪ Account Technician ▪ Grant Technician ▪ Library Technical Assistant I ▪ Maintenance Worker ▪ Student Services Technician II ▪ Warehouse Technician	\$ 25.38	\$ 26.66	\$ 28.00	\$ 29.39	\$ 30.87	\$ 31.79
35	▪ Assistant Bookstore Manager ▪ Child Development Teacher ▪ Lead Custodian * ▪ Lead Grounds Caretaker *	\$ 26.01	\$ 27.33	\$ 28.69	\$ 30.11	\$ 31.61	\$ 32.56
36	▪ Development Assistant	\$ 26.68	\$ 28.01	\$ 29.42	\$ 30.89	\$ 32.43	\$ 33.40
37	▪ Administrative Assistant II ▪ Library Technical Assistant II *	\$ 27.34	\$ 28.71	\$ 30.13	\$ 31.63	\$ 33.23	\$ 34.22
38	▪ Admissions and Records Specialist ▪ Broadcast Operator** ▪ Technology Support Technician ▪ Evidence and Records Technician ▪ Financial Aid Technician ▪ Senior Student Service Technician*	\$ 28.02	\$ 29.43	\$ 30.90	\$ 32.44	\$ 34.07	\$ 35.08

* 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: 07/01/23

***Revision Effective 08/01/17

(See footer notes)

[v.3/4/2024.p.2|4]

Classified Salary Schedule
Pending Board Approval 03/14/24

RANGE	POSITION	STEP					
		A	B	C	D	E	F
39	▪ Lab Assistant I - Aeronautics	\$ 28.74	\$ 30.17	\$ 31.69	\$ 33.26	\$ 34.94	\$ 36.00
	▪ Lab Assistant I - Electricity/Electronics						
	▪ Lab Assistant I - Emergency Medical Services (EMS)						
	▪ Lead Child Development Teacher *						
	▪ Payroll Technician						
	▪ Senior Printing Operations Specialist *						
40	▪ Financial Aid Specialist	\$ 29.45	\$ 30.93	\$ 32.46	\$ 34.09	\$ 35.79	\$ 36.87
	▪ Broadcast Technician						
41	▪ Administrative Assistant III	\$ 30.18	\$ 31.69	\$ 33.27	\$ 34.94	\$ 36.67	\$ 37.77
	▪ Contracts Technician						
	▪ Job Developer						
	▪ Purchasing Agent						
	▪ Student Engagement Specialist						
42	▪ Academic Support Specialist	\$ 30.95	\$ 32.50	\$ 34.12	\$ 35.82	\$ 37.61	\$ 38.74
	▪ 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						
43	▪ Traffic Coordinator, TV						
	▪ Veterans Services Coordinator						
43	▪ Curriculum Coordinator	\$ 31.72	\$ 33.29	\$ 34.96	\$ 36.71	\$ 38.54	\$ 39.69
44	▪ Graphic Specialist	\$ 32.51	\$ 34.13	\$ 35.82	\$ 37.61	\$ 39.51	\$ 40.69
	▪ Planetarium Production & Presentation Coordinator						
	▪ Project Analyst						
	▪ Senior Producer, Radio**						
	▪ Telecommunications Engineer**						
	▪ User Liaison						
45	▪ Administrative Coordinator *	\$ 33.33	\$ 34.99	\$ 36.74	\$ 38.56	\$ 40.51	\$ 41.74
	▪ Development Coordinator						
	▪ EOPS Coordinator						
	▪ Financial Aid Coordinator *						
	▪ Institutional Advancement Coordinator						
	▪ Interpreting Services Specialist						

* 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 03/14/24

RANGE	POSITION	STEP					
		A	B	C	D	E	F
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 	\$ 34.15	\$ 35.87	\$ 37.64	\$ 39.54	\$ 41.51	\$ 42.75
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 	\$ 35.00	\$ 36.75	\$ 38.60	\$ 40.54	\$ 42.56	\$ 43.84
48	<ul style="list-style-type: none"> Alternative Media and Assistive Technology Specialist Program/Content Coordinator, KVCR 	\$ 35.90	\$ 37.67	\$ 39.55	\$ 41.57	\$ 43.63	\$ 44.94
49	<ul style="list-style-type: none"> Senior Maintenance Technician * 	\$ 36.76	\$ 38.60	\$ 40.55	\$ 42.58	\$ 44.69	\$ 46.04
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 	\$ 37.69	\$ 39.56	\$ 41.58	\$ 43.64	\$ 45.81	\$ 47.19
51		\$ 38.61	\$ 40.57	\$ 42.60	\$ 44.74	\$ 46.97	\$ 48.38
52	<ul style="list-style-type: none"> Laboratory Technician III - Chemistry 	\$ 39.58	\$ 41.59	\$ 43.68	\$ 45.84	\$ 48.13	\$ 49.59
53	<ul style="list-style-type: none"> Data Analyst 	\$ 40.59	\$ 42.62	\$ 44.75	\$ 46.99	\$ 49.34	\$ 50.83
54	<ul style="list-style-type: none"> Budget Analyst Instructional Technology Specialist Research Analyst Student Services Technology Coordinator Technology Support Specialist II Web Developer 	\$ 41.61	\$ 43.69	\$ 45.85	\$ 48.15	\$ 50.57	\$ 52.08
55		\$ 42.64	\$ 44.77	\$ 47.01	\$ 49.38	\$ 51.84	\$ 53.40
56		\$ 43.71	\$ 45.88	\$ 48.17	\$ 50.60	\$ 53.12	\$ 54.72
57	<ul style="list-style-type: none"> Systems Analyst RF/ Microwave Engineer** 	\$ 44.80	\$ 47.04	\$ 49.40	\$ 51.86	\$ 54.47	\$ 56.11
58		\$ 45.93	\$ 48.23	\$ 50.64	\$ 53.15	\$ 55.79	\$ 57.46
59		\$ 47.07	\$ 49.42	\$ 51.88	\$ 54.49	\$ 57.21	\$ 58.93
60		\$ 48.25	\$ 50.65	\$ 53.17	\$ 55.86	\$ 58.65	\$ 60.41
61		\$ 49.45	\$ 51.93	\$ 54.52	\$ 57.25	\$ 60.10	\$ 61.91
62		\$ 50.69	\$ 53.23	\$ 55.89	\$ 58.67	\$ 61.60	\$ 63.46
63	<ul style="list-style-type: none"> Senior Programmer/Analyst * Senior Research and Planning Analyst * Senior Technology Support Specialist * Senior Web Developer * 	\$ 52.27	\$ 54.89	\$ 57.64	\$ 60.51	\$ 63.55	\$ 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.

Effective: 07/01/23

***Revision Effective 08/01/17

(See footer notes)

[v.3/4/2024.p.4|4]

Classified Salary Schedule
Pending Board Approval 03/14/24

RANGE	POSITION	STEP					
		A	B	C	D	E	F
64		\$ 53.58	\$ 56.25	\$ 59.07	\$ 62.02	\$ 65.12	\$ 67.08
65		\$ 54.91	\$ 57.66	\$ 60.56	\$ 63.56	\$ 66.74	\$ 68.75
66		\$ 56.28	\$ 59.09	\$ 62.04	\$ 65.16	\$ 68.41	\$ 70.46

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

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

DATE: March 14, 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 March 14, 2024

[v.2.21.2024.p.1|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Adams, Kathy Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Almanza, Blake Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Baer, Stephen Perkins Grant Funds	SBVC	03/15/24	06/30/24	\$52.00	90	\$4,680.00	Electronics-Curriculum Development
Brown, Tammy Perkins Grant Funds	SBVC	01/01/24	06/30/24	\$52.00	170	\$8,840.00	Aeronautics-Curriculum Development <i>Ratification: Grant funds had not been confirmed until now.</i>
Chiem, Vinh Off-Campus General Funds	SBVC	03/15/24	06/30/24	\$63.00	210	\$13,230.00	Counselor, Valley Now
Cruz, Alexander Instruction Office General Fund	SBVC	03/15/24	06/30/24	\$52.00	50	\$2,600.00	Automotive
Damgen, Carol Instruction Office-General Fund	SBVC	01/16/24	05/20/24	\$52.00	6	\$312.00	Assist with Honors student projects <i>Ratification: Confirmed enrollment after census.</i>
Downey, Jennifer Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Gale, Duncan Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Garcia, Jaime Instruction Office-General Fund	SBVC	01/16/24	05/20/24	\$52.00	2	\$104.00	Assist with Honors student projects <i>Ratification: Confirmed enrollment after census.</i>
Gomez, Ed Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.2|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Gonzalez, Stephany Basic Skills Categorical Funds	SBVC	03/15/24	05/20/24	\$57.00	362	\$20,634.00	Adjunct Counselor Middle College <i>Amendment: This went to December board. Additional hours are need to meet student needs.</i>
Hernandez, Priscilla Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Joshua, Judith Instruction Office-General Fund	SBVC	01/16/24	05/20/24	\$52.00	4	\$208.00	Assist with Honors student projects <i>Ratification: Confirmed enrollment after census.</i>
Kappattil, Reshmi Instruction Office General Fund	SBVC	12/16/23	02/15/24	\$52.00	30	\$1,560.00	Nursing Accreditation <i>Ratification: Licensure and Accreditation work started prior to board approval due to urgent needs of the department to complete Accreditation report.</i>
Kimbrough, Pamela Basic Skills Categorical Funds	SBVC	08/14/23	12/31/23	\$52.00	20	\$1,040.00	The Corequisites CoP-Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and 151. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>
King, Melissa Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.3|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Lee, Dirkson Basic Skills Categorical Fund	SBVC	01/01/24	06/30/24	\$52.00	55	\$2,860.00	ESL Expansion Project SP24 <i>Ratification: Employee was submitted for December board but his name was not listed on the official agenda for Non Instructional pay.</i>
Lee, Yeon STEM-MESA General Fund	SBVC	03/15/24	05/31/24	\$52.00	68	\$3,536.00	STEM-MESA <i>Ratification: Additional hours are needed for student support.</i>
Leon, Delfino Perkins Grant Funds	SBVC	01/01/24	06/30/24	\$52.00	170	\$8,840.00	Aeronautics-Curriculum Development <i>Ratification: Grant funds had not been confirmed until now.</i>
Levine, Michael Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Loera, Manuel Instruction Office General Fund	SBVC	03/15/24	06/30/24	\$52.00	25	\$1,300.00	Co-Chair, HMDT & Automotive Collision Repair
Lopez, Leonard Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Lowe, Eric Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Martin, Micah Instruction Office-General Fund	SBVC	01/16/24	05/20/24	\$52.00	2	\$104.00	Assist with Honors student projects <i>Ratification: Confirmed enrollment after census.</i>
Millican, Ed Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.4|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Mills, Amy Instruction Office-General Fund	SBVC	01/16/24	05/20/24	\$52.00	2	\$104.00	Assist with Honors student projects <i>Ratification: Confirmed enrollment after census.</i>
Moore, Sandra Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Nealon, Denise Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Nguyen, Bryan Basic Skills Categorical Funds	SBVC	08/14/23	12/31/23	\$52.00	20	\$1,040.00	The Corequisites CoP-Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and 151. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>
Ramirez, Juan Instruction Office General Fund	SBVC	03/15/24	05/20/24	\$52.00	10	\$520.00	Instruction for Honors Class
Smith, Glenn Strong Workforce Categorical Fund	SBVC	03/15/24	06/30/24	\$52.00	160	\$8,320.00	Culinary Arts-Developing Partnerships
Sogomonian, Nori Instruction Office-General Fund	SBVC	01/16/24	05/20/24	\$52.00	2	\$104.00	Assist with Honors student projects <i>Ratification: Confirmed enrollment after census.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.5|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Vogel, Angela Instruction Office General Fund	SBVC	12/16/23	02/15/24	\$52.00	30	\$1,560.00	Nursing Accreditation <i>Ratification: Licensure and accreditation work started prior to board approval due to urgent needs of the department to complete Accreditation report.</i>
Wardell, Matt Instruction Office-General Fund	SBVC	01/16/24	05/20/24	\$52.00	8	\$416.00	Assist with Honors student projects <i>Ratification: Confirmed enrollment after census.</i>
Watterlond, John STEM-MESA General Fund	SBVC	03/15/24	05/31/24	\$52.00	130	\$6,760.00	STEM-MESA <i>Ratification: Additional hours were needed for student support.</i>
Williams, Mark Instruction Office General Fund	SBVC	03/15/24	06/30/24	\$52.00	25	\$1,300.00	Co-Chair, HMDT & Automotive Collision Repair
Zarate, Rangel Instruction Office-General Fund	SBVC	01/16/24	05/20/24	\$52.00	10	\$520.00	Assist with Honors student projects <i>Ratification: Confirmed enrollment after census.</i>
Abad, Jeremy Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.6|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Anderson, Jonathan Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Bailes, Brandi MESA Categorical Fund	CHC	01/16/24	05/20/24	\$52.00	56	\$2,912.00	Support for STEM Center activities/events <i>Amendment: This is to correct the start and end date submission which was originally submitted to January 2024 board.</i>
Bauer, Jeremy Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Brink, T.L. Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.7|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Callahan, Kenyon Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>
Cervantez, Jeff Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	20	\$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>
Cowles, Randi Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>
Davila, Rosa STEM Program General Fund	CHC	01/16/24	05/20/24	\$52.00	110	\$5,720.00	Support for STEM Center activities/events <i>Amendment: This is to correct the start and end date submission which was originally submitted to January 2024 board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.8|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
DiBartolo, Cheryl Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Dobbs, Anne Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Dugan, Jonathan Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Ferrari, Ed Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.9|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Firtha, Christie Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i> Ratification: Hours were missed for January board.</i>
Franco, Karla Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i> Ratification: Hours were missed for January board.</i>
Gerhartz, David Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i> Ratification: Hours were missed for January board.</i>
Gilmore, Heather Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	20	\$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i> Ratification: Hours were missed for January board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.10|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Greyraven, Ruth Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	20	\$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>
Haro, Michael STEM Program General Fund	CHC	01/16/24	05/20/24	\$52.00	100	\$5,200.00	Support for STEM Center activities/events <i>Amendment: This is to correct the start and end date submission which was originally submitted to January 2024 board.</i>
Hayes, Ashley Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>
Hellerman, Steve Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.11|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Hiten, Vanesse Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i> Ratification: Hours were missed for January board.</i>
Hughes, Richard Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i> Ratification: Hours were missed for January board.</i>
Jacques, Paul Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i> Ratification: Hours were missed for January board.</i>
Jimenez, Sabrina Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i> Ratification: Hours were missed for January board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.12|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Kaye, Adelina STEM Program General Fund	CHC	01/16/24	05/20/24	\$52.00	110	\$5,720.00	Support for STEM Center activities/events <i>Amendment: This is to correct the start and end date submission which was originally submitted to January 2024 board.</i>
Keys, Scott Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>
Lapointe, Stacy Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>
Ledoux, Janine Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.13|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Mansourian, Farhad Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	20	\$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
McConnell, Mark Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
McKee, Julie Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	20	\$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
McNamara, Laurence Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	20	\$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.14|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Medina, Janine Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Mello, Brandice Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Moreno, Melissa Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Morgan, Douglas Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.15|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Pfahler, Diane Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>
Roberts, Charles Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>
Sadiq, Fahima STEM Program General Fund	CHC	01/16/24	05/20/24	\$52.00	150	\$7,800.00	Support for STEM Center activities/events <i>Amendment: This is to correct the start and end date submission which was originally submitted to January 2024 board.</i>
Salvi, Lisa Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed for January board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.16|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Simmers, Jennifer Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	20	\$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Sonico, Melissa Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Stupin, Mary Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>
Urbanovich, Jimmy Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	20	\$1,040.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Refutation: Hours were missed for January board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.17|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Zepeda, Isidro Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratiofication: Hours were missed for January board.</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: March 14, 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 March 14, 2024

[v.2.21.2024.p.2|3]

Faculty Chair – 03/15/24 – 06/30/24

Employee Name	Location Assignment	Department	Stipend
Cruz, Alexander	SBVC	Automotive	\$3,000.00
Loera, Manuel	SBVC	Co-chair - HMDT and Automotive Collision Repair	\$1,750.00
Williams, Mark	SBVC	Co-chair - HMDT and Automotive Collision Repair	\$1,750.00

Other – 10/11/23 – 11/10/23

Ratification: Peer Online Course Review Training participant was inadvertently missed when submitting board items for November 2023.

Employee Name	Location Assignment	Department	Stipend
Ferrari, Edward	CHC	English	\$3,120.00

Other – 03/15/24 – 06/30/24

Spring CNA Program Work

Employee Name	Location Assignment	Department	Stipend
Paz, Elizabeth	CHC	CNA	\$2,840.00
Somayya, Malik	CHC	CNA	\$2,760.00

Other – 03/15/24 – 06/30/24

Basic Skills Projects supporting Community of Practice developed by the English Department. The project is funded by the Basic Skills Categorical fund and Faculty will complete 10 hours.

Employee Name	Location Assignment	Department	Stipend
Alhoch, Bashar	SBVC	English-Community of Practice	\$500.00
Amrine, William	SBVC	English-Community of Practice	\$500.00
Beshwate, Keith	SBVC	English-Community of Practice	\$500.00
Fozouni, Daihim	SBVC	English-Community of Practice	\$500.00
Hoelle, Janet Nicole	SBVC	English-Community of Practice	\$500.00
Lee, Dirkson	SBVC	English-Community of Practice	\$500.00
Maestre, Joanne	SBVC	English-Community of Practice	\$500.00
Mills, Amy	SBVC	English-Community of Practice	\$500.00
Moreno, Dolores	SBVC	English-Community of Practice	\$500.00
Vogel, Katherine	SBVC	English-Community of Practice	\$500.00
Wilson, Nancy	SBVC	English-Community of Practice	\$500.00



Payment of Stipends

Submitted for Board Approval March 14, 2024

[v.2.21.2024.p.3|3]

Other – 03/15/24 – 06/30/24

Basic Skills Projects supporting Community of Practice developed by the English Department. The project is funded by the Basic Skills Categorical fund and Faculty will complete 15 hours.

Employee Name	Location Assignment	Department	Stipend
Clevenger, Joanna	SBVC	English-Community of Practice	\$750.00
Colern-Mulz, Leslie	SBVC	English-Community of Practice	\$750.00
Ferri-Milligan, Paula	SBVC	English-Community of Practice	\$750.00
Honnold, Joseph	SBVC	English-Community of Practice	\$750.00
James, Edna	SBVC	English-Community of Practice	\$750.00
Joshua, Judith	SBVC	English-Community of Practice	\$750.00
Kellogg, Elena	SBVC	English-Community of Practice	\$750.00
Samson, Danae	SBVC	English-Community of Practice	\$750.00
Torres, Fabian	SBVC	English-Community of Practice	\$750.00
Wagner, Eric	SBVC	English-Community of Practice	\$750.00
Wheeler, James	SBVC	English-Community of Practice	\$750.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

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

DATE: March 14, 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 Tutor I/II positions were updated in February to reflect the hourly rate alignment 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. Tutor III was inadvertently left off in the update and is now being adjusted.

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.





Rates of Pay for Professional Expert Employees

Pending Board Approval: March 14, 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 (KVCRC, 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: March 14, 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	\$17.00/\$18.00/\$19.00 \$17.00/\$18.00/\$20.00
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: Steven J. Sutorus, Business Manager

DATE: March 14, 2024

SUBJECT: Consideration of Approval to Serve Alcoholic Beverages

RECOMMENDATION

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

Event & Location	Sponsoring Group	Date & Time	Type of Alcohol
Annual Fundraising Gala CHC Fire Academy Engine Bay	President's Office	4/18/2024 5:30 pm - 8:30 pm	Wine, Spirits, and Beer

OVERVIEW

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

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the approval of this board item.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: March 14, 2024

SUBJECT: Consideration of Approval to Award RFP 2024-01 and Contract to Lion Tree Service of Perris, CA

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) and Contract for RFP 2024-01 Utility Line Clearance Arborist Training Services to Lion Tree Service of Perris, CA. The total annual amount of the contract is not to exceed \$190,000.

OVERVIEW

SBCCD is in need of a vendor to assist the Economic Development & Corporate Training (EDCT) department with comprehensive tree care industry training services. EDCT has received a grant to facilitate this training which consists of three cohorts in a 200-hour Utility Line Clearance Arborist Training program.

ANALYSIS

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

<u>Vendor</u>	<u>Ranking</u>
Lion Tree Service (Perris, CA)	1
ACRT, Inc. (Valley Springs, CA)	2

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

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The cost of this contract is included in Fiscal Year 2024 and subsequent budgets.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: March 14, 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 March 14, 2024

[v.2.26.2024.p.1|1]

Requestor	Conference
Site CHC	National Conference on Race & Ethnicity in Higher Education (NCORE), 36th Annual Conference
Name & Department Brandi Bailes, Math Chloe De Los Reyes, English James Grabow, Counseling Kashaunda Harris, EOPS Mariana Macamay, Counseling Ericka Paddock, Student Life Jillian Robertson, Math Christina Sweeting, Career Education Diana Vaichis, Institutional Effectiveness	Dates of Travel 05/27/2024 – 06/02/2024 Location Honolulu, HI Purpose Annual conference is a place of community and inclusion; it is a forum for building skills, alliances, and knowledge about issues of race and ethnicity in higher education. 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.
Estimated Cost \$5,500 per person	Funding Source Student Equity and Achievement Categorical Fund
<i>Originally approved January 11, 2024, this item is being amended to reflect changes in attendees and funding sources.</i>	
Site SBVC	National Conference on Race & Ethnicity in Higher Education (NCORE), 36th Annual Conference
Name & Department Keenan Giles, EOPS/CARES Joanna Oxendine, Research Planning Maria Rodriguez, Student Equity <u>Rosa Rosas, Student Services</u> <u>Anthony Blacksher, Social Sciences</u> <u>Vinnie Wu, Research Planning</u>	Dates of Travel 05/27/2024 – 06/02/2024 Location Honolulu, HI Purpose Annual conference is a place of community and inclusion; it is a forum for building skills, alliances, and knowledge about issues of race and ethnicity in higher education. 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.
Estimated Cost \$5,833	Funding Source Instructional General Fund, A2MEND Categorical Fund, <u>Student Equity Categorical Fund</u> Student Development General Fund, and Grants - Planning, Policymaking, & Coordination General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: March 14, 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 03/14/2024

1 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
26773	Black Bunny Media	KVCR/KVCR	Professional Services	\$240,000.00	
	On Demand Production Services; for 20 Episodes of a weekly show "Inland Edition"			01/16/2024 through 06/30/2024	
23594	Hill Partnership Inc, The dba HPI Architecture	Facilities Planning/ SBCCD	Consultants	\$390,000.00	Extend Term
	Consulting Services for Student Housing project at CHC; this is to approve Amendment 01 - to extend time by 11 months, no additional cost			10/04/2022 through 06/30/2024	
26791	Mt San Jacinto CCD	EDCT/SBCCD	Subgrantee	\$849,798.00	
	Subgrantee Agreement - training and development of programs in health industry sectors			08/14/2023 through 03/31/2026	
26840	National Public Radio, Inc. (NPR)	KVCR/KVCR	Broadcasting Rights	\$263,069.00	
	Digital Service for programs to air on KVCR/FM and annual Carriage Fees			10/01/2023 through 09/30/2024	

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

Board Date 03/14/2024

2 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
24751	Yucaipa-Calimesa Joint USD	Mathematics/ SBVC	Subgrantee	\$1,068,383.00	\$335,000.00
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives; this is to approve Amendment 01 - to increase scope of work and increase funding by \$335,000			07/01/2023 through 0630/2024	
26858	Eide Bailly LLP	Fiscal Services/ SBCCD	Audit Services	\$700,900.00	
	Auditing Services for SBCCD General Audit			07/01/2024 through 06/30/2029	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: March 14, 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 March 14, 2024

[v.3.5.2024.p.1|18]

Event Information

Date(s)

12/06/2023 to
12/14/2023

Finals Week

Purchased were meals and academic supplies given to EOPS students to assist with finals week.

Site

CHC

Funding Source(s)

EOPS Categorical Fund

Estimated Cost

\$4,000

Ratification

Department was not able to meet before deadline to select date.

Date(s)

12/15/2023

EOPS Holiday Celebration

Purchased were meals and refreshments for EOPS, CARE, CalWORKs, and DREAMer students attending holiday year end celebration.

Site

CHC

Funding Source(s)

EOPS Categorical Fund

Estimated Cost

\$1,500

Ratification

Department was not able to meet before deadline to select date.

Date(s)

01/16/2024 to
01/19/2024

Drop-In Counseling, Registration Support, & Lunch

Purchased were meals and refreshments for students that attended and received drop-in counseling and registration support to prepare for Spring 2024 EOPS, NextUp, CARE and CalWORKs.

Site

CHC

Funding Source(s)

EOPS Categorical Fund

Estimated Cost

\$4,000

Ratification

Department was not able to meet before deadline to select date



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.2|18]

Event Information

Date(s)

01/24/2024 to
04/24/2024

Site

CHC

Estimated Cost

\$1,200

Spring 2024 Monthly CalVet Series

Purchased will be meals and refreshments for students who attend workshops throughout the semester to assist with filling claims, employment, resume writing, and interview success.

Funding Source(s)

Veterans Services Categorical Fund

Ratification

Change in staff; not able to meet to discuss dates.

Date(s)

01/31/2024

Site

CHC

Estimated Cost

\$4,000

EOPS Open House

Purchased were meals and refreshments for outreach event for current and prospective (BOG B and C) students to learn about program services and support offered through EOPS, NextUp, CARE and CalWORKs at CHC.

Funding Source(s)

EOPS Categorical Fund

Ratification

Department was not able to meet before deadline to select date.

Date(s)

01/31/2024 to
04/24/2024

Site

CHC

Estimated Cost

\$1,200

Spring 2024 Monthly Student Development Series

Purchased will be meals and refreshments for students who attend workshops throughout the semester to help with handling conflicts, depression, and suicide awareness.

Funding Source(s)

Veterans Services Categorical Fund

Ratification

Change in staff; not able to meet to discuss dates.



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.3|18]

Event Information

Date(s)

02/06/2024 to
02/14/2024

Site

CHC

Estimated Cost

\$2,500

Financial Aid Workshops

Purchased were meals and refreshments for workshops to provide Financial Aid/FAFSA process support for EOPS, NextUp, CARE and CalWORKs students.

Funding Source(s)

EOPS Categorical Fund

Ratification

Change in staff; not able to meet to discuss dates.

Date(s)

02/07/2024 to
02/14/2024

Site

SBVC

Estimated Cost

\$8,000

Black History Month Film Screening

Purchased were meals, refreshments, speaker, contracts, and supplies for various Umoja and Black Faculty and Staff Association film screenings throughout Black History Month. Anticipated attendance is 100 students, faculty, staff, and community members per screening. A2MEND staff heading event is Keenan Giles.

Funding Source(s)

A2MEND Network Development Categorical Fund

Ratification

This item is being ratified due to event details not solidified prior to Board date.

Date(s)

02/09/2024

Site

SBVC

Estimated Cost

\$510

Foster and Kinship Care Education Training for Trainers (FKCE T4T) Training

Purchased were meals and refreshments for FKCE training for trainers. Anticipated attendance is 11 staff, professional experts and instructional specialists from off campus. Facilitator is Cynthia Bernal.

Funding Source(s)

Foster Parent Program Categorical Fund

Ratification

This item is being ratified due to event details not solidified prior to Board date.



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.4|18]

Event Information

Date(s)
02/16/2024

STEM Summit

Site
CHC

Purchased were meals and refreshments for student attendees, chaperones, staff and volunteers at this MESA Recruitment and Outreach event with Redlands Unified School District.

Estimated Cost
\$2,000

Funding Source(s)
MESA Categorical Fund

Ratification

This item is being ratified due to event details not solidified prior to Board date.

Date(s)
02/21/2024

STEM Career Fair

Site
CHC

Purchased were two food trucks for this event for students to network with representatives from a variety of businesses, universities and agencies.

Estimated Cost
\$7,500

Funding Source(s)
MESA Categorical Fund

Ratification

This item is being ratified due to event details not solidified prior to Board date.

Date(s)
02/27/2024

Discussions with the Date Doctor

Site
SBVC

Purchased were meals, refreshments, and guest speaker contract. This event aimed at educating the student population/campus community about social dynamics, interpersonal communication and variables. Anticipated attendance is 200 students, faculty, staff, and community members. The staff members leading this event are Jason Alvarez, Nicholas Chavez and Veterans Resource Center student worker staff.

Estimated Cost
\$7,200

Funding Source(s)

Veterans Resource Center Categorical Fund; Outreach and Retention Categorical Fund

Ratification

This item is being ratified due to creation of the event occurred after the Board submission date.



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.5|18]

Event Information

Date(s)
02/28/2024

EOPS Connect

Site
CHC

Purchased were meals and refreshments for outreach event to eligible BOGB and C (EOPS and NextUp) students to attend informational sessions and apply for services.

Estimated Cost
\$2,500

Funding Source(s)
EOPS and NextUp Categorical Fund

Ratification
Change in staff; not able to meet to discuss dates.

Date(s)
03/01/2024 to
03/28/2024

Women's History Month

Site
SBVC

To be purchased are meals, refreshments, speakers, and supplies and materials. Co-sponsored by Student Health Services, Crafton Hills College, and Student Equity; will provide workshops, speakers, and activities to celebrate Women's History Month. Expected attendance is 75 student, staff, and faculty. Carmen Rodriguez and Dr. Elaine Akers will serve as facilitators.

Estimated Cost
~~\$10,000~~
\$16,000

Funding Source(s)
Mental Health Grant; Student Equity & Success Categorical Fund

Amendment
This item, originally approved September 14, 2023, is now being amended due to an increase in estimated cost, and to show additional funding source.

Date(s)
03/06/2024

2024 Women's History Month

Site
CHC

Purchased were meals and refreshments, decorations, guest speakers, supplier for activities, and movie rental for this event to celebrate women in STEM, encourage community building, and recruitment for MESA.

Estimated Cost
\$1,500

Funding Source(s)
MESA Categorical Fund

Ratification
The deadline for board approved submissions had passed by the time we were notified about coordinating events to celebrate Women's History Month.



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.6|18]

Event Information

Date(s)
03/06/2024

Site
CHC

Estimated Cost
\$1,000

EOPS Midterm Madness

Purchased were meals and refreshments for EOPS community building experience for students to prepare for midterms and explore study skills.

Funding Source(s)
EOPS and NextUp Categorical Fund

Ratification
Change in staff; not able to meet to discuss dates.

Date(s)
03/11/2024 to
03/15/2024

Site
CHC

Estimated Cost
\$4,000

MESA Outreach/Recruitment

Purchased were student tickets, meals and refreshments, and transportation for this event at The Wolfs Den - Inland Empire to engage students with the science of ninja warrior obstacle courses.

Funding Source(s)
MESA Categorical Fund

Ratification
The deadline for Board approved submissions had passed by the time we were notified about coordinating events to celebrate Women's History Month.

Date(s)
03/13/2024

Site
CHC

Estimated Cost
\$2,500

EOPS Connect

Purchased were meals and refreshments for outreach event to eligible CHC BOGB and C (EOPS and NextUp) students to attend informational sessions and apply for services.

Funding Source(s)
Care & CalWORKs Categorical Fund

Ratification
Change in staff; not able to meet to discuss dates.



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.7|18]

Event Information

Date(s)
03/15/2024

Field Trip to Museum of Tolerance and University of California, Los Angeles (UCLA) Campus

Site
SBVC

To be purchased are meals and refreshments. Counseling and Matriculation is sponsoring 14 students to visit The Museum of Tolerance and University of California, Los Angeles for a cultural experience and campus tour. Chaperones are Elizabeth Banuelos and Alma Lopez.

Estimated Cost
\$2,500

Funding Source(s)
Student Success and Support Program Categorical Fund

Date(s)
03/16/2024

Puente Mentor Mixer

Site
SBVC

To be purchased are meals and refreshments. Counseling and Matriculation is sponsoring 30 students to attend a Puente social event at El Torito Restaurant in San Bernardino, CA. Chaperones are Elizabeth Banuelos and Alma Lopez.

Estimated Cost
\$1,500

Funding Source(s)
Student Success and Support Program Categorical Fund

Date(s)
03/18/2024

Field Trip to University of California Santa Barbara (UCSB) & California State University Channel Island (CSUCI)

Site
CHC

To be purchased are transportation and meals and refreshments. This is a campus visit to UCSB and CSUCI to encourage transfer to the university. Students and staff will engage in a campus tour, admission presentation, and meals on campus with to learn about how to transfer and witness the diversity on these Hispanic Serving Institution campuses.

Estimated Cost
\$3,000

Funding Source(s)
Student Equity & Achievement Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.8|18]

Event Information

Date(s)
03/19/2024 to
03/21/2024

California Society for Respiratory Care Annual Conference

To be purchased are travel costs associated with conference attendance for 26 Respiratory Care Program students.

Site
CHC

Funding Source(s)
Perkins/Strong Workforce

Estimated Cost
\$5,000

Date(s)
03/22/2024

EOPS, CARE, and CalWORKs Family Gathering

To be purchased are meals and refreshments for EOPS and Nextup students. This event is a gateway to setting family expectations establishing healthy bonding and boundaries, effective communication, and building self-esteem and mental health.

Site
CHC

Estimated Cost
\$2,500

Funding Source(s)
EOPS, NextUp, and CARE Categorical Fund

Date(s)
03/23/2024

Sista's Making a Difference Easter Event

To be purchased are refreshments. In collaboration with our community partners, Sista's Making a Difference, Outreach and Recruitment is sponsoring a community Easter event. The purpose is to serve underserved populations in San Bernardino, supplying children with Easter essentials and college information. Anticipated attendance is 1,000 students, staff, and community organizations. Amanda Moody and Justine Plemons will lead the event.

Site
SBVC

Estimated Cost
\$5,000

Funding Source(s)
Student Retention & Outreach Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.9|18]

Event Information

Date(s) 03/25/2024 to 03/29/2024 Site CHC Estimated Cost \$3,000	2024 Women's History Month Purchased were meals and refreshments, decorations, guest speakers, supplier for activities, and movie rental for this event to celebrate women in STEM, encourage community building, and recruitment for MESA. Funding Source(s) MESA Categorical Fund
Date(s) 03/26/2024 Site CHC Estimated Cost \$10,500	From Homeless to Harvard To be purchased is guest speaker contract for author Liz Murray to speak about her best selling book "From Homeless to Harvard." Funding Source(s) Basic Needs Categorical Fund
Date(s) 03/27/2024 Site CHC Estimated Cost \$1,000	Parent Mixer To be purchased are meals and refreshments for this event to connect and build community with other student-parents and learn from how to be successful students and parents.. Funding Source(s) Care & CalWORKs Categorical Fund
Date(s) 03/28/2024 Site CHC Estimated Cost \$10,391	Health Resource Fair To be purchased are meals and refreshments, DJ contract, giveaways, activity items, and decorative supplies. Funding Source(s) Basic Needs Categorical Fund and Mental Health Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.10|18]

Event Information

Date(s)
03/29/2024

Easter Egg-stravaganza, Cooperative Agencies Resources for Education (CARE) and NextUp

Site
SBVC

To be purchased are meals, refreshments and supplies. This event will be a time for CARE/NextUp student parents to bring their kids on campus and participate in enriching activities. Anticipated attendance is 100 students, faculty, staff and community members. Staff heading event will be Amber Martin, Cynthia Bernal, Brittany Hind, and Maribel Cisneros.

Estimated Cost
\$10,000

Funding Source(s)
CARE Categorical Fund

Date(s)
03/29/2024

Field Trip to Loma Linda University & University of Redlands

Site
CHC

To be purchased are transportation and meals and refreshments. Students will engage in a campus tour, a health fair, specific program presentations, and exploration of student services to encourage transfer.

Estimated Cost
\$2,500

Funding Source(s)
Student Equity & Achievement Categorical Fund

Date(s)
04/01/2024 to
04/30/2024

Healing and Wellness Event Series

Site
SBVC

To be purchased are meals and refreshments, speaker contracts, materials, and giveaways. This event aims to address the critical need for communal healing from trauma by integrating educational discussions with experiential workshops. Estimated attendance is 100 faculty, staff and students. Facilitator is Dr. Danielle Graham.

Estimated Cost
\$7,000

Funding Source(s)
Student Equity & Success Categorical Fund, and Arts, Lectures and Diversity Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.11|18]

Event Information

Date(s)

04/04/2024 to
04/07/2024

2024 General Assembly Conference sponsored by the Student Senate for California Community Colleges (SSCCC)

Site

CHC

To be purchased are registration and travel costs for 2 advisors and 10 students to attend this event in Santa Clara focusing on delegates coming together to provide the Board of Directors with priorities that guide the organization for the upcoming year and the opportunity to elect the 2024-25 SSSCC Board Officers. Dr. Ericka Paddock will serve as chaperone for students from both campuses.

Estimated Cost

\$30,000

Funding Source(s)

Student Representation Fee

Date(s)

04/05/2024

All Student Services Staff Meeting

Site

SBVC

Items to be purchased are meals and refreshments, supplies, and speaker contracts. The Office of the Vice President of Student Services is sponsoring this event for all staff, faculty, and managers in Student Services areas to share information and to give updates on changes, procedures, and new staff.

Estimated Cost

\$3,500

Funding Source(s)

Student Development General Fund

Date(s)

04/05/2024 to
04/07/2024

2024 General Assembly Conference sponsored by the Student Senate for California Community Colleges (SSCCC)

Site

SBVC

To be purchased are registration and travel costs for 2 students to attend this event in Santa Clara focusing on delegates coming together to provide the Board of Directors with priorities that guide the organization for the upcoming year and the opportunity to elect the 2024-25 SSSCC Board Officers. Dr. Ericka Paddock will serve as chaperone for students from both campuses.

Estimated Cost

\$4,900

Funding Source(s)

Student Representation Fee; Associated Student Body General Fund; Student Life Trust



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.12|18]

Event Information

Date(s)

04/05/2024 to
04/07/2024

Site

CHC

Estimated Cost

\$4,000

2024 MESA Student Leadership Retreat

To be purchased are registration and travel costs for the MESA Director and 3 students to attend this event at the University of California, Santa Cruz to foster leadership in our youth.

Funding Source(s)

MESA Categorical Fund

Date(s)

04/05/2024 to
04/07/2024

Site

SBVC

Estimated Cost

\$4,000

2024 MESA Student Leadership Retreat

To be purchased are registration and travel costs for the MESA Director and 3 students to attend this event at the University of California, Santa Cruz to foster leadership in our youth.

Funding Source(s)

MESA Categorical Fund

Date(s)

04/08/2024 to
04/08/2024

Site

SBVC

Estimated Cost

\$10,000

Priority Registration Block Party, Educational Opportunities Programs & Services (EOPS)

To be purchased are meals and refreshments. This event is used to promote and help students in EOPS receiving Priority Registration to actively register during the priority dates. The event is also used as an outreach tactic to bring in new students for the preceding semester. Anticipated attendance is 400 students, faculty and staff. EOPS staff heading the event are Joanne Hinojosa, Amber Martin, Alan Erving, Rocio Delgado, Treasa Sabato, Monica Perales, Cynthia Bernal, Tania Laguna, Maribel Cisneros, Brittany Hind, Evelyn Luna, and Keenan Giles.

Funding Source(s)

EOPS Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.13|18]

Event Information

Date(s)

04/10/2024

Movies for Mental Health

To be purchased are meals and refreshments, movie rights, and guest speaker contract. Guided mental health awareness activity. Students will attend guided movie viewing where they will have a conversation regarding mental health.

Site

CHC

Estimated Cost

\$4,500

Funding Source(s)

Basic Needs Categorical Fund

Date(s)

04/11/2024

Financial Aid Awareness

To be purchased are meals and refreshments, materials and giveaways. Sponsored by the Financial Aid Office and Student Equity and Success, this event aims to provide the importance of submitting financial aid applications. Facilitators are Sam Trejo and financial aid staff members.

Site

SBVC

Estimated Cost

\$7,000

Funding Source(s)

Financial Aid Categorical Fund; Student Equity & Success Categorical Fund

Date(s)

04/12/2024 to

04/12/2024

Field Trip to Cal Poly Pomona

To be purchased are meals and refreshments. Counseling and Matriculation is sponsoring 14 students to visit the California Polytechnic University, Pomona campus to gather information as potential students and view site. Chaperones are Elizabeth Banuelos and Alma Lopez.

Site

SBVC

Estimated Cost

\$2,500

Funding Source(s)

Student Success and Support Program Categorical Fund

Date(s)

04/12/2024

Cooperative Agencies Resources for Education (CARE) Mini Conference

To be purchased are meals, refreshments, speaker contracts, and supplies. This mini-conference is program-required and will include a keynote speaker, activities, and CARE student relationship building time (CARE Circle). Anticipated attendance is 40 students, faculty and staff.

Site

SBVC

Estimated Cost

\$10,000

Funding Source(s)

CARE Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.14|18]

Event Information

Date(s)
04/12/2024

Site
CHC

Estimated Cost
\$1,500

Field Trip to Scripps Institute of Oceanography

To be purchased are transportation and food for this MESA Outreach/Recruitment event.

Funding Source(s)
MESA Categorical Fund

Date(s)
04/17/2024

Site
SBVC

Estimated Cost
\$4,000

Field Trip to San Diego Safari Park

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

Funding Source(s)
STEM-MESA General Funds

Date(s)
04/19/2024

Site
CHC

Estimated Cost
\$2,000

Field Trip to Cal Poly Pomona and The Farm

To be purchased are transportation and refreshments. This is a campus visit to California Polytechnic University, Pomona. Students will engage in a campus tour, a presentation, and optional tours of Cal Poly Pomona's Farm or STEM tour. The purpose is to encourage transfer.

Funding Source(s)
Student Equity & Achievement Categorical Fund

Date(s)
04/20/2024

Site
SBVC

Estimated Cost
\$5,000

Sista's Making a Difference Autism Superhero Walk

To be purchased are rentals, contracts, and refreshments. In collaboration with our community partners, Sista's Making a Difference, Outreach and Recruitment is sponsoring a community event celebrating Autism Awareness. The Purpose of the event is to celebrate our differences as learners and focus on the next steps in education. Anticipated attendance is 1,000 students, faculty, staff, and community members. The staff leading this event are Amanda Moody and Justine Plemons.

Funding Source(s)
Student Retention & Outreach Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.15|18]

Event Information

Date(s)
04/25/2024

Site
CHC

Estimated Cost
\$10,500

Owning Our Struggles

To be purchased is a guest speaker contract for author Minaa B to speak about her best selling book "Owning Our Struggles."

Funding Source(s)
Basic Needs Categorical Fund

Date(s)
04/26/2024

Site
SBVC

Estimated Cost
\$2,500

Field Trip-University of California, Riverside Campus and Cheech Marin Museum

To be purchased are meals and refreshments. Counseling and Matriculation is sponsoring 14 students visit the University of California, Riverside (UCR) campus to view the site and visit the Cheech Marin Museum as a cultural activity. Chaperones are Elizabeth Banuelos and Alma

Funding Source(s)
Student Success and Support Program (SSSP) Categorical Fund

Date(s)
04/26/2024

Site
SBVC

Estimated Cost
\$3,000

Stem-Con

To be purchased are guest speaker fees for the event and food truck for attendees from two high schools. Approximately 100 participants and 4-5 faculty will participate. Event is intended to get incoming freshman interested in STEM careers.

Funding Source(s)
MESA General Funds

Date(s)
04/26/2024 to
05/03/2024

Site
CHC

Estimated Cost
\$4,000

MESA Outreach/Recruitment at K1 Speed | Indoor Kart Racing

To be purchased are student tickets, meals and refreshments for this event to engage students with the physics behind go cart racing.

Funding Source(s)
MESA Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.16|18]

Event Information

Date(s)

04/29/2024 to
05/03/2024

Mental Health Week

To be purchased are guest speaker contracts, meals and refreshments, and supplies.

Site

CHC

Funding Source(s)

Mental Health Categorical Fund

Estimated Cost

\$10,000

Date(s)

05/03/2024

Martin Luther King, Jr. Middle School End of Year Celebration

To be purchased are meals, DJ contract, supplies, décor, and SBVC swag. In partnership with San Bernardino Unified School District, SBVC Outreach and Recruitment will collaboratively host a combined end of year celebration and outreach event on the MLK Jr. Middle School campus. The purpose of the event is to celebrate and acknowledge the accomplishments of the 8th grade class as they enter high school. SBVC Outreach will provide college information specifically on dual enrollment. Anticipated attendance is 150 MLK students. The staff leading the event are Amanda Moody and Justine Plemons.

Site

SBVC

Funding Source(s)

Student Retention & Outreach Categorical Fund

Estimated Cost

\$5,000

Date(s)

05/03/2024

Evening of Achievement

To be purchased are venue rental, meals, refreshments, decorations, and sashes. This event is to recognize EOPS, CARE and NextUp students that are graduating in Spring 2024. The event will be held at the University of Redlands. Anticipated attendance is 250 students, faculty, staff and community members. EOPS staff heading the event are Joanne Hinojosa, Amber Martin, Alan Erving, Rocio Delgado, Treasa Sabato, Monica Perales, Cynthia Bernal, Tania Laguna, Maribel Cisneros, Brittany Hind, Evelyn Luna, and Keenan Giles.

Site

SBVC

Funding Source(s)

EOPS Categorical Fund

Estimated Cost

\$25,000



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.17|18]

Event Information

Date(s)
05/09/2024

Umoja-Tumaini Game Night

Site
SBVC

To be purchased are meals, games, supplies, decorations, SBVC swag. An effort to help with student stress by enjoying games that will assist academic students before finals. Anticipated attendees include 85 students, staff, and faculty. Staff facilitating the event is Frederick Jones.

Estimated Cost
\$3,000

Funding Source(s)
Student Retention & Outreach Categorical Fund

Date(s)
05/15/2024

Umoja-Tumaini Naming Ceremony

Site
SBVC

To be purchased are meals and refreshments, games, supplies, décor, and SBVC swag. This is an annual event to present students with names that symbolize their completion of the Umoja program. Anticipated attendees includes 100 students, staff, faculty, and family members. Staff facilitator is Frederick Jones.

Estimated Cost
\$4,000

Funding Source(s)
Student Retention & Outreach Categorical Fund

Date(s)
05/20/2024 to
05/21/2024

SBVC Commencement Breakfast and Commencement 2024

Site
SBVC

To be purchased are decorations, supplies, giveaways, meals and refreshments, rental contracts, live captioning, speaker contracts and all-inclusive 66ers contract to include, stage, chairs, ushers, ticket takers, cleaning crew, parking attendants, security officers, city access fee, rental equipment, audio/video, sound, screen, and streaming. Sponsored by the Office of Student Life, this event celebrates the achievements of the 2024 graduating class. Staff members leading the event are Dr. Ray Carlos, Maritza Portillo, LaCretia Smith and Marie Maghuyop.

Estimated Cost
\$130,000

Funding Source(s)
Commencement General Fund, Student Life Trust Account, Associated Student Government General Fund, Arts, Lecture & Diversity General Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.5.2024.p.18|18]

Event Information

Date(s)

06/05/2024 and
06/12/2024

Site

SBVC

Estimated Cost

\$1,847

Middle College High School Orientation Days

To be purchased are meals and refreshments for approximately 140 students and staff. The purpose is to assist new students with the matriculation process along with completion of concurrent enrollment forms for high school students. The workshops are led by college program counselors with support from college mentors and high school peer leaders. Facilitated by Georgia Burckel and Thalia Garibay along with other counseling staff.

Funding Source(s)

Middle College Program General Fund

Date(s)

06/15/2024 to
06/16/2024

Site

SBVC

Estimated Cost

\$5,000

Black Chamber of Commerce Juneteenth Celebration

To be purchased are rentals. In collaboration with our community partner, the Black Chamber Commerce, Outreach and Recruitment will sponsor the community's annual Juneteenth celebration. The purpose of the event is to provide the community with culturally relevant programming, resources, and college information. Anticipated attendees include 1,000 community members, college staff/faculty and students. Staff leading the event include Amanda Moody and Justine Plemons.

Funding Source(s)

Student Retention & Outreach Categorical Fund

Date(s)

06/29/2024

Site

SBVC

Estimated Cost

\$800

Police Academy Achievement Celebration

To be purchased are personalized plaques, certificates, and diploma covers. Sponsored by the Police Academy, the purpose of this event is to celebrate the achievements of our students becoming future Peace Officers. The event will be facilitated by Director Paul Dennis and Amelia Gonzales. Anticipated attendance is 200 staff, students, family, and community members.

Funding Source(s)

Extended Police Academy General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 14, 2024

SUBJECT: Consideration of Approval of the Guiding Principles for the \$15 Million State Grant to KVCR

RECOMMENDATION

It is recommended that the Board of Trustees approve the Guiding Principles for the \$15 Million State Grant to KVCR as presented.

OVERVIEW

The California Legislature provided \$15 million to KVCR as part of its Fiscal Year 2022-23 budget. To be good stewards of the public funds and uphold SBCCD's goals, the Board of Trustees adopted a set of Guiding Principles for the grant proceeds. As stipulated in the adopted document, the principles are to be reviewed and approved annually.

ANALYSIS

At this time staff is recommending that the Allocation Principle 6 be updated as follows:

6. Allocation to KVCR shall be as follows:
 - a. FY 2022-23 - \$0.00
 - b. FY 2023-24 - \$0.00
 - c. FY 2024-25 - \$600,000.00
 - d. FY 2025-26 - ~~\$1,125,000.00~~ \$600,000.00
 - e. FY 2026-27 - ~~\$1,750,000.00~~ \$600,000.00
 - f. FY 2027-28 - \$600,000.00

These proposed revisions were reviewed briefly by the BFC at its January 11 meeting and voted to be moved forward to the full Board to review. The principles will serve to maximize the \$15 million State grant and provide an ongoing source of income for KVCR.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Proceeds shall continue to be invested in a manner that serves KVCR as part of the Pension Agency Retirement Services (PARS) pension rate stabilization trust account.





Guiding Principles for the Fiscal Year 2022-23 \$15 Million State Grant for KVCR

Board Approved November 10, 2022
Submitted to the Board for Review and Revision March 14, 2024

Overarching

1. The proceeds shall help SBCCD with the implementation of the Board approved KVCR | Inspiring Possibilities Plan.
2. The Guiding Principles shall be reviewed and approved annually.

Principal Investment

3. Proceeds shall be invested in a manner that serves KVCR.
4. Proceeds shall be invested in the Pension Agency Retirement Services (PARS) pension rate stabilization trust investment fund under the Conservative strategy.
5. Investment Proceeds shall be utilized prior to utilizing the principal.

Allocation

6. Allocation to KVCR shall be taken from proceeds prior to principal, as indicated above, and be as follows:
 - a. FY 2022-23 - \$0.00
 - b. FY 2023-24 - \$0.00
 - c. FY 2024-25 - \$600,000.00
 - d. FY 2025-26 - ~~\$1,125,000.00~~\$600,000.00
 - e. FY 2026-27 - ~~\$1,750,000.00~~\$600,000.00
 - f. FY 2027-28 - \$600,000.00
7. Any other allocation not identified here must be approved by the Board of Trustees

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

DATE: March 14, 2024

SUBJECT: Ratification of Agreement for Acquisition of Real Property Identified as "Lenaker"

RECOMMENDATION

It is recommended that the Board of Trustees ratify the agreement for the acquisition of Real Property identified as "Lenaker" which consists of an approximately 1,950-square-foot office and an approximately 4,800-square-foot warehouse located on approximately 2.22 acres at 636 South I Street (San Bernardino County Assessor Parcel Numbers attached).

OVERVIEW

Pursuant to direction from the District Board of Trustees on December 9, 2022, District staff, in consultation with District legal counsel, negotiated a Purchase of Real Estate Agreement that details the terms and conditions of the sale of the Property to the District.

ANALYSIS

This ratification will establish the Board's directives concerning the acquisition of the Property and is in line with its previous direction to staff.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This purchase will be funded by Measure CC.





Ratification of Agreement for Acquisition of Real Property Identified as “Lenaker”

Submitted for Board Ratification March 14, 2024

[v.2.26.2024.p.1 | 1]



Assessor Parcel Numbers

0141-441-01
0141-441-02
0141-441-06
0141-441-07
0141-441-08
0141-441-09
0141-441-10
0141-441-11
0141-441-16
0141-441-17
0141-441-18
0141-441-19
0141-441-27



STANDARD OFFER, AGREEMENT AND ESCROW INSTRUCTIONS FOR PURCHASE OF REAL ESTATE

(Non-Residential)

Dated: November 9, 2023

1. Buyer.

1.1 San Bernardino Community College District, ("Buyer") hereby offers to purchase the real property, hereinafter described, from the owner thereof ("Seller") (collectively, the "Parties" or individually, a "Party"), through an escrow ("Escrow") to close ~~30 or~~ 10 days after the waiver or satisfaction of the Buyer's Contingencies, ("Expected Closing Date") to be held by Ticor Title ("Escrow Holder") whose address is _____, Phone No. _____, Facsimile No. _____ upon the terms and conditions set forth in this agreement ("Agreement"). Buyer shall have the right to assign Buyer's rights hereunder, but any such assignment shall not relieve Buyer of Buyer's obligations herein unless Seller expressly releases Buyer.

1.2 The term "Date of Agreement" as used herein shall be the date when by execution and delivery (as defined in paragraph 20.2) of this document or a subsequent counteroffer thereto, Buyer and Seller have reached agreement in writing whereby Seller agrees to sell, and Buyer agrees to purchase, the Property upon terms accepted by both Parties.

2. Property.

2.1 The real property ("Property") that is the subject of this offer consists of (insert a brief physical description) Approximately 1,950 square foot office and an approximately 4,800 square foot warehouse located on approximately 2.22 acres is located in the County of San Bernardino, is commonly known as (street address, city, state, zip) 636 South I Street, San Bernardino, CA 92408 and is legally described as: to be provided through Escrow (APN: 0141-441-01, 02, 06, 07, 08, 09, 10, 11, 16, 17, 18, 19, & 27).

2.2 If the legal description of the Property is not complete or is inaccurate, this Agreement shall not be invalid and the legal description shall be completed or corrected to meet the requirements of Ticor Title ("Title Company"), which shall issue the title policy hereinafter described.

2.3 The Property includes, at no additional cost to Buyer, the permanent improvements thereon, including those items which pursuant to applicable law are a part of the property, as well as the following items, if any, owned by Seller and at present located on the Property: electrical distribution systems (power panel, bus ducting, conduits, disconnects, lighting fixtures); telephone distribution systems (lines, jacks and connections only); space heaters; heating, ventilating, air conditioning equipment ("HVAC"); air lines; fire sprinkler systems; security and fire detection systems; carpets; window coverings; wall coverings; and N/A (collectively, the "Improvements").

2.4 The fire sprinkler monitor: ☐ is owned by Seller and included in the Purchase Price, ☐ is leased by Seller, and Buyer will need to negotiate a new lease with the fire monitoring company, ☐ ownership will be determined during Escrow, or ☒ there is no fire sprinkler monitor.

2.5 Except as provided in Paragraph 2.3, the Purchase Price does not include Seller's personal property, furniture and furnishings, and N/A all of which shall be removed by Seller prior to Closing.

3. Purchase Price.

3.1 The purchase price ("Purchase Price") to be paid by Buyer to Seller for the Property shall be \$4,550,000.00, payable as follows:
(Strike any not applicable)

(a) Cash down payment, including the Deposit as defined in paragraph 4.3 (or if an all cash transaction, the Purchase Price):

\$4,550,000.00

(b) ~~Amount of "New Loan" as defined in paragraph 5.1, if any:~~

(c) ~~Buyer shall take title to the Property subject to and/or assume the following existing deed(s) of trust ("Existing Deed(s) of Trust") securing the existing promissory note(s) ("Existing Note(s)");~~

(i) ~~An Existing Note ("First Note") with an unpaid principal balance as of the Closing of approximately:~~

~~Said First Note is payable at _____ per month, including interest at the rate of _____ % per annum until paid (and/or the entire unpaid balance is due on _____).~~

(ii) ~~An Existing Note ("Second Note") with an unpaid principal balance as of the Closing of approximately:~~

~~Said Second Note is payable at _____ per month, including interest at the rate of _____ % per annum until paid (and/or the entire unpaid balance is due on _____).~~

(d) ~~Buyer shall give Seller a deed of trust ("Purchase Money Deed of Trust") on the property, to secure the promissory note of Buyer to Seller described in paragraph 6 ("Purchase Money Note") in the amount of:~~

Total Purchase Price:

\$4,550,000.00

3.2 If Buyer is taking title to the Property subject to, or assuming, an Existing Deed of Trust and such deed of trust permits the beneficiary to demand payment of fees including, but not limited to, points, processing fees, and appraisal fees as a condition to the transfer of the Property, Buyer agrees to pay such fees up to a maximum of 1.5% of the unpaid principal balance of the applicable Existing Note.

4. Deposits.

4.1 ☐ Buyer has delivered to Broker a check in the sum of _____, payable to Escrow Holder, to be delivered by Broker to Escrow Holder within 2 or _____ business days after both Parties have executed this Agreement and the executed Agreement has been delivered to Escrow Holder, or ☒ within 2 or _____ business days after both Parties have executed this Agreement and the executed Agreement has been delivered to Escrow Holder Buyer shall deliver to Escrow Holder a check in the sum of \$200,000.00. If said check is not received by Escrow Holder within said time period then Seller may elect to unilaterally terminate this transaction by giving written notice of such election to Escrow Holder whereupon neither Party shall have any further liability to the other under this Agreement. Should Buyer and Seller not enter into an agreement for purchase and sale, Buyer's check or funds shall, upon request by Buyer, be promptly returned to Buyer.

4.2 Additional deposits:

(a) ~~Within 5 business days after the Date of Agreement, Buyer shall deposit with Escrow Holder the additional sum of _____ to be applied to the Purchase Price at the Closing.~~

(b) ~~Within 5 business days after the contingencies discussed in paragraph 9.1 (a) through (m) are approved or waived, Buyer shall~~

INITIALS

© 2019 AIR CRE. All Rights Reserved.

OFA-20.30, Revised 10-13-2022

INITIALS

Last Edited: 11/9/2023 2:46 PM

Page 1 of 9

deposit with Escrow Holder the additional sum of , to be applied to the Purchase Price at the Closing.

~~(c) If an Additional Deposit is not received by Escrow Holder within the time period provided then Seller may notify Buyer, Escrow Holder, and Brokers, in writing that, unless the Additional Deposit is received by Escrow Holder within 2 business days following said notice, the Escrow shall be deemed terminated without further notice or instructions.~~

4.3 Escrow Holder shall deposit the funds deposited with it by Buyer pursuant to paragraphs 4.1 and 4.2 (collectively the "Deposit"), in a State or Federally chartered bank in an interest bearing account whose term is appropriate and consistent with the timing requirements of this transaction. The interest therefrom shall accrue to the benefit of Buyer, who hereby acknowledges that there may be penalties or interest forfeitures if the applicable instrument is redeemed prior to its specified maturity. Buyer's Federal Tax Identification Number is . NOTE: Such interest bearing account cannot be opened until Buyer's Federal Tax Identification Number is provided.

4.4 Notwithstanding the foregoing, within 5 days after Escrow Holder receives the monies described in paragraph 4.1 above, Escrow Holder shall release \$100 of said monies to Seller as and for independent consideration for Seller's execution of this Agreement and the granting of the contingency period to Buyer as herein provided. Such independent consideration is non-refundable to Buyer but shall be credited to the Purchase Price in the event that the purchase of the Property is completed.

4.5 Upon waiver of all of Buyer's contingencies the Deposit shall become non-refundable but applicable to the Purchase Price except in the event of a Seller breach, or in the event that the Escrow is terminated pursuant to the provisions of Paragraph 9.1(n) (Destruction, Damage or Loss) or 9.1(o) (Material Change).

5. Financing Contingency. *(Strike if not applicable)*

~~5.1 This offer is contingent upon Buyer obtaining from an insurance company, financial institution or other lender, a commitment to lend to Buyer a sum equal to at least % of the Purchase Price, on terms acceptable to Buyer. Such loan ("New Loan") shall be secured by a first deed of trust or mortgage on the Property. If this Agreement provides for Seller to carry back junior financing, then Seller shall have the right to approve the terms of the New Loan. Seller shall have 7 days following receipt of the commitment setting forth the proposed terms of the New Loan to approve or disapprove of such proposed terms. If Seller fails to notify Escrow Holder, in writing, of the disapproval within said 7 days it shall be conclusively presumed that Seller has approved the terms of the New Loan.~~

~~5.2 If Buyer shall fail to notify its Broker, Escrow Holder and Seller, in writing within days following the Date of Agreement, that the New Loan has not been obtained, it shall be conclusively presumed that Buyer has either obtained said New Loan or has waived this New Loan contingency.~~

~~5.3 If Buyer shall notify its Broker, Escrow Holder and Seller, in writing, within the time specified in paragraph 5.2 hereof, that Buyer has not obtained said New Loan, this Agreement shall be terminated, and Buyer shall be entitled to the prompt return of the Deposit, plus any interest earned thereon, less only Escrow Holder and Title Company cancellation fees and costs, which Buyer shall pay.~~

6. Seller Financing. (Purchase Money Note). *(Strike if not applicable)*

~~6.1 If Seller approves Buyer's financials (see paragraph 6.5) the Purchase Money Note shall provide for interest on unpaid principal at the rate of % per annum, with principal and interest paid as follows: . The Purchase Money Note and Purchase Money Deed of Trust shall be on the current forms commonly used by Escrow Holder, and be junior and subordinate only to the Existing Note(s) and/or the New Loan expressly called for by this Agreement.~~

~~6.2 The Purchase Money Note and/or the Purchase Money Deed of Trust shall contain provisions regarding the following (see also paragraph 10.3 (b)):~~

~~(a) Prepayment. Principal may be prepaid in whole or in part at any time without penalty, at the option of the Buyer.~~

~~(b) Late Charge. A late charge of 6% shall be payable with respect to any payment of principal, interest, or other charges, not made within 10 days after it is due.~~

~~(c) Due On Sale. In the event the Buyer sells or transfers title to the Property or any portion thereof, then the Seller may, at Seller's option, require the entire unpaid balance of said Note to be paid in full.~~

~~6.3 If the Purchase Money Deed of Trust is to be subordinate to other financing, Escrow Holder shall, at Buyer's expense prepare and record on Seller's behalf a request for notice of default and/or sale with regard to each mortgage or deed of trust to which it will be subordinate.~~

~~6.4 WARNING: CALIFORNIA LAW DOES NOT ALLOW DEFICIENCY JUDGEMENTS ON SELLER FINANCING. IF BUYER ULTIMATELY DEFAULTS ON THE LOAN, SELLER'S SOLE REMEDY IS TO FORECLOSE ON THE PROPERTY.~~

~~6.5 Seller's obligation to provide financing is contingent upon Seller's reasonable approval of Buyer's financial condition. Buyer to provide a current financial statement and copies of its Federal tax returns for the last 3 years to Seller within 10 days following the Date of Agreement. Seller has 10 days following receipt of such documentation to satisfy itself with regard to Buyer's financial condition and to notify Escrow Holder as to whether or not Buyer's financial condition is acceptable. If Seller fails to notify Escrow Holder, in writing, of the disapproval of this contingency within said time period, it shall be conclusively presumed that Seller has approved Buyer's financial condition. If Seller is not satisfied with Buyer's financial condition or if Buyer fails to deliver the required documentation then Seller may notify Escrow Holder in writing that Seller Financing will not be available, and Buyer shall have the option, within 10 days of the receipt of such notice, to either terminate this transaction or to purchase the Property without Seller financing. If Buyer fails to notify Escrow Holder within said time period of its election to terminate this transaction then Buyer shall be conclusively presumed to have elected to purchase the Property without Seller financing. If Buyer elects to terminate, Buyer's Deposit shall be refunded less Title Company and Escrow Holder cancellation fees and costs, all of which shall be Buyer's obligation.~~

7. Real Estate Brokers.

7.1 Each Party acknowledges receiving a Disclosure Regarding Real Estate Agency Relationship, confirms and consents to the following agency relationships in this transaction with the following real estate broker(s) ("Brokers") and/or their agents ("Agent(s)"):

Seller's Brokerage Firm Lee & Associate Commercial Real Estate Services, Inc. - Riverside License No. 01048055 is the broker of (check one): ☒ the Seller; or ☐ both the Buyer and Seller (dual agent).

Seller's Agent Rick Lazar / Spencer Hull License No. 00549349 / 01507542 is (check one): ☒ the Seller's Agent (salesperson or broker associate); or ☐ both the Seller's Agent and the Buyer's Agent (dual agent).

Buyer's Brokerage Firm CBRE License No. 01363062 is the broker of (check one): ☒ the Buyer; or ☐ both the Buyer and Seller (dual agent).

Buyer's Agent Sammy Cemo License No. 01958704 is (check one): ☒ the Buyer's Agent (salesperson or broker associate); or ☐ both the Buyer's Agent and the Seller's Agent (dual agent).

The Parties acknowledge that other than the Brokers and Agents listed above, there are no other brokers or agents representing the Parties or due any fees and/or commissions under this Agreement. Buyer shall use the services of Buyer's Broker exclusively in connection with any and all negotiations and offers with respect to the Property for a period of 1 year from the date inserted for reference purposes at the top of page 1.

7.2 Buyer and Seller each represent and warrant to the other that he/she/it has had no dealings with any person, firm, broker, agent or finder in connection with the negotiation of this Agreement and/or the consummation of the purchase and sale contemplated herein, other than the Brokers and Agents named in paragraph 7.1, and no broker, agent or other person, firm or entity, other than said Brokers and Agents is/are entitled to any commission or finder's fee in connection with this transaction as the result of any dealings or acts of such Party. Buyer and Seller do each hereby agree to indemnify, defend, protect and hold the other harmless from and against any costs, expenses or liability for compensation, commission or charges which may be claimed by any broker, agent, finder or other similar party, other than said named Brokers and Agents by reason of any dealings or act of the indemnifying Party.

INITIALS

INITIALS

8. Escrow and Closing.

8.1 Upon acceptance hereof by Seller, this Agreement, including any counteroffers incorporated herein by the Parties, shall constitute not only the agreement of purchase and sale between Buyer and Seller, but also instructions to Escrow Holder for the consummation of the Agreement through the Escrow. Escrow Holder shall not prepare any further escrow instructions restating or amending the Agreement unless specifically so instructed by the Parties or a Broker herein. Subject to the reasonable approval of the Parties, Escrow Holder may, however, include its standard general escrow provisions. In the event that there is any conflict between the provisions of the Agreement and the provisions of any additional escrow instructions the provisions of the Agreement shall prevail as to the Parties and the Escrow Holder.

8.2 As soon as practical after the receipt of this Agreement and any relevant counteroffers, Escrow Holder shall ascertain the Date of Agreement as defined in paragraphs 1.2 and 20.2 and advise the Parties and Brokers, in writing, of the date ascertained.

8.3 Escrow Holder is hereby authorized and instructed to conduct the Escrow in accordance with this Agreement, applicable law and custom and practice of the community in which Escrow Holder is located, including any reporting requirements of the Internal Revenue Code. In the event of a conflict between the law of the state where the Property is located and the law of the state where the Escrow Holder is located, the law of the state where the Property is located shall prevail.

8.4 Subject to satisfaction of the contingencies herein described, Escrow Holder shall close this escrow (the "Closing") by recording a general warranty deed (a grant deed in California) and the other documents required to be recorded, and by disbursing the funds and documents in accordance with this Agreement.

8.5 Buyer and Seller shall each pay one-half of the Escrow Holder's charges and Seller shall pay the usual recording fees and any required documentary transfer taxes. Seller shall pay the premium for a standard coverage owner's or joint protection policy of title insurance. (See also paragraph 11.)

8.6 Escrow Holder shall verify that all of Buyer's contingencies have been satisfied or waived prior to Closing. The matters contained in paragraphs 9.1 subparagraphs (b), (c), (d), (e), (g), (i), (n), and (o), 9.4, 12, 13, 14, 16, 18, 20, 21, 22, and 24 are, however, matters of agreement between the Parties only and are not instructions to Escrow Holder.

8.7 If this transaction is terminated for non-satisfaction and non-waiver of a Buyer's Contingency, as defined in paragraph 9.2 or disapproval of any other matter subject to Buyer's approval, then neither of the Parties shall thereafter have any liability to the other under this Agreement, except to the extent of a breach of any affirmative covenant or warranty in this Agreement. In the event of such termination, Buyer shall, subject to the provisions of paragraph 8.10, be promptly refunded all funds deposited by Buyer with Escrow Holder, less only the \$100 provided for in paragraph 4.4 and the Title Company and Escrow Holder cancellation fees and costs, all of which shall be Buyer's obligation. If this transaction is terminated as a result of Seller's breach of this Agreement then Seller shall pay the Title Company and Escrow Holder cancellation fees and costs.

8.8 The Closing shall occur on the Expected Closing Date, or as soon thereafter as the Escrow is in condition for Closing; provided, however, that if the Closing does not occur by the Expected Closing Date and said Date is not extended by mutual instructions of the Parties, a Party not then in default under this Agreement may notify the other Party, Escrow Holder, and Brokers, in writing that, unless the Closing occurs within 5 business days following said notice, the Escrow shall be deemed terminated without further notice or instructions.

8.9 Except as otherwise provided herein, the termination of Escrow shall not relieve or release either Party from any obligation to pay Escrow Holder's fees and costs or constitute a waiver, release or discharge of any breach or default that has occurred in the performance of the obligations, agreements, covenants or warranties contained therein.

8.10 If this Escrow is terminated for any reason other than Seller's breach or default, then as a condition to the return of Buyer's deposit, Buyer shall within 5 days after written request deliver to Seller, at no charge, copies of all surveys, engineering studies, soil reports, maps, master plans, feasibility studies and other similar items prepared by or for Buyer that pertain to the Property.

9. Contingencies to Closing.

9.1 **IF, BEFORE EXPIRATION OF THE APPLICABLE TIME, BUYER FAILS TO PROVIDE ESCROW HOLDER WRITTEN NOTICE OF BUYER'S DISAPPROVAL OF ANY OF BUYER'S CONTINGENCIES OR ANY OTHER MATTER THAT IS SUBJECT TO BUYER'S APPROVAL IN THIS AGREEMENT, THEN BUYER SHALL BE CONCLUSIVELY DEEMED TO HAVE SATISFIED SUCH BUYER'S CONTINGENCIES AND/OR APPROVED OF SUCH OTHER MATTERS.** If a number of days is completed in any of the optional spaces in subparagraphs 9.1 (a) through (m), then such number shall apply and override the pre-printed number, even if the pre-printed number is not stricken. The Closing of this transaction is contingent upon the satisfaction or waiver of the following contingencies:

(a) *Disclosure.* Seller shall make to Buyer, through Escrow, all of the applicable disclosures required by law (See AIR CRE ("AIR") standard form entitled "Seller's Mandatory Disclosure Statement") and provide Buyer with a completed Property Information Sheet ("Property Information Sheet") concerning the Property, duly executed by or on behalf of Seller in the current form or equivalent to that published by the AIR within 10 ~~or~~ days following the Date of Agreement. Buyer has 10 days from the receipt of said disclosures to approve or disapprove the matters disclosed.

(b) *Physical Inspection.* Buyer has 10 ~~or~~ 75 days following the ~~receipt of the Property Information Sheet or the~~ Date of Agreement, ~~whichever is later,~~ to satisfy itself with regard to the physical aspects and size of the Property.

(c) *Hazardous Substance Conditions Report.* Buyer has 30 ~~or~~ 75 days following the ~~receipt of the Property Information Sheet or the~~ Date of Agreement, ~~whichever is later,~~ to satisfy itself with regard to the environmental aspects of the Property. Seller recommends that Buyer obtain a Hazardous Substance Conditions Report concerning the Property and relevant adjoining properties. Any such report shall be paid for by Buyer. A "Hazardous Substance" for purposes of this Agreement is defined as any substance whose nature and/or quantity of existence, use, manufacture, disposal or effect, render it subject to Federal, state or local regulation, investigation, remediation or removal as potentially injurious to public health or welfare. A "Hazardous Substance Condition" for purposes of this Agreement is defined as the existence on, under or relevantly adjacent to the Property of a Hazardous Substance that would require remediation and/or removal under applicable Federal, state or local law.

(d) *Soil Inspection.* Buyer has 30 ~~or~~ 75 days following the ~~receipt of the Property Information Sheet or the~~ Date of Agreement, ~~whichever is later,~~ to satisfy itself with regard to the condition of the soils on the Property. Seller recommends that Buyer obtain a soil test report. Any such report shall be paid for by Buyer. Seller shall provide Buyer copies of any soils report that Seller may have within 10 days following the Date of Agreement.

(e) *Governmental Approvals.* Buyer has 30 ~~or~~ 75 days following the Date of Agreement to satisfy itself with regard to approvals and permits from governmental agencies or departments which have or may have jurisdiction over the Property and which Buyer deems necessary or desirable in connection with its intended use of the Property, including, but not limited to, permits and approvals required with respect to zoning, planning, building and safety, fire, police, handicapped and Americans with Disabilities Act requirements, transportation and environmental matters.

(f) *Conditions of Title.* Escrow Holder shall cause a current commitment for title insurance ("Title Commitment") concerning the Property issued by the Title Company, as well as legible copies of all documents referred to in the Title Commitment ("Underlying Documents"), and a scaled and dimensioned plot showing the location of any easements to be delivered to Buyer within 10 ~~or~~ days following the Date of Agreement. Buyer has 10 days from the receipt of the Title Commitment, the Underlying Documents and the plot plan to satisfy itself with regard to the condition of title. The disapproval by Buyer of any monetary encumbrance, which by the terms of this Agreement is not to remain against the Property after the Closing, shall not be considered a failure of this contingency, as Seller shall have the obligation, at Seller's expense, to satisfy and remove such disapproved monetary encumbrance at or before the Closing.

(g) *Survey.* Buyer has 30 ~~or~~ 75 days following the receipt of the Title Commitment and Underlying Documents to satisfy itself with regard to any ALTA title supplement based upon a survey prepared to American Land Title Association ("ALTA") standards for an owner's policy by a licensed surveyor, showing the legal description and boundary lines of the Property, any easements of record, and any improvements, poles, structures and things located within 10 feet of either side of the Property boundary lines. Any such survey shall be prepared at Buyer's direction

INITIALS

© 2019 AIR CRE. All Rights Reserved.

OFA-20.30, Revised 10-13-2022

INITIALS

Last Edited: 11/9/2023 2:46 PM

Page 3 of 9

and expense. If Buyer has obtained a survey and approved the ALTA title supplement, Buyer may elect within the period allowed for Buyer's approval of a survey to have an ALTA extended coverage owner's form of title policy, in which event Buyer shall pay any additional premium attributable thereto.

(h) *Existing Leases and Tenancy Statements.* Seller shall within 10 ~~or~~ — days following the Date of Agreement provide both Buyer and Escrow Holder with legible copies of all leases, subleases or rental arrangements (collectively, "**Existing Leases**") affecting the Property, and with a tenancy statement ("**Estoppel Certificate**") in the latest form or equivalent to that published by the AIR, executed by Seller and/or each tenant and subtenant of the Property. Seller shall use its best efforts to have each tenant complete and execute an Estoppel Certificate. If any tenant fails or refuses to provide an Estoppel Certificate then Seller shall complete and execute an Estoppel Certificate for that tenancy. Buyer has 10 days from the receipt of said Existing Leases and Estoppel Certificates to satisfy itself with regard to the Existing Leases and any other tenancy issues.

(i) *Owner's Association.* ~~Seller shall within 10 or — days following the Date of Agreement provide Buyer with a statement and transfer package from any owner's association servicing the Property. Such transfer package shall at a minimum include: copies of the association's bylaws, articles of incorporation, current budget and financial statement. Buyer has 10 days from the receipt of such documents to satisfy itself with regard to the association.~~

(j) *Other Agreements.* Seller shall within 10 ~~or~~ — days following the Date of Agreement provide Buyer with legible copies of all other agreements ("**Other Agreements**") known to Seller that will affect the Property after Closing. Buyer has 10 days from the receipt of said Other Agreements to satisfy itself with regard to such Agreements.

(k) *Financing.* If paragraph 5 hereof dealing with a financing contingency has not been stricken, the satisfaction or waiver of such New Loan contingency.

(l) *Existing Notes.* If paragraph 3.1(c) has not been stricken, Seller shall within 10 ~~or~~ — days following the Date of Agreement provide Buyer with legible copies of the Existing Notes, Existing Deeds of Trust and related agreements (collectively, "**Loan Documents**") to which the Property will remain subject after the Closing. Escrow Holder shall promptly request from the holders of the Existing Notes a beneficiary statement ("**Beneficiary Statement**") confirming: (1) the amount of the unpaid principal balance, the current interest rate, and the date to which interest is paid, and (2) the nature and amount of any impounds held by the beneficiary in connection with such loan. Buyer has ~~10 or~~ 75 days following the receipt of the Loan Documents and Beneficiary Statements to satisfy itself with regard to such financing. Buyer's obligation to close is conditioned upon Buyer being able to purchase the Property without acceleration or change in the terms of any Existing Notes or charges to Buyer except as otherwise provided in this Agreement or approved by Buyer, provided, however, Buyer shall pay the transfer fee referred to in paragraph 3.2 hereof. Likewise if Seller is to carry back a Purchase Money Note then Seller shall within 10 ~~or~~ — days following the Date of Agreement provide Buyer with a copy of the proposed Purchase Money Note and Purchase Money Deed of Trust. Buyer has ~~10 or~~ 75 days following the receipt of such documents to satisfy itself with regard to the form and content thereof.

(m) *Personal Property.* In the event that any personal property is included in the Purchase Price, Buyer has ~~10 or~~ 75 days following the Date of Agreement to satisfy itself with regard to the title condition of such personal property. Seller recommends that Buyer obtain a UCC-1 report. Any such report shall be paid for by Buyer. Seller shall provide Buyer copies of any liens or encumbrances affecting such personal property that it is aware of within 10 ~~or~~ — days following the Date of Agreement.

(n) *Destruction, Damage or Loss.* Subsequent to the Date of Agreement and prior to Closing there shall not have occurred a destruction of, or damage or loss to, the Property or any portion thereof, from any cause whatsoever, which would cost more than \$10,000.00 to repair or cure. If the cost of repair or cure is \$10,000.00 or less, Seller shall repair or cure the loss prior to the Closing. Buyer shall have the option, within 10 days after receipt of written notice of a loss costing more than \$10,000.00 to repair or cure, to either terminate this Agreement or to purchase the Property notwithstanding such loss, but without deduction or offset against the Purchase Price. If the cost to repair or cure is more than \$10,000.00, and Buyer does not elect to terminate this Agreement, Buyer shall be entitled to any insurance proceeds applicable to such loss. Unless otherwise notified in writing, Escrow Holder shall assume no such destruction, damage or loss has occurred prior to Closing.

(o) *Material Change.* Buyer shall have 10 days following receipt of written notice of a Material Change within which to satisfy itself with regard to such change. "**Material Change**" shall mean a substantial adverse change in the use, occupancy, tenants, title, or condition of the Property that occurs after the date of this offer and prior to the Closing. Unless otherwise notified in writing, Escrow Holder shall assume that no Material Change has occurred prior to the Closing.

(p) *Seller Performance.* The delivery of all documents and the due performance by Seller of each and every undertaking and agreement to be performed by Seller under this Agreement.

(q) *Brokerage Fee.* Payment at the Closing of such brokerage fee as is specified in this Agreement or later written instructions to Escrow Holder executed by Seller and Brokers ("**Brokerage Fee**"). It is agreed by the Parties and Escrow Holder that Brokers are a third party beneficiary of this Agreement insofar as the Brokerage Fee is concerned, and that no change shall be made with respect to the payment of the Brokerage Fee specified in this Agreement, without the written consent of Brokers.

9.2 The contingencies specified in subparagraphs 9.1(a) through (m) are for the benefit of, and may be waived by, Buyer, and are referred to collectively as "**Buyer's Contingencies**" and individually as a "**Buyer's Contingency**."

9.3 Buyer's timely and written disapproval or conditional approval of a Buyer's Contingency or any other matter that is subject to Buyer's approval in this Agreement shall constitute disapproval thereof ("**Disapproved Item(s)**"). Concurrent with notice of a Disapproved Item, Buyer may make a request to Seller regarding such Disapproved Item ("**Buyer's Request**"). If Buyer fails to make a timely and written Buyer's Request, then this Agreement shall terminate due to the non-satisfaction and non-waiver of a contingency. Seller may respond to a Buyer's Request within 10 days following Seller's receipt thereof ("**Seller's Response**"). Seller's acceptance of a Buyer's Request shall amend this Agreement accordingly. If Seller fails to provide a timely and written Seller's Response, then Seller's Response shall be deemed to be a rejection of Buyer's Request. Buyer may, within 10 days following the earlier of Buyer's receipt of a Seller's Response (which is not an acceptance of Buyer's Request) or the date of Seller's deemed rejection of a Buyer's Request ("**Buyer's Reply Period**"), reply to a Seller's Response ("**Buyer's Reply**") and elect to (i) terminate this Agreement due to the non-satisfaction and non-waiver of the applicable contingency, (ii) accept the Seller's Response in which event this Agreement shall be amended accordingly, or (iii) withdraw Buyer's Request and waive the Disapproved Item in which event Buyer shall accept the Property subject to the Disapproved Item. If Buyer fails to provide a timely and written Buyer's Reply, then Buyer shall be deemed to have elected to terminate this Agreement as of the end of the Buyer's Reply Period. The date Buyer accepts a Seller's Response or withdraws a Buyer's Request and waives a Disapproved Item shall be the date of Buyer's approval of the Disapproved Item. A Party shall provide to Escrow Holder copy of all notices of a Disapproved Item, Buyer's Request, Seller's Response and Buyer's Reply and Escrow Holder shall promptly provide copies thereof to the other Party. Unless the Parties in writing agree otherwise, if the Expected Closing Date is a specific calendar date and a Buyer's Reply Period expires after such specific calendar date, then notwithstanding paragraph 1.1, the Expected Closing Date shall be extended to be 3 business days after the earlier of the date Buyer withdraws a Buyer's Request and waives the applicable Disapproved Item or Buyer accepts the applicable Seller's Response.

9.4 The Parties acknowledge that extensive local, state and Federal legislation establish broad liability upon owners and/or users of real property for the investigation and remediation of Hazardous Substances. The determination of the existence of a Hazardous Substance Condition and the evaluation of the impact of such a condition are highly technical and beyond the expertise of Brokers. The Parties acknowledge that they have been advised by Brokers to consult their own technical and legal experts with respect to the possible presence of Hazardous Substances on the Property or adjoining properties, and Buyer and Seller are not relying upon any investigation by or statement of Brokers with respect thereto. The Parties hereby assume all responsibility for the impact of such Hazardous Substances upon their respective interests herein.

10. Documents and Other Items Required at or Before Closing.

10.1 Five days prior to the Closing date Escrow Holder shall obtain an updated Title Commitment concerning the Property from the Title

INITIALS

INITIALS

Company and provide copies thereof to each of the Parties.

10.2 Seller shall deliver to Escrow Holder in time for delivery to Buyer at the Closing:

(a) Grant or general warranty deed, duly executed and in recordable form, conveying fee title to the Property to Buyer.
 (b) If applicable, the Beneficiary Statements concerning Existing Note(s).
 (c) If applicable, the Existing Leases and Other Agreements together with duly executed assignments thereof by Seller and Buyer. The assignment of Existing Leases shall be on the most recent Assignment and Assumption of Lessor's Interest in Lease form published by the AIR or its equivalent.

(d) An affidavit executed by Seller to the effect that Seller is not a "foreign person" within the meaning of Internal Revenue Code Section 1445 or successor statutes. If Seller does not provide such affidavit in form reasonably satisfactory to Buyer at least 3 business days prior to the Closing, Escrow Holder shall at the Closing deduct from Seller's proceeds and remit to the Internal Revenue Service such sum as is required by applicable Federal law with respect to purchases from foreign sellers.

(e) If the Property is located in California, an affidavit executed by Seller to the effect that Seller is not a "nonresident" within the meaning of California Revenue and Tax Code Section 18662 or successor statutes. If Seller does not provide such affidavit in form reasonably satisfactory to Buyer at least 3 business days prior to the Closing, Escrow Holder shall at the Closing deduct from Seller's proceeds and remit to the Franchise Tax Board such sum as is required by such statute.

(f) If applicable, a bill of sale, duly executed, conveying title to any included personal property to Buyer.

(g) If the Seller is a corporation, a duly executed corporate resolution authorizing the execution of this Agreement and the sale of the Property.

10.3 Buyer shall deliver to Seller through Escrow:

(a) The cash portion of the Purchase Price and such additional sums as are required of Buyer under this Agreement shall be deposited by Buyer with Escrow Holder, by federal funds wire transfer, or any other method acceptable to Escrow Holder in immediately collectable funds, no later than 2:00 P.M. on the business day prior to the Expected Closing Date provided, however, that Buyer shall not be required to deposit such monies into Escrow if at the time set for the deposit of such monies Seller is in default or has indicated that it will not perform any of its obligations hereunder. Instead, in such circumstances in order to reserve its rights to proceed Buyer need only provide Escrow with evidence establishing that the required monies were available.

(b) If a Purchase Money Note and Purchase Money Deed of Trust are called for by this Agreement, the duly executed originals of those documents, the Purchase Money Deed of Trust being in recordable form, together with evidence of fire insurance on the improvements in the amount of the full replacement cost naming Seller as a mortgage loss payee, and a real estate tax service contract (at Buyer's expense), assuring Seller of notice of the status of payment of real property taxes during the life of the Purchase Money Note.

(c) ~~The Assignment and Assumption of Lessor's Interest in Lease form specified in paragraph 10.2(c) above, duly executed by Buyer.~~

(d) Assumptions duly executed by Buyer of the obligations of Seller that accrue after Closing under any Other Agreements.

(e) If applicable, a written assumption duly executed by Buyer of the loan documents with respect to Existing Notes.

(f) If the Buyer is a corporation, a duly executed corporate resolution authorizing the execution of this Agreement and the purchase of the Property.

10.4 At Closing, Escrow Holder shall cause to be issued to Buyer a standard coverage (or ALTA extended, if elected pursuant to 9.1(g)) owner's form policy of title insurance effective as of the Closing, issued by the Title Company in the full amount of the Purchase Price, insuring title to the Property vested in Buyer, subject only to the exceptions approved by Buyer. In the event there is a Purchase Money Deed of Trust in this transaction, the policy of title insurance shall be a joint protection policy insuring both Buyer and Seller.

IMPORTANT: IN A PURCHASE OR EXCHANGE OF REAL PROPERTY, IT MAY BE ADVISABLE TO OBTAIN TITLE INSURANCE IN CONNECTION WITH THE CLOSE OF ESCROW SINCE THERE MAY BE PRIOR RECORDED LIENS AND ENCUMBRANCES WHICH AFFECT YOUR INTEREST IN THE PROPERTY BEING ACQUIRED. A NEW POLICY OF TITLE INSURANCE SHOULD BE OBTAINED IN ORDER TO ENSURE YOUR INTEREST IN THE PROPERTY THAT YOU ARE ACQUIRING.

11. Prorations and Adjustments.

11.1 *Taxes.* Applicable real property taxes and special assessment bonds shall be prorated through Escrow as of the date of the Closing, based upon the latest tax bill available. The Parties agree to prorate as of the Closing any taxes assessed against the Property by supplemental bill levied by reason of events occurring prior to the Closing. Payment of the prorated amount shall be made promptly in cash upon receipt of a copy of any supplemental bill.

11.2 *Insurance.* **WARNING:** Any insurance which Seller may have maintained will terminate on the Closing. Buyer is advised to obtain appropriate insurance to cover the Property.

11.3 *Rentals, Interest and Expenses.* Scheduled rentals, interest on Existing Notes, utilities, and operating expenses shall be prorated as of the date of Closing. The Parties agree to promptly adjust between themselves outside of Escrow any rents received after the Closing.

11.4 *Security Deposit.* Security Deposits held by Seller shall be given to Buyer as a credit to the cash required of Buyer at the Closing.

11.5 *Post Closing Matters.* Any item to be prorated that is not determined or determinable at the Closing shall be promptly adjusted by the Parties by appropriate cash payment outside of the Escrow when the amount due is determined.

11.6 *Variations in Existing Note Balances.* In the event that Buyer is purchasing the Property subject to an Existing Deed of Trust(s), and in the event that a Beneficiary Statement as to the applicable Existing Note(s) discloses that the unpaid principal balance of such Existing Note(s) at the closing will be more or less than the amount set forth in paragraph 3.1(c) hereof ("**Existing Note Variation**"), then the Purchase Money Note(s) shall be reduced or increased by an amount equal to such Existing Note Variation. If there is to be no Purchase Money Note, the cash required at the Closing per paragraph 3.1(a) shall be reduced or increased by the amount of such Existing Note Variation.

11.7 *Variations in New Loan Balance.* In the event Buyer is obtaining a New Loan and the amount ultimately obtained exceeds the amount set forth in paragraph 5.1, then the amount of the Purchase Money Note, if any, shall be reduced by the amount of such excess.

~~11.8 *Owner's Association Fees.* Escrow Holder shall: (i) bring Seller's account with the association current and pay any delinquencies or transfer fees from Seller's proceeds, and (ii) pay any up front fees required by the association from Buyer's funds.~~

12. Representations and Warranties of Seller and Disclaimers.

12.1 Seller's warranties and representations shall survive the Closing and delivery of the deed for a period of 3 years, and any lawsuit or action based upon them must be commenced within such time period. Seller's warranties and representations are true, material and relied upon by Buyer and Brokers in all respects. Seller hereby makes the following warranties and representations to Buyer and Brokers:

(a) *Authority of Seller.* Seller is the owner of the Property and/or has the full right, power and authority to sell, convey and transfer the Property to Buyer as provided herein, and to perform Seller's obligations hereunder.

(b) *Maintenance During Escrow and Equipment Condition At Closing.* Except as otherwise provided in paragraph 9.1(n) hereof, Seller shall maintain the Property until the Closing in its present condition, ordinary wear and tear excepted.

(c) *Hazardous Substances/Storage Tanks.* Seller has no knowledge, except as otherwise disclosed to Buyer in writing, of the existence or prior existence on the Property of any Hazardous Substance, nor of the existence or prior existence of any above or below ground storage tank.

(d) *Compliance.* Except as otherwise disclosed in writing, Seller has no knowledge of any aspect or condition of the Property which violates applicable laws, rules, regulations, codes or covenants, conditions or restrictions, or of improvements or alterations made to the Property without a permit where one was required, or of any unfulfilled order or directive of any applicable governmental agency or casualty insurance company requiring any investigation, remediation, repair, maintenance or improvement be performed on the Property.

(e) *Changes in Agreements.* Prior to the Closing, Seller will not violate or modify any Existing Lease or Other Agreement, or create any

INITIALS

© 2019 AIR CRE. All Rights Reserved.

OFA-20.30, Revised 10-13-2022

INITIALS

Last Edited: 11/9/2023 2:46 PM

Page 5 of 9

new leases or other agreements affecting the Property, without Buyer's written approval, which approval will not be unreasonably withheld.

(f) *Possessory Rights.* Seller has no knowledge that anyone will, at the Closing, have any right to possession of the Property, except as disclosed by this Agreement or otherwise in writing to Buyer.

(g) *Mechanics' Liens.* There are no unsatisfied mechanics' or materialmen's lien rights concerning the Property.

(h) *Actions, Suits or Proceedings.* Seller has no knowledge of any actions, suits or proceedings pending or threatened before any commission, board, bureau, agency, arbitrator, court or tribunal that would affect the Property or the right to occupy or utilize same.

(i) *Notice of Changes.* Seller will promptly notify Buyer and Brokers in writing of any Material Change (see paragraph 9.1(o)) affecting the Property that becomes known to Seller prior to the Closing.

(j) *No Tenant Bankruptcy Proceedings.* Seller has no notice or knowledge that any tenant of the Property is the subject of a bankruptcy or insolvency proceeding.

(k) *No Seller Bankruptcy Proceedings.* Seller is not the subject of a bankruptcy, insolvency or probate proceeding.

(l) *Personal Property.* Seller has no knowledge that anyone will, at the Closing, have any right to possession of any personal property included in the Purchase Price nor knowledge of any liens or encumbrances affecting such personal property, except as disclosed by this Agreement or otherwise in writing to Buyer.

12.2 Buyer hereby acknowledges that, except as otherwise stated in this Agreement, Buyer is purchasing the Property in its existing condition and will, by the time called for herein, make or have waived all inspections of the Property Buyer believes are necessary to protect its own interest in, and its contemplated use of, the Property. The Parties acknowledge that, except as otherwise stated in this Agreement, no representations, inducements, promises, agreements, assurances, oral or written, concerning the Property, or any aspect of the occupational safety and health laws, Hazardous Substance laws, or any other act, ordinance or law, have been made by either Party or Brokers, or relied upon by either Party hereto.

12.3 In the event that Buyer learns that a Seller representation or warranty might be untrue prior to the Closing, and Buyer elects to purchase the Property anyway then, and in that event, Buyer waives any right that it may have to bring an action or proceeding against Seller or Brokers regarding said representation or warranty.

12.4 Any environmental reports, soils reports, surveys, and other similar documents which were prepared by third party consultants and provided to Buyer by Seller or Seller's representatives, have been delivered as an accommodation to Buyer and without any representation or warranty as to the sufficiency, accuracy, completeness, and/or validity of said documents, all of which Buyer relies on at its own risk. Seller believes said documents to be accurate, but Buyer is advised to retain appropriate consultants to review said documents and investigate the Property.

13. Possession.

Possession of the Property shall be given to Buyer at the Closing subject to the rights of tenants under Existing Leases.

14. Buyer's Entry.

At any time during the Escrow period, Buyer, and its agents and representatives, shall have the right at reasonable times and subject to rights of tenants, to enter upon the Property for the purpose of making inspections and tests specified in this Agreement. No destructive testing shall be conducted, however, without Seller's prior approval which shall not be unreasonably withheld. Following any such entry or work, unless otherwise directed in writing by Seller, Buyer shall return the Property to the condition it was in prior to such entry or work, including the re-compaction or removal of any disrupted soil or material as Seller may reasonably direct. All such inspections and tests and any other work conducted or materials furnished with respect to the Property by or for Buyer shall be paid for by Buyer as and when due and Buyer shall indemnify, defend, protect and hold harmless Seller and the Property of and from any and all claims, liabilities, losses, expenses (including reasonable attorneys' fees), damages, including those for injury to person or property, arising out of or relating to any such work or materials or the acts or omissions of Buyer, its agents or employees in connection therewith.

15. Further Documents and Assurances.

The Parties shall each, diligently and in good faith, undertake all actions and procedures reasonably required to place the Escrow in condition for Closing as and when required by this Agreement. The Parties agree to provide all further information, and to execute and deliver all further documents, reasonably required by Escrow Holder or the Title Company.

16. Attorneys' Fees.

If any Party or Broker brings an action or proceeding (including arbitration) involving the Property whether founded in tort, contract or equity, or to declare rights hereunder, the Prevailing Party (as hereafter defined) in any such proceeding, action, or appeal thereon, shall be entitled to reasonable attorneys' fees and costs. Such fees may be awarded in the same suit or recovered in a separate suit, whether or not such action or proceeding is pursued to decision or judgment. The term "**Prevailing Party**" shall include, without limitation, a Party or Broker who substantially obtains or defeats the relief sought, as the case may be, whether by compromise, settlement, judgment, or the abandonment by the other Party or Broker of its claim or defense. The attorneys' fees award shall not be computed in accordance with any court fee schedule, but shall be such as to fully reimburse all attorneys' fees reasonably incurred.

17. Prior Agreements/Amendments.

17.1 This Agreement supersedes any and all prior agreements between Seller and Buyer regarding the Property.

17.2 Amendments to this Agreement are effective only if made in writing and executed by Buyer and Seller.

18. Broker's Rights.

18.1 If this sale is not consummated due to the default of either the Buyer or Seller, the defaulting Party shall be liable to and shall pay to Brokers the Brokerage Fee that Brokers would have received had the sale been consummated. If Buyer is the defaulting party, payment of said Brokerage Fee is in addition to any obligation with respect to liquidated or other damages.

18.2 Upon the Closing, Brokers are authorized to publicize the facts of this transaction.

19. Notices.

19.1 Whenever any Party, Escrow Holder or Brokers herein shall desire to give or serve any notice, demand, request, approval, disapproval or other communication, each such communication shall be in writing and shall be delivered personally, by messenger, or by mail, postage prepaid, to the address set forth in this agreement or by facsimile transmission, electronic signature, digital signature, or email.

19.2 Service of any such communication shall be deemed made on the date of actual receipt if personally delivered, or transmitted by facsimile transmission, electronic signature, digital signature, or email. Any such communication sent by regular mail shall be deemed given 48 hours after the same is mailed. Communications sent by United States Express Mail or overnight courier that guarantee next day delivery shall be deemed delivered 24 hours after delivery of the same to the Postal Service or courier. If such communication is received on a Saturday, Sunday or legal holiday, it shall be deemed received on the next business day.

19.3 Any Party or Broker hereto may from time to time, by notice in writing, designate a different address to which, or a different person or additional persons to whom, all communications are thereafter to be made.

20. Duration of Offer.

20.1 If this offer is not accepted by Seller on or before 5:00 P.M. according to the time standard applicable to the city of [San Bernardino](#) on the date of [November 13, 2023](#), it shall be deemed automatically revoked.

20.2 The acceptance of this offer, or of any subsequent counteroffer hereto, that creates an agreement between the Parties as described in paragraph 1.2, shall be deemed made upon delivery to the other Party or either Broker herein of a duly executed writing unconditionally accepting

INITIALS

INITIALS

the last outstanding offer or counteroffer.

21. LIQUIDATED DAMAGES. (This Liquidated Damages paragraph is applicable only if initialed by both Parties).

THE PARTIES AGREE THAT IT WOULD BE IMPRACTICABLE OR EXTREMELY DIFFICULT TO FIX, PRIOR TO SIGNING THIS AGREEMENT, THE ACTUAL DAMAGES WHICH WOULD BE SUFFERED BY SELLER IF BUYER FAILS TO PERFORM ITS OBLIGATIONS UNDER THIS AGREEMENT. THEREFORE, IF, AFTER THE SATISFACTION OR WAIVER OF ALL CONTINGENCIES PROVIDED FOR THE BUYER'S BENEFIT, BUYER BREACHES THIS AGREEMENT, SELLER SHALL BE ENTITLED TO LIQUIDATED DAMAGES IN THE AMOUNT OF \$200,000.00. UPON PAYMENT OF SAID SUM TO SELLER, BUYER SHALL BE RELEASED FROM ANY FURTHER LIABILITY TO SELLER, AND ANY ESCROW CANCELLATION FEES AND TITLE COMPANY CHARGES SHALL BE PAID BY SELLER.

Buyer's Initials

Seller's Initials

22. ARBITRATION OF DISPUTES. (This Arbitration of Disputes paragraph is applicable only if initialed by both Parties.)

22.1 ANY CONTROVERSY AS TO WHETHER SELLER IS ENTITLED TO LIQUIDATED DAMAGES AND/OR BUYER IS ENTITLED TO THE RETURN OF THE DEPOSIT SHALL BE DETERMINED BY BINDING ARBITRATION ADMINISTERED BY THE JUDICIAL ARBITRATION & MEDIATION SERVICES, INC. ("JAMS") IN ACCORDANCE WITH ITS COMMERCIAL ARBITRATION RULES ("COMMERCIAL RULES"). ARBITRATION HEARINGS SHALL BE HELD IN THE COUNTY WHERE THE PROPERTY IS LOCATED. SUCH CONTROVERSY SHALL BE ARBITRATED BY A SINGLE ARBITRATOR, APPOINTED UNDER THE COMMERCIAL RULES WHO HAS HAD AT LEAST 5 YEARS OF EXPERIENCE IN THE TYPE OF REAL ESTATE THAT IS THE SUBJECT OF THIS AGREEMENT. THE ARBITRATOR SHALL HEAR AND DETERMINE SAID CONTROVERSY IN ACCORDANCE WITH APPLICABLE LAW OF THE JURISDICTION WHERE THE PROPERTY IS LOCATED, THE INTENTION OF THE PARTIES AS EXPRESSED IN THIS AGREEMENT AND ANY AMENDMENTS THERETO, AND UPON THE EVIDENCE PRODUCED AT AN ARBITRATION HEARING. PRE-ARBITRATION DISCOVERY SHALL BE PERMITTED IN ACCORDANCE WITH THE COMMERCIAL RULES OR STATE LAW APPLICABLE TO ARBITRATION PROCEEDINGS. THE ARBITRATOR SHALL RENDER AN AWARD WITHIN 30 DAYS AFTER THE CONCLUSION OF THE HEARING, WHICH MAY INCLUDE ATTORNEYS' FEES AND COSTS TO THE PREVAILING PARTY PER PARAGRAPH 16 HEREOF AND SHALL BE ACCOMPANIED BY A REASONED OPINION. THE FAILURE OR REFUSAL OF A PARTY TO PAY SUCH PARTY'S REQUIRED SHARE OF THE DEPOSITS FOR ARBITRATOR COMPENSATION OR ADMINISTRATIVE CHARGES SHALL CONSTITUTE A WAIVER BY SUCH PARTY TO PRESENT EVIDENCE OR CROSS-EXAMINE WITNESSES, BUT SUCH WAIVER SHALL NOT ALLOW FOR A DEFAULT JUDGMENT AGAINST THE NON-PAYING PARTY IN THE ABSENCE OF EVIDENCE AND LEGAL ARGUMENT AS THE ARBITRATOR MAY REQUIRE FOR MAKING AN AWARD. JUDGMENT MAY BE ENTERED ON THE AWARD IN ANY COURT OF COMPETENT JURISDICTION NOTWITHSTANDING THE FAILURE OF A PARTY DULY NOTIFIED OF THE ARBITRATION HEARING TO APPEAR THEREAT.

22.2 BUYER'S RESORT TO OR PARTICIPATION IN SUCH ARBITRATION PROCEEDINGS SHALL NOT BAR SUIT IN A COURT OF COMPETENT JURISDICTION BY THE BUYER FOR DAMAGES AND/OR SPECIFIC PERFORMANCE UNLESS AND UNTIL THE ARBITRATION RESULTS IN AN AWARD TO THE SELLER OF LIQUIDATED DAMAGES, IN WHICH EVENT SUCH AWARD SHALL ACT AS A BAR AGAINST ANY ACTION BY BUYER FOR DAMAGES AND/OR SPECIFIC PERFORMANCE.

22.3 NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS SUCH RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL ARBITRATION.

Buyer's Initials

Seller's Initials

23. Miscellaneous.

23.1 **Binding Effect.** This Agreement shall be binding on the Parties without regard to whether or not paragraphs 21 and 22 are initialed by both of the Parties. Paragraphs 21 and 22 are each incorporated into this Agreement only if initialed by both Parties at the time that the Agreement is executed. Signatures to this Agreement accomplished by means of electronic signature or similar technology shall be legal and binding.

23.2 **Applicable Law.** This Agreement shall be governed by, and paragraph 22.3 is amended to refer to, the laws of the state in which the Property is located. Any litigation or arbitration between the Parties hereto concerning this Agreement shall be initiated in the county in which the Property is located.

23.3 **Time of Essence.** Time is of the essence of this Agreement.

23.4 **Counterparts.** This Agreement may be executed by Buyer and Seller in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Escrow Holder, after verifying that the counterparts are identical except for the signatures, is authorized and instructed to combine the signed signature pages on one of the counterparts, which shall then constitute the Agreement.

23.5 **Waiver of Jury Trial.** THE PARTIES HEREBY WAIVE THEIR RESPECTIVE RIGHTS TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING INVOLVING THE PROPERTY OR ARISING OUT OF THIS AGREEMENT.

23.6 **Conflict.** Any conflict between the printed provisions of this Agreement and the typewritten or handwritten provisions shall be controlled by the typewritten or handwritten provisions. **Seller and Buyer must initial any and all handwritten provisions.**

23.7 **1031 Exchange.** Both Seller and Buyer agree to cooperate with each other in the event that either or both wish to participate in a 1031 exchange. Any party initiating an exchange shall bear all costs of such exchange. The cooperating Party shall not have any liability (special or otherwise) for damages to the exchanging Party in the event that the sale is delayed and/or that the sale otherwise fails to qualify as a 1031 exchange.

23.8 **Days.** Unless otherwise specifically indicated to the contrary, the word "days" as used in this Agreement shall mean and refer to calendar days.

24. Disclosures Regarding The Nature of a Real Estate Agency Relationship.

24.1 The Parties and Brokers agree that their relationship(s) shall be governed by the principles set forth in the applicable sections of the California Civil Code, as summarized in paragraph 24.2.

24.2 When entering into a discussion with a real estate agent regarding a real estate transaction, a Buyer or Seller should from the outset understand what type of agency relationship or representation it has with the agent or agents in the transaction. Buyer and Seller acknowledge being advised by the Brokers in this transaction, as follows:

(a) *Seller's Agent.* A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or subagent has the following affirmative obligations: (1) *To the Seller:* A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Seller. (2) *To the Buyer and the Seller:* a. Diligent exercise of reasonable skills and care in performance of the agent's duties. b. A duty of honest

INITIALS

INITIALS

and fair dealing and good faith. c. A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.

(b) *Buyer's Agent.* A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations. (1) *To the Buyer:* A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Buyer. (2) *To the Buyer and the Seller:* a. Diligent exercise of reasonable skills and care in performance of the agent's duties. b. A duty of honest and fair dealing and good faith. c. A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.

(c) *Agent Representing Both Seller and Buyer.* A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer. (1) In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer: a. A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either Seller or the Buyer. b. Other duties to the Seller and the Buyer as stated above in their respective sections (a) or (b) of this paragraph 24.2. (2) In representing both Seller and Buyer, the agent may not, without the express permission of the respective Party, disclose to the other Party confidential information, including, but not limited to, facts relating to either Buyer's or Seller's financial position, motivations, bargaining position, or other personal information that may impact price, including Seller's willingness to accept a price less than the listing price or Buyer's willingness to pay a price greater than the price offered. (3) The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect their own interests. Buyer and Seller should carefully read all agreements to assure that they adequately express their understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional. Buyer has the duty to exercise reasonable care to protect Buyer, including as to those facts about the Property which are known to Buyer or within Buyer's diligent attention and observation. Both Seller and Buyer should strongly consider obtaining tax advice from a competent professional because the federal and state tax consequences of a transaction can be complex and subject to change.

(d) *Further Disclosures.* Throughout this transaction Buyer and Seller may receive more than one disclosure, depending upon the number of agents assisting in the transaction. Buyer and Seller should each read its contents each time it is presented, considering the relationship between them and the real estate agent in this transaction and that disclosure. Buyer and Seller each acknowledge receipt of a disclosure of the possibility of multiple representation by the Broker representing that principal. This disclosure may be part of a listing agreement, buyer representation agreement or separate document. Buyer understands that Broker representing Buyer may also represent other potential buyers, who may consider, make offers on or ultimately acquire the Property. Seller understands that Broker representing Seller may also represent other sellers with competing properties that may be of interest to this Buyer. Brokers have no responsibility with respect to any default or breach hereof by either Party. The Parties agree that no lawsuit or other legal proceeding involving any breach of duty, error or omission relating to this transaction may be brought against Broker more than one year after the Date of Agreement and that the liability (including court costs and attorneys' fees), of any Broker with respect to any breach of duty, error or omission relating to this Agreement shall not exceed the fee received by such Broker pursuant to this Agreement; provided, however, that the foregoing limitation on each Broker's liability shall not be applicable to any gross negligence or willful misconduct of such Broker.

24.3 *Confidential Information.* Buyer and Seller agree to identify to Brokers as "Confidential" any communication or information given Brokers that is considered by such Party to be confidential.

25. Construction of Agreement. In construing this Agreement, all headings and titles are for the convenience of the Parties only and shall not be considered a part of this Agreement. Whenever required by the context, the singular shall include the plural and vice versa. This Agreement shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.

26. Additional Provisions.

Additional provisions of this offer, if any, are as follows or are attached hereto by an addendum or addenda consisting of paragraphs 26A through 26C. (If there are no additional provisions write "NONE".)

26A. Seller is aware that Buyer holds a monthly Board of Trustees meeting on the second Thursday of each month to approve or disapprove of the purchase of the property. If the closing of Escrow date lands before the Board of Trustees meeting for that month, then the closing of Escrow date shall be amended to one (1) week following the Board of Trustees meeting the month in which the meeting is held.

26B. Seller and Buyer agree that Seller shall be allowed to remove the following personal property from the Premises at the close of escrow or at the time the Seller vacates the Property:

All office furniture
Security camera system,
Bell Roof Co. sign on I street, including the sign pole,
Mailbox (box only, post will remain),
Exterior RAB lighting fixtures,
Ice machine condenser, rooftop mounted on warehouse building.

26C. Seller shall have the right to lease back the property for a minimum period of 120 days from the date of the close of escrow. The parties will agree to the form of the Lease Agreement during the due diligence period. The rent payable by the Seller to the Buyer during the leaseback period shall be \$7,500.00 per month on a net lease basis. During the leaseback period, the Seller shall be responsible for paying all utilities to the Premises. See attached Exhibit A to the Purchase and Sale for a copy of the Draft Lease Agreement to be utilized during the Seller Leaseback period. The leaseback rent shall increase to Fair Market Value after the sixth (6) month.

ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY AIR CRE OR BY ANY BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS AGREEMENT OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:

- 1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS AGREEMENT.**
- 2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PROPERTY. SAID INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS SUBSTANCES, THE ZONING OF THE PROPERTY, THE INTEGRITY AND CONDITION OF ANY STRUCTURES AND OPERATING SYSTEMS, AND THE SUITABILITY OF THE PROPERTY FOR BUYER'S INTENDED USE.**

WARNING: IF THE PROPERTY IS LOCATED IN A STATE OTHER THAN CALIFORNIA, CERTAIN PROVISIONS OF THIS AGREEMENT MAY NEED TO BE REVISED TO COMPLY WITH THE LAWS OF THE STATE IN WHICH THE PROPERTY IS LOCATED.

 INITIALS

© 2019 AIR CRE. All Rights Reserved.
 OFA-20.30, Revised 10-13-2022

 INITIALS

Last Edited: 11/9/2023 2:46 PM
 Page 8 of 9

NOTE:

1. THIS FORM IS NOT FOR USE IN CONNECTION WITH THE SALE OF RESIDENTIAL PROPERTY.
2. IF EITHER PARTY IS A CORPORATION, IT IS RECOMMENDED THAT THIS AGREEMENT BE SIGNED BY TWO CORPORATE OFFICERS.

The undersigned Buyer offers and agrees to buy the Property on the terms and conditions stated and acknowledges receipt of a copy hereof.

BROKERCBREAttn: Sammy CemoTitle: First Vice PresidentAddress: 4141 Inland Empire Blvd., Suite 100, Ontario, CA 91764Phone: 909-418-2043

Fax: _____

Email: sammy.cemo@cbre.com

Federal ID No.: _____

Broker DRE License #: 01363062Agent DRE License #: 01958704

Date: _____

BUYERSan Bernardino Community College District

By: _____

Name Printed: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

By: _____

Name Printed: _____

Title: _____

Phone: 909-388-6900

Fax: _____

Email: _____

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

Federal ID No.: _____

27. Acceptance.

27.1 Seller accepts the foregoing offer to purchase the Property and hereby agrees to sell the Property to Buyer on the terms and conditions therein specified.

27.2 In consideration of real estate brokerage service rendered by Brokers, Seller agrees to pay Brokers a real estate Brokerage Fee in a sum equal to 5 % of the Purchase Price to be divided between the Brokers as follows: Seller's Broker 2.5 % and Buyer's Broker 2.5 %. This Agreement shall serve as an irrevocable instruction to Escrow Holder to pay such Brokerage Fee to Brokers out of the proceeds accruing to the account of Seller at the Closing.

27.3 Seller acknowledges receipt of a copy hereof and authorizes Brokers to deliver a signed copy to Buyer.

NOTE: A PROPERTY INFORMATION SHEET IS REQUIRED TO BE DELIVERED TO BUYER BY SELLER UNDER THIS AGREEMENT.

BROKERLee & Associate Commercial Real Estate Services, Inc. - RiversideAttn: Rick Lazar / Spencer HullTitle: Senior Vice President / Senior Vice PresidentAddress: 3240 Mission Inn Avenue, Riverside, CA 92507Phone: 951-276-3600Fax: 951-276-3650Email: rlazar@leeriverside.com / shull@leeriverside.comFederal ID No.: 33-0355610Broker DRE License #: 01048055Agent's DRE License #: 00549349 / 01507542

Date: _____

SELLERDavid Lenaker and Rhondi Lenaker, Husband and Wife as Joint Tenants

By: _____

Name Printed: David Lenaker

Title: _____

Phone: 909-520-6727

Fax: _____

Email: david@bellroofcompany.com

By: _____

Name Printed: Rhondi Lenaker

Title: _____

Phone: _____

Fax: _____

Email: _____

Address: 16596 Mariposa Avenue, Riverside, CA 92504

Federal ID No.: _____

AIR CRE * <https://www.aircre.com> * 213-687-8777 * contracts@aircre.com
 NOTICE: No part of these works may be reproduced in any form without permission in writing.

INITIALS_____
INITIALS



DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP

(As required by the Civil Code)

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

SELLER'S AGENT

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller: A fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Seller.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

BUYER'S AGENT

A Buyer's agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

To the Buyer: A fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

AGENT REPRESENTING BOTH SELLER AND BUYER

A real estate agent, either acting directly or through one or more salesperson and broker associates, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer.

In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

- (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.
- (b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, a dual agent may not, without the express permission of the respective party, disclose to the other party confidential information, including, but not limited to, facts relating to either the Buyer's or Seller's financial position, motivations, bargaining position, or other personal information that may impact price, including the Seller's willingness to accept a price less than the listing price or the Buyer's willingness to pay a price greater than the price offered.

SELLER AND BUYER RESPONSIBILITIES

Either the purchase agreement or a separate document will contain a confirmation of which agent is representing you and whether that agent is representing you exclusively in the transaction or acting as a dual agent. Please pay attention to that confirmation to make sure it accurately reflects your understanding of your agent's role. The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional. If you are a Buyer, you have the duty to exercise reasonable care to protect yourself, including as to those facts about the property which are known to you or within your diligent attention and observation. Both Sellers and Buyers should strongly consider obtaining tax advice from a competent professional because the federal and state tax consequences of a transaction can be complex and subject to change.

Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction.

This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on page 2. Read it carefully.

I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS DISCLOSURE AND THE PORTIONS OF THE CIVIL CODE PRINTED ON THE BACK (OR A SEPARATE PAGE).

☐ Buyer ☐ Seller ☐ Lessor ☐ Lessee _____ Date: _____

☐ Buyer ☐ Seller ☐ Lessor ☐ Lessee _____ Date: _____

Agent: Lee & Associates Commercial Real Estate Services, Inc. - Riverside DRE Lic. #: 01048055
Real Estate Broker (Firm)

By: _____ DRE Lic. #: 00549349/01507542 Date: _____
(Salesperson or Broker-Associate)

THIS FORM HAS BEEN PREPARED BY AIR CRE. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF THIS FORM FOR ANY SPECIFIC TRANSACTION. PLEASE SEEK LEGAL COUNSEL AS TO THE APPROPRIATENESS OF THIS FORM.

INITIALS

INITIALS

**DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP
CIVIL CODE SECTIONS 2079.13 THROUGH 2079.24 (2079.16 APPEARS ON THE FRONT)**

2079.13. As used in Sections 2079.7 and 2079.14 to 2079.24, inclusive, the following terms have the following meanings:

(a) "Agent" means a person acting under provisions of Title 9 (commencing with Section 2295) in a real property transaction, and includes a person who is licensed as a real estate broker under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code, and under whose license a listing is executed or an offer to purchase is obtained. The agent in the real property transaction bears responsibility for that agent's salespersons or broker associates who perform as agents of the agent. When a salesperson or broker associate owes a duty to any principal, or to any buyer or seller who is not a principal, in a real property transaction, that duty is equivalent to the duty owed to that party by the broker for whom the salesperson or broker associate functions. **(b)** "Buyer" means a transferee in a real property transaction, and includes a person who executes an offer to purchase real property from a seller through an agent, or who seeks the services of an agent in more than a casual, transitory, or preliminary manner, with the object of entering into a real property transaction. "Buyer" includes vendee or lessee of real property. **(c)** "Commercial real property" means all real property in the state, except (1) single-family residential real property, (2) dwelling units made subject to Chapter 2 (commencing with Section 1940) of Title 5, (3) a mobile home, as defined in Section 798.3, (4) vacant land, or (5) a recreational vehicle, as defined in Section 799.29. **(d)** "Dual agent" means an agent acting, either directly or through a salesperson or broker associate, as agent for both the seller and the buyer in a real property transaction. **(e)** "Listing agreement" means a written contract between a seller of real property and an agent, by which the agent has been authorized to sell the real property or to find or obtain a buyer, including rendering other services for which a real estate license is required to the seller pursuant to the terms of the agreement. **(f)** "Seller's agent" means a person who has obtained a listing of real property to act as an agent for compensation. **(g)** "Listing price" is the amount expressed in dollars specified in the listing for which the seller is willing to sell the real property through the seller's agent. **(h)** "Offering price" is the amount expressed in dollars specified in an offer to purchase for which the buyer is willing to buy the real property. **(i)** "Offer to purchase" means a written contract executed by a buyer acting through a buyer's agent that becomes the contract for the sale of the real property upon acceptance by the seller. **(j)** "Real property" means any estate specified by subdivision (1) or (2) of Section 761 in property, and includes (1) single-family residential property, (2) multi-unit residential property with more than four dwelling units, (3) commercial real property, (4) vacant land, (5) a ground lease coupled with improvements, or (6) a manufactured home as defined in Section 18007 of the Health and Safety Code, or a mobile home as defined in Section 18008 of the Health and Safety Code, when offered for sale or sold through an agent pursuant to the authority contained in Section 10131.6 of the Business and Professions Code. **(k)** "Real property transaction" means a transaction for the sale of real property in which an agent is retained by a buyer, seller, or both a buyer and seller to act in that transaction, and includes a listing or an offer to purchase. **(l)** "Sell," "sale," or "sold" refers to a transaction for the transfer of real property from the seller to the buyer and includes exchanges of real property between the seller and buyer, transactions for the creation of a real property sales contract within the meaning of Section 2985, and transactions for the creation of a leasehold exceeding one year's duration. **(m)** "Seller" means the transferor in a real property transaction and includes an owner who lists real property with an agent, whether or not a transfer results, or who receives an offer to purchase real property of which he or she is the owner from an agent on behalf of another. "Seller" includes both a vendor and a lessor of real property. **(n)** "Buyer's agent" means an agent who represents a buyer in a real property transaction.

2079.14. A seller's agent and buyer's agent shall provide the seller and buyer in a real property transaction with a copy of the disclosure form specified in Section 2079.16, and shall obtain a signed acknowledgment of receipt from that seller and buyer, except as provided in Section 2079.15, as follows: **(a)** The seller's agent, if any, shall provide the disclosure form to the seller prior to entering into the listing agreement. **(b)** The buyer's agent shall provide the disclosure form to the buyer as soon as practicable prior to execution of the buyer's offer to purchase. If the offer to purchase is not prepared by the buyer's agent, the buyer's agent shall present the disclosure form to the buyer not later than the next business day after receiving the offer to purchase from the buyer.

2079.15. In any circumstance in which the seller or buyer refuses to sign an acknowledgment of receipt pursuant to Section 2079.14, the agent shall set forth, sign, and date a written declaration of the facts of the refusal.

2079.16 Reproduced on Page 1 of this AD form.

2079.17(a) As soon as practicable, the buyer's agent shall disclose to the buyer and seller whether the agent is acting in the real property transaction as the buyer's agent, or as a dual agent representing both the buyer and the seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller, the buyer, and the buyer's agent prior to or coincident with execution of that contract by the buyer and the seller, respectively. **(b)** As soon as practicable, the seller's agent shall disclose to the seller whether the seller's agent is acting in the real property transaction as the seller's agent, or as a dual agent representing both the buyer and seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller and the seller's agent prior to or coincident with the execution of that contract by the seller.

(C) CONFIRMATION: The following agency relationships are confirmed for this transaction.

Seller's Brokerage Firm DO NOT COMPLETE, SAMPLE ONLY License Number _____
Is the broker of (check one): ☐ the seller; or ☐ both the buyer and seller. (dual agent)
Seller's Agent DO NOT COMPLETE, SAMPLE ONLY License Number _____
Is (check one): ☐ the Seller's Agent. (salesperson or broker associate); or ☐ both the Buyer's Agent and the Seller's Agent. (dual agent)
Buyer's Brokerage Firm DO NOT COMPLETE, SAMPLE ONLY License Number _____
Is the broker of (check one): ☐ the buyer; or ☐ both the buyer and seller. (dual agent)
Buyer's Agent DO NOT COMPLETE, SAMPLE ONLY License Number _____
Is (check one): ☐ the Buyer's Agent. (salesperson or broker associate); or ☐ both the Buyer's Agent and the Seller's Agent. (dual agent)

(d) The disclosures and confirmation required by this section shall be in addition to the disclosure required by Section 2079.14. An agent's duty to provide disclosure and confirmation of representation in this section may be performed by a real estate salesperson or broker associate affiliated with that broker.

2079.18 (Repealed pursuant to AB-1289, 2017-18 California Legislative session)

2079.19 The payment of compensation or the obligation to pay compensation to an agent by the seller or buyer is not necessarily determinative of a particular agency relationship between an agent and the seller or buyer. A listing agent and a selling agent may agree to share any compensation or commission paid, or any right to any compensation or commission for which an obligation arises as the result of a real estate transaction, and the terms of any such agreement shall not necessarily be determinative of a particular relationship.

2079.20 Nothing in this article prevents an agent from selecting, as a condition of the agent's employment, a specific form of agency relationship not specifically prohibited by this article if the requirements of Section 2079.14 and Section 2079.17 are complied with.

2079.21 **(a)** A dual agent may not, without the express permission of the seller, disclose to the buyer any confidential information obtained from the seller. **(b)** A dual agent may not, without the express permission of the buyer, disclose to the seller any confidential information obtained from the buyer. **(c)** "Confidential information" means facts relating to the client's financial position, motivations, bargaining position, or other personal information that may impact price, such as the seller is willing to accept a price less than the listing price or the buyer is willing to pay a price greater than the price offered. **(d)** This section does not alter in any way the duty or responsibility of a dual agent to any principal with respect to confidential information other than price.

INITIALS

© 2019 AIR CRE. All Rights Reserved.
AD-3.01, Revised 10-22-2020

INITIALS

Last Edited: 11/9/2023 2:46 PM
Page 2 of 3

2079.22 Nothing in this article precludes a seller's agent from also being a buyer's agent. If a seller or buyer in a transaction chooses to not be represented by an agent, that does not, of itself, make that agent a dual agent.

2079.23 (a) A contract between the principal and agent may be modified or altered to change the agency relationship at any time before the performance of the act which is the object of the agency with the written consent of the parties to the agency relationship. **(b)** A lender or an auction company retained by a lender to control aspects of a transaction of real property subject to this part, including validating the sales price, shall not require, as a condition of receiving the lender's approval of the transaction, the homeowner or listing agent to defend or indemnify the lender or auction company from any liability alleged to result from the actions of the lender or auction company. Any clause, provision, covenant, or agreement purporting to impose an obligation to defend or indemnify a lender or an auction company in violation of this subdivision is against public policy, void, and unenforceable.

2079.24 Nothing in this article shall be construed to either diminish the duty of disclosure owed buyers and sellers by agents and their associate licensees, subagents, and employees or to relieve agents and their associate licensees, subagents, and employees from liability for their conduct in connection with acts governed by this article or for any breach of a fiduciary duty or a duty of disclosure.

AIR CRE * <https://www.aircre.com> * 213-687-8777 * contracts@aircre.com

NOTICE: No part of these works may be reproduced in any form without permission in writing.

INITIALS

INITIALS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 14, 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 March 14, 2024

[v.2.23.2024.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
*Architerra Design Group Rancho Cucamonga, CA	Landscape Architecture 12/12/2021	\$3,500.00	SBVC	CWI Business Quad Development	CC03-3640.06 (TO#01-015.5)	1/16/2024
*Architerra Design Group Rancho Cucamonga, CA	Landscape Architecture 12/12/2021	\$8,500.00	SBVC	CWI Business Quad Development	CC03-3640.10 (TO#01-016.6)	1/30/2024
*Knowland Construction Services Rancho Palos Verdes, CA	Division of the State Architect Inspector 5/13/2021	\$30,000.00	SBVC	East Wing Mechanical Upgrades	CC03-3640.10 (TO#06-024.1)	1/23/2024
*Leo A. Daly Los Angeles, CA	Architecture & Engineering 12/12/2021	\$78,436.00	SBVC	CWI East Wing Mechanical Improvements	CC03-3640.03 (TO#02-046.4)	1/21/2024
*TYR, Inc. Huntington Beach, CA	Division of the State Architect Inspector 5/13/2021	\$11,040.00	SBVC	Technical Building Replacement	CC03-3640.10 (TO#01-023.1)	12/18/2023
*EFI Global Los Angeles, CA	Hazardous Materials Assessment 5/13/2021	\$2,800.00	CHC	Central Complex 2	CC03-3640.08 (TO#01-022.2)	1/15/2024
*Twining, Inc. Long Beach, CA	Geotechnical Engineering 12/12/2021	\$10,200.00	CHC	Instructional Building	CC03-3640.04 (TO#01-021.2)	1/5/2024

*Issued as a supplement to an existing Task Order.



\$1.6 MILLION RENEWAL FOR COLLEGE CORPS PROGRAM AT CHC AND SBVC

Exciting news! The State of California/California Volunteers has given the green light to renew our College Corps 2024-2026 program! This renewal secures \$1.6 million, allowing us to offer community service opportunities to 100 students at CHC/SBVC and financial support of up to \$10,000 each for their educational and living expenses.

A big thank you to Dr. Ariel Davis, our College Corps Manager, and Tammy Mathis, our District Director of Grants, for leading the way in securing this grant. Let's keep up the momentum and make this year's College Corps program our most successful yet!



3.14.2024

CHANCELLOR'S REPORT



SBCCD HOSTED THE ASPEN INSTITUTE IN DIGITAL EQUITY ROUNDTABLE

SBCCD hosted the Aspen Institute Latinos and Society Program's Digital Success Roundtable to discuss practices in Digital Equity in the Inland Empire, state and federal programs and funding opportunities, and propose ideas to enhance local community engagement around digital inclusion. With great collaboration between federal, state, and local representatives, the Inland Empire has the potential to become a leader in digital success.

SBCCD IN THE COMMUNITY

Chancellor Diana Rodriguez presented to the Colton Mayor and City Council how our students are volunteering in the community and how our faculty and staff are preparing them for career success. Chancellor Rodriguez thanked the City of Colton for being good neighbors and for their support of our educational mission.





CHC LEADS REGION IN TRANSFER ADMISSION RATES TO UNIVERSITY OF CALIFORNIA

CHC was the top community college in the region for transfer admission rates to the University of California (UC) during the 2023 application cycle. This achievement reflects CHC's commitment to providing accurate, efficient, and proactive counseling services, as well as robust transfer support services.

CHC recognizes that the transfer admission process is a critical milestone for students aiming to continue their higher education at prestigious institutions like the UC. The success in achieving high transfer admission rates is attributed to the dedication of CHC's Counseling Department and University Transfer Center, both of which play a pivotal role in guiding students through the complex transfer process.

Mariana Macamay, University Transfer Center Faculty Coordinator and counselor explains, "Our counselors are committed to staying up-to-date and current in transfer admission criteria, participating in regular training sessions to enhance their knowledge and skills." This commitment ensures that CHC students receive the most accurate and relevant information, enabling them to make informed decisions about transfer to four-year institutions.

An integral component of CHC's success is the noteworthy performance of its Latinx and African American/Black students. These students not only met but exceeded the achievements of other ethnic groups in successfully applying and being admitted to UC campuses.

CHC Dean of Student Services and Counseling Dr. Ivan Peña expressed gratitude for the collective efforts of the student services team, stating, "This recognition underscores our commitment to student success and the effectiveness of our counseling and transfer support services. We are particularly proud of the achievements of our Latinx and African American/Black students, highlighting the commitment to equity at Crafton Hills College."

SBVC SOARS INTO 2024 WITH SPOTLIGHT ON DISTRICT AND COMMUNITY

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.

INLAND EMPIRE CONSTRUCTION CAREER & APPRENTICESHIP RESOURCE FAIR

On January 11, 2024, the staff from the San Bernardino Community College District's (SBCCD) Economic Development and Corporate Training (EDCT) division actively participated in the Inland Empire Construction Career and Apprenticeship Resource Fair. This collaborative event was organized in Moreno Valley by the Metropolitan Water District, in partnership with the IE Building Trades Council, Economic Development and Corporate Training, IBEW, and Helmets to Hardhats.

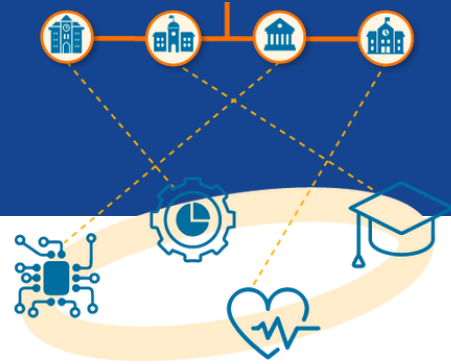
The Inland Empire Construction Career and Apprenticeship Resource Fair aimed to create networking opportunities for individuals interested in pursuing careers in the construction trades. Attendees, including local high school students and community members, had the chance to connect with various trades, gaining valuable insights into well-paying careers, apprenticeships, and employment prospects. The EDCT staff provided information about the Multi-Craft Core Curriculum (MC3) apprenticeship readiness programs available throughout Region 4. Additionally, the Anti Recidivism Coalition (ARC) was present, collaborating with EDCT to offer essential wrap-around services to justice-impacted individuals, including mental health support, career counseling, and financial assistance.

This event marked the Metropolitan Water District's inaugural Construction Career and Apprenticeship Resource Fair, which was met with great success. Due to its positive impact, the Metropolitan Water District plans to make this specific event an annual occurrence.



MASTER PLAN FOR CAREER EDUCATION

HOW WOULD YOU IMPROVE ECONOMIC MOBILITY IN CALIFORNIA?



JOIN US MARCH 29, 2024 IN SAN BERNARDINO!

In collaboration with regional leadership from education and workforce spaces, the Governor's Office and WestEd will be hosting a **day-long, interactive design session** where you can share your ideas about policies and practices that would open up opportunities for more Californians to attain **rewarding, living wage jobs**.

150 PEOPLE WILL BE SELECTED TO JOIN THE DESIGN SESSION

To ensure a diversity of voices are represented, including:

- K12, adult schools, and college workers
- People who work for workforce and economic development training providers
- Employers and labor representatives
- Technical assistance providers
- Students and families
- Community-based and advocacy organizations that represent populations such as opportunity youth, first generation students, adult learners, people with disabilities, immigrants, and other disadvantaged and underinvested populations

If you are unable to join the event, you can still contribute your thoughts, by submitting your written recommendation or requesting a meeting with a Governor's Office representative.

LEARN MORE AND SUBMIT AN INTEREST FORM AT:
[TINYURL.COM/CAREERMASTERPLAN](https://tinyurl.com/careermasterplan)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

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

DATE: March 14, 2024

SUBJECT: Strategic Plan Goal-2 Updates

RECOMMENDATION

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

OVERVIEW

The document provides an update of important actions to achieve Goal-2 (Be a Diverse, Equitable, Inclusive and Antiracist Institution).

ANALYSIS

In its ongoing efforts to become a diverse, equitable, inclusive, and antiracist institution, SBCCD has adopted innovative and impactful measures to expand its commitment to DEIA. SBCCD were selected as a NASA Community College Aerospace Scholars site and eight SBCCD students have been invited by NASA to participate in their Aerospace Scholars program. SBCCD's STEM-MESA launched a pilot mentorship program to encourage students of color to major in STEM fields. SBCCD's BROTHERS (EOPS), Black Faculty and Staff Association, and Umoja/Tumaini have collaborated to raise \$3,500 for student scholarships. SBCCD's University Transfer Center has organized an African American alumni/transfer panel for current students. Lastly, SBCCD is piloting a workplace wellness program in collaboration with the University of Redlands. The program provides workshops and training sessions that focus on health and wellness techniques.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

There are no financial implications.





SBCCD STRATEGIC PLAN AND OBJECTIVES

2023-2024

MONTHLY STATUS UPDATE

Goal 2: Be a Diverse, Equitable, Inclusive and Antiracist Institution

08 STUDENTS SELECTED

SBCCD was selected as a NASA Community College Aerospace Scholars (NCAS) site. Eight students were invited by NASA to participate in a three-part mission that concludes with a robotics competition in the summer.

50 EVENT ATTENDEES

SBCCD's STEM-MESA organized an event celebrating Black professionals in STEM, with 50 attendees including community members, staff, faculty, and students. The event aimed to encourage Black students to take an interest in STEM.

25 SBCCD ATTENDEES

SBCCD is collaborating with the University of Redlands to pilot a workplace wellness program. The program includes workshops and training to help 25 employee participants learn health and wellness techniques.

\$3,500 IN FUNDS RAISED

The EOPS Brothers, Black Faculty and Staff Association, and Umoja/Tumaini worked together to raise \$3,500 to fund scholarships for students.

OUTCOMES ACHIEVED

- ☒ In honor of Black History Month, the University Transfer Center at SBCCD organized a panel discussion for current students featuring African American alumni and transfer students.
- ☒ The Computer Science and Computer Information Technology Departments are organizing the 2nd Annual Techtopia event for 11th and 12th graders from local high schools to foster interest in Computer Science and Artificial Intelligence.
- ☒ SBCCD's STEM-MESA launched a pilot mentorship program called "Mentor Mondays" to support underrepresented students in STEM fields.

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: March 14, 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 March 14, 2024

MONTHLY	Consent Agenda	INSTRUCTION/STUDENT SERVICES	BUSINESS & FISCAL SERVICES	FACILITIES
		<ul style="list-style-type: none"> Curriculum Modifications Donations HUMAN RESOURCES <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 	<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 	<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	OFFICE OF THE CHANCELLOR	BUSINESS & FISCAL SERVICES/FACILITIES	HUMAN RESOURCES
		<ul style="list-style-type: none"> Applause Recognition Retirements Board Committee Reports Reports from Represented Groups Board Master Planning Action Calendar 	<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 	<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 March 14, 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 March 14, 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 March 14, 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 and
Kristina L. Hannon, Vice Chancellor, Human Resources & Police Services

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: March 14, 2024

SUBJECT: Board Policies for First Reading

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

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

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

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

ANALYSIS

The following policies and procedures are being forwarded to the Board today for first reading. All have undergone SBCCD's process for Board Policies & Administrative Procedures as outlined in AP 2410. As necessary, they have been reviewed by the Board Policies and Procedures Ad Hoc Committee. Any proposed changes are indicated in the attached recommendations. It is anticipated that these items will appear for second read and final approval on next month's Board agenda.



Policies & Procedures Presented for First Reading
2325 Teleconferenced Meetings
2430 Delegation of Authority to the Chancellor
2735 Board Member Travel
4222 Remedial Coursework
5011 Admission & Concurrent Enrollment of High School and Other Young Students
5030 Fees
5700 Intercollegiate Athletics
6320 Investments
7400 Travel

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

This is an information item and does not have any direct financial implications.

AP 2325 Teleconferenced Meetings *(no matching BP exists)*

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	1/22/2024
Reason(s) for Review/Changes			
> Legal Update 42: The Service created this optional/good practice new procedure to allow for easier reference to the Ralph M. Brown Act's requirements for public meetings by teleconference.			

Review Level

Level 1

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

02/06/2024 BPPAC Approval
02/26/2024 PPAC Approves Review Level
02/27/2024 Level 1 to Constituents for Information Only
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

AP 2325 Teleconferenced Meetings *(no matching BP exists)*

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes

> Legal Update 42: The Service created this **optional/good practice** new procedure to allow for easier reference to the Ralph M. Brown Act's requirements for public meetings by teleconference.

Review Process Notes:

> Reviewed by BPPAC; who opted for adoption of this new AP

The Board may use teleconferencing for the benefit of the public and the Board in connection with any meeting. If the Board elects to use teleconferencing, the Board must comply with all of the following:

- At least a quorum of Board members must participate from locations within the District boundaries, except as provided by law;
- The Board will identify all teleconference sites on the agenda;
- The Board will post the agenda at all teleconference sites;
- The agenda must provide an opportunity for members of the public to address the Board directly at each teleconference site;
- The Board members must vote by rollcall; and
- The Board must conduct the teleconferenced meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board.

Meetings during States of Emergency

The Board may use teleconferencing without complying with the requirements above in any of the following circumstances:

- The Board holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;
- The Board holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- The Board holds a meeting during a proclaimed state of emergency and has determined, by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without complying with the location requirement described above, the Board must, not later than 30 days after teleconferencing for the first time pursuant to the above circumstances, and every 30 days thereafter, make the following findings by majority vote:

- The Board has reconsidered the circumstances of the state of emergency; and either
- The state of emergency continues to directly impact the ability of the members to meet safely in person; or
- State or local officials continue to impose or recommend measures to promote social distancing.

Requirements for Individual Board Members Participating Remotely

The Board can use teleconferencing without posting agendas at all teleconference locations provided at least a quorum of the Board members participates in person at a single physical location within the boundaries of the District, and that location is identified on the agenda. Additionally, the Board must provide a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting as a means by which the public may remotely hear and visually observe the meeting and remotely address the Board.

A member of the Board must only participate in a meeting remotely if either:

- The member notifies the Board of the member's need to participate remotely for just cause. "Just cause" means a childcare or caregiving need, a contagious illness, a physical or mental disability, or travel on District business or for another state or local agency. The member may not participate remotely for just cause for more than two meetings per calendar year; or
- The member requests the Board allow the member to participate in the meeting remotely due to emergency circumstances and the Board takes action to approve the request. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

AP 2325 Teleconferenced Meetings *(no matching BP exists)*

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

The member must participate through both audio and visual technology.

A member cannot participate in meetings of the Board solely by teleconference from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings for the Board within a calendar year or more than two meetings if the Board regularly meets fewer than ten times per calendar year.

Public Access Requirements When Board Is Teleconferencing Under Amended Teleconference Rules

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board must also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda must identify and include an opportunity for all persons to attend and address the Board through a call-in option, through an internet-based service option, and at the in-person location of the meeting.

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the District's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board must take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

The Board must not require the public to submit comments in advance of the meeting and must provide an opportunity for the public to address the Board and offer comment in real time.

References:

Education Code Section 72000 subdivision (d);

Government Code Sections 54952.2, 54953 et seq., and 54961

End of Recommendation for AP 2325 Teleconferenced Meetings

BP 2430 Delegation of Authority to the Chancellor *(no matching AP exists)*

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	1/27/2024	2/24/2024	Pending
Reason(s) for Review/Changes			
> As a result of a discussion at the January 2024 CCLC, there is a request to discuss and possibly revise the board's role in communication and emergency management			

Review Level

Level 1

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

02/06/2024 BPPAC Review
02/26/2024 PPAC Approves Review Level
02/27/2024 Level 1 to Constituents for Information Only
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

As Chapter Lead, you are being requested to facilitate review of this P&P in light of the reason(s) listed above.

1. Staff recommended changes should be **shown in red**.
2. Legal changes are **shown in blue** and should only be considered optional if indicated.
3. You are encouraged to collaborate with appropriate constituent groups.
4. All P&Ps designated 10+1 should be coordinated with the Academic Senate.
5. **Email completed review document with your changes and comments to kgoodric@sbccd.edu.**

RECOMMENDATION STARTS ON NEXT PAGE

BP 2430 Delegation of Authority to the Chancellor *(no matching AP exists)*

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

Reason(s) for Review/Changes[Click for CCLC Legal Update Info](#)

> **As a result of a discussion at the January 2024 CCLC, there is a request to discuss and possibly revise the board's role in communication and emergency management**

Review Process Notes:

> Reviewed by BPPAC with one recommended change.

~~(Replaces current SBCCD BP 2470)~~

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to ~~him/ or her~~ them by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is empowered to develop administrative procedures for submittal to the board.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board, in consultation with the Chancellor, shall develop the job description and goals and objectives for performance.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be ~~provided~~ made available to all trustees.

The Chancellor is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.

The Chancellor is delegated the authority to confer with District Counsel in addressing legal matters of the District with the exception of legal matters directly affecting the Board relationship with the Chancellor.

The Chancellor is delegated the authority to accept written resignations.

The Chancellor shall act as the professional advisor to the Board in policy formation.

References:

Education Code Sections 70902(d) and 72400;
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 (formerly IV.B.1.j and IV.B.2)

End of Recommendation for BP 2430 Delegation of Authority to the Chancellor

BP 2735 Board Member Travel

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	1/22/2024	Recommendation Received	1/22/2024
Reason(s) for Review/Changes			
> Legal Update 43: The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in Code			

Review Level

Level 1

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

02/06/2024 BPPAC Approval
02/26/2024 PPAC Approves Review Level
02/27/2024 Level 1 to Constituents for Information Only
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

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

BP 2735 Board Member Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes

> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

Review Process Notes:

(Replaces current SBCCD BP 2250)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Board member travel requests shall be made in accordance with the District's travel request and approval processes.

Also see BP/AP 7400 titled Travel

Reference:

Education Code Section 72423; ~~Government Code Section 11139.8.~~

End of Recommendation for BP 2735 Board Member Travel

AP 2735 Board Member Travel

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	1/22/2024	Recommendation Received	1/22/2024
Reason(s) for Review/Changes			
> Legal Update 43: The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in the Government Code.			

Review Level

Level 1

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

02/06/2024 BPPAC Approval
02/26/2024 PPAC Approves Review Level
02/27/2024 Level 1 to Constituents for Information Only
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

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

AP 2735 Board Member Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes

[Click for CCLC Legal Update Info](#)

> Legal Update 43: The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in the Government Code.

Review Process Notes:

Per Board Policy 2735, Board member travel requests shall be made in accordance with the District's travel request and approval processes. Please reference AP 7400 regarding those processes.

Reference:

Education Code Section 72423; ~~Government Code Section 11139.8~~

End of Recommendation for AP 2735 Board Member Travel

AP 4222 Remedial Coursework (10+1) *(no matching BP exists)*

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	11/1/2023
Reason(s) for Review/Changes > Legal Update 42: The Service updated this procedure to incorporate new requirements related to placing students in transfer-level English and mathematics within the first year of matriculation pursuant to changes in the Education Code.			

Review Level

Level 3

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

11/13/2023 PPAC Approves Review Level
 11/15/2023 Level 3 First Anticipated AS Review
 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 02/07/2024 Level 3 Second Anticipated AS Review
 02/26/2024 PPAC Reviews Second AS Feedback
 03/14/2024 BOT First Reading
 04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

AP 4222 Remedial Coursework (10+1) (no matching BP exists)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes

- > **Legal Update 42:** The Service updated this procedure to incorporate new requirements related to placing students in transfer-level English and mathematics within the first year of matriculation pursuant to changes in the Education Code.

Review Process Comments:

- > Showing Chapter Lead response to input received.
- > Language added based on discussion at December 11, 2023 PPAC meeting.

~~(Replaces current SBCCD AP 4222)~~

A. Course Definition

Remedial coursework refers to non - degree, pre - collegiate, basic skills offered for college credit to include reading, writing, computation, learning skills, study skills, and English as a Second Language designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses. A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures, and in accordance with state guidelines and regulations.

B. Remedial English or Mathematics Coursework

1. **Intention:** The primary goal is to ensure that students enter and complete transfer-level coursework in English and mathematics within one year of their initial attempt in the discipline. This coursework should align with the requirements of the student's intended certificate or associate degree, or the requirements for transfer within their intended major.
2. **Placement Measures:** The District shall use measures, such as high school coursework, grades, grade point average, or self-placement for placing students into English and mathematics courses. When multiple measures are used, they should be applied in a way that compensates for low performance on one measure with higher performance on another. The District shall not recommend or require students to enroll in pretransfer-level English or mathematics coursework.
3. **Avoiding Redundant Coursework:** The District shall not require students to repeat coursework that they successfully completed in high school or college or for which they demonstrated competency through other methods of credit for prior learning.

~~No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to success in transfer level coursework in English and mathematics. The District may require a student may be required to enroll in additional concurrent support, including additional language support for English as a Second Language students, during the same semester term that they take a transfer-level English or mathematics course, but only if the college determines the support will increase their the student's likelihood of passing the transfer level English or mathematics course. The college shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low or noncredit support options.~~

C. Limits

~~A student enrolled in remedial coursework as identified above shall not receive credit for more than 30 units of such coursework earned in this District. Remedial coursework earned in another District shall not be counted toward the 30-unit limit. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.~~

The District shall maximize the probability that a student will enter and complete transfer-level coursework in English and mathematics within a one-year timeframe of the student's initial attempt in the discipline. For a student with a declared academic goal, the transfer-level coursework shall satisfy the English and mathematics courses course requirements of the intended certificate or associate degree, or a requirement for transfer within the intended major, within a one-year timeframe of their initial attempt in the discipline.

The District shall not recommend or require students to enroll in pretransfer-level English or mathematics coursework unless the student is highly unlikely to succeed in a transfer-level English or mathematics course based on their high school grade point average

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

AP 4222 Remedial Coursework (10+1) (no matching BP exists)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

and coursework and the enrollment in pretransfer level coursework will improve the student's probability of completing transfer-level coursework in English and mathematics within a one-year timeframe or, for credit English as a Second Language course students, completing transfer-level coursework in English within a three-year timeframe.

The District shall use, in the placement and enrollment of students into English and mathematics courses, one or more of the following measures: high school coursework, high school grades, and high school grade point average. When using multiple measures, the District shall apply multiple measures in the placement and enrollment of all students in such a manner that all of the following occur: (1) low performance on one measure shall be offset by a higher performance on another measure; (2) multiple measures shall be used to increase a student's placement recommendation and shall not be used to lower it; (3) any one measure may demonstrate a student's preparedness for transfer-level coursework; (4) the multiple measures placement shall not require students to repeat coursework that they successfully completed in high school or college or for which they demonstrated competency through other methods of credit for prior learning; and (5) the multiple measures placement gives students access to a transfer-level course that will satisfy a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major.

If the District places and enrolls students into transfer-level mathematics or English coursework that does not satisfy a requirement for the student's intended certificate or associate degree, or a requirement for transfer within the intended major, the college shall determine that (1) the student is highly unlikely to succeed in a transfer-level English or mathematics course that satisfies a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major and (2) the enrollment will improve the student's probability of completing transfer-level mathematics or English coursework that satisfies a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major, within a one-year timeframe.

D. ~~Exemptions~~

~~All remedial courses taken by students enrolled in English as a Second Language courses and students identified by the District for learning disabled programs are exempted from the limitations imposed above.~~

C. Waivers

A student who shows significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may apply for a waiver of the 30-unit limit through the college petitions process. A waiver shall be subject to the following conditions:

1. A student must have been continuously enrolled and have completed at least 24 units of remedial coursework with a grade of C or better.
2. A petition for waiver must have the recommendation of a college counselor.
3. Additional remedial coursework shall be specified in a course list prepared by a college counselor.
4. Additional coursework shall be limited to two additional courses above the 30-unit limit not to exceed eight units.
5. Any coursework approved through the waiver process shall be completed within the semester that immediately follows the reaching of the 30-unit limit.
6. A grade of P (pass) constitutes satisfactory progress.

D. Academic Probation, Dismissal

A student enrolled in remedial coursework is subject to the District standards for academic probation and/or dismissal. In addition, a student who does not attain full eligibility status for college-level work within the 30-unit limit described above shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses. Students enrolled in remedial coursework shall be notified of unsuccessful progress through the regular college counseling and advising process.

E. Reinstatement

A student may, upon successful completion of appropriate remedial coursework elsewhere, or upon demonstration of skills levels that will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework by filing a petition with the Vice-President of Student Services.

AP 4222 Remedial Coursework (10+1) (no matching BP exists)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

F. College Catalog

The SBVC and the CHC catalogs include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Reference:

[Education Code Section 78213:](#)

Title 5 Section 55035

ACCJC Accreditation Standard II.A.4

End of Recommendation for AP 4222 Remedial Coursework

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1) *(no matching BP exists)*

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	11/1/2023
Reason(s) for Review/Changes			
> Legal Update 42: The Service updated this procedure to remove requirement that courses be certified for remedial purposes and require they be certified for pre-transfer level courses pursuant to changes in the Education Code.			

Review Level

Level 3

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

11/13/2023 PPAC Approves Review Level
11/15/2023 Level 3 First Anticipated AS Review
12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
02/07/2024 Level 3 Second Anticipated AS Review
02/26/2024 PPAC Reviews Second AS Feedback
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1) (no matching BP exists)



02/27/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

- > **Legal Update 42:** The Service updated this procedure to remove requirement that courses be certified for remedial purposes and require they be certified for pre-transfer level courses pursuant to changes in the Education Code.

Review Process Notes:

- > Changes made by Chapter Lead based on discussion at November 13 PPAC meeting.

Eligibility for Admissions

SBCCD authorizes the admission of K-12 students who can benefit from advanced scholastic or vocational work to take credit courses as special part-time students or special full-time students. The District may also admit K-12 students to take noncredit and community education classes. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

The student's K-12 school of attendance maintains the right to grant course credit for courses taken at SBCCD. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, unless a legal exemption applies, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

To be considered for admittance as a special summer part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Definitions

Dual Enrollment: Dual enrollment refers to opportunities for high school or adult school students, or other eligible students, to enroll in community college courses as a special admit student and receive college credit while also obtaining credit for the enrollment at the student's high school or adult school.

College and Career Access Pathways (CCAP) Dual Enrollment: CCAP Dual Enrollment describes dual enrollment opportunities created by the passage of AB288 whereupon Community College Districts enter into partnerships with public schools to offer dual credit opportunities that promote seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.

Non-CCAP Dual Enrollment: Non-CCAP Dual Enrollment refers to dual enrollment in courses not affiliated with a College and Career Access Pathways agreement; this may include Concurrent Enrollment, Middle College High School, Early College High School, and Adult Dual Enrollment programs.

Middle College High School: Middle College High School programs are secondary schools located on a college campus and offer programs designed to serve at-risk high school students who are performing below their academic potential. T

Early College High School: Early College High Schools are innovative partnerships between charter or non-charter public secondary schools and local community colleges that allow students to earn a high school diploma and up to two years of college credit in four years or less.

Adult Dual Enrollment: Adult Dual Enrollment shall describe dual enrollment opportunities for special part-time adult students recommended for enrollment at the community college by an adult school pursuant to Education Code 52620. Students enrolled under these provisions are not eligible for CCAP Dual Enrollment.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1) (no matching BP exists)



02/27/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Special Part-Time or Full-Time Student: Any minor student (any elementary, secondary, or homeschooled student) who attends community college courses during Fall or Spring Semesters and Summer Session(s) and meets certain eligibility standards. A special part-time student takes fewer than 12 units and a special full-time student takes 12 units or more. Dual enrollment students (see below) are a subset of special part-time or full-time students.

Dual Enrollment and Concurrent Enrollment Student: For purposes of this administrative procedure, the terms dual enrollment student and concurrent enrollment student are used interchangeably.

Special Summer Part-Time or Full-Time Students: To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. All special part-time and full-time students shall receive credit for the community college courses completed in the same manner as regularly enrolled community college students.

Admission Process

Admission is subject to seat availability and locally approved college policies for concurrent dual enrollment. High school transcripts, grade point average (GPA) and Social Security numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment.

The student must submit:

- District application for admission;
- ~~written and signed parental or guardian consent; When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing.~~
- Written and signed approval of ~~his/her~~ their principal (NOTE: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.)
- ~~Demonstration that the student is capable of profiting from instruction.~~
- ~~High school transcripts and Social Security Numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment~~
- The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.

~~To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.~~

~~Admission is subject to seat availability and locally approved college policies for concurrent enrollment. The student must submit:~~

- ~~college application for admission;~~
- ~~written and signed parental or guardian consent; When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing.~~
- ~~written and signed acknowledgment of his/her principal. (NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.);~~
- ~~demonstration that the student is capable of profiting from instruction;~~
- ~~written approval of the governing board of the school district of attendance.~~
- ~~High school transcripts and Social Security Numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment~~
- ~~The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.~~

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1) (no matching BP exists)



02/27/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

~~To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.~~

~~The student must submit:~~

- ~~• college application for admission;~~
- ~~• written and signed parental or guardian consent; When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing. written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance; (NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.)~~
- ~~• demonstration that the student has adequate preparation in the disciplines to be studied.~~
- ~~• The director of admissions and records or designee has the authority to make the final decision whether a student can benefit from instruction.~~

~~All required documents shall be sent to the office of admissions and records at the college campus.~~

High School Students:

For students attending high school, the director of admissions and records or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the director of admissions and records or designee shall be final. This determination may be done by applying one or more of the following optionscriteria:

- a review of the materials submitted by the student;
- meeting with the student and his/her/their parent or guardian;
- consultation with discipline faculty as needed;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Middle and Lower School Students:

For students attending middle and lower schools, the determination shall be made by director of admissions and records or designee. The school must provide ~~transcripts and~~ a letter signed by the principal indicating how in his/her/their opinion the student can benefit from instruction. The director of admissions and records or designee will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the director of admissions and records or designee shall be final. Once a decision has been made, the student and ,his/her/their parent or guardian ~~and the school principal~~ shall be informed of the decision. This determination may be done by applying the following criteria one or more of the following optionscriteria:

- a review of the materials submitted by the student;
- meeting with the student and his/her/their parent or guardian;
- consultation with discipline faculty as needed;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

~~Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.~~

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide

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

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1) (no matching BP exists)



02/27/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

College and Career Access Pathways (CCAP)

The governing board had adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

The district may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

The CCAP partnership agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department before the start of the CCAP partnership, and shall:

- Outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
- Establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- Identify a point of contact for the participating community college district and school district partner.
- Certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011.
- Certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- Certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- Include a certification by the participating community college district of all of the following:
 - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
 - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- Certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- Specify both of the following:
 - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates
- Certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

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

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1) (no matching BP exists)



02/27/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

~~A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:~~

- ~~• Developing seamless pathways from high school to community college for career technical education or preparation for transfer;~~
- ~~• Improving high school graduation rates; or~~
- ~~• Helping high school pupils achieve college and career readiness.~~

~~The district will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.~~

~~A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.~~

~~The district may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001.~~

~~The district may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.~~

~~The district may allow a special part-time student to participate in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:~~

- ~~• The units constitute no more than four community college courses per term;~~
- ~~• The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and~~
- ~~• The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.~~

~~The governing board of the district exempts special part-time students from the following fee requirements:~~

- ~~• Student representation fee (Education Code Section 76060.5)~~
- ~~• Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Section 76140)~~
- ~~• Transcript fees (Education Code Section 76223)~~
- ~~• Course enrollment fees (Education Code Section 76300)~~
- ~~• Apprenticeship course fees (Education Code Section 76350)~~
- ~~• Child development center fees (Education Code Section 79121)~~

~~The district shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.~~

~~The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.~~

~~For each CCAP partnership agreement entered into pursuant to this section, the district shall report annually to the office of the Chancellor of the California Community Colleges, the Legislature, the Director of Finance, and the Superintendent all of the following information:~~

- ~~• The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.~~
- ~~• The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.~~

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1) (no matching BP exists)



02/27/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

- ~~The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.~~
- ~~The total number of full-time equivalent students generated by CCAP partnership community college district participants.~~

References:

Education Code Sections 48800, 48800.5, 76001, 76002, and 76004

~~Approved: 6/9/16~~

Proposed Changes - Clean Version for Discussion Purposes

Eligibility for Admissions

SBCCD authorizes the admission of K-12 students who can benefit from advanced scholastic or vocational work to take credit courses as special part-time students or special full-time students. The District may also admit K-12 students to take noncredit and community education classes. Courses in which high school and other young students are permitted to enroll will be open to the entire college population and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

The student's K-12 school of attendance maintains the right to grant course credit for courses taken at SBCCD. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, unless a legal exemption applies, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

To be considered for admittance as a special summer part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Definitions

Dual Enrollment: Dual enrollment refers to opportunities for high school or adult school students, or other eligible students, to enroll in community college courses as a special admit student and receive college credit while also obtaining credit for the enrollment at the student's high school or adult school.

College and Career Access Pathways (CCAP) Dual Enrollment: CCAP Dual Enrollment describes dual enrollment opportunities created by the passage of AB288 whereupon Community College Districts enter into partnerships with public schools to offer dual credit opportunities that promote seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.

Non-CCAP Dual Enrollment: Non-CCAP Dual Enrollment refers to dual enrollment in courses not affiliated with a College and Career Access Pathways agreement; this may include Concurrent Enrollment, Middle College High School, Early College High School, and Adult Dual Enrollment programs.

Middle College High School: Middle College High School programs are secondary schools located on a college campus and offer programs designed to serve at-risk high school students who are performing below their academic potential. T

Early College High School: Early College High Schools are innovative partnerships between charter or non-charter public secondary schools and local community colleges that allow students to earn a high school diploma and up to two years of college credit in four years or less.

Adult Dual Enrollment: Adult Dual Enrollment shall describe dual enrollment opportunities for special part-time adult students recommended for enrollment at the community college by an adult school pursuant to Education Code 52620. Students enrolled under these provisions are not eligible for CCAP Dual Enrollment.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1) (no matching BP exists)



02/27/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Special Part-Time or Full-Time Student: Any minor student (any elementary, secondary, or homeschooled student) who attends community college courses during Fall or Spring Semesters and Summer Session(s) and meets certain eligibility standards. A special part-time student takes fewer than 12 units and a special full-time student takes 12 units or more. Dual enrollment students (see below) are a subset of special part-time or full-time students.

Dual Enrollment and Concurrent Enrollment Student: For purposes of this administrative procedure, the terms dual enrollment student and concurrent enrollment student are used interchangeably.

Special Summer Part-Time or Full-Time Students: To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. All special part-time and full-time students shall receive credit for the community college courses completed in the same manner as regularly enrolled community college students.

Admission Process

Admission is subject to seat availability and locally approved college policies for dual enrollment. High school transcripts, grade point average (GPA) and Social Security numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment.

The student must submit:

- District application for admission.
- When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing.
- Written and signed approval of their principal (*NOTE: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.*)
- Demonstration that the student is capable of profiting from instruction.
- The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.

High School Students:

For students attending high school, the director of admissions and records or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the director of admissions and records or designee shall be final. This determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with discipline faculty as needed;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Middle and Lower School Students:

For students attending middle and lower schools, the determination shall be made by director of admissions and records or designee. The school must provide a letter signed by the principal indicating how in their opinion the student can benefit from instruction. The director of admissions and records or designee will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the director of admissions and records or designee shall be final. Once a decision has been made, the student and their parent or guardian shall be informed of the decision. This

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1) (no matching BP exists)



02/27/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with discipline faculty as needed;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

References

Education Code Sections 48800, 48800.5, 76001, 76002, and 76004

End of Recommendation for AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

BP 5030 Fees

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	11/1/2023
Reason(s) for Review/Changes > Clerical update of legal reference and pronouns			

Review Level

Level 3

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

11/13/2023 PPAC Approves Review Level
 11/15/2023 Level 3 First Anticipated AS Review
 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 02/07/2024 Level 3 Second Anticipated AS Review
 02/26/2024 PPAC Reviews Second AS Feedback
 03/14/2024 BOT First Reading
 04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

BP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes**> Clerical update of legal reference and pronouns**

Review Process Notes:

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in **the college catalogs or class schedules (Schedule of Classes)**.

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Baccalaureate Degree Pilot Program Fees (Title 5 Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee (see AP 5030).

To encourage ride sharing, a student may certify in writing at the time of payment of the fee that ~~he/she~~ they regularly ~~has~~ have two or more passengers commuting with ~~him/her/them~~.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process ~~his/her~~ their application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

BP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

References:

Education Code Sections [66025.3, 68120, 70902\(b\)\(9\), 76300 et seq., 76300.5, 76370, 76360, 76365, 76395, 76060.5, 76361, 76223, and 76142](#)

Title 5 Sections [51012](#), 58520, [58629](#), and [59400 et seq](#)

[California Community College Chancellor's Office \(CCCCO\) Student Fee Handbook](#)

ACCJC Accreditation Standard I.C.6

End of Recommendation for BP 5030 Fees

AP 5030 Fees

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	11/1/2023
Reason(s) for Review/Changes <ul style="list-style-type: none"> > Legal Update 42: The Service updated this procedure to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they met certain requirements pursuant to changes in the Education Code. > Chapter Lead: Removal of fees no longer being charged; clarification of parking violation fees. > VPI Wurtz: Addition of fee for upper division coursework 			

Review Level

Level 3

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

11/13/2023 PPAC Approves Review Level
11/15/2023 Level 3 First Anticipated AS Review
12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
02/07/2024 Level 3 Second Anticipated AS Review
02/26/2024 PPAC Reviews Second AS Feedback
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

AP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes

- > **Legal Update 42:** The Service updated this procedure to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they met certain requirements pursuant to changes in the Education Code.
- > **Chapter Lead:** Removal of fees no longer being charged; clarification of parking violation fees.
- > **VPI Wurtz:** Addition of fee for upper division coursework

Review Process Notes:

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- [Baccalaureate degree pilot program fees \(Title 5 Section 58520\)](#)

As prescribed by state law.

- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize ~~his/her/their~~ immigration status, or will file an application as soon as ~~he/she-they-is are~~ eligible to do so.
- [A nonresident student who enrolls in a credit English as a Second Language \(ESL\) course at the district and who is any of the following:](#)
 - [A recent immigrant, as defined in 8 U.S. Code Section 1101\(a\)\(15\);](#)
 - [A recent refugee, as defined in 8 U.S. Code Section 1101\(a\)\(42\); or](#)
 - [A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.](#)

[This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.](#)

- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)

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

AP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education

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

AP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Code Section 69000)

- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

- A. Associated Students Discount Sticker
\$9.50 - CHC
\$7.50 – SBVC
- B. Breakage/Lost Property Fee
Replacement cost of item(s) broken or lost
- C. Campus Center Fee
\$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee
As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.
- E. Catalog
\$6.00 - purchased on campus
- ~~F. Credit by Examination
\$20.00 plus class unit fee~~
- ~~G. Document Fee Handling
\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;
minimum charge of 1 hour
\$0.15 per side copy cost
Fees must be paid prior to document release~~
- ~~H.F. Enrollment Fee
\$46.00/unit~~
- ~~I.G. Upper Division Coursework Fee
\$84/unit~~
- ~~J.H. Insufficient Funds Check
\$15.00~~
- ~~K.I. International Student Application~~

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

AP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

\$25.00 (nonrefundable)

~~L.J.~~ Key Deposit/Replacement

\$15.00 plus cost of rekeying if needed (metal/electronic key)

~~M.K.~~ Learning Center Reproduction Fees, SBVC

\$0.20 - Laser printout: text, black and white printer

\$0.50 - Laser printout: graphics, black and white printer (over ½ page)

\$1.00 - Laser printout: graphics and/or text, color

\$2.00 - Scan text or graphics to disk, per scan

~~N.L.~~ Library Fines – SBVC/CHC

\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value

\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value

\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals

\$2.00 - replacement for lost library card

~~O.M.~~ Parking Permit Fees

\$45.00 - one semester (\$25 Promise Grant students)

\$24.00 - summer session

\$3.00 - daily

~~P.~~ Parking Violation Fees

~~\$ 50.00 – illegal parking~~

~~\$ 50.00 – decal violation~~

~~\$275.00 – handicap violation~~

~~Q.~~ Refund Processing Charge

~~A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.~~

~~R.~~ Replacement – Diploma/Certificate

~~\$10.00~~

~~S.N.~~ Student Health and Accident Insurance

\$26.00 - per semester (includes \$1.50 accident insurance)

\$22.00 - summer session (includes \$1.50 accident insurance)

\$1.50 - accident insurance only

~~T.O.~~ Student Representation

\$2.00

~~U.P.~~ Supplemental Health Services Fee

At cost - TB skin test (one-step test)

At cost - All Vaccines

\$25.00 - Physical Exams

\$50.00 - DMV Physical Exams

At cost - Prescription medications

At cost - In-house Lab Tests

At cost - Lab Test sent to external lab

At cost - Optional Medical Procedures

At cost - Optional Medical Supplies

~~\$ 8.00 – Vision screening (Titmus vision tester)~~

\$ 2.00 per item - Duplication of medical records

~~\$10.00 – Hearing Screening (Audiometer)~~

At cost - Birth Control Pills

~~V.~~ Testing Fees

~~At cost – Paramedic National Registry Testing~~

AP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

~~\$ 25.00 - Retest per skill~~~~\$ 10.00 - CPR card~~~~Repeat course from Career Tech Department~~~~0.5 units - \$12.00~~~~1.0 units - \$23.00~~~~2.0 units - \$46.00~~~~3.0 units - \$70.00~~W-Q. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

X-R. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

Y-S. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

\$8.00 per semester

Fee Refunds

A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

B. Conditions

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

1. Fees collected in error
Fees collected in error will be refunded in their entirety.
2. Class canceled by the college
If a class is canceled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will

AP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

apply.

3. Withdrawal from the College

a. Enrollment Fee/Nonresident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

~~E. Refund Processing Fee~~

~~A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for canceled classes or overpayment.~~

Waiver of Fees

The District will waive campus fees for students participating in the California Virtual Campus (CVC). Students attending online courses through the California Community Colleges online course exchange will be responsible for the tuition of courses.

The District may also waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5

Title 5 Sections 51012, 58520, and 58629

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Standard I.C.6

End of Recommendation for AP 5030 Fees

BP 5700 Intercollegiate Athletics (10+1)

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2023	Recommendation Received	11/1/2023
Reason(s) for Review/Changes			
> FYI Only in support of the review of AP 5700.			

Review Level

Level 3

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

11/13/2023 PPAC Approves Review Level
11/15/2023 Level 3 First Anticipated AS Review
12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
02/07/2024 Level 3 Second Anticipated AS Review
02/26/2024 PPAC Reviews Second AS Feedback
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

BP 5700 Intercollegiate Athletics (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes

> FYI Only in support of the review of AP 5700.

Review Process Notes:

The District shall maintain an organized program for students in intercollegiate athletics. The District will offer opportunities to participate equally on male or female athletic teams consistent with their gender identity, state and federal law, and California Community College Athletic Association standards.

The Chancellor shall assure that the athletics program complies with state and federal law, the California Community College Athletic Association (CCCCA) Constitution, Bylaws, and Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

References:

Education Code Sections, 66271.6, 66271.8, 67360, and 78223 et seq

20 U.S. Code Sections 1681 et seq.;

ACCJC Accreditation Standard II.C.4

California Community College Athletic Association (CCCCA) Constitution and CCCCCA Bylaws

End of Recommendation for BP 5700 Intercollegiate Athletics-2

AP 5700 Intercollegiate Athletics (10+1)

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	9/13/2023	Recommendation Received	11/1/2023
Reason(s) for Review/Changes			
> SBCCD does not currently have AP 5700. This version is being submitted for adoption.			

Review Level

Level 3

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

11/13/2023 PPAC Approves Review Level
11/15/2023 Level 3 First Anticipated AS Review
12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
02/07/2024 Level 3 Second Anticipated AS Review
02/26/2024 PPAC Reviews Second AS Feedback
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

AP 5700 Intercollegiate Athletics (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes

> SBCCD does not currently have AP 5700. This version is being submitted for adoption.

Review Process Notes:

The District is a member of the California Community College Athletic Association (CCCCAA) and is governed by the rules of the CCCCCAA constitution and bylaws. The college will provide an athletics program and physical education curriculum based on the most recent constitution and bylaws of CCCCCAA and conference(s) in which the District is a member. SBCCD complies with any local, state, and federal athletic reporting requirements.

The Athletics Department is committed to student-athlete academic success and shall monitor and track student-athlete academic performance. The Athletics Department is committed to nondiscrimination and providing equitable opportunities, benefits, and resources to all students. This commitment promotes an atmosphere that is free from harassment or discrimination within all athletic program activities and classes. SBCCD adheres to Board Policy 3410, Nondiscrimination.

Academic Programs

Changes to the Intercollegiate Athletics program curriculum will follow the procedures outlined in Board Policy 4021 Establishing, Modifying, or Discontinuing Programs. Athletic programmatic procedures are contained in the Athletics Department Staff Handbook and information is located in the Athletics Director's Office.

Name, Image, Likeness, and Athletic Reputation

Prospective Student Athlete: The District will not provide a prospective student athlete with compensation in relation to the athlete's name, image, likeness, or athletic reputation.

Student Athletes: The District will not prevent a student participating in intercollegiate athletics from either earning compensation as a result of the use of the student athlete's name, image, likeness, or athletic reputation, or from obtaining professional representation by duly licensed athletic agents or attorneys. However, a student athlete may not enter into a contract that provides compensation to the student athlete for their name, image, likeness, or athletic reputation if the contract conflicts with a provision of the student athlete's team contract.

A student who enters into a contract providing compensation for use of the student's name, image, likeness, or athletic reputation must disclose the contract to **Athletic director/dean**. If the District determines that a conflict between the student athlete's contract and the student athlete's team contract, the **Athletic director/dean** will disclose the conflict to the student or student's legal representative, if any, and identify the contractual provisions that conflict.

Any team contract entered into, modified or renewed on or after September 1, 2021 will not prevent a student athlete from using their name, image, likeness, or athletic reputation for a commercial purpose when the athlete is not engaged in official team activities.

A student athlete's scholarship eligibility will not be impacted as a result of the student earning compensation for their name, image, likeness, or athletic reputation.

The District will not revoke a student-athlete's scholarship that provides the student-athlete with the cost of attendance as a result of the student athlete earning compensation or obtaining legal representation in accordance with state law.

AP 5700 Intercollegiate Athletics (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

References:

Education Code Sections 66271.6, 66271.8, 67360 et seq., 67456, and 78223;

20 U.S. Code Sections 1681 et seq.;

ACCJC Accreditation Standard II.C.4;

Community College Athletic Association (CCCAA) Constitution and CCCAA Bylaws

End of Recommendation for AP 5700 Intercollegiate Athletics-2

BP 6320 Investments

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	1/15/2024
Reason(s) for Review/Changes			
> Annual Review as required by Board Policy; staff recommends no changes.			

Review Level

Level 1

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

02/06/2024 BPPAC Approval
02/26/2024 PPAC Approves Review Level
02/27/2024 Level 1 to Constituents for Information Only
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

BP 6320 Investments

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes

> **Annual Review as required by Board Policy; staff recommends no changes..**

Review Process Notes:

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including *Government Code* Sections 53600 which states:

"The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern."

Investments shall be made based on the following criteria:

1. **The preservation of principal shall be of primary importance.** Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.
2. **The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.** The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.
3. **Transactions should be avoided that might impair public confidence.** Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
4. **Return on Investment.** The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651, 53820

End of Recommendation for BP 6320 Investments

AP 6320 Investments

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	1/15/2024
Reason(s) for Review/Changes			
> FYI only to support annual review of Board Policy; no changes recommended.			

Review Level

Level 1

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

02/06/2024 BPPAC Approval
02/26/2024 PPAC Approves Review Level
02/27/2024 Level 1 to Constituents for Information Only
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

AP 6320 Investments

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes

> FYI only to support annual review of Board Policy; no changes recommended..

Review Process Notes:

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County's investment Advisory Committee.

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
 - f. State of California notes.
 - g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.
4. San Bernardino County Treasurer's Office, whenever required by law.

AP 6320 Investments

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Authorized Personnel

The Chancellor, Executive Vice Chancellor, or designee shall request approval from the Board to invest surplus funds.

Both the Chancellor or designee and the Executive Vice Chancellor must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and Executive Vice Chancellor and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

Reporting

The Chancellor, pursuant to Government Code Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:

- Investment types
- Names of issuers
- Maturity dates
- Par and dollar amounts invested in each security, investment, and money
- Weighted average maturity of investments
- Any funds being managed by contracted parties
- Market value as of date of report and source of valuation
- Description of compliance with investment policy
- Current market value of funds managed by a consultant

References:

Government Code Sections 53600 et seq., 87200

End of Recommendation for AP 6320 Investments

BP 7400 Travel

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	1/31/2024	Recommendation Received	1/24/2024
Reason(s) for Review/Changes			
> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.			

Review Level

Level 1

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

02/26/2024 PPAC Approves Review Level
02/27/2024 Level 1 to Constituents for Information Only
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

BP 7400 Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes

> **Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.**

Review Process Notes:

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must have prior Board approval.

Reference:

Education Code Section 87032; [Government Code Section 11139.8](#)

End of Recommendation for BP 7400 Travel

AP 7400 Travel

02/27/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT First Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
K Hannon	1/31/2024	Recommendation Received	1/24/2024
Reason(s) for Review/Changes			
> Minor clerical change for pronouns			

Review Level

Level 1

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

02/26/2024 PPAC Approves Review Level
02/27/2024 Level 1 to Constituents for Information Only
03/14/2024 BOT First Reading
04/11/2024 BOT Final Approval

Action Requested

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

RECOMMENDATION STARTS ON NEXT PAGE

AP 7400 Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

Reason(s) for Review/Changes**> Minor clerical change for pronouns**

Review Process Notes:

A. Application

This procedure should be followed when travel is for District employees or individual student travelers. Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, webinars, or other meetings of interest to the District; overnight student travel to conferences; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

B. Travel Requests

1. Travel for employees or students must be requested using the SBCCD Travel/Conference Request and Claim Form (Section A). Travel must be approved by the appropriate administrators prior to the onset of travel and prior to incurring any travel related expenses.
2. A student traveler must include his or her student ID on the SBCCD Travel Conference Request and Claim Form (Subsection A.1).
3. For travel or conferences (virtual or otherwise) not associated with any cost other than employee time, no Travel/Conference Form is necessary. However, the supervisor/manager must approve an employee's attendance at the conference and time away from work. This can be done via email from the supervisor/manager to the employee.
4. For travel or conferences (virtual or otherwise) that do involve cost, the SBCCD Travel/Conference Form, including a detailed cost estimate, must be prepared. All costs must be listed, including those on the Cal-card.
5. The per diem meal/incidental rate is applicable only when an employee is required to travel for a conference.
6. The traveler or designee must also prepare a purchase requisition(s) in the District's financial system to ensure sufficient funds are encumbered for the trip. The traveler or designee should list the purchase requisition number(s) on the SBCCD Travel/Conference Request and Claim Form (Section A) and then electronically route the form to the appropriate administrator, as defined in this Administrative Procedure, for electronic approval. Before submitting the purchase requisition, the traveler or designee must electronically attach the SBCCD Travel/Conference Request and Claim Form, with Section A approved by the appropriate administrator, to the purchase requisition.

Non-Oracle Users: The traveler or designee must submit purchase requisitions to cover 100% of estimated travel expenses. All estimated expenses reimbursable to the traveler must be on a single purchase requisition. Any estimated expenses that will be charged to the Cal-card must be on a separate purchase requisition. If any expenses will be prepaid by the District consistent with Part D of this procedure, the traveler or designee must prepare a separate PR for each vendor.

Oracle Users: The traveler or designee must submit a single purchase requisition in Oracle that covers 100% of estimated travel expenses, including Cal-card expenses.

7. Once submitted, the purchase requisition is automatically routed to the appropriate Responsibility Center Manager(s) for approval and then to Business Services for final approval. Please note: If Board approval is required, Business Services will not approve travel until Board approval is obtained.
8. A request to travel has been completely approved only if an approved purchase order is in place. The traveler must ensure that approved purchase orders to encumber sufficient funds are in place prior to requesting a travel advance or prepayment of expenses and prior to incurring any travel related expenses.

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

AP 7400 Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

C. Travel Requests - Required Approvals

Travel requests must be approved by the appropriate administrator and documented on the SBCCD Travel/Conference Request and Claim Form (Section A). The appropriate administrator is:

- 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, travel requests must be approved by the Responsibility Center Manager(s) and Business Services. Approvals from the Responsibility Center Manager(s) and Business Services are obtained through the electronic routing of the purchase requisition in the District's financial system.

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must also have **prior Board approval** in addition to the approvals noted above. Travel approval should be listed under the board agenda conference attendance section.

The Chancellor or designee may approve any exceptions for employees or students. Any exceptions for the Chancellor must be approved by the Board Chair or designee.

D. District Prepaid Expenses

The following are the only expenses that may be paid in advance by a District check payable to vendors other than the traveler:

- Conference registration for employees or students.
- Hotel for students only.

Requests to pay travel expenses in advance must be listed on the SBCCD Travel/Conference Request and Claim Form (Section A). For processing of prepayment, the SBCCD Travel/Conference Request and Claim Form (Section A) must be submitted to sbccdapd@sbccd.edu (Accounts Payable Department) with the corresponding purchase requisition number, approval by the appropriate administrator, and adequate documentation including:

- Conference literature;
- Conference registration form/brochure or confirmation showing fees if requesting prepayment of conference registration;
- Hotel quotes and hotel confirmation if requesting prepayment of student hotel expense;
- Pro forma invoice or invoice provided by vendor if available.

E. Travel Advance Payable to the Traveler

1. A request for a travel advance will only be considered if estimated travel expenses include reimbursable expenses other than mileage and/or meals.
2. **Non-Oracle Users:** Each traveler must request a travel advance on the SBCCD Travel/Conference Request and Claim Form (Section B), electronically sign Section B and attach all required documentation, and email the request to sbccdapd@sbccd.edu (Accounts Payable Department).
Oracle Users: Traveler must request a travel advance through the Oracle Expense Module and electronically attach all required documentation to his or her request.
3. All travel advance requests must be accompanied by the following required documentation:
 - Proper approval to travel and PR number (on the SBCCD Travel/Conference Request and Claim Form, Section A);
 - Conference literature; and

AP 7400 Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

- Support for all estimated travel-related expenses. This may include conference registration brochure showing registration fees or confirmation; quote for airfare; quote for nightly lodging rate, quote for rental car or shuttle service; MapQuest or Google Maps printout showing total mileage; etc.

4. The travel advance must only be used for reimbursable travel expenses necessary in attending to District business.
5. A travel advance must not exceed 80% of the anticipated expenses unless actual payments have been made and are substantiated in which case a request for 100% will be considered, upon written request.
6. Employees with Cal Cards may not request advances.
7. If travel requires Board approval, no advance request will be processed until approved by the Board of Trustees.
8. All advances must be followed by a resubmission of the SBCCD Travel/Conference Request and Claim Form or by submitting an Expense Report in Oracle within thirty (30) calendar days of the trip end date. If an advance exceeds actual cost, the claimant must reimburse the District upon submission of the SBCCD Travel/Conference Request and Claim Form.
9. If the trip is cancelled, the requestor will return the advance to Fiscal Services within three (3) business days from the date of cancellation.
10. Employees and students may not have more than two (2) travel advances open at any given time. A travel advance request may be rejected if travel claims from a previous trip have not been submitted in accordance with these procedures.
11. By receiving a travel advance, the requestor authorizes the Payroll Department to automatically deduct the travel advance from the requestor's payroll check or place a hold on the requestor's student records (if applicable) should the requestor fail to return monies owed to the District or fail to submit a completed SBCCD Travel/Conference Request and Claim Form or Expense Report in Oracle in accordance with these procedures.

F. Travel Claims

1. Whenever travel is properly authorized and costs are incurred, a claim must be filed showing in detail all actual expenditures. The claim must be submitted with all required claim support including:
 - Proper approval to travel and the corresponding PR number(s) (Section A of the SBCCD Travel/Conference Request and Claim Form);
 - Conference literature; and
 - Itemized receipts or invoices for all actual and eligible expenses. Mileage must be supported by a MapQuest or Google Maps printout showing total mileage.

Non-Oracle User: Each traveler must file his or her travel claim electronically by resubmitting the SBCCD Travel/Conference Request and Claim Form with all required claim support to sbccdapd@sbccd.edu (Accounts Payable Department).

Oracle User: Traveler must file his or her travel claim by submitting an Expense Report and attaching all required claim support in Oracle.
2. The traveler must certify that all amounts claimed were actual and necessary, and that only allowable expenses are included.
3. If the traveler paid for another employee's or student's expenses, and the expense is reimbursable, the traveler must obtain a signed waiver from each person for whom the traveler paid for. The signed waivers must be attached to the SBCCD Travel/Conference Request and Claim Form or the Expense Report when submitted.
4. **Non-Oracle User:** After the traveler has completed the SBCCD Travel/Conference Request and Claim Form, the form must be reviewed and electronically signed by the traveler's supervisor if the traveler is an employee, or the Responsibility Center Manager if the traveler is a student.
Oracle User: Once an Expense Report is submitted, it will be automatically routed for proper approvals.
5. If total travel expenses (including any advances) exceed the approved cost estimate in Section A, a change order must be requested and approved by the Responsibility Center Manager to increase the purchase order.
6. Claims must be filed within thirty (30) calendar days after return from travel. Claims submitted after 30 calendar days may

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

AP 7400 Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

be denied. Traveler shall be reimbursed within forty five days (45) from claim submission.

7. A receipt must be an itemized bill or invoice from the vendor showing proof of payment (e.g. invoice stamped PAID or showing the amount of money received). A photocopy of a cancelled check showing both front and back can also be submitted with the vendor's itemized bill or invoice to prove the vendor was paid.

G. Mileage

Please refer to AP 7450 for mileage rate and calculation.

H. Meals and Incidentals

Non Cal-card holders shall be reimbursed at the per diem rate for all days of business travel, and no receipts for meals and incidentals will be required.

Cal-card holders will choose (on a per conference basis) from the following two options for reimbursement by marking their preference on the Travel/Conference Request & Claim Form.

- 1) I choose to be reimbursed at the per diem rate for meals and incidentals; I will not use a Cal-card for these expenses and no receipts will be required.
- 2) I choose to use my Cal-card for meals and incidentals; I will provide itemized receipts and will limit spending to the per diem rate.

SBCCD follows per diem rates for the San Francisco area as established by the U.S. General Services Administration (www.gsa.gov/perdiem). The applicable GSA per diem rates shall apply for all days of business travel and be updated in accordance with GSA adjustments, which normally occur annually. Incidentals include fees and tips given to porters, baggage carriers, and hotel staff.

I. Lodging

Travelers are expected to use lodging that is necessary and reasonable, selecting the lowest standard room rates available. Travelers attending a conference should make reservations early enough to take advantage of conference rates.

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof of payment is required. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

J. Transportation

Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Purchasing refundable airline tickets is prohibited, unless there is a valid business reason and it is approved by a supervisor.

Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized. Receipt is required.

Toll fees only payable by Internet must be paid by the traveler and are reimbursable.

Necessary rental car expenses (including fuel and insurance) are reimbursable, not to exceed the costs of Compact class cars, unless there is a valid business reason and it is approved by a supervisor.

Itemized receipts for all transportation expenses are required.

AP 7400 Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/27/24

K. Registration/Conference Fees

Event registration fees will only be reimbursed if the event is related to the traveler's employment at the District and for the benefit of the District. Student travel must serve an educational purpose. Itemized receipts are required.

Conference literature must be submitted with the SBCCD Travel/Conference Request and Claim Form, or attached to the Expense Report in Oracle. Conference literature must include the cost, dates, location of the event, and the conference agenda, program, or description.

L. Miscellaneous Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. Explanation for these expenses must be attached. Itemized receipts are required. These expenses include reasonable telephone charges, internet charges, and postage, only if necessary for business purposes. These expenses do not include personal expenses such as toothpaste, razor blades, or laundry.

M. Unallowable Travel Expenses

Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are alcohol; personal domestic ATM/credit card fees; traffic, parking or toll citations; movie rentals; personal phone calls; early check in fees; fees for social/recreational activities; and gratuities in excess of 20%.

No reimbursement for lodging or subsistence shall be paid to an employee for travel to a destination for his/her/their own convenience in advance of the necessary time of arrival, or if he/she/they remains at the destination following a meeting/conference.

N. Federal Awards Requirements

The District reimburses expenses for transportation, lodging, and related items incurred by employees who travel on official business of the District. For travel associated with federal awards, costs incurred by employees and officers must be reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy.

If the District charges these costs directly to a federal award, documentation justify that participation of the individual is necessary to the federal award, and that costs are reasonable and consistent with District's travel policy.

Reference:

Education Code Section 87032

Code of Federal Regulations, Title 2, 200.474

End of Recommendation for AP 7400 Travel

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 14, 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 February 20, 2024. As of that date, SBCCD was 64.3% through the fiscal year and had spent and/or encumbered approximately 56.9% 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 02/20/24

[v.2.23.2024.p.1|2]

64.3% of Fiscal Year Elapsed

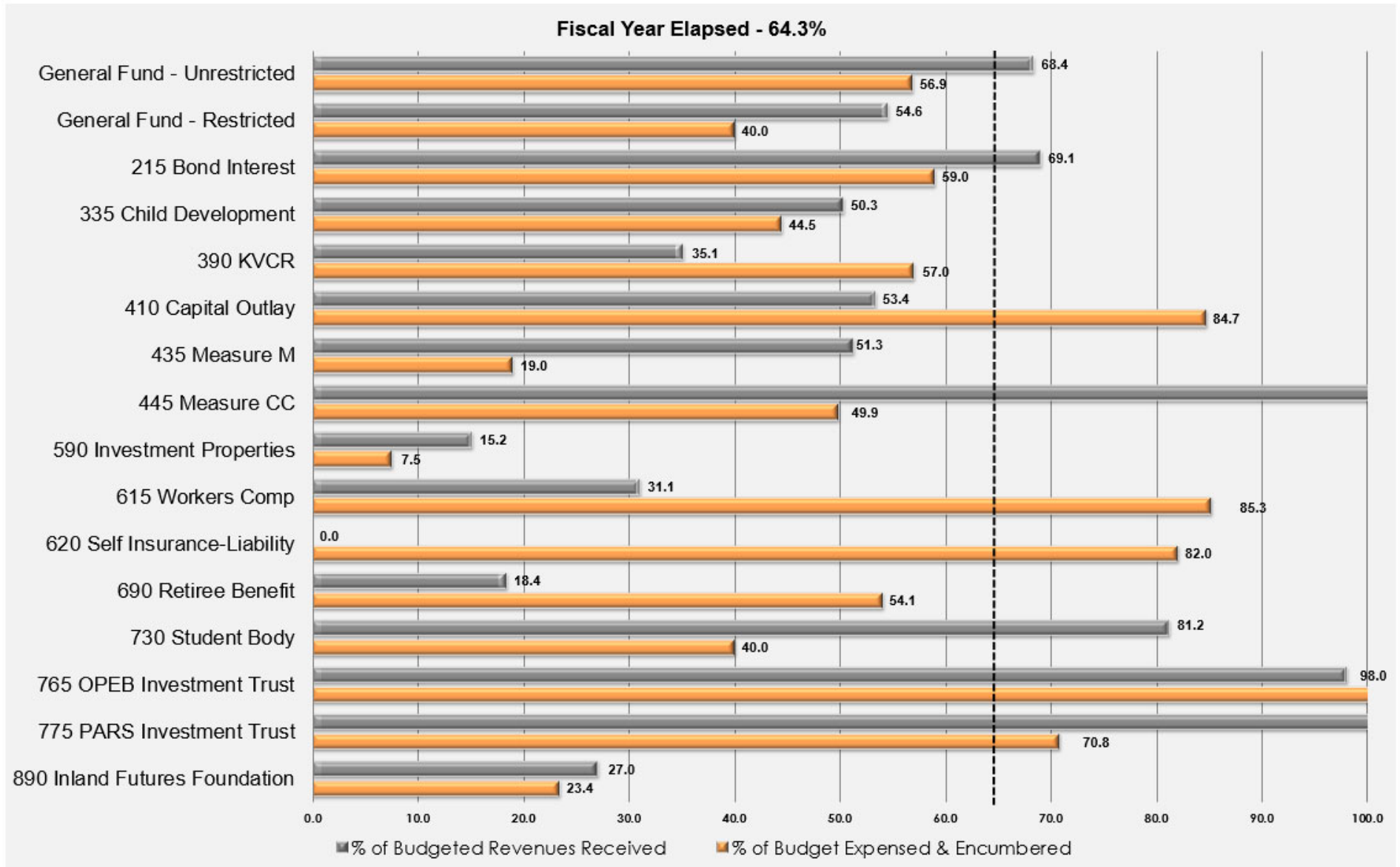
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
110 General Fund - Unrestricted	139,025,497	95,097,779	68.4%	138,930,755	79,028,251	56.9%	Expenditures are consistent with the needs of the fund given the current climate.
125 General Fund - Restricted	140,404,744	76,655,740	54.6%	140,118,118	56,033,205	40.0%	Some grant funds are expected to be expensed over multiple years.
215 Bond Interest & Redemption	58,000,000	40,057,568	69.1%	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	2,693,497	50.3%	5,350,337	2,380,076	44.5%	Expenditures are consistent with the needs of the fund given the current climate. Some grant revenues are received on a reimbursement basis.
390 KVCR	9,092,953	3,194,597	35.1%	9,064,209	5,166,928	57.0%	Most grant revenues are received on a reimbursement basis. Some revenues are posted in arrear in a quarterly or semiannual basis.
410 Capital Outlay	20,734,367	11,062,534	53.4%	23,202,673	19,646,964	84.7%	Purchase orders covering expenses for the entire fiscal year are created early in the year. Some grant revenues are received on a reimbursement basis.
435 Measure M	100,450,000	51,550,031	51.3%	21,714,857	4,133,927	19.0%	Revenues related to the issuance of bonds was budgeted at \$100M. Only \$51M in bonds were issued related to Measure M. Expenditure budget is expected to extend over multiple years.
445 Measure CC	4,500,000	171,885,418	3819.7%	238,862,597	119,235,607	49.9%	Revenues related to the issuance of bonds was not budgeted for Measure CC. \$170M in bonds were issued during the current fiscal year. Expenditure budget is expected to extend over multiple years.
590 Investment Properties	4,477,350	679,434	15.2%	8,127,794	609,705	7.5%	Revenue and expenditure activity posted in arrears. Posting in progress for September activity.
615 Workers Compensation	2,532,920	787,371	31.1%	5,546,839	4,729,033	85.3%	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	1,025,484	82.0%	Revenue is transferred in full at the beginning of the year. Insurance premiums paid at the beginning of the year for the entire fiscal year.
690 Retiree Benefit	387,700	71,337	18.4%	387,700	209,744	54.1%	Revenues are posted in arrears. Posting in progress for November activity.
730 Student Body Center Fee	252,785	205,173	81.2%	372,785	149,106	40.0%	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	980,279	98.0%	82,000	424,001	517.1%	Investment loss was experienced during Q1, but a gain during Q2.
775 PARS Trust	5,050,000	8,697,784	172.2%	4,157,724	2,943,691	70.8%	Investment loss was experienced during Q1, but a gain during Q2.
890 Inland Futures Foundation	1,391,936	376,011	27.0%	1,391,936	325,603	23.4%	Revenues are posted in arrears. Transfers to KVCR are posted twice a year in January and July.
Total (All Funds)	493,850,589	465,194,553	94.2%	656,560,324	330,256,240	50.3%	



Budget Revenue & Expenditure Summary

Year to Date 02/20/24

[v.2.23.2024.p.2|2]



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 14, 2024

SUBJECT: Construction Change Orders and Amendments – Bond

RECOMMENDATION

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

OVERVIEW

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. The process includes a program-wide Measure CC construction change order percentage goal of 5% or less. In addition, change orders that are <\$250,000 which result in a cumulative increase to a contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

ANALYSIS

A detailed summary of all Measure CC Program Change Orders is attached. The change orders listed were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved procedures and goals.

Total Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
\$290,630,626	\$2,106,035	0.72

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate construction budget.





SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY

Campus	Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	\$170,684,101.80	\$1,799,133.55	\$172,483,235.35	1.05%
CC02-2000 : Crafton Hills College	\$119,760,024.27	\$302,089.98	\$120,062,114.25	0.25%
CC03-3000 : San Bernardino Community College District Wide	\$186,500.17	\$4,812.02	\$191,312.19	2.58%
TOTAL FOR CHANGE ORDERS	\$290,630,626.24	\$2,106,035.55	\$292,736,661.79	0.72%



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC01-3601 : Technical Building Replacement (DBB)	\$69,832,624.00	\$1,117,225.30	\$70,949,849.30	1.60%
CC01-3605 : Softball Field	\$3,605,400.00	\$357,750.00	\$3,963,150.00	9.92%
CC01-3606 : Student Services Building (New Construction)	\$79,028,833.00	\$0	\$79,028,833.00	-
CC01-3608 : Career Pathways Phase 2 (PDB)	\$4,870,412.92	\$0	\$4,870,412.92	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	\$13,346,831.88	\$324,158.25	\$13,670,990.13	2.43%
CC01-1000 : San Bernardino Valley College Total	\$170,684,101.80	\$1,799,133.55	\$172,483,235.35	1.05%

CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0012	\$7,582,683.00	-\$240,000.00	-3.17%	0.54%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0013	\$7,582,683.00	\$133,348.00	1.76%	2.30%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0014	\$7,582,683.00	\$151,147.00	1.99%	4.29%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0015	\$7,582,683.00	\$16,013.00	0.21%	4.50%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0016	\$7,582,683.00	-\$240,000.00	-3.17%	1.34%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0017	\$7,582,683.00	\$51,602.00	0.68%	2.02%	02-Feb-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0002	\$726,720.00	\$4,804.79	0.66%	2.15%	16-Jan-24	14-Mar-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0015	\$69,832,624.00	\$11,116.00	0.02%	1.60%	22-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0011	\$7,582,683.00	\$32,156.00	0.42%	3.70%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0010	\$7,582,683.00	\$13,545.00	0.18%	3.28%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0009	\$7,582,683.00	\$4,769.00	0.06%	3.10%	02-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0008	\$7,582,683.00	\$104,731.00	1.38%	3.04%	02-Oct-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0014	\$69,832,624.00	\$68,433.00	0.10%	1.58%	26-Sep-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0013	\$69,832,624.00	\$23,274.00	0.03%	1.49%	14-Sep-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0007	\$7,582,683.00	\$14,816.00	0.20%	1.66%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0006	\$7,582,683.00	\$4,500.00	0.06%	1.46%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0005	\$7,582,683.00	\$15,554.00	0.21%	1.40%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0004	\$7,582,683.00	\$21,125.00	0.28%	1.20%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0003	\$7,582,683.00	\$35,998.00	0.47%	0.92%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. Change Order #0003	\$495,230.00	\$5,053.27	1.02%	8.36%	03-Aug-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0001	\$726,720.00	\$10,804.55	1.49%	1.49%	14-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0009	\$69,832,624.00	\$26,423.30	0.04%	1.45%	10-Jul-23	14-Sep-23



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0010	\$69,832,624.00	\$6,652.00	0.01%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0011	\$69,832,624.00	\$157,659.00	0.23%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0012	\$69,832,624.00	\$66,031.00	0.09%	1.45%	10-Jul-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0007	\$1,866,000.00	\$4,118.23	0.22%	3.41%	21-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0002	\$495,230.00	\$36,366.48	7.34%	7.34%	20-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	G.A. Technical Services, Inc. SBVC CWI Utility Upgrades	G.A. Technical Services, Inc. - Change Order #0001***	\$171,500.00	\$19,223.96	11.21%	11.21%	24-Jul-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0002	\$7,582,683.00	\$3,629.00	0.05%	0.44%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0001	\$7,582,683.00	\$30,099.00	0.40%	0.40%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0001	\$495,230.00	\$0	-	-	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0008	\$69,832,624.00	\$10,524.00	0.02%	1.00%	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0007	\$69,832,624.00	\$21,097.00	0.03%	1.07%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Rebekah and Company	Rebekah and Company - Change Order #0001	\$324,089.00	\$16,000.00	4.94%	4.94%	10-Apr-23	08-Jun-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0006	\$1,866,600.00	\$1,606.33	0.09%	3.19%	30-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0005	\$1,866,600.00	\$12,861.33	0.69%	3.10%	30-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0005	\$69,832,624.00	\$165,093.00	0.24%	1.04%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0004	\$69,832,624.00	\$119,278.00	0.17%	0.80%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0003	\$69,832,624.00	\$244,500.00	0.35%	0.63%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0002	\$69,832,624.00	\$123,660.00	0.18%	0.28%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0006	\$69,832,624.00	\$1,757.00	0.003%	0.11%	22-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0003	\$1,866,600.00	\$25,839.21	1.38%	2.41%	01-Feb-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0004	\$1,866,600.00	\$1,643.34	0.09%	1.03%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0002	\$1,866,600.00	\$6,884.46	0.37%	0.94%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0001	\$1,866,600.00	\$10,670.11	0.57%	0.57%	12-Jan-23	09-Mar-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0001	\$69,832,624.00	\$71,728.00	0.10%	0.10%	22-Nov-22	12-Jan-23
CC01-3605 : Softball Field	Green Contractor Studio Construction Agreement	Green Contractor Studio, Inc Change Order #1**	\$3,587,500.00	\$357,750.00	9.97%	9.97%	09-Sep-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Neff Construction, Inc.	Neff Construction - Change Order #001*	\$31,585.00	\$2,140.00	6.78%	6.78%	22-Aug-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement - Campus Roof Replacement	C.I. Services - Change Order #02*	\$398,000.00	\$23,512.86	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement - Campus Roof Replacement	C.I. Services - Change Order #01	\$398,000.00	\$13,937.73	3.50%	3.50%	04-May-22	09-Jun-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction Inc. CO#003	\$483,000.00	-\$10,000.00	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #02	\$483,000.00	\$0	-	-2.97%	08-Feb-21	13-May-21



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #01	\$483,000.00	-\$14,340.40	-2.97%	-2.97%	28-Oct-20	14-Jan-21
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date				\$1,799,133.55				

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

** Change order greater than \$250,000

*** Change order is above the 10% threshold and is being submitted to the Board of Trustees for approval



SBCCD
CONSTRUCTION AMENDMENT SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #02 - Swing Space - Preconstruction & Design Services	\$79,028,832.00	\$190,000.00	\$760,481.00	\$79,979,313.00	13-Nov-23	09-Nov-23
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #01 - Design/Preconstruction Time Extension	\$79,028,832.00	\$0	\$190,000.00	\$79,218,832.00	13-Nov-23	09-Nov-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #04 - Credit for Termination for Convenience	\$65,436,634.00	\$147,974.00	-\$60,714,195.08	\$4,870,412.92	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #03 - Design / Preconstruction Time Extension	\$65,436,634.00	\$70,000.00	\$77,974.00	\$65,584,608.00	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #02 - Programming Scope & Time	\$65,436,634.00	\$0	\$70,000.00	\$65,506,634.00	04-Mar-22	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #01 - Insurance Language	\$65,436,634.00	\$0	\$0	\$65,436,634.00	10-Jan-22	12-May-22



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3623 : Gym Demolition (DBB)	\$1,255,579.18	\$96,347.19	\$1,351,926.37	7.67%
CC02-3625 : Public Safety Training Center (DB)	\$8,501,117.00	-\$10,278.00	\$8,490,839.00	-0.12%
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$11,923,533.09	\$112,539.28	\$12,036,072.37	0.94%
CC02-3631 : Instructional Building (New Construction)	\$40,648,641.00	\$0	\$40,648,641.00	-
CC02-3633 : Central Complex 2 Renovation (PDB)	\$9,509,146.00	\$0	\$9,509,146.00	-
CC02-3634 : Child Development Center Renovation (DBB)	\$2,023,008.00	\$103,481.51	\$2,126,489.51	5.12%
CC02-3635 : Performing Arts Center (DBB)	\$45,899,000.00	\$0	\$45,899,000.00	-
CC02-2000 : Crafton Hills College Total	\$119,760,024.27	\$302,089.98	\$120,062,114.25	0.25%

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Erickson-Hall - Change Order #01	\$8,501,117.00	-\$10,278.00	-0.12%	-0.12%	12-Oct-23	11-Jan-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Eiljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Eiljay Acoustics - Change Order #02	\$58,950.00	\$2,210.25	3.74%	4.99%	03-Oct-23	09-Nov-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Eiljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Eiljay Acoustics - Change Order #01	\$58,950.00	\$736.75	1.25%	1.25%	03-Oct-23	09-Nov-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #02	\$835,134.45	\$850.00	0.10%	1.25%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #02	\$835,134.45	\$850.00	0.10%	1.25%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #01	\$835,134.45	\$8,697.66	1.04%	1.04%	01-Jun-23	13-Jul-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #02*	\$2,023,008.00	\$5,229.04	0.26%	5.12%	24-Feb-23	11-May-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #01	\$2,023,008.00	\$98,252.47	4.86%	4.86%	15-Feb-23	11-May-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	TotalEnergies Renewables, LLC - Change Order #02	\$7,308,428.00	\$17,169.50	0.23%	-0.01%	08-Dec-22	09-Feb-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	SunPower Corporation, Systems - Change Order #01	\$7,308,428.00	-\$17,891.20	-0.24%	-0.24%	10-Oct-22	10-Nov-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	\$686,675.00	-\$19,592.00	-2.85%	-2.85%	17-Mar-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #02*	\$392,213.00	\$11,088.23	2.83%	5.54%	14-Feb-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #01	\$392,213.00	\$10,641.88	2.71%	2.71%	01-Nov-21	13-Jan-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair	Borden Excavating - Change Order #01	\$22,000.00	-\$5,225.46	-23.75%	-23.75%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair - Phase 2	Borden Excavating - Change Order #01	\$15,000.00	-\$4,592.20	-30.61%	-30.61%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mike's Custom Flooring, Inc. M&O Office Trailer Upgrades	Mike's Custom Flooring - Change Order #01	\$8,000.00	-\$418.00	-5.23%	-5.23%	01-Oct-21	18-Nov-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #03*	\$1,074,000.00	\$49,449.22	4.60%	8.26%	07-Sep-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Borden Excavating, Inc. CHC Gym Demo - Bldg 17 Phase 3	Borden Excavation - Change Order #01*	\$77,555.00	\$7,629.57	9.84%	9.84%	26-Aug-21	07-Oct-21



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC02-2000 : Crafton Hills College

CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #02*	\$435,592.00	\$41,166.00	9.45%	9.45%	29-Jun-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #02*	\$834,900.00	\$62,480.87	7.48%	8.01%	28-Jun-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #02	\$1,074,000.00	\$34,757.37	3.24%	3.66%	09-Jun-21	12-Aug-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #01	\$834,900.00	\$4,367.00	0.52%	0.52%	01-Apr-21	13-May-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #01	\$1,074,000.00	\$4,511.03	0.42%	0.42%	22-Feb-21	08-Apr-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #01	\$435,592.00	\$0	-	-	16-Feb-21	08-Apr-21
CC02-2000 : Crafton Hills College - Executed Change Orders To Date				\$302,089.98				

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

** Change order greater than \$250,000

*** Change order is subject to the limitations determined by SBCCD's Uniform Construction Cost Accounting Procedures program for construction contracts between \$60,000 and \$200,000



SBCCD
CONSTRUCTION AMENDMENT SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC02-3633 : Central Complex 2 Renovation (DB)	W. E. O'Neil Construction Co.	Amendment #01 - Establishment of Guaranteed Maximum Price (GMP)	\$9,090,787.00	\$0	\$418,359.00	\$9,509,146.00	17-Jul-23	13-Jul-23
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #02 - Establishment of Guaranteed Maximum Price (GMP)	\$6,781,795.00	\$2,095,578.00	-\$376,256.00	\$8,501,117.00	07-Dec-22	12-Jan-23
CC02-3626 : Campus-Wide Infrastructure CHC	SunPower Corporation, Systems DB Contract - CHC CWI Solar PV	Amendment #01 - Change in Photovoltaic Module Model and the Production Guarantee (No Cost Impact)	\$7,308,428.00	\$0	\$0	\$7,308,428.00	10-Oct-22	10-Nov-22
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #01 - Contract Updates	\$6,781,795.00	\$0	\$2,095,578.00	\$8,877,373.00	21-Jan-22	13-Jan-22



SBCCD

CONSTRUCTION CHANGE ORDER SUMMARY

CC03-3000 : San Bernardino Community College District Wide

CC03-3000 : San Bernardino Community College District

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0002 : Program Expenses	\$695.00	\$0	\$695.00	-
CC03-3640 : District-Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
CC03-3000 : San Bernardino Community College District	\$186,500.17	\$4,812.02	\$191,312.19	2.58%

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date

Child Development Center Renovation	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban PMO TI - Change Order #002 - No Cost Time Extension	\$185,805.17	\$0	-	2.59%	17-Mar-21	13-May-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban District PMO TI - Change Order #001	\$185,805.17	\$4,812.02	2.59%	2.59%	19-Nov-20	14-Jan-21
CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date				\$4,812.02				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: March 14, 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 03/14/2024

1 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26735	48 Hour Film Project Inc.	Services	RTFV/ SBVC	\$5,050.00		
26772	Academic Cap and Gown	Production of Awards	Honors/ CHC	\$415.92		
26776	African American Male Education & Development (A2MEND)	Sponsorship	President/ CHC	\$3,000.00		
26737	Agile Sports Technologies dba HUDL	Software/Online Services	Athletics/ SBVC	\$549.00		
26764	AMF Bowling Centers Inc	Rental	CalWORKs/ SBVC	\$516.65		
26741	Amudipe Jr, William	Performer	First Year/ SBVC	\$600.00		
26742	Amudipe Jr, William	Performer	First Year/ SBVC	\$300.00		
26743	Amudipe Jr, William	Performer	First Year/ SBVC	\$600.00		
26760	Amudipe Jr, William	Performer	First Year/ SBVC	\$450.00		
26804	Amudipe Jr, William	Performer	First Year/ SBVC	\$600.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

2 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26805	Amudipe Jr, William	Performer	First Year/ SBVC	\$600.00		
26826	ARRI Americas Inc	Repairs	KVCR/ KVCR	\$125.00		
26827	ARRI Americas Inc	Repairs	KVCR/ KVCR	\$125.00		
26828	ARRI Americas Inc	Repairs	KVCR/ KVCR	\$125.00		
26767	Arrowhead Christian Academy	Income - Facilities Use	Pool/ CHC		\$500.00	
26728	Barrientos, Lester	Performer	First Year/ SBVC	\$1,200.00		
26757	Blue Ribbon Ink & Thread, Inc.	Production of Team Uniforms	Athletics/ SBVC	\$308.85		
26839	Blue Ribbon Ink & Thread, Inc.	Production of Team Uniforms	Athletics/ SBVC	\$1,583.87		
26763	Broadcaster Traffic Consortium LLC	Income - Broadcast Licensing	KVCR/ KVCR		\$5,000.00	
26786	Bruny, Jessica dba JessBeU	Speaker	Student Services/CHC	\$1,500.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

3 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26829	CAE Healthcare Inc.	Maintenance Agreement	Nursing/ SBVC	\$3,300.00		
26830	CAE Healthcare Inc.	Maintenance Agreement	Nursing/ SBVC	\$1,732.00		
26831	CAE Healthcare Inc.	Maintenance Agreement	Nursing/ SBVC	\$5,196.00		
26777	California Food Truck, Inc.	Repairs	Cafeteria SBVC	\$40,500.00		
26756	Calimesa Chamber of Commerce	Sponsorship	President/CHC	\$500.00		
26845	Canva Inc	Software/Online Services	Student Services/CHC	\$119.99		
26782	Cascade Strategy	Software/Online Services	TESS/ SBCCD	\$42,526.63		
26778	Castle Branch, Inc.	Drug Testing Services	Respiratory Care/CHC	No Cost		
26762	CDW Government Inc.	Software/Online Services	TESS/ SBCCD	\$22,270.00		
26836	CDW Government Inc.	Software/Online Services	TESS/ SBCCD	\$15,400.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

4 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26835	Cortez Ornamental Iron	Repairs	District Police/SBCCD	\$526.75		
26834	Crown Promotions Group Inc.	Production of Logo Items	First Year/ SBVC	\$3,506.06		
26806	Crown Promotions Group Inc.	Production of Logo Items	First Year/ SBVC	\$687.50		
26837	Dancing Dots Braille Music Technology	Software/Online Services	Student Services/SBVC	\$3,910.00		
26807	Design Source USA, Inc.	Production of Logo Items	Student Life/SBVC	\$8,242.51		
26808	Design Source USA, Inc.	Production of Logo Items	Student Life/SBVC	\$3,272.11		
26783	Doing Good Works	Production of Logo Items	Student Services/CHC	\$17,028.92		
26785	Doing Good Works	Production of Logo Items	Student Services/CHC	\$1,892.36		
26745	Doing Good Works	Production of Logo Items	Veterans/ SBVC	\$25,795.21		
26746	Doing Good Works	Production of Logo Items	EOP&S/ CHC	\$7,523.74		

Board Date 03/14/2024

Contracts Below \$114,500 and
Income Contracts

5 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26809	Dragan, Nicoleta	Speaker	Student Services/SBVC	\$6,000.00		
26852	Drell, Yuri	PO as Contract	DSP&S/ SBVC	\$1,025.82		
26793	EDCO Awards & Specialties dba EDCO.com	Production of Awards	Marketing/ SBVC	\$195.71		
26769	Educational Student Tours	Travel Services	Student Equity/SBVC	\$47,700.00		
26855	Eide Bailly LLP	Audit Services/ KVCR	Fiscal Services/ SBCCD	\$72,000.00		
26856	Eide Bailly LLP	Audit Services/ Measure CC	Fiscal Services/ SBCCD	\$36,500.00		
26857	Eide Bailly LLP	Audit Services/ Measure M	Fiscal Services/ SBCCD	\$36,500.00		
26796	EMCOR Service Mesa Energy	PO as Contract	KVCR/ KVCR	\$1,200.00		
26833	EMCOR Service Mesa Energy	Repairs	Maintenance/ SBVC	\$19,142.00		
26748	EMCOR Service Mesa Energy	Repairs	Maintenance/ SBVC	\$10,121.00		

Board Date 03/14/2024

Contracts Below \$114,500 and
Income Contracts

6 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26727	Encore - Sheraton Grand Sacramento Hotel	Rental	Chancellor/ SBCCD	\$4,000.00		
26766	Ferrilli dba Robert Ferrilli LLC	Consultants	TESS/ SBCCD	\$15,600.00		
26797	Fireplace Inc.	Software/Online Services	EOP&S/ SBVC	\$149.00		
26818	Fontana Aquatics Club	Income - Facilities Use	Pool/CHC		\$1,300.00	
26832	Foreman, Rebecca	Meeting Facilitation Services	Mathematics/ SBVC	\$2,000.00		
26765	Fred Rogers Productions	Income - Grant	KVCR/ KVCR		\$10,000.00	
26749	G/M Business Interiors	Services	Student Services/ CHC	\$5,786.84		
26819	Gail Davis & Associates Inc.	Speaker	Student Life/ CHC	\$10,500.00		
26820	Gail Davis & Associates Inc.	Speaker	Student Life /CHC	\$10,500.00		
26838	Gradwear Inc	Production of Logo Items	Athletics/ CHC	\$963.13		

Board Date 03/14/2024

Contracts Below \$114,500 and
Income Contracts

7 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26734	Greater Talent Network LLC	Speaker	Academic Advancement/ CHC	\$32,000.00		
26730	H & L Charter Co, Inc.	Bus Rental	Student Services/CHC	\$1,270.00		
26823	H & L Charter Co, Inc.	Bus Rental	Athletics/ SBVC	\$1,996.20		
26798	H & L Charter Co, Inc.	Bus Rental	EOP&S/ CHC	\$1,520.00		
26784	Hockridge Florist	Services	Student Services/CHC	\$2,155.00		
26750	Hopinka, Sky	Licensing	KVCR/ KVCR	\$4,000.00		
26787	HyattWard Advertising, Inc.	Advertising	Marketing/ CHC	\$3,500.00		
26843	ICS Service Co.	Services	Maintenance/ SBVC	\$20,219.50		
26795	iHeart Media Entertainment Inc.	Advertising	EDCT/ SBCCD	\$3,940.00		
26810	Inland Empire 66ers Baseball Club	Rental	Student Services/SBVC	\$78,000.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

8 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26788	Inland Empire Stages LTD	Bus Rental	Student Services/SBVC	\$1,020.62		
26789	Inland Empire Stages LTD	Bus Rental	Student Services/SBVC	\$1,020.62		
26849	Inland Empire Stages LTD	Bus Rental	Student Equity/SBVC	\$1,255.80		
26799	Intermex, Inc.	Bus Rental	First Year/ SBVC	\$18,200.00		
26759	KAP7 International	Production of Logo Items	Athletics/ CHC	\$3,665.24		
26811	Keffer Development Services LLC	Software/Online Services	Athletics/ SBVC	\$848.00		
26771	Klein Educational System, Inc.	Software/Online Services	Technical Training/SBVC	\$1,400.00		
26779	Kone, Inc.	Repairs	Maintenance/ SBVC	\$34,880.76		
26853	Laboratory Microscope Specialist - LMS	Repairs	Biology/ SBVC	\$939.00		
26850	Lexipol, LLC	Services	District Police/SBCCD	\$4,610.39		

Board Date 03/14/2024

Contracts Below \$114,500 and
Income Contracts

9 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26738	Loma Linda University - Drayson Center	Rental	Facilities Planning/SBCCD	\$9,950.00		
26770	Maxon Computer Inc.	Software/Online Services	SINS/CHC	\$7,164.00		
26847	MD Films Co LLC	Services	Student Services/CHC	\$6,900.00		
26824	Metropolis Management & Entertainment Group LLC	Speaker	Admissions & Records/SBVC	\$5,150.00		
26751	Monarch Information Security Consulting Inc	Services	TESS/SBCCD	\$50,000.00		
26825	My Little Carnival Inc	Rental	Art/SBVC	\$2,875.00		
26732	Nehemiah Charitable Fund	Income - Facilities Use	Administrative Services/SBVC		\$367.23	
26726	Outsource 1099	1099 Services	Fiscal Services/SBCCD	\$1,000.00		
26800	Party Plus Rental	Rental	First Year/SBVC	\$8,233.60		
26744	Party Plus Rental	Rental	First Year/SBVC	\$3,596.06		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

10 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26761	Penunuri, Guillermo dba Great White Graphics	Production of Logo Items	Student Services/SBVC	\$3,060.00		
26736	Precision Balance Specialist	Repairs	Chemistry/SBVC	\$2,930.00		
26739	Prime Promos LLC	Production of Logo Items	Counseling/SBVC	\$6,250.11		
26740	Prime Promos LLC	Production of Logo Items	Counseling/SBVC	\$1,808.23		
26747	Prime Promos LLC	Production of Logo Items	Counseling/SBVC	\$1,886.68		
26812	Prime Promos LLC	Production of Logo Items	Arts/SBVC	\$203.76		
26507	Print & Finishing Solutions	Repairs	TESS/CHC	\$1,060.00		
26813	Public Media Partnerships, Inc.	Software/Online Services	KVCR/KVCR	\$5,373.00		
26774	Purpose Printery LLC	Production of Logo Items	Student Services/CHC	\$3,723.52		
26844	Redlands Chamber of Commerce	Sponsorship	President/CHC	\$250.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

11 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
23239	Riverside CCD	Income - Grant	EDCT/ SBCCD		\$236,341.00	
26854	Riverside CCD	Income - Subgrantee	Applied Technology/SBVC		\$648,504.00	
26753	Running Warehouse LLC	Production of Team Uniforms	Athletics/ CHC	\$1,110.69		
26768	RYTE Ventures LLC	Production of Team Uniforms	Athletics/ CHC	\$1,107.74		
26790	Saldana, Daniel Richard	Workshop	RTVF/ SBVC	\$1,000.00		
26731	San Antonio Regional Hospital	Income - Underwriter	KVCR/ KVCR		\$35,000.00	
26792	San Bernardino, County of	MOU	Student Services/SBVC	No Cost		
26817	San Canyon Water Polo Club	Income - Facilities Use	Pool/CHC		\$1,000.00	
26801	SFM Consulting Inc.	Broadcasting Rights	KVCR/ KVCR	\$1,000.00		
26803	Sherwood, Rebecca dba Rain City Braille LLC	Braille Transcribing	ATPC/ SBCCD	\$40,000.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

12 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26691	Shorett Printing DBA Crown Printer/Crown Connect	Services	Marketing/ SBVC	\$6,434.74		
26752	Southern California Black Chamber of Commerce	Sponsorship	Chancellor/ SBCCD	\$5,000.00		
26842	Sports Facilities Group, Inc	Repairs	Maintenance/ SBVC	\$9,986.31		
26841	Stitchmania	Production of Logo Items	KVCR/ KVCR	\$675.52		
26814	Summerland Bags, LLC	Production of Logo Items	Student Equity/SBVC	\$60,583.38		
26802	Superior Service Corp	PO as Contract	Restaurant Management/SBVC	\$2,500.00		
26851	Superior Service Corp	PO as Contract	Restaurant Management/SBVC	\$1,000.00		
26775	Tennessee, University of	Software/Online Services	Student Services/SBVC	\$300.00		
26781	Tree Care Industry Association	Software/Online Services	EDCT/ SBCCD	\$2,520.32		
26733	Tree Pros Inc.	Site Improvement	Child Care Center/SBVC	\$7,775.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

13 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26729	Trophy Store, The	Production of Awards	President/CHC	\$329.89		
26821	US Coachways Inc dba US Bus Charter & Limo	Bus Rental	Transfer Center/CHC	\$2,356.33		
26815	Vasquez, Robert dba Active Impressions	Production of Logo Items	First Year/SBVC	\$7,786.88		
26754	Vital Records Holdings LLC dba VRC Companies LLC	Software/Online Services	Calworks/SBVC	\$330.00		
26758	Walker, Daniel dba Perfect Works	Speaker	Student Equity/SBVC	\$15,000.00		
26822	Waxie Sanitary Supply	On Demand Repairs	Facilities Planning/CHC	\$5,000.00		
26846	Westside Story Newspaper	Advertising	Marketing/SBCCD	\$1,200.00		
26848	Wilcox Supply Inc	Services	Automotive/SBVC	\$1,400.00		
26816	Wirz & Company Printing Inc.	Production of Awards	RTVF/SBVC	\$371.38		
26780	Zamudio, Martin dba Craphix Custom Design	Production of Team Uniforms	Athletics/CHC	\$2,275.70		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

14 of 14

Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26755	ZOOM Video Communications	Software/Online Services	Student Services/SBVC	\$646.07		

Total Number of Contracts 131

Totals \$1,017,007.61 \$938,012.23

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

PREPARED BY: Tammy Mathis, District Director of Grants

DATE: March 14, 2024

SUBJECT: Districtwide Grant Submissions: November 2023 to February 20, 2024

RECOMMENDATION

This item is for information only.

OVERVIEW

Between November 15, 2023, and February 20, 2024, the San Bernardino Community College District (SBCCD), in collaboration with the Economic Development & Corporate Training Center, Crafton Hills College, San Bernardino Valley College, and KVCR, has actively pursued multiple grants to advance our educational mission towards student success.

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 colleges' master plans.

ANALYSIS

- **Grant Application Period:** 11 applications submitted districtwide from November 15, 2023, to February 20, 2024.
- **Total Grant Funding Applied:** \$9,224,449 collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.
- **Grants Awarded:** 5 grants awarded, totaling \$2,591,320.
- **Thank You to Funding Partners:**
 - State of California/California Volunteers: \$1,657,320
 - Inland Empire Regional K-16 Educational Collaborative: \$800,000
 - CA Community College Chancellor's Office: \$99,000
 - California Endowment: \$25,000
 - Fred Rogers Productions: \$10,000

SBCCD GOALS

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

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

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 February 2024

Executive Summary

- **Grant Application Period:** 11 applications submitted districtwide from November 15, 2023, to February 20, 2024.
- **Total Grant Funding Applied:** \$9,224,449 collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.
- **Grants Awarded:** 5 grants awarded, totaling \$2,591,320.
- **Thank You to Funding Partners:**
 - State of California/California Volunteers: \$1,657,320
 - The Inland Empire Regional K-16 Educational Collaborative: \$800,000
 - CA Community College Chancellor's Office: \$99,000
 - California Endowment: \$25,000
 - Fred Rogers Productions: \$10,000

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 under-served 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:** Awarded \$800,000

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 \$10,000

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:** State of California/California Volunteers
- **Funding Period:** 2024-2026
- **Lead Entity:** SBCCD
- **Application Submitted:** December 17, 2023
- **Application Status:** Awarded \$1,657,320

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 \$25,000

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.

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:** SBCCD
- **Application Submitted:** January 30, 2024
- **Application Status:** Awarded \$99,000

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.

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.

Opportunity Young Adult Career Pathways Program

Purpose: This grant is to design and implement projects that focus on creating pathways to success that test and demonstrate program strategies to improve employment outcomes and reduce persistent economic inequities for youth 18-28 years of age. The OYA Career Pathway Program should position youth to obtain access to good-quality jobs, including jobs that pay family-sustaining wages, offer benefits, have predictable hours, opportunities for career advancement, and worker voice. Projects will also provide investments for wrap-around support and services to increase the likelihood of program completion, employment outcomes, and career pathway advancement, including comprehensive case management with a trauma-informed lens.

- **Grantor:** CA Economic Development Department
- **Funding Period:** 2 years
- **Amount Requested:** \$2,500,000
- **Lead Applicant:** SBCCD
- **Application Submitted:** February 5, 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.

SBCCD | Mission

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



SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: March 14, 2024

SUBJECT: SBCCD Equal Employment Opportunity Plan (EEO Plan)

RECOMMENDATION

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

OVERVIEW

The attached SBCCD Equal Employment Opportunity Plan has gone through the collegial consultation process.

ANALYSIS

SBCCD is constantly reviewing its Board Policies and Administrative procedures to ensure compliance with Title 5, CA Education Code and current District/College needs.

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.





**EQUAL EMPLOYMENT OPPORTUNITY PLAN
2025 – 2028**

Plan Component 1: Introduction

The San Bernardino Community College District (SBCCD) was founded in 1926, and is the proud home of Crafton Hills College, San Bernardino Valley College, Empire KVCR 91.9 FM, and Channel 24. We provide access to quality affordable higher education and career training to more than 20,000 students each year. SBCCD is formally designated a Hispanic-Serving Institution by the United States Department of Education. Over 70% of our students pay zero tuition fees through financial aid as they explore nearly 150 academic programs and hands-on career certificates. Our student population is constantly evolving, and our goal is to maintain and train a workforce that is equipped with the cultural competence to support their achievement.

The same level of excellence that we seek for our students, is the standard we judge our performance as a district against. The San Bernardino Community College District (SBCCD) recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. We have identified the demographics of our workforce as an opportunity area for growth.

To bolster this commitment we have begun, and will continue to take, a critical approach to reimagining our recruitment, hiring, and retention strategies. SBCCD is actively implementing a well-rounded approach to EEO hiring, with the goal of eventually mirroring the diversity of our student body and service area.

The District's Equal Opportunity Plan (hereinafter referred to as The Plan) demonstrates our commitment to providing equal consideration for all qualified candidates, hiring staff, and fostering staff development in support of our EEO and DEI goals. We recognize that this work is morally and logistically integral to creating a climate of inclusion at SBCCD.

The Plan's immediate focus is equal employment opportunity in recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (section 53000 et. Seq.), and the steps the district will take to establish and maintain sound pre-hiring, hiring, and post-hiring EEO strategies. The Plan includes the following:

1. Title IV regulations and provisions in support of the Equal Opportunity Plan
2. Methods to support Equal Opportunity Employment
3. Selection of specific pre-hiring, hiring, and post-hiring EEO strategies

Our foremost goal is to assure equity, educational opportunity, and success for all students. We will execute this goal by growing our capacity for hiring and retaining faculty and staff who are sensitive to, and knowledgeable of the needs of our community.

Sincerely,
Diana Z. Rodriguez
Chancellor

Plan Component 2: Definitions

- a) *Adverse Impact*: a statistical measure (such as those outlines in the EEO Commission's Uniform Guidelines on Employee Selection Procedures) that is applied to the effects of a selections procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender or disability. A disparity identified in a selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b) *Business Necessity*: circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that sections would result in substantial additional financial cost to the district or pose a significant threat to human life or safety. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- c) *Diversity*: The myriad of ways in which people differ, including the psychological, physical, cognitive, and social differences that occur among all individuals, such as race, ethnicity, nationality, socioeconomic status, religion, economic class, education, age, gender, sexual orientation, marital status, mental and physical ability, and learning styles. Diversity is all inclusive and supportive of the proposition that everyone and every group should be valued. It is about understanding these differences and moving beyond simple tolerance to embracing and celebrating the rich dimensions of our differences.
- d) *Ethnic Group Identification*: An individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to Title 5, section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.
- e) *Ethnic Minoritized Group*: American Indians or Alaskan natives (Native Americans), Asians, Pacific Islanders, Blacks/African-Americans, and Hispanic/Latinos.
- f) *Equal Employment Opportunity (EEO)*: means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels in the seven job categories staff, professional nonfaculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Ensuring equal employment opportunity also involves:
 - a. Identifying and eliminating barriers to employment that are not job related; and
 - b. Creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Government Code section 12940.

- g) *Equal Employment Opportunity Plan*: A written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- h) *Equal Employment Opportunity Programs*: All the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring, and taking additional steps consistent with Title 5 regulations and this plan.
- i) *Goals for Persons with Disabilities*: a statement that the district will strive to attract and hire additional qualified persons with disabilities, consistent with its commitment to promoting equal employment opportunity and diversity at all levels of the workforce. To the extent Title 5 sets forth specific obligations to foster the representation of qualified and disabled individuals in the workplace; "goals for persons with disabilities" also means a statement in compliance with those obligations. The term "goals" does not refer to quotas or rigid proportions.
 - a. Target Date: a point in time by which the district plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a job category.
 - b. Timetable: a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.
- j) *In-house Hiring*: refer to Title 5 Section 53021.
- k) *Monitored Group*: Those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to sections 53004 (a).
- l) *Person with a Disability*: any person who (1) has a physical or mental impairment as defined in Government Code, section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- m) *Projected Representation*: the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question. In the absence of a determination by the Chancellor, projected representation is given no alternate meaning or application in this plan.
- n) *Reasonable Accommodation*: the efforts made on the part of the district to allow disabled applicants to access the job application process and allow disabled employees to perform the essential functions of their positions, consistent with the District's legal obligations.

under the Americans with Disabilities Act and the California Fair Employment and Housing Act. “Reasonable accommodations” may include the items designated in Title 5, section 53025.

- o) *Screening or Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

- p) *Significantly Underrepresented Group*: any monitored group for which the percentage of persons from that group employed by the district in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

Plan 3 Component: EEO & Nondiscrimination in Employment Policy Statement

The San Bernardino Community College District (SBCCD) is committed to the principles of equal employment opportunity and will implement and maintain a comprehensive program to put those principles into practice. It is the district's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity.

San Bernardino Community College District (SBCCD) has undertaken various efforts to address workplace diversity, student equity and inclusive ("DEI") practices. These efforts include the District's Equal Employment Opportunity Plan, Student Equity Plans at each respective college, a commitment to diversity (BP7100), as well as strategic goals in the Districtwide Support Services Strategic Plan (2017-22).

The district strives to achieve an anti-racist and anti-discrimination workforce that embraces all, persons with disabilities and individuals from all ethnic and cultural groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas. Our Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that align with our District's commitment to diversity, equity and inclusion.

Plan Component 4: Identification of District Officer with Delegated Responsibility and Authority to Implement and Enforce the EEO Plan

[Reference – Title 5, § 53003(c)(3) and 53020]

It is the policy of the SBCCD that all employees promote and support equal employment opportunity. Equal employment opportunity requires a commitment and a contribution from every segment of the district. The general responsibilities for the prompt and effective implementation of the Plan are set forth below.

1. Board of Trustees

The Board of Trustees is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.

2. Chancellor

The Board of Trustees delegates to the Chancellor the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Chancellor shall advise the governing board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

3. Equal Employment Opportunity Officer

The District has designated the Director of Diversity, Equity, and Inclusion as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the Plan. If the designation of the Equal Employment Opportunity Officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The Equal Employment Opportunity Officer is responsible for administering, implementing, and monitoring the Plan and for assuring compliance with the requirements of Title 5, sections 53000 et seq. The Equal Employment Opportunity Officer is also responsible for receiving complaints and for ensuring that applicant pools and selection procedures are properly monitored.

4. Equal Employment Opportunity Advisory Committee

Each college will designate representatives to serve on the Equal Employment Opportunity Advisory Committee, which acts as an advisory body to the Equal Employment Opportunity Officer and the District. The purpose of the Equal Employment Opportunity Advisory Committee is to promote understanding and support of equal employment opportunity policies

and procedures. The Equal Employment Opportunity Advisory Committee shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

5. District Human Resources, Diversity, Equity and Inclusion Advisory Taskforce

The District shall maintain the District Human Resources, Diversity, Equity and Inclusion Advisory Taskforce that will include representatives from each campus, and each constituency group whenever possible, to help guide the discussion and implementation of our DEI framework. This group will meet at least twice a year to discuss District wide efforts surrounding diversity, equity and inclusion for students and employees. This group will review measurable methods for the district to advance diversity and cultural competency.

6. Agents of the District

Any organization or individual, whether or not an employee of the District, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

7. Good Faith Effort

The District will make a continuous good faith effort to comply with all the requirements of its Plan.

Plan Component 5: EEO Advisory Committee

The District will maintain an Equal Employment Opportunity Advisory Committee (“Advisory Committee”) to assist the District in implementing the Plan. The Advisory Committee shall include a diverse membership whenever possible. Ex officio members shall include the Equal Employment Opportunity Officer, the Title IX Officer and ADA Compliance Officer, and the Director of Human Resources. Each stakeholder group within the district shall have the opportunity to appoint members to the EEO Advisory Committee. Meeting access will remain open to members of the SBCCD community, with meeting minutes posted publicly.

Every year, the Advisory Committee shall receive training in the following:

- The requirements of all applicable federal, state, and local laws, including Title 5 of the California Code of Regulations, Section 53000 *et seq.*;
- Identification and elimination of bias in hiring;
- The educational benefits of workforce diversity; and
- The role of the Advisory Committee in carrying out the District’s EEO Plan.

The Vision Resource Center will also be utilized as a training tool for committee members. The Advisory Committee shall hold a minimum of four (4) meetings per academic year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the Advisory Committee shall make recommendations to the Chancellor, College Presidents, or the Equal Employment Opportunity Officer. The Advisory Committee will review the EEO Plan at least once every three years, and any revised Plan will be submitted to the Chancellor’s Office.

Plan 6: **Complaints** [Reference – Title 5, § 53003(c)(2), 53026 and 59300 et seq.]

The procedure for filing complaints alleging violation of the Equal Employment Opportunity regulations shall be set forth in the District's Administrative Regulation regarding EEO & Discrimination Complaint Procedure (SBCCD AP3430). This Administrative Regulation shall be made accessible on the District's website, as well made accessible at the Office of Human Resources.

As stated in the District's Administrative Regulation regarding EEO & Discrimination Complaint Procedure, complaints alleging a violation of the EEO regulations shall be filed with the Equal Employment Opportunity Officer.

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

Threshold Requirements Prior to Investigation of a Formal Written Complaint

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

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

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

Defective Complaint

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

Administrative Determination

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

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

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

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

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

Complainant's Appeal Rights

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

- First level of appeal: The complainant has the right to file an appeal to the District's governing board within 15 days from the date of the administrative determination. The District's governing board will review the original complaint, the investigative report, the administrative determination, and the appeal.
- The District's governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District's governing board may elect to

take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's governing board will be forwarded to the complainant and to the State Chancellor's Office.

Complainants must submit all appeals in writing.

Extensions

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

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

Plan Component 7: The Process for Notifying All District Employees of the Provisions of the EEO Plan and the District Policy Statement

The commitment of the Board of Trustees and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan. The policy statement will be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the Chancellor, Administrators/Managers, the Academic Senate and Classified Senate leadership, Bargaining Unit representatives, and members of the SBCCD Equal Employment Opportunity Advisory Committees.

The Plan will be available on the District's website, and when appropriate, may be distributed by e-mail. The Human Resources Department will provide all new employees with a copy of the Board of Trustees' Equal Employment Opportunity Policy Statement.

The Human Resources Department will distribute an annual written notice summarizing the provisions of the District's Equal Employment Opportunity Plan and emphasize the importance of the employee's participation and responsibility in ensuring the Plan's implementation along with where locations of copies of the Plan are available.

Plan Component 8: The Process for Ensuring that District Employees Who Participate on Screening or Selection Committees Receive Training

Screening committees shall include a diverse membership whenever possible, appointed by stakeholder groups, to ensure a variety of perspectives are included in the assessment of applicants. Human Resources encourages a regular rotation of appointees to ensure multiple perspectives are included in designing the employee body of our district. The composition of the committee is evaluated for diversity in educational background, gender and ethnicity, and experience at SBCCD. Each member of a selection committee will receive training prior to participation in a recruitment.

The District's search committee trainings are designed specifically to education members on how to engage in an equitable hiring process. Live EEO trainings will be offered on a bi-monthly basis at minimum. This training has integrated several neuroscience principals into its bias training to allow participants to understand the impact of bias on the hiring process and the district. This level of training and self-awareness will better facilitate committee members' ability to implement techniques of eliminating bias from the hiring process.

Plan Component 9: The Process for Providing Annual Written Notice to Community-Based and Professional Organizations

The EEO Officer or designee will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the Plan. The notice will also include the internet address where the District advertises its job openings and the names, departments and phone numbers of individuals to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources, especially for significantly underrepresented groups. A list of organizations, which will receive this notice, is attached to this Plan (*Appendix A*). This list may be revised from time to time as necessary.

Plan Component 10: A Process for Gathering Information and Periodic Longitudinal Analysis of the District's Employees and Applicants

The District is committed to diversity and inclusion, and recognizes that a diverse and inclusive workforce promotes its educational goals and values. The district strives to achieve a workforce that is welcoming and inclusive, and we believe this effort begins pre-hiring.

The District, through its Office of Human Resources, shall annually collect employee demographic data and shall monitor applicants for employment on an ongoing basis in order to evaluate the efficacy of its equal employment opportunity plan and to provide data needed for the analyses required by Sections 53003, 53006, 53023, and 53024 of Title 5 of the California Code of Regulations. The District shall annually report to the Chancellor, in a manner prescribed by the Chancellor, this data for employees of the District. Each employee shall be reported so that they may be identified as belonging to one of the following seven job categories:

- (1) Executive/administrative/managerial; (2) Faculty and other instructional staff; (3) Professional non-faculty;
- (4) Administrative Support;
- (5) Technical and paraprofessional; (6) Skilled crafts; and
- (7) Service and maintenance.

For purposes of the data collection and reporting required under this section, each applicant or employee shall be afforded the opportunity to identify their gender, ethnic group identification and, if applicable, their disability. A person may designate multiple ethnic groups with which they identify but shall be counted in only one ethnic group for reporting purposes. Consistent with all applicable federal, state, and local laws, the District may collect additional data as needed to determine underrepresentation in these or other protected areas.

The Office of Human Resources shall review the data at least once every 3 years, but more often if determined as necessary by the Vice Chancellor of Human Resources or his/her designee. The Office of Human Resources shall review the data to determine if significant underrepresentation of a monitored group may be the result of non-job-related factors in the employment process. The analyses used in the review shall include, but need not be limited to:

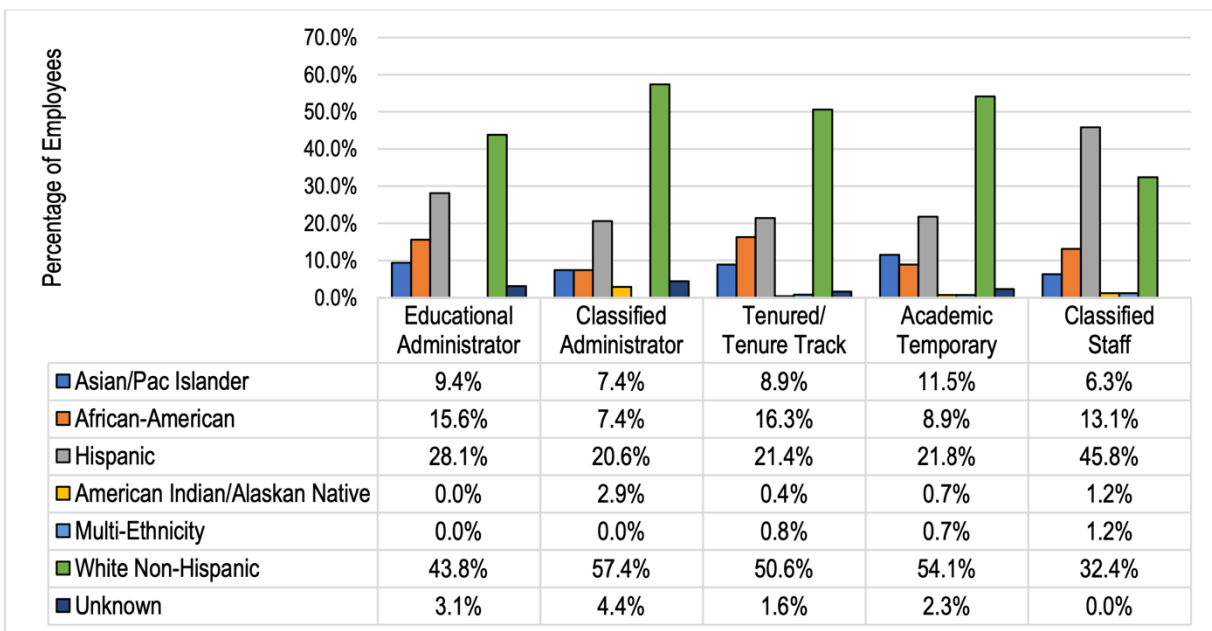
- Longitudinal analysis of data regarding job applicants to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool to the qualified applicant pool;
- Analysis of data regarding potential job applicants, to the extent provided by the State Chancellor, which may indicate significant underrepresentation of a monitored group; and
- Analysis pursuant to Section 53003(c)(7) of Title 5 of the California Code of Regulations to determine whether a group is significantly underrepresented.

Additionally, each year, the Employee Climate Survey of District Central Services is administered by the Research, Planning, and Institutional Effectiveness department in April, with results posted online in May. The full report includes all data collected, including demographics, questions about interactions with each office and the services they provide, shared governance and inclusion, in addition to written comments and feedback. The summary report provides a brief overview of the survey results with an emphasis on response rate, overall satisfaction, and three examples of the types of questions asked about each service area. This information is utilized by the district to predict trends in our workforce, measure trends and concerns, and provide support and training accordingly.

Plan Component 11: A Process for Utilizing Data to Determine whether Monitored Groups are Underrepresented Within District Job Categories

In the Fall 2020 semester, approximately 51.1% OF SBCCD employees were from historically underrepresented racial/ethnic groups. Over this five-year period, the largest increase was observed among the Hispanic employee group. Between Fall 2016 and Fall 2020, the percentage of employees who were Hispanic increased by 20.9%. The SBCCD Office of Research, Planning, and Institutional Effectiveness will continue to collect and analyze employee characteristic data for underrepresentation for the purpose of alleviating adverse impacts.

Racial/Ethnic Frequency Distribution, Fall 2020: SBCCD



	Educational Administrator	Classified Administrator	Tenured /Tenure Track	Academic Temporary	Classified Staff	Fall 2020 Total
Asian/Pacific Islander	3	5	23	79	26	136
African American	5	5	42	61	54	167
Hispanic	9	14	55	150	189	417
American Indian/Alaskan Native	0	2	1	5	5	13
Multi-Ethnicity	0	0	2	5	5	12
White Non-Hispanic	14	39	130	372	134	689
Unknown	1	3	4	16		24
Total	32	68	257	688	413	1,458

Source: CCCCO MIS Referential Data Files

Plan Component 12: Methods for Addressing Underrepresentation

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, Cafeteria and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a San Bernardino Community College District.

Region 9 Rising

To support the efforts of preparing graduate students for future employment at SBCCD, we have committed to participate in Region 9 Rising. The **REGION 9 RISING** Faculty Fellowship Program is an internship program for diverse candidates aspiring toward faculty or administrative roles within one of the California Community Colleges throughout the Inland Empire. **Region 9 Rising** was established to increase the diversity of our future faculty and administrators who can better represent and support the diverse students we serve here in the Inland Empire and throughout the California Community College System. In addition to providing the skills and resources necessary to effectively compete for permanent positions, our goal is to provide comprehensive program training and direct mentorship within one of our participating colleges to prepare these candidates to effectively support our diverse student bodies and build more equitable and inclusive institutions throughout the region.

The program goals are as follows:

- Arrange successful mentoring relationships that support the development of fellows and mentors as master counseling or classroom faculty members.
- Provide training emphasizing assessment of student learning outcomes, strategies for providing students with basic skills, and strategies to engage a diverse population of adult learners.
- Demonstrate job search techniques and address other issues integral to preparation for a career as a faculty member.
- Nurture the highest levels of integrity and ethics in every aspect of the professional life of each fellow.
- Introduce industry practitioners to the community college environment as they complete degrees that would qualify them to teach at the community college.

The Region 9 Rising program allows our institutional leaders to draw upon the wealth of diverse colleagues by intentionally recruiting, training, mentoring, and hiring counseling, instruction, library faculty and administrators of color who better represent the diversity of our students.

Plan Component 13: Selection of Specific Pre-Hiring, Hiring, and Post-Hiring EEO Strategies and Schedule Identifying Timetables for Their Implementation (Multiple Methods Integration)

Pre-Hiring Strategies

The San Bernardino Community College District actively works to implement practices that demonstrate that diversity, equity, and inclusion are core values within our organizational culture. These values are demonstrated by our participation in the Region 9 Rising faculty fellowship program, our deep commitment to diversifying the applicant pool, and the EEO training required of committee members prior to serving on a selection committee. Additionally, will implement the following combination of pre-hiring interventions during the recruitment cycle:

- Deploying targeted recruitment efforts to market to diverse groups.
- Developing a process for reviewing and revising job descriptions to reflect the District's commitment to equity.

Hiring Strategies

The District is building momentum and is committed to becoming a model in the areas of equal employment opportunity best practices and addressing adverse impact by integrating DEI principles consistently throughout its recruitment, hiring, professional development, and evaluation processes—addressing the issue of adverse impact comprehensively at all stages of its work in human resources. The vision for this initiative is focused on addressing deficiencies in recruitment, and fully integrating DEI values into the selection process for new hires. The District will implement the following combination of hiring/selection strategies:

- Developing and implementing District Equity Questions and Rubric to review as part of the application for all faculty (full and part-time), faculty lead or reassign roles, classified professionals, and manager positions.
- Developing and implementing an Equity Rubric for the interview process for all faculty (full and part-time), faculty lead or reassign roles, classified professionals, and manager positions.
- Incorporating training on equity questions and rubrics into the EEO training process for hiring committees.
- Establishing a formalized process for adverse impact analysis in the hiring process.

Post-Hiring Strategies

Our plan focuses on initiating DEI principles at each stage of the EEO employment cycle, including post-hiring and throughout the duration of employment. We will implement the following combination of post-hiring strategies:


- Promoting participation in new onboarding and mentoring programs, which specifically address each member's role in supporting racial equity for faculty, staff, and management.
- Encourage participation in employee resource groups including but not limited to: Asian Pacific Islander Association (APIA), Black Faculty and Staff Association (BFSA), and Latino Faculty and Staff Association (LFSA).


EEO PLAN COMPONENT 13

DISTRICT & COLLEGE ACTIVITIES

DEMONSTRATING ON-GOING COMMITMENT TO EEO/EMPLOYMENT DIVERSITY

Developed in collaboration with Liebert Cassidy Whitmore

IMPLEMENTATION 	Who	What/When	Effectiveness Metrics & Review
PRE-HIRING			
Review and update District EEO/DEI policy statement.* (53024.1(k)) *Cross-reference Plan Component 3	Office of Human Resources	<ul style="list-style-type: none"> The Office of Human Resources and EEO Advisory Committee will review and update, if necessary, the District EEO Policy Statement on an annual basis following the results of the district wide climate survey. 	
Recurring activities related to improving student access and student success—with a nexus to EEO hiring.	The Office of Human Resources	<ul style="list-style-type: none"> Human Resources will facilitate districtwide participation in the Region 9 Rising Faculty Fellowship Program. The program is an internship program for diverse candidates aspiring toward faculty or administrative roles within one of the California Community Colleges throughout the Inland Empire. <p>Y1: Participate in program pilot, accepting a cohort of 4 fellows. Y2: Increase number of fellows in SBCCD cohort. Y3: Design hiring pipeline for fellows who successfully complete the full program cycle.</p>	Program success will be measured by fellows’ successful job placement within the California Community College system.
HIRING			
Consistent and ongoing training for hiring committees. (53024.1(c)) *Cross reference Plan Component 8.	The Office of Human Resources will provide ongoing EEO training to the district. Selection Committee members will be required to receive training.	<ul style="list-style-type: none"> Human Resources will facilitate ongoing district-wide training designed specifically to educate SBCCD employees on how to engage in an equitable hiring process and understand the impact of bias. <p>Y1: Establish and maintain a regular training schedule for revamped. EEO training Y2: Roll out deadline for EEO training requirement. Y3: By year three, successfully train 750 employees, or half of the SBCCD workforce.</p>	If successful, the Office of Human Resources will see a reduction in failed recruitments, and a potential decrease in the length of the recruitment cycle from job posting to onboarding.
Assess "sensitivity to diversity" of all applicants. (53024.1(l))	Office of Human Resources	<ul style="list-style-type: none"> Starting Fall 2023, the Office of Human Resources will develop a pool of equity questions and rubrics for everyone who applies to the District. This project will be completed by Spring 2024 with full implementation by Spring 2025. <p>Y1: Develop pool of equity questions and rubrics for all district applicants Y2: Complete pool of questions applicable to all stakeholder groups. Y3: Implement hiring process with assessments for “sensitivity to</p>	If successful, the district will see an increase in the proportion of Hispanic district employees, classified, faculty and staff and an increase in the number of Black instructional faculty at Crafton Hills College and Valley College.

IMPLEMENTATION 	Who	What/When	Effectiveness Metrics & Review
		diversity at all levels.	
POST-HIRING			
Conduct campus climate surveys & use this information. (53024.1(a))	Office of Research, Planning, and Institutional Effectiveness Office of Human Resources	<ul style="list-style-type: none">The Office of Research, Planning and Institutional Effectiveness will annually administer the employee survey of district central services in April with results posted online in May. Human resources will use this data to predict trends, measure trends and concerns, and provide training accordingly. Y1: Conduct a multi-year analysis of past concerns and trends. Y2: Develop a DEIA academy based on the needs of the district as indicated by the campus climate survey.	Each group of results will be analyzed annually for response rate, overall satisfaction, and DEI data trends.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 14, 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 \$225,349 to \$101,461,191 from the previous estimate of \$101,235,842. 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 February 20, 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	103,364	99,705	92,023	108,801	115,049	109,053		
Receipts														
Federal		10	3,570	250	90	38	175	2		13		663		4,810
State	12,435	7,457	13,524	12,877	4,623	10,580	8,058	33,459	35,314	25,657	12,961	14,938		191,882
Local	5,769	63	3,435	2,112	3,306	22,251	5,430	3,174	2,074	4,705	3,278	857		56,454
Interfund Transfer & Sale of Assets					4,292	1		289	289	289	294	289		5,743
Accounts Receivable/Accruals	-2,867	1,264	-509	64	1,006	-3	-685	-274	1,079	-71	-225	-381		-1,602
Total Receipts	15,337	8,793	20,020	15,303	13,316	32,867	12,977	36,650	38,755	30,594	16,307	16,366		257,287
Disbursements														
Academic Salaries	27	2,845	4,684	5,137	5,432	5,346	5,293	4,839	5,554	5,654	5,532	9,498		59,841
Classified Salaries	2,895	3,390	3,421	3,532	3,723	3,745	3,576	3,879	4,323	4,237	4,381	5,038		46,138
Benefits	1,507	2,533	646	3,114	3,105	3,090	3,193	3,179	3,418	3,427	2,940	4,740		34,894
Supplies & Materials	226	51	169	148	206	135	166	317	351	440	509	299		3,016
Other Operating Exp	2,612	1,493	2,235	1,831	1,779	1,640	2,337	2,148	5,733	6,803	3,663	8,088		40,361
Capital Outlay	1,480	-1,151	379	140	424	650	634	1,447	1,569	1,538	2,005	454		9,569
Other Outgo	2,443	-260	3,493	5,982	1,267	1,031	1,469	1,586	1,096	2,164	3,331	5,091		28,693
Longterm Post-Employment Benefits	-5	-8	-8	-8	8	-8	-8	-9	-9	18	-9	-12		-56
Accounts Payable/Accruals	5,512	7,604	2,358	-1,354	-207	-42	-24	26,946	-59	66	-49	-9,239		31,512
Total Disbursements	16,695	16,497	17,376	18,521	15,738	15,587	16,636	44,331	21,978	24,345	22,304	23,958		253,968
Increase / (Decrease) in Cash Balance	-1,358	-7,704	2,643	-3,218	-2,422	17,280	-3,659	-7,682	16,777	6,248	-5,996	-7,592		
Estimated Ending Cash Balance	96,784	89,080	91,724	88,506	86,084	103,364	99,705	92,023	108,801	115,049	109,053	101,461		

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: March 14, 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

February 20, 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."

The Parties have met in reference to the increase in full-time equivalent ("FTE") hours for (4) four occupied Child Development Assistant positions at San Bernardino Valley College and agreed to the following.

1. It is agreed and understood that the District would increase FTE hours for (4) four occupied Child Development Assistant positions (**PCN: C114249, C147205, C147207, and C147210**).
2. The increase in FTE hours is based on the department's operational needs.
3. The (4) four occupied Child Development Assistant positions will be increased to 1.0 FTE from .475 FTE to 40 hours per workweek from 19 hours per workweek, working 239 days per year.
 - a. Incumbent, Patricia Serrano-Garcia's work schedule will be changed as follows:
 From: Monday – Thursday, 12:00 p.m. to 3:30 p.m., and Friday, 11:00 a.m. to 4:00 p.m.
 To: Monday – Friday, 7:30 a.m. to 4:00 p.m.
 - b. Incumbent, Carolina Jaime's work schedule will be changed as follows:
 From: Monday – Thursday, 8:00 a.m. to 12:00 p.m., and Friday, 8:00 a.m. to 11:00 a.m.
 To: Monday – Friday, 7:30 a.m. to 4:00 p.m.
 - c. Incumbent, Vanessa Rodriguez's work schedule will be changed as follows:
 From: Monday – Thursday, 8:00 a.m. to 12:00 p.m., and Friday, 8:00 a.m. to 11:00 a.m.
 To: Monday – Friday, 7:30 a.m. to 4:00 p.m.
 - d. Incumbent, Stephanie Vargas' work schedule will be changed as follows:
 From: Monday – Thursday, 8:00 a.m. to 12:00 p.m., and Friday, 8:00 a.m. to 11:00 a.m.
 To: Monday – Friday, 7:30 a.m. to 4:00 p.m.

4. The Parties agree that the abovementioned changes will be effective Monday, February 26, 2024.

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



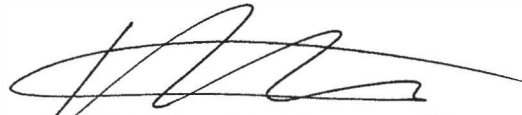
Ernest Guillen, President CSEA #291



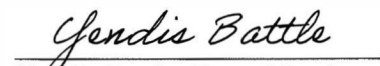
Noah Snyder, CSEA LRR



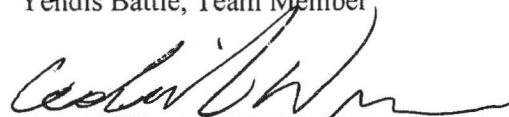
Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, 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: March 14, 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 March 14, 2024

[v.2.27.2024.p.1|5]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Montgomery, Lamont CHC Fire Technology	Fire Operations Specialist	02/05/24	06/30/24	\$55.00
Rivera, Theresa CHC Fire Technology	State Fire Training Instructor	02/05/24	06/30/24	\$55.00
Snowden, Nicolas CHC Fire Technology	State Fire Training Instructor	02/07/24	06/30/24	\$55.00
Carter, Taylor CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	02/20/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Ellsberry, Richard P CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	02/13/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Kenyon, Aedon S. CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	02/20/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Perez, Cesar CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	02/09/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Bryant, Andrew C. CHC Tutor I	Tutor I	02/07/24	06/30/24	\$17.00
Flores, Isaiah DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	02/13/24	06/30/24	\$23.00
Hickok, Christopher DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	03/14/24	06/30/24	\$60.00/ \$80.00
Joaquin, Bryan DIST Human Resources	Program Assistant	01/02/24	06/30/24	\$23.71
Anguiano, Wendy DIST KVCR	Content Specialist	01/11/24	06/30/24	\$22.00
Bolita, Anthony DIST KVCR	Content Specialist	01/11/24	06/30/24	\$25.00
Fontes, Leo DIST KVCR	Content Specialist	01/11/24	06/30/24	\$25.00
Moreno, Joe Andrew DIST KVCR	Content Specialist	01/11/24	06/30/24	\$22.00
Navarro, Briana DIST KVCR	Program Assistant	01/11/24	06/30/24	\$26.00
Verduzco, Justin C DIST KVCR	Program Assistant	02/05/24	06/30/24	\$22.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 14, 2024

[v.2.27.2024.p.2|5]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Torres-Cash, Esther SBVC Academic Success and Learning Services	Tutor I	02/14/24	06/30/24	\$17.00
Preciado, Mayra Y. SBVC Academic Success and Learning Services	Tutor III	02/06/24	06/30/24	\$20.00
Sifuentes, Lorraine T SBVC CalWORKs & Workforce Development	Program Assistant	02/05/24	06/30/24	\$22.00
Guerrero, Richard P SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/22/24	06/30/24	\$45.00/ \$53.00
Adlaon, Kryzia SBVC Stem-Mesa	Tutor I	02/20/24	06/30/24	\$17.00
Taylor, Jacob SBVC Stem-Mesa	Tutor I	02/20/24	06/30/24	\$17.00
Godoy, Alexis SBVC Stem-Mesa	Tutor III	02/06/24	06/30/24	\$20.00
Johnson, Kyle SBVC Stem-Mesa	Tutor III	02/20/24	06/30/24	\$20.00
Linarez, Imelda SBVC Stem-Mesa	Tutor III	02/06/24	06/30/24	\$20.00
Morales, Francine SBVC Stem-Mesa	Tutor III	02/06/24	06/30/24	\$20.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Cruz, Kenia SBVC Art	Life Drawing Model	01/22/24	05/20/24	\$25.00

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Wagner, Kathryn CHC Aquatics <i>NEW:Sick/Vacation</i>	Pool Attendant	02/07/24	03/31/24	\$20.95



Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 14, 2024

[v.2.27.2024.p.3|5]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Blackmon, Richard CHC Chemistry <i>Ext: Coverage requested for committee meetings</i>	Laboratory Technician III - Chemistry	02/19/24	04/18/24	\$37.88
Chavez, Marc Anthony CHC Custodial <i>Vacancy</i>	Custodian	02/05/24	02/11/24	\$20.44
Nieto Leon, Ofelia CHC Custodial <i>Vacancy</i>	Custodian	02/05/24	02/11/24	\$20.44
Ramirez, Thomas CHC Science <i>Ext: Vacancy</i>	Laboratory Technician III - Chemistry	02/19/24	03/17/24	\$33.50
Medina, Lilibeth CHC Student Services <i>Vacancy</i>	Administrative Coordinator	02/13/24	03/14/24	\$36.90
Zollinger, Arvid CHC Theatre <i>Ext: LOA</i>	Senior Theatre Arts Technical Support Specialist	03/02/24	03/17/24	\$36.07
Jimenez, Cynthia DIST Business Services <i>New: LOA</i>	Purchasing Technician	02/05/24	04/04/24	\$22.56
Larry, Nathaniel DIST Custodial <i>Ext: Sick/Vacation</i>	Custodian	12/14/23	02/13/24	\$21.50
Garcia, Dawn DIST Human Resources <i>New: OOC Coverage for Jackline</i>	Human Resources Generalist	02/01/24	03/31/24	\$39.16
Pimental, Andrea SBVC Admission & Records <i>EX: IHPO</i>	Administrative Assistant I	02/16/24	04/16/24	\$23.71
Montoya, Jesus SBVC Athletics <i>EX: Vacancy</i>	Physical Education and Athletic Equipment Specialist	12/13/23	02/13/24	\$19.94
Montoya, Jesus SBVC Athletics <i>EX: Vacancy</i>	Physical Education and Athletic Equipment Specialist	02/14/24	04/13/24	\$19.94
Blackmon, Richard SBVC Chemistry <i>EX: Sick/Vaction</i>	Laboratory Technician III- Chemistry	02/01/24	03/31/24	\$37.88



Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 14, 2024

[v.2.27.2024.p.4|5]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Lozano, Feliciano SBVC Child Development Center <i>EX: Sick/Vaction</i>	Child Development Assistant	02/22/24	04/21/24	\$17.63
Ascencio, Alexis SBVC Child Development Center <i>EX: Sick/ Vacation</i>	Child Development Assistant	02/20/24	03/31/24	\$17.63
Medina Estrada, Alondra SBVC Child Development Center <i>EX: Sick/Vaction</i>	Child Development Assistant	02/20/24	04/13/24	\$17.63
Deniz Pelayo, Ariadna SBVC Child Development Center <i>EX: Sick/ Vacation</i>	Child Development Assistant/ Child Development Teacher	02/27/24	04/26/24	\$17.63/ \$24.89
Brewer, Leon SBVC Custodial <i>EX: Sick/Vaction</i>	Custodian	01/01/24	02/28/24	\$21.50
Gutierrez, Luis SBVC Custodial <i>Ext: Sick/Vacation</i>	Custodian	12/24/23	02/23/24	\$21.50
Villalpando, Lauren SBVC Custodial <i>NEW: Sick/Vacation</i>	Custodian	02/08/24	04/08/24	\$21.50
Wilson, Matthew SBVC Custodial <i>NEW: Sick/Vacation</i>	Custodian	01/29/24	03/28/24	\$21.50
Prater, Stephen SBVC Film, TV & Media <i>EX: Sick/LOA</i>	Laboratory Assistant II - Multimedia	02/01/24	03/29/24	\$29.62
Cortez, Rosio SBVC Financial Aid <i>EX: IHPO</i>	Financial Aid Technician	02/05/24	04/04/24	\$26.81
Prater, Stephen SBVC FTVM <i>New</i>	Laboratory Assistant II - Multimedia	01/22/24	01/31/24	\$29.62
De La Cruz, Brenda SBVC SAS <i>EX: Vacancy</i>	Administrative Clerk	12/02/23	02/02/24	\$21.50
Badillo, Amanda SBVC Student Health Services <i>Ex: IHPO</i>	Administrative Clerk	12/14/23	02/14/23	\$21.50



Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 14, 2024

[v.2.27.2024.p.5|5]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Badillo, Amanda SBVC Student Health Services <i>Ex: IHPO</i>	Administrative Clerk	02/15/24	04/15/24	\$21.50
Hall, Suzan SBVC Student Services <i>EX: Vacancy</i>	Administrative Coordinator	02/20/24	04/19/24	\$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: March 14, 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 1/16/2024 – 2/19/2024 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
March 14, 2024

PO#	Supplier Name	Amount
2404444	DEPARTMENT OF CONSERVATION REF FD	4,800.00
2404445	POCKET NURSE ENTERPRISES INC	4,516.02
2404446	SPORTS ENDEAVORS INC	1,700.97
2404447	KEN'S SPORTING GOODS	198.18
2404448	KEN'S SPORTING GOODS	308.63
2404449	RED HELMET TRAINING	200.00
2404453	BIO-RAD LABORATORIES INC	1,003.11
2404458	STAPLES BUSINESS ADVANTAGE	267.60
2404459	STAPLES BUSINESS ADVANTAGE	342.49
2404461	STAPLES BUSINESS ADVANTAGE	299.81
2404462	STAPLES BUSINESS ADVANTAGE	164.42
2404463	DIAMOND CHEVROLET OF SAN BERNARDINO	2,000.00
2404468	STAPLES BUSINESS ADVANTAGE	63.80
2404469	STAPLES BUSINESS ADVANTAGE	148.36
2404470	STAPLES BUSINESS ADVANTAGE	444.00
2404471	STAPLES BUSINESS ADVANTAGE	148.25
2404472	STAPLES BUSINESS ADVANTAGE	157.05
2404473	STAPLES BUSINESS ADVANTAGE	54.83
2404474	STAPLES BUSINESS ADVANTAGE	180.28
2404477	CDW LLC	491.94
2404478	DOOLEY ENTERPRISES INC	1,570.09
2404479	H & L CHARTER CO INC	1,270.00
2404484	HYATT CORPORATION	8,000.00
2404491	48 HOUR FILM PROJECT INC	5,050.00
2404492	PRECISION BALANCE SPECIALIST	2,930.00
2404493	WILLIAMS, GARY	42.20
2404494	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	600.00
2404495	AGILE SPORTS TECHNOLOGIES INC	549.00
2404496	SAN BERNARDINO CCD	180.00
2404499	VITAL RECORDS HOLDINGS LLC	330.00
2404500	RED HELMET TRAINING	420.00
2404501	RED HELMET TRAINING	450.00
2404503	GRAINGER INC	693.83
2404507	CDW LLC	6,071.24
2404509	BLUE RIBBON INK & THREAD INC	308.85
2404510	SOUTHERN CALIFORNIA BLACK CHAMBER OF COMMERCE	5,000.00
2404512	NANCY K. BOHL INC	750.00
2404513	PENUNURI, GUILLERMO	3,060.00
2404514	HERRON, JORDAN	200.00
2404515	G/M BUSINESS INTERIORS	5,786.84
2404517	PRIME PROMOS LLC	6,250.11
2404519	PRIME PROMOS LLC	1,808.23
2404527	FELLENZ, KATHY	200.00
2404528	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	924.96
2404530	ARCINIEGA, MARK	850.00

Purchase Order Report
March 14, 2024

PO#	Supplier Name	Amount
2404532	GUISADOS LA MORENITA	1,740.00
2404533	DELL INC	1,518.07
2404535	HOPINKA, SKY	4,000.00
2404540	STAPLES BUSINESS ADVANTAGE	258.62
2404541	RUNNING WAREHOUSE LLC	1,110.69
2404543	DELL INC	961.85
2404546	SAN BERNARDINO CCD	597.25
2404547	JOHNSTONE SUPPLY	545.59
2404548	STAPLES BUSINESS ADVANTAGE	912.06
2404549	SAN BERNARDINO CCD	2,720.00
2404551	SAN BERNARDINO CCD	900.00
2404552	SAN BERNARDINO CCD	3,000.00
2404553	FERRILLI	15,600.00
2404554	GARCIA, STACY	500.00
2404559	STAPLES BUSINESS ADVANTAGE	183.00
2404560	STAPLES BUSINESS ADVANTAGE	211.94
2404561	DELL INC	25,668.25
2404562	CDW LLC	5,193.55
2404563	TUFF SHED INC	31,977.94
2404565	PRIME PROMOS LLC	1,882.30
2404568	SAN BERNARDINO CCD	2,044.34
2404573	DOING GOOD WORKS	7,523.73
2404575	GAUMARD SCIENTIFIC COMPANY	130.50
2404576	AMUDIPE, WILLIAM	600.00
2404577	AMUDIPE, WILLIAM	300.00
2404578	AMUDIPE, WILLIAM	600.00
2404583	CALIMESA CHAMBER OF COMMERCE	500.00
2404587	NILES BIOLOGICAL INC	557.02
2404588	STAPLES BUSINESS ADVANTAGE	349.38
2404589	STAPLES BUSINESS ADVANTAGE	120.68
2404590	STAPLES BUSINESS ADVANTAGE	1,344.15
2404591	STAPLES BUSINESS ADVANTAGE	99.64
2404592	STAPLES BUSINESS ADVANTAGE	477.81
2404593	CAROLINA BIOLOGICAL SUPPLY CO	137.44
2404594	DELL INC	24,469.26
2404597	DICK BLICK HOLDINGS INC	518.62
2404599	CDW LLC	22,270.00
2404600	SAN BERNARDINO CCD	924.38
2404602	SAN BERNARDINO CCD	160.08
2404603	SAN BERNARDINO CCD	160.08
2404607	STAPLES BUSINESS ADVANTAGE	283.30
2404608	STAPLES BUSINESS ADVANTAGE	189.52
2404609	STAPLES BUSINESS ADVANTAGE	347.12
2404610	STAPLES BUSINESS ADVANTAGE	237.67
2404611	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	4,000.00

Purchase Order Report
March 14, 2024

PO#	Supplier Name	Amount
2404612	PHARMEDIX	4,000.00
2404617	STAPLES BUSINESS ADVANTAGE	73.63
2404618	RANCHO SANTIAGO CCD	396.00
2404619	STAPLES BUSINESS ADVANTAGE	133.34
2404620	STAPLES BUSINESS ADVANTAGE	1,374.05
2404621	STAPLES BUSINESS ADVANTAGE	59.29
2404622	STAPLES BUSINESS ADVANTAGE	102.87
2404623	STAPLES BUSINESS ADVANTAGE	428.94
2404624	STAPLES BUSINESS ADVANTAGE	279.32
2404625	STAPLES BUSINESS ADVANTAGE	383.24
2404626	STAPLES BUSINESS ADVANTAGE	183.12
2404627	STAPLES BUSINESS ADVANTAGE	323.33
2404628	STAPLES BUSINESS ADVANTAGE	201.58
2404629	STAPLES BUSINESS ADVANTAGE	90.00
2404630	PRINT & FINISHING SOLUTIONS	1,060.00
2404632	TROPHY STORE, THE	329.89
2404633	KAP 7 INTERNATIONAL INC	3,665.24
2404634	WALKER, DANIEL EVERETT	15,000.00
2404635	STAPLES BUSINESS ADVANTAGE	291.96
2404636	STAPLES BUSINESS ADVANTAGE	406.45
2404637	STAPLES BUSINESS ADVANTAGE	1,315.84
2404639	MAXON COMPUTER INC	7,164.00
2404640	JIMENEZ, SABRINA	109.00
2404641	RIGHTER, NATHANAEL	323.00
2404642	SVOB, CAITLIN	323.00
2404643	NGUYEN, KATLYN	323.00
2404644	LOPEZ, ALEJANDRO	323.00
2404645	ANGELONI, AARON	323.00
2404646	HERNANDEZ, ALYSSA	323.00
2404647	CHAVEZ, RACHEL	323.00
2404648	MORENO, EVA	123.00
2404649	LAUBE, JOSHUA	123.00
2404650	EMOCK, JYMUELL	123.00
2404651	SANCHEZ, KELSEY	123.00
2404652	GOLLIHAR, ANDREW	123.00
2404653	STODDARD, MARCUS	123.00
2404654	EL-SAYED, SARA	123.00
2404657	KLEIN EDUCATIONAL SYSTEMS INC	1,400.00
2404658	STAPLES BUSINESS ADVANTAGE	87.79
2404659	RYTE VENTURES LLC	1,107.74
2404660	ACADEMIC CAP & GOWN	415.92
2404661	FOLLETT CORPORATION	623.33
2404666	TENNESSEE, UNIVERSITY OF	300.00
2404668	IE GOURMET FOOD TRUCKS LLC	7,268.28
2404671	CALIFORNIA FOOD TRUCKS INC	8,787.00

Purchase Order Report
March 14, 2024

PO#	Supplier Name	Amount
2404672	HIGHLAND AREA CHAMBER OF COMMERCE	300.00
2404680	PURPOSE PRINTERY	3,753.63
2404681	LINCOLN ELECTRIC COMPANY, THE	3,250.00
2404682	ASSOCIATION OF CHIEF BUSINESS OFFICIALS	875.00
2404683	SAN BERNARDINO CCD	1,478.13
2404684	HAMILTON MEDICAL INC	55.22
2404686	ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS	250.00
2404689	SAN BERNARDINO CCD	846.02
2404690	SAN BERNARDINO CCD	408.53
2404692	KATOM RESTAURANT SUPPLY INC	4,641.45
2404694	STAPLES BUSINESS ADVANTAGE	352.33
2404695	STAPLES BUSINESS ADVANTAGE	309.92
2404696	LANCER SALES USA INC	16,200.21
2404709	CDW LLC	538.97
2404710	DELIVERING GOOD	1,800.00
2404711	STAPLES BUSINESS ADVANTAGE	206.56
2404712	STAPLES BUSINESS ADVANTAGE	727.65
2404713	STAPLES BUSINESS ADVANTAGE	58.94
2404719	FISHER SCIENTIFIC COMPANY LLC	386.73
2404720	SAN BERNARDINO CCD	180.00
2404726	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	3,000.00
2404729	CASCADE STRATEGY USA INC	7,246.63
2404738	SAN BERNARDINO CCD	596.75
2404739	HOCKRIDGE FLORIST	2,155.00
2404740	DOING GOOD WORKS	1,892.36
2404742	BOOMBAH INC	1,011.04
2404743	STAPLES BUSINESS ADVANTAGE	90.10
2404744	STOTZ EQUIPMENT	1,244.47
2404745	STAPLES BUSINESS ADVANTAGE	100.71
2404746	SALDANA, DANIEL RICHARD	1,000.00
2404747	HYATTWARD ADVERTISING INC	3,500.00
2404748	BRUNY, JESSICA	1,500.00
2404755	HYATTWARD ADVERTISING INC	750.00
2404757	CALIFORNIA PLACEMENT ASSOCIATION	504.74
2404763	CASTRO, OMAR	750.00
2404767	CDW LLC	120.42
2404774	CDW LLC	170.76
2404775	SAN BERNARDINO CCD	5,250.00
2404776	SAN BERNARDINO CCD	6,500.00
2404783	ULINE INC	514.84
2404784	RIVERSIDE WINNELSON COMPANY	6,657.24
2404789	PINEDA LAPIZCO, MARIANA	2,108.00
2404790	POCKET NURSE ENTERPRISES INC	469.09
2404791	ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS	795.00
2404792	ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS	795.00

Purchase Order Report
March 14, 2024

PO#	Supplier Name	Amount
2404793	LEADERSHIP EDUCATION FOR ASIAN PACIFICS	3,500.00
2404795	SAN BERNARDINO CCD	653.99
2404796	HOPPERS OFFICE AND DRAFTING FURNITURE	426.30
2404797	VWR INTERNATIONAL LLC	1,973.24
2404798	G/M BUSINESS INTERIORS	9,728.70
2404799	LEOS, CAROLINA	150.00
2404800	RAMIREZ, KIMBERLY	150.00
2404801	TACOS CHICANX LLC	2,600.00
2404804	STAPLES BUSINESS ADVANTAGE	68.13
2404809	IE GOURMET FOOD TRUCKS LLC	3,042.83
2404811	SOUTH CAROLINA, UNIVERSITY OF, NATIONAL RESOURCE CENTER	850.00
2404820	CDW LLC	10,399.57
2404821	SAN BERNARDINO CCD	1,136.65
2404831	MATAUTIA, VAISUATOTO	5,000.00
2404833	LOVELY CREPES AND COFFEE	5,000.00
2404834	CDW LLC	472.15
2404837	HYATT CORPORATION	1,000.00
2404841	AMERICA'S XPRESS RENT A CAR	3,600.00
2404843	GRAINGER INC	347.53
2404844	ULINE INC	410.15
2404845	GRAINGER INC	621.10
2404846	ANATOMY WAREHOUSE	547.12
2404847	AMERICAN 3B SCIENTIFIC LP	3,065.45
2404850	HARDY DIAGNOSTICS	1,330.59
2404851	ULINE INC	926.07
2404852	CAROLINA BIOLOGICAL SUPPLY CO	571.42
2404858	BUFFONG, KEYNASIA	114.63
2404860	JIMENEZ LOPEZ, DANIEL	80.00
2404862	STAPLES BUSINESS ADVANTAGE	284.74
2404865	ZAMUDIO, MARTIN	2,275.68
2404867	STAPLES BUSINESS ADVANTAGE	128.43
2404872	CALIFORNIA COMMUNITY COLLEGE CHIEF INSTRUCTIONAL OFFICERS	400.00
2404879	CDW LLC	659.06
2404884	LUA'S TACOS CATERING	5,778.00
2404887	ACCUCUT	986.91
2404890	SHERWOOD, REBECCA J	4,000.00
2404892	PUBLIC MEDIA PARTNERSHIPS INC	5,373.00
2404895	BRAILLE AUTHORITY OF NORTH AMERICA	1,000.00
2404904	PRIME PROMOS LLC	203.75
2404905	SFM CONSULTING INC	1,000.00
2404906	WIRZ & COMPANY PRINTING INC	371.38
2404907	MY LITTLE CARNIVAL INC	2,875.00
2404908	VASQUEZ, ROBERT	7,786.88
2404909	METROPOLIS MANAGEMENT & ENTERTAINMENT GROUP LLC	5,150.00
2404910	FILMTOOLS INC	3,698.02

Purchase Order Report
March 14, 2024

PO#	Supplier Name	Amount
2404911	PALOMAR COMMUNITY COLLEGE DISTRICT	300.00
2404912	SAN BERNARDINO CCD	496.66
2404915	SAN BERNARDINO CCD	567.34
2404916	SAN BERNARDINO CCD	95.91
2404917	SAN BERNARDINO CCD	140.50
2404921	SUPERIOR SERVICE CORP	2,500.00
2404922	ULINE INC	6,787.27
2404930	LEADERSHIP EDUCATION FOR ASIAN PACIFICS	500.00
2404931	SUMMERLAND BAGS, LLC	30,429.06
2404932	ULINE INC	266.82
2404934	ADORAMA INC	39.86
2404935	DRAGAN, NICOLETA C.	6,000.00
2404936	MASSIE, MIRACLE	80.00
2404937	SALAZAR, NICO	80.00
2404938	GARCIA, MICHAEL	80.00
2404939	ROMO, LAWRENCE	80.00
2404940	STEWART, SAIGE	80.00
2404941	WADE, JASMYNE	80.00
2404943	DEL RIO, ANGEL	80.00
2404945	PEREZ, ANA	80.00
2404946	ARCHULETTA, GILBERT	80.00
2404947	STEVENS, CAMRYN	80.00
2404949	CINTAS CORPORATION NO. 2	1,500.00
2404951	DESIGN SOURCE USA, INC	8,279.94
2404953	DESIGN SOURCE USA, INC	3,302.06
2404954	CROWN PROMOTIONS GROUP, INC	680.94
2404955	AMUDIPE, WILLIAM	600.00
2404956	AMUDIPE, WILLIAM	600.00
2404957	WAXIE SANITARY SUPPLY	5,000.00
2404961	KEFFER DEVELOPMENT SERVICES LLC	848.00
2404962	STAPLES BUSINESS ADVANTAGE	544.67
2404971	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	7,700.00
2404973	STAPLES BUSINESS ADVANTAGE	172.23
2404975	STAPLES BUSINESS ADVANTAGE	223.06
2404977	VERNIER SOFTWARE & TECHNOLOGY	1,043.69
2404978	CROWN PROMOTIONS GROUP, INC	3,500.38
2404979	GRAINGER INC	3,435.93
2404980	AMERICA'S XPRESS RENT A CAR	155.05
2404981	AMERICA'S XPRESS RENT A CAR	154.75
2404982	GRADWEAR INC	963.14
2404984	FISHER SCIENCE EDUCATION	1,217.17
2404988	REDLANDS CHAMBER OF COMMERCE, THE	250.00
2404993	RIVERSIDE WINNELSON COMPANY	472.58
2404994	SAN BERNARDINO CCD	553.75
2404995	COUNCIL FOR ADVANCEMENT AND SUPPORT OF EDUCATION	1,700.00

Purchase Order Report
March 14, 2024

PO#	Supplier Name	Amount
2404996	CDW LLC	15,400.00
2404998	SAN BERNARDINO COUNTY SCHOOL BOARDS ASSOCIATION	60.00
2404999	WESTSIDE STORY NEWSPAPER	1,200.00
2405001	MSC INDUSTRIAL SUPPLY CO	1,992.79
2405002	ARRI AMERICAS INC	125.00
2405003	ARRI AMERICAS INC	125.00
2405004	ARRI AMERICAS INC	125.00
2405006	FOREMAN, REBECCA	2,000.00
2405007	CENTER FOR OCCUPATIONAL RESEARCH AND DEVELOPMENT INC	599.00
2405021	AMERICA'S XPRESS RENT A CAR	145.95
2405025	CHILD AND FAMILY POLICY INSTITUTE	575.00
2405032	SBVC FOUNDATION	5,000.00
2405033	RDTR INC	3,612.05
2405034	BOOT BARN	2,700.00
2405035	STITCHMANIA	675.52
2405036	CORTEZ ORNAMENTAL IRON	526.75
2405040	AMUDIPE, WILLIAM	450.00
2405045	STAPLES BUSINESS ADVANTAGE	537.00
2405046	STAPLES BUSINESS ADVANTAGE	133.21
2405047	STAPLES BUSINESS ADVANTAGE	789.81
2405048	STAPLES BUSINESS ADVANTAGE	2,304.60
2405049	SAN BERNARDINO CCD	337.94
2405050	DANCING DOTS BRAILLE MUSIC TECHNOLOGY	3,910.00
2405059	H & L CHARTER CO INC	1,996.20
2405060	MD FILMS CO LLC	6,900.00
2405061	BSN SPORTS INC	436.52
2405068	HARDY DIAGNOSTICS	1,886.48
2405069	FLINN SCIENTIFIC INC	242.35
2405070	SAN BERNARDINO CCD	2,565.63
2405071	SAN BERNARDINO CCD	340.16
2405074	DUCK & OWL LLC	176.63
2405075	SAN BERNARDINO CCD	53.50
2405079	LMS LAB MICROSCOPE SPEC	939.00
2405082	GROOMS, AUDRY	420.00
2405083	CAE HEALTHCARE INC	5,196.00
2405084	CAE HEALTHCARE INC	3,330.00
2405089	DIGITAL DYNAMICS 360 INC	2,900.00
2405091	CAE HEALTHCARE INC	1,732.00
2405092	STAPLES BUSINESS ADVANTAGE	190.49
2405093	STAPLES BUSINESS ADVANTAGE	320.68
2405094	STAPLES BUSINESS ADVANTAGE	221.89
2405095	STAPLES BUSINESS ADVANTAGE	119.80
2405096	STAPLES BUSINESS ADVANTAGE	58.90
2405097	STAPLES BUSINESS ADVANTAGE	968.71
2405099	PROXTALKER.COM	1,399.16

Purchase Order Report
March 14, 2024

PO#	Supplier Name	Amount
2405104	WILCOX SUPPLY INC	1,400.00
2405105	KEN'S SPORTING GOODS	437.18
2405106	DRELL, YURI	1,025.82
2405107	DEMARCO, SOPHIA	80.00
2405108	CHESS, JHU MAANI	80.00
2405109	SUPERIOR SERVICE CORP	1,000.00
2405116	STAPLES BUSINESS ADVANTAGE	115.38
2405118	MGC DIAGNOSTICS	5,547.93
2405121	GHAZALEH, REMA	100.00
2405127	BLUE RIBBON INK & THREAD INC	1,596.99
2405132	SAN BERNARDINO CCD	229.44
2405133	SAN BERNARDINO CCD	149.56
2405137	SAN BERNARDINO CCD	532.88
2405138	SAN BERNARDINO CCD	1,315.88
2405141	SAN BERNARDINO CCD	207.68
2405148	GRAINGER INC	247.95
2405149	MSC INDUSTRIAL SUPPLY CO	80.26
2405150	ULINE INC	275.24
2405151	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	3,397.35
2405152	GRAINGER INC	260.65
2405155	CALIFORNIA TOOL & WELDING SUPPLY LLC	3,965.01
2405157	DEMCO INC	508.77
2405158	CALIFORNIA TOOL & WELDING SUPPLY LLC	193.14
2405159	CALIFORNIA TOOL & WELDING SUPPLY LLC	1,818.30
2405160	CUMMINS INC	150.57
2405161	SAN BERNARDINO CCD	1,959.34
2405164	SAN BERNARDINO CCD	140.50
2405165	AMERICAN HEART ASSOCIATION	10,000.00
2405169	SAN BERNARDINO CCD	900.00
2405170	SAN BERNARDINO CCD	3,000.00
2405172	PROFORCE LAW ENFORCEMENT	3,246.19
2405173	SAN BERNARDINO CCD	301.99
2405179	IE GOURMET FOOD TRUCKS LLC	6,960.61
2405180	CARD INTEGRATORS CORP	1,526.63
2405182	DELL INC	9,486.49
2405183	FARMERS BROTHERS	5,000.00

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: March 14, 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 March 14, 2024

[v.2.21.2024.p.2|2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Frierson, Malcolm Assistant Professor, History	SBVC History	0.5	02/09/24
Pak, Sandra Assistant Professor, Nursing	SBVC Nursing	0.5	02/09/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 14, 2024

SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

Each community college district is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form. The attached report reflects SBCCD's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow requirements.

ANALYSIS

The report includes budget-to-actual results for the second quarter, ended December 31, 2023.

- Revenues exceed expenses by \$31.3 million.
- With 50% of the year expired, actual revenues and expenses were 61.8% and 39.3% of budget, respectively.
- These quarterly results are in line with the past two years.

Questions regarding this report may be addressed to the Fiscal Services Department.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



SAN BERNARDINO CCD CCFS 311-Q

Fiscal Year: 2023

Quarter Ended: 2

As of June 30 for the fiscal year specified

Line	Description	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Projected 2023-2024
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	115,276,544	116,750,705	145,819,634	136,275,497
A.2	Other Financing Sources (Object 8900)	535,873	14,192	171,569	2,750,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	115,812,417	116,764,897	145,991,203	139,025,497
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	101,686,878	112,594,986	122,324,231	137,620,364
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,829,603	4,120,770	17,867,373	1,304,391
B.3	Total Unrestricted Expenditures (B.1 + B.2)	106,516,481	116,715,756	140,191,604	138,924,755
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	9,295,936	49,141	5,799,599	100,742
D.	Fund Balance, Beginning	26,310,990	24,893,310	19,242,905	25,042,504
D.1	Prior Year Adjustments + (-)	(10,713,616)	(5,699,546)	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	15,597,374	19,193,764	19,242,905	25,042,504
E.	Fund Balance, Ending (C. + D.2)	24,893,310	19,242,905	25,042,504	25,143,246
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	23.4%	16.5%	17.9%	18.1%

As of the specified quarter ended for each fiscal year

Line	Description	2020-2021	2021-2022	2022-2023	2023-2024
Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds	48,871,228	55,892,450	95,727,583	103,363,964
H.2	Cash, borrowed funds only	0	0	0	0
H.3	Total Cash (H.1+ H.2)	48,871,228	55,892,450	95,727,583	103,363,964

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col 2.)
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	136,275,497	136,275,497	85,847,073	63.0%
I.2	Other Financing Sources (Object 8900)	2,750,000	2,750,000	1,314	0.0%
I.3	Total Unrestricted Revenue (I.1 + I.2)	139,025,497	139,025,497	85,848,387	61.8%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	137,691,853	137,620,364	53,339,250	38.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,227,591	1,304,391	1,226,105	94.0%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	138,919,444	138,924,755	54,565,355	39.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	106,053	100,742	31,283,032	
L.	Fund Balance, Beginning	25,042,504	25,042,504	25,042,504	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	Adjusted Fund Balance, Beginning (L + L.1)	25,042,504	25,042,504	25,042,504	
M.	Fund Balance, Ending (K. + L.2)	25,148,557	25,143,246	56,325,536	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	18.1%	18.1%		

SAN BERNARDINO CCD CCFS 311-Q

Has the district settled any employee contracts during this quarter?

YES

Contract Period Settled (Specify)	Management		Academic Permanent		Academic Temporary		Classified	
YYYY-YYYY	Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase

A. Salaries

Year One:	2023-2024	0	4.50	0	0.00	0	0.00	0	0.00
Year Two:		0	0.00	0	0.00	0	0.00	0	0.00
Year Three:		0	0.00	0	0.00	0	0.00	0	0.00

B. Benefits

Year One:		0	0.00	0	0.00	0	0.00	0	0.00
Year Two:		0	0.00	0	0.00	0	0.00	0	0.00
Year Three:		0	0.00	0	0.00	0	0.00	0	0.00

Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code)

Operations and District Reserves. Object codes include 11xx, 12xx, 21xx and 22xx.

Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications.

Does the district have significant fiscal problems that must be addressed?

This Year?

NO

If yes, what are the problems and what actions will be taken?

Next Year?

NO

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 14, 2024

SUBJECT: Quarterly Investment & Deposit Report

RECOMMENDATION

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

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees monthly in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.





Quarterly Investment & Deposit Report

Quarter Ending December 31, 2023

[v.2.23.2024.p.1|1]

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 746,040.97		Checking	Citizens Business Bank, San Bernardino, CA
Revolving Cash/Flex Fund	\$ 124,798.24		Checking	Citizens Business Bank, San Bernardino, CA
	<u>\$ 870,839.21</u>			
Bond Fund	\$ 28,629,353.14		Investment	Bank of New York Mellon, Los Angeles, CA
Enterprise Funds				
Commercial Property Lockbox	\$ 3,587,333.54		Lockbox	Citizens Business Bank, San Bernardino, CA
Commercial Property Disbursing	\$ 555,845.07		Checking	Wells Fargo Bank, San Francisco, CA
Cafeteria	\$ 258,800.39		Checking	Citizens Business Bank, San Bernardino, CA
	<u>\$ 4,401,979.00</u>			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.10%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 50,000.00		Checking	Bank of America, Concord CA
	<u>\$ 170,000.00</u>			
Trust Funds				
Financial Aid	\$ 16,036.72	0.02%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 4,731,386.50	0.02%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 1.17		Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 98,401.82		Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	\$ 18,668.91		Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep Fee & Clubs/Trusts	\$ 869,442.79		Checking	Citizens Business Bank, San Bernardino CA
PERS/STRS Investment Trust	\$ 106,806,104.10		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	\$ 10,165,682.92		Investment	Benefit Trust Company
	<u>\$ 122,705,724.93</u>			
Grand Total	<u>\$ 156,777,896.28</u>			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: March 14, 2024

SUBJECT: Volunteers

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

ANALYSIS

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Volunteers

Presented for Information March 14, 2024

[v.2.21.2024.p.2]2]

	Location Assignment	Department	From	To
Aguilar, Cecilia*	SBVC	Chemistry	12/1/2023	06/30/24
Cleveland, Alan	SBVC	Criminal Justice-Police Academy	3/21/2024	06/30/24
Coberly, Peter	SBVC	Athletics	3/15/2024	06/30/24
Delceppo, Mario	SBVC	Criminal Justice-Police Academy	3/21/2024	06/30/24
Dotson, Juwan	SBVC	Athletics	3/15/2024	06/30/24
Echave, Karla	SBVC	Criminal Justice-Police Academy	3/21/2024	06/30/24
Gonzalez, Ruben	SBVC	Athletics	3/15/2024	06/30/24
Hernandez, Vanessa	SBVC	Criminal Justice-Police Academy	3/21/2024	06/30/24
Kinney, Melissa	SBVC	Student Accessibility Services	3/15/2024	06/30/24
Orozco, Enrique	SBVC	Athletics	3/15/2024	06/30/24
Pires, Ana Luiza	SBVC	Athletics	3/15/2024	06/30/24
Taylor, Ryan	SBVC	Athletics	3/15/2024	06/30/24
Means, Lauren*	CHC	Health and Wellness	1/22/2024	05/10/24
Sales, Litzy*	CHC	Student Accessibility Services	2/16/2024	05/10/24

**Ratification: Paperwork for these volunteers was submitted after the prior Board deadline.*



BOARD OF TRUSTEES REPORT

March 2024

Crafton Hills College's State-of-the-Art Public Safety Training Center Celebrated at Grand Opening



A new resource that will enhance the training program for first-responder students was officially unveiled at the Jan. 12 ribbon-cutting ceremony.

CHC's all-new Public Safety Training Center was inaugurated with a celebration, attended by college officials, program alumni, and community supporters almost one-year after ground-breaking and more than a decade of planning.

The three-story building will house several state-of-the-art functions designed to train first responders in the fire and paramedic fields. They include:

- Fire burn simulation rooms modeled after a typical kitchen and bedroom.
- Balcony and window structures that allow for ladder drills.
- Space for rope rescue and rappelling operations.
- A hose drill area.

Crafton's Public Safety Training Center is the first building to be completed with funds from Measure CC; a 2018 bond approved by voters to fund campus upgrades.

Since its launch, Crafton's Fire Academy has produced some of the best trained firefighters in public service, including

dozens working for agencies in our own backyards, such as Redlands Fire, San Bernardino County Fire, and the San Manuel Fire Departments. In turn, San Manuel has lent its support to the Academy, with student scholarships and a \$1.8 million grant to cover student expenses for the program, which requires students to spend five-days a week in-and-outside the classroom for training.

"This program, this project, is transformational for our first responder community, and we absolutely could not have done it without our community partners," said Crafton Hills College President Kevin Horan.

The first cohort of cadets to use the space started their program on Jan. 16 but the program is still in need of support from donors.

Program alumni are being asked to "pay it forward" through the College's San Manuel Pay-It-Forward Campaign, where each donation contributed will be put toward a \$5 million endowment fund to support students enrolled in the academy. Donations may be made with a one-time payment or installments. To learn more, call 909-389-3245.

Photo: Dr. Kevin Horan cuts ribbon at PSTC grand opening.

Paramedic Graduation, Class 101: A Heartfelt and Joyful Ceremony



On January 19, CHC celebrated its 101st graduating class of paramedics.

As the ceremony began, Dan Word, Dean of Career Education & Human Development, talked about how the graduates' loved ones were integral to their success, and he encouraged the crowd to make some noise. He then invited Medical Director Dr.

Phong Nguyen to the podium, who spoke directly to the graduates, saying, "You are here because you dedicate yourself to the profession" and encouraging them to be compassionate to their patients, take care of themselves, and continue to learn and improve.

He closed his remarks by singing a version

of "You Raise Me Up," followed by a parody version relating to paramedic graduates and their studies.

Nguyen and Program Director Amanda Ward presented the student award recipient, all of whom were chosen by faculty members:

- Cardiology Award: Cooper Whitworth
- Skills Award: Spencer Berklite
- Theory Award: Ezra Zaroff
- Assessment Award: Cooper Whitworth
- Pharmacology Award: Taylor Carter
- Field Award: Logan Romo
- Director's Award: Aedon Kenyon
- Clinical Award: Sabrina Bruni
- Director Award: Jaden Teel & Jesselyn Mann

After receiving their certificates, the 22 graduates were told that each would receive a check from the CHC Foundation to help them pay for their licensure fees.

Photo: Paramedic Graduates.

Dr. Takesha Valentine Cooper: Leadership, Education, and Love

When she could not afford to attend her first choice of UCLA, Takesha Cooper began her higher education journey at Crafton Hills College. Cooper now realizes how fate worked in her favor, and beginning her higher education journey at Crafton was the absolute best choice. Cooper notes that being mentored by Mr. E (Computer Science Professor Jay Edwards), taking physics classes from Mr. Thurman, getting involved in student leadership through the Associated Students, becoming president of the campus's Black Student Union, and meeting her future husband were a few of the highlights that have prompted her to become an advocate for community colleges.

After graduating from CHC in 1994, Cooper transferred to UC Santa Barbara, went on to earn a master's from UC Riverside, and earned her Doctor of Medicine degree from the Keck School of Medicine at the

University of Southern California.

Cooper began her career working within the Riverside University Health System and Riverside County Department of Mental Health, where she oversaw regional psychiatric county clinics. She also worked as an adjunct professor of psychiatry at Stanford University School of Medicine and became a double board-certified child, adolescent, and adult psychiatrist. Cooper used her education, training, and experience to create her own private practice that served patients from a variety of diverse backgrounds.

Though it has been thirty years since she attended CHC, Cooper knows firsthand what an impact a place like CHC can have on a person's life, saying: "The role that community colleges have on the lives of others is so important. I share this with my residents and medical students as well as



high school students who worry that this path will lead to them appearing 'less than' and I reassure them with the stories of how wonderful my experience was."

Photo: Dr. Takesha Valentine Cooper.

Roadrunner Named to The Obama Foundation's Inaugural Leaders USA Program



Royal Ramey knows the importance of a second chance. And his work as the co-founder of the Forestry Fire Recruitment Program (FFRP) has gained national headlines and the attention of President Barack Obama.

Ramey is among 100 leaders from across the U.S. named to The Obama Foundation's Leaders USA Program.

After being released from prison, Ramey and FFRP Co-Founder Brandon Smith struggled to find their footing back into civilian life. Although they had experience in fire forestry while incarcerated, their efforts to find jobs that utilize those skills with a record were invariably rebuffed because of their prison records.

But it was while in prison that Ramey learned about Crafton Hills College's Fire Academy, and after going through the application process, Ramey and Smith finally got their chance to begin their careers in firefighting.

Founded in 2015, the FFRP builds bridges between formerly incarcerated wildland firefighters and California's forestry fire labor force through in-reach services, post-release training, job coaching, and an employment pre-apprenticeship program. In turn, those supported by the program qualify to help fill the staffing needs for fighting forest fires.

"We want to set them up with tools that will lead them to a better life," Ramey said. "For me, my work has a higher purpose – setting up the next generation of wildland fire fighters. It's my duty – from now until my last breath – to be of service for these folks."

Photo: Royal Ramey.

CHC's Theatre Arts Department Earns Kennedy Center Recognition for 'Earnest' Production



Crafton Hills College's Theatre Arts Department received an unexpected gift before the 2023 holiday break: adjudication from the Kennedy Center American College Theatre Festival (KCACTF).

Following its final performance of "The Importance of Being Earnest" on Dec. 3, Jodi Julian, head of theatre arts at Riverside City College, critiqued the young performers as part of KCACTF requirements for recognition. This formal adjudication is

the first time that any Crafton dramatic production has been adjudicated in over a decade.

"It was all very informative for the students and myself," explained Paul Jacques, chair of theatre arts at Crafton. "You can file for adjudication once per year, so this [production] was the one that most represented our talent."

The KCACTF is a nationally recognized program serving 18,000 students from colleges and universities across the U.S. Adjudication allows theatre professionals to critique productions and provide feedback that will help performers perfect their craft with tips provided.

Crafton's production of "Earnest" put its theater students to the test by bringing modern touches to Oscar Wilde's 129-year-old script. The play tells the story of a man named Jack Worthing, who finds himself in a pickle: falling in love with a woman, Gwendolen Fairfax, who believes his name to be Ernest, a name Worthing created to cover up his behavior in dubious circumstances. As per many of Wilde's

comedies, shenanigans quickly follow.

Jacques said he kept news of the adjudication under wraps until curtain call because he did not want to throw off the actors prior to the start of the performance. But once the show ended, Jacques called his cast to center stage, where Julian gave a critique of the production.

"The students need to get used to hearing critique. It's a growing process for everyone, a good growing process," Jacques said. "This means that they are not afraid of hearing critique that's good or bad. They're learning how to be a fish in a big ocean."

The adjudication brings with it a boost of morale to Crafton's theatre program as it enters its 2024 season with two shows in the works: HAM, a "Twilight Zone"-inspired production in February and "Legally Blonde: The Musical" April 26 and 27 at 8 p.m. and April 28 at 2 p.m.

For tickets to future productions, visit craftonhills.edu/tickets

Photo: CHC Theatre Students.

CCCEOPSA Adds Longtime Crafton Counselor and Administrator to its Hall of Fame



The California Community College Extended Opportunity Program & Service Association (CCCEOPSA) has added Rejoice Chavira to its Hall of Fame.

Each year, the CCCEOPSA opens nominations for three conference award categories: Leadership, Outstanding Service, and Hall of Fame. The Hall of Fame is the organization's highest award and is annually given to the person who has "made a significant contribution and actively promoted the advancement and

mission" of the association.

In the early 2000s, Chavira joined the Crafton EOPS team. Chavira said she was completely caught off guard when conference organizers called her up to the stage to receive the award.

"When they started saying why I got it, the tears just started flowing because you're not expecting this," she explained. "I think it added more to the moment because it was a surprise."

"When they were talking about [the award], they wanted me to say something, but I was so in shock because this was such a surprise," she continued. "But when I finally could, all I could say was, 'I don't deserve this.' To me, it was just all so surreal."

Since starting her career in education, Chavira has made it her mission to be the voice of those in need of a hand up.

She tells each of the students she counsels, "No matter your circumstance, we see you and we want to help you, I'm going to do all that I can to support you while you're here," she continued. "And I'm confident you're going to graduate."

Chavira said. "The staff at Crafton really cares about the students and truly believes in them. That's very important – anyone can come to Crafton, but you have to treat them right and take the time to know each student. Everyone's story is different."

Photo: Rejoice Chavira (center) with the EOPS faculty and staff.

CHC Student Selected for California Medicine Scholars Program at UCR



Wendy Chacon Ventura is about to embark on a once-in-a-lifetime journey! Motivated by her love for her daughters and encouraged by CHC faculty, Chacon Ventura has been accepted into the California Medicine Scholars Program (CMSP) at UC Riverside (UCR).

Chacon Ventura is a first generation Central American and a single mom of three girls. With Spanish as her native language, she learned English through reading and developed a love for it.

Initially, Chacon Ventura was skeptical of her ability to succeed academically, but she took the chance and started taking classes at SBVC and CHC. She is now working toward becoming a nurse practitioner after receiving encouragement from faculty she

worked with along the way. Their support helped her move past her self-doubts and pushed her to apply to the CMSP at UCR. She is now one of only 62 community college students to be selected for the program.

The CMSP is part of the new Inland Empire Regional Hub for Healthcare Opportunity (IE RHOO) and provides a pathway from community college to medical school. Students like Chacon Ventura who are selected to be part of this program will be provided with academic and medical school advising, mentorship opportunities, clinical and research experience, and professional development opportunities.

Photo: Wendy Chacon Ventura.

EDCT



Economic Development &
Corporate Training

EDCT Hosts ETP In-Service



The Employment Training Panel (ETP) team kicked off the new year with an in-service training for the Professional Experts and Independent Contractors that facilitate trainings for ETP. The purpose of the in-service training was to provide knowledge of current contracts and improve the best practices for fulfilling various tasks and responsibilities.

Trainers were welcomed to the EDCT campus where they were introduced to the Employment Training Panel staff and discussed benefits, onboarding, SBCCD's policies and procedures, scheduling, reporting, training overviews, evaluations, feedback, and expectations.

The highlight of the in-service was the presentation of service awards that were given for 2023 Fresh Content (Sophia Brooks), Above and Beyond (Mark Morales), Win Friends & Influence People (Myke Munroe), and Most Requested Trainer of the Year (Sophia Brooks).





March 2024

Around SBCCD

GRANITE MOUNTAIN CHARTER SCHOOL VISITS KVCR

Coming all the way from Lucerne Valley, about 25 students and an equal number of parents toured KVCR. Students were able to do "Shout Outs" on both TV and Radio and received a swag bag of KVCR goodies. A big thanks to staff for welcoming these folks and allowing them to learn about our station and possible careers in TV and Media.

WOMEN IN THE LABOR MOVEMENT

In conjunction with the California Young Democrats Labor Caucus, KVCR hosted a screening of the documentary *9to5: The Story of a Movement*. This piece is about the real-life fight to change the American workplace that inspired Dolly Parton's hit song and the 1980 movie. Executive Director Connie Leyva provided remarks about her own experiences as a woman in the labor movement for 30 years.

INLAND FUTURES FOUNDATION & KVCR COMMUNITY ADVISORY BOARD

These bodies continue to meet in 2024 and work on ideas to make KVCR stronger and even more relevant to our community. Both bring ideas on how to increase membership and revenue. The dedication of those who serve is much appreciated.

Around the Community

WOMEN FOR ARROWHEAD UNITED WAY, WOMEN UNITED

Introduced by Chancellor Diana Rodriguez, Executive Director Connie Leyva spoke at this group's annual luncheon to celebrate Women's History Month. The theme was *Woman Making Waves*.

KVCR CONTINUES TO WORK WITH COMMUNITY PARTNERS

KVCR recently signed a contract with Inland Empire Health Plan (IEHP) to produce five 30-minute segments regarding healthcare. The topics will include Women's Health, Heart Disease, Diabetes, and two more yet to be determined. Look for these exciting episodes in late Fall.

WOMEN'S BUSINESS NETWORKING EVENT

The Riverside Art Museum hosted a women's business networking event sponsored by PNC bank at which KVCR was represented by Executive Director Connie Leyva, Community Engagement Manager Vanessa Wiarco, and Admin Coordinator Valerie Arce. The group participated in an evening of art and conversation including a private curator-led tour of the *Sacred Spaces: The Work and Collection of Charles Bibbs* exhibit.

Latest Announcements



KVCR NIGHT WITH THE ONTARIO REIGN

KVCR has launched a pilot program with the Ontario Reign Hockey Team! As part of the program, the Reign highlighted KVCR at one of their games and our very own Eddie from *Learn With Me* dropped the honorary puck. Members of Team KVCR took a ride on the Zamboni/Fanboni before the game started, and KVCR had a table at the event where we signed up new members and handed out swag.



March 2024

Balance Sheet As of 01/31/24

	KVCR
Assets	
Cash in County Treasury	126,432
Accounts Receivable	428,098
Estimated Revenues Receivable*	694,619
Interfund Receivables	1,541,452
Prepaid Expenses	377,141
Other Assets	33,534
Total Assets	3,201,276
Liabilities	
Accounts Payable	(1,572)
Interfund Payable	1,908,164
Temporary Loans	1,500,000
Deferred Income	854,100
Health and Welfare	81,577
Other Miscellaneous Liabilities	20,513
Total Liabilities	4,362,782
Fund Balance	(1,161,506)

* Estimated per YTD activity analysis.

Estimated Revenues & Expenditures
For 7 Months Ended 01/31/24

	KVCR
Revenues	
Contributions and Grants	1,438,437
Underwriting	42,766
Contributions, Gifts	20,000
Rentals and Leases	256,570
Estimated Revenues*	694,619
Interest Revenue	27,195
Interfund Transfers In--SBCCD	140,000
Transfers In--PARS Endowment	1,050,000
Total Revenues	3,669,587
Expenditures	
Classified Salaries	1,355,083
Employee Benefits	563,650
Books and Supplies	5,290
Services and Operating Expenditures	1,943,250
Capital Outlay	18,677
Total Expenditures	3,885,950
Revenues Less Expenditures	(216,363)

* Estimated per YTD activity analysis.

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



MARCH 2024

SBVC Honors Black History Month with Events Highlighting Art & Unity



From left to right: VP of Administrative Services Keith Bacon, guest speaker Dr. Daniel E. Walker, Interim President Dr. Linda Fontanilla and EOP&S Counselor Keenan Giles.

San Bernardino Valley College and the Black Faculty Staff Association (BFSA), organized a series of events to commemorate Black History Month. The month-long celebration kicked off on February 1 with a keynote address by the esteemed guest speaker, Dr. Daniel E. Walker.

Dr. Walker, a renowned public historian and philanthropist, captivated the audience with his insights and experiences, setting a profound tone for the month's festivities. His talk not only delved into historical milestones but also emphasized the importance of continuing the dialogue surrounding black history throughout the year. He shared experiences from his personal life and childhood to connect with the audience.

Throughout the month students and staff were encouraged to participate in BFSA/Umoja-Tumaini B-Ball Takeovers. This event fostered a sense of community, encouraging discussions with a movie and lunch after the main event.

Another noteworthy event was planned by the STEM-MESA Center and was appropriately called "Celebrating Blacks in STEM." It shed light on the achievements and contributions of black individuals in the fields of science, technology, engineering, and mathematics. The event aimed to inspire students and underscore the importance of diversity in these critical fields.

Closing out the month was the vibrant and energetic Afro Beats Night. This cultural celebration featured music, dance, and art, providing a platform for the community to revel in the richness of African and African-American culture. Attendees were immersed in a festive atmosphere, further reinforcing the idea that diversity is a source of strength and beauty.

These events, organized with meticulous planning by San Bernardino Valley College and the Black Faculty Staff Association, not only celebrated the history and achievements of the black community but also served as a reminder of the ongoing journey towards inclusivity and equality. EOPS Counselor Keenan Giles said it was important for the events to represent "Unity in the Community." As Black History Month came to a close at SBVC, the significance behind the events left a lasting influence within the campus community.



GOAL 1

ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.



GOAL 2

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



GOAL 3

BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.



GOAL 4

ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY.



UPCOMING EVENTS

Apr 17 | **Guest Speaker:**
Pat Hayashi
B-100

Apr 18 | **Trudell Poetry Festival**
B-100

Apr 24 | **Black Excellence Educational Summit**
Auditorium

Learn More:

valleycollege.edu/Calendar

Spanish Language Courses introduced in Child Development at SBVC

San Bernardino Valley College has introduced Spanish language courses within its Child Development program. This initiative aims to better equip future educators to connect with a broader range of students and families, fostering a more inclusive learning environment.

The addition of Spanish language courses is a response to the growing recognition of the diverse cultural and linguistic backgrounds within the community. Recognizing the importance of effective communication in early childhood education, SBVC has taken a proactive step to ensure that students studying Child Development are well-prepared to engage with families whose primary language is Spanish.

Denise Knight, Co-Chair of the Child Development Department at SBVC, expressed the significance of this new offering. Commenting that their goal is to create a learning environment that mirrors the diverse communities SBVC serves. By incorporating Spanish language courses into the Child Development program, they are preparing students to navigate the linguistic and cultural intricacies that are integral to effective communication.

The introduction of Spanish language courses in the Child Development program at SBVC represents a progressive step towards creating a more inclusive and culturally responsive educational environment.

GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.

SBVC Unveils New Wall of Professional Champions

Several former San Bernardino Valley College athletes claimed their permanent place in SBVC history with the unveiling of the Wall of Professional Champions on January 22. The display, located in the second floor foyer of the Athletics Complex, honors notable athletes who got their start at SBVC and then earned championship status during their careers within American-based major league sports teams.

SBVC Hall of Famer Michael Sola served as the master of ceremonies for the event, and led the unveiling of the display that had brought together the friends and families of the honorees. The five athletes initiated into the Wall of Professional Champions are Rich Dauer of the Baltimore Orioles and Houston Astros, Dino Ebel of the Los Angeles Dodgers, David Lang of the Dallas Cowboys, and Craig Newsome of the Green Bay Packers.



The SBVC Wall of Champions was unveiled on January 22, 2024 in the Athletics Complex.



From left to right: Steve Benke (representing Craig Newsome), Dennis Goodloe, Ruth Lang, Weston Louder Jr., Myrtle Lang (family members of David Lang), Dino Ebel, and Stan Sanchez (representing Rich Dauer).

Dino Ebel, the only honoree directly in attendance, spoke passionately and pointedly to the SBVC baseball players at the event. Ebel shared the personal desire and work ethic that he credits for getting him to where he is within the Dodgers' organization today. As the current third base coach for the Los Angeles Dodgers, Ebel was a member of the coaching staff that led the Los Angeles team to victory when they secured the World Series title in 2020. Now that he has attained his goal of winning a World Series ring, Ebel is chasing his next dream to become a Major League manager. "For a guy like me, I said I'm never going to take this uniform off until they take it from me," he said.

Dauer was represented at the event by childhood friends Stan Sanchez, a fellow SBVC Hall of Famer, and Ray Carver. The two friends relayed stories of Dauer's success on and off the field over the years, which included being voted the best player in the history of the University of Southern California baseball program. Dauer won a World Series championship as a member of the Baltimore Orioles in 1983, before moving on to coach the Houston Astros towards their own World Series title win in 2017.

Retired SBVC track and field coach Mike Powell recounted stories of the late David Lang, who ran track at SBVC before making it to the NFL. Powell talked about the work Lang did in the San Bernardino community to help the next generation of athletes, as well as at-risk youths who were wards of the court.

"He was happy to do that," Powell said. "This was after he had a Super Bowl ring. He would literally go into the units and take that ring off and let the kids hold this — I think the rings then were like \$30,000, pretty expensive — but he didn't have a problem with letting those kids touch that ring or hold that ring. I mean, it was the biggest thrill. He was just a very kind and gentle giant."

Craig Newsome, now a high school football coach in Wisconsin, sent in a statement that Sola read: "I want to thank SBVC for making this possible, but most of all I want to thank my teammates and my coaches for giving me the opportunity to live my dream and doing what I love. I wouldn't be where I am today without having a good loving family so I want to say I appreciate you and love you guys."

Puente Project Initiates Transformative Educational Practices at SBVC

On March 8, SBVC kicked off a professional developmental series alongside the Puente Project, in a strategic partnership facilitated by the State Chancellor's Office. The goal behind the series is to provide comprehensive and culturally responsive professional development training for faculty in the fields of Mathematics, Business, & Computer Technology.

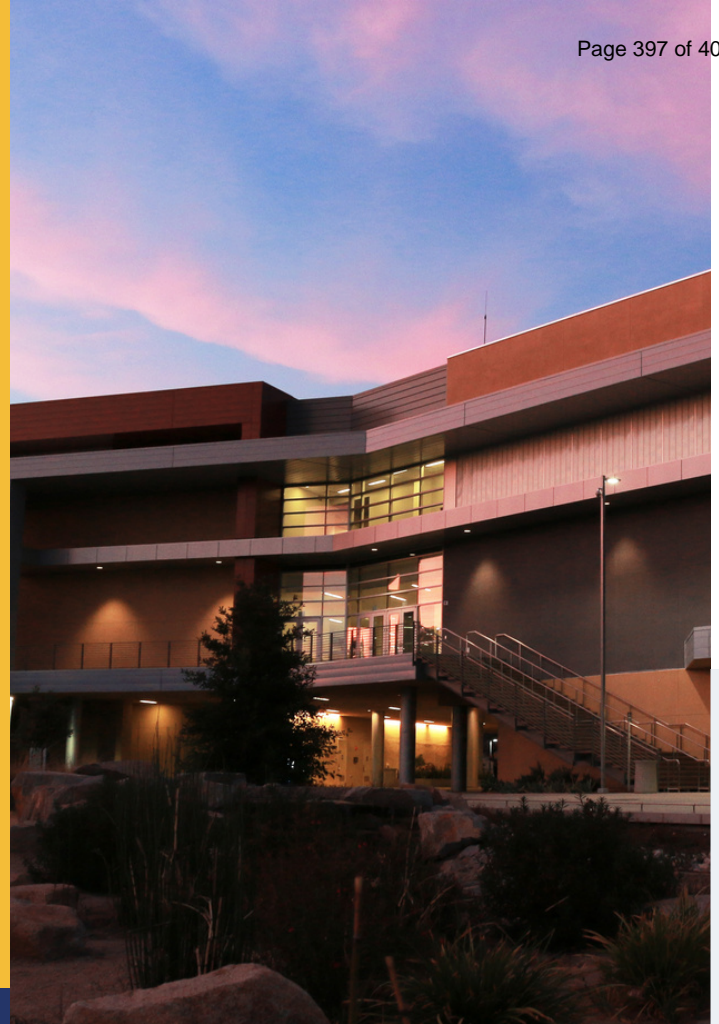
Unlike conventional one-off training programs, the Puente Project introduces a community-of-practice model that fosters a long-term commitment to shifting mindsets and practices within a supportive community of peers. This innovative approach introduced faculty members to an ongoing process of self-improvement, ensuring a lasting impact on their teaching methods.

Faculty members were encouraged to question established norms such as their reliance upon four exams per semester, publisher-based content, and the "sage on the stage" style of lecture.

The initiative also underscored the importance of supporting an antiracism approach in the classroom, while recognizing how white supremacy culture can create barriers to student success. By actively addressing these issues, faculty members can contribute to a campus-wide environment that promotes equality, diversity, and inclusion.

The Puente Project at San Bernardino Valley College represents a significant step towards redefining the educational landscape. Through this collaboration, the college is not just adapting to change but actively leading the way towards a more innovative and equitable future in education.

GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.



SBVC Receives Grant to Support Valley Bound Commitment Program

In December 2023, San Bernardino Valley College received a \$5,000 grant from Stater Bros. Charities. This grant will directly benefit first-year Valley Bound Commitment (VBC) students by offering financial assistance to cover enrollment costs and fees, as well as support basic needs scholarships.

Since its inception in 2008, the VBC program has evolved from a pilot initiative for 31 students to an award-winning program that has significantly contributed to the academic success of hundreds of Inland Empire residents.

SBVC Foundation Director Michael Layne explained, "When a student completes a degree or certificate program at any level of college, they are much more likely to access a higher wage job down the road and experience improved conditions of mental, social and emotional well-being, which is one of the broader and meaningful impacts San Bernardino Valley College has brought to our local communities."

Layne added that the funding will help ensure VBC can continue serving students for years, even as funding needs evolve or fluctuate.

"The grants from Stater Bros. Charities may also help the Foundation facilitate partnership opportunities and collaborations with other organizations and stakeholders in the community," Layne said. "These partnerships can help leverage additional resources and support for the program, further enhancing its impact and reach. Ultimately, the Stater Bros. Charities grant will support the VBC program and help sustain its operations, expand its reach and continue to serve our students effectively."



Student Spotlight

Miguel Martinez | Class of 2023



Student Spotlight: Miguel Martinez, SBVC Class of 2023.

There's no stopping Miguel Martinez. Within the last two years, he completed his Automotive Technician associate's degree and has earned multiple certificates of achievement, with the ultimate goal of becoming a Master ASE Certified Automotive Teacher within five years.

Martinez enrolled at San Bernardino Valley College in January 2022 because he wanted to learn how to do a "proper oil change on my personal vehicles," he said. "What started with an oil change developed into brakes, and before I realized it led me back into SBVC to pursue a more professional approach."

That wasn't his only reason for going back to school; Martinez was also motivated by love for his family and a desire to "offer my wife and two children a better life and achieve a livable wage," he said.

In class, Martinez learned how to properly operate an automotive hoist and fully disassemble and assemble automatic transverse transaxles and longitudinal transmissions. "It is truly amazing when you have the full support of the school to motivate up-and-coming students eager to learn and become well-versed automotive technicians," Martinez said.

Currently, Martinez is employed at Toyota of San Bernardino where he has been promoted to Advance Automotive Technician. In his role, Martinez performs multipoint inspections on vehicles as well as an array of automotive services, including brake pad replacements and suspension work.

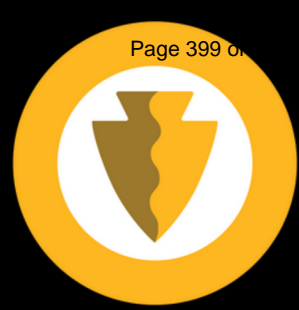
"The greatest joy and pleasure I get from working there is that, once the customer approves the work, there is satisfaction in being able to help others," Martinez said.



@sbvalleycollege

701 Mount Vernon Avenue, San Bernardino, CA 92410

TECH NEWS



"Tech News" is a quarterly newsletter that provides updates and information on various projects the Technology and Education Support Services departments are developing. If there are questions or you would like additional information please contact us. Thank you for taking the time to review our newsletter and we look forward to hearing from you.

- Luke Bixler, Chief Technology Officer

COURSE DOG

Both colleges continue to work with the CourseDog team to do data validation and configuration. We are currently working on the scheduling module and there are focused meetings each week that only involve the necessary functional areas to increase the rate of progress and productivity of each session. TESS continues to work with the CourseDog technical team to troubleshoot issues with the integration that is causing CourseDog not to be able to pull back certain information. After some troubleshooting sessions progress has been made in that area and there is one remaining technical issue that needs to be resolved but we are waiting for the CourseDog technical team to research the issue some more on their side.

- Administrative Applications & DE

SINGLE SIGN-ON ZOOM ACCESS

Zoom is going on SSO (Single Sign-On). To improve your user experience, District Technology Services is working to have Zoom authenticate with your District credentials. If you already have a District Zoom account, your current account settings including scheduled meetings, meeting Id's, recordings, etc will continue to work. More information to come.

- DSO Technology Services



SBVC LAUNCHES STREAMLINES SYLLABUS SUBMISSION SYSTEM

Jeff Huynh, one of our talented Technology Support Specialist II at SBVC, in collaboration with the Art and Humanities department, has introduced an innovative syllabus collection system. Leveraging Microsoft Power BI, this new automation tool simplifies syllabus submissions for instructors, setting a benchmark for efficiency and innovation. This pioneering solution not only enhances departmental operations but also holds the potential to be a model for other academic areas. Applaud this forward-thinking initiative that embodies SBVC's commitment to academic excellence and technological advancement!

- SBVC Technology Services

PRINT SHOP

This quarter Print Shop staff printed of 750, 2023 CCCEOPSA Student Scholarship Calendar, for EOPS CHC. The calendar was 18 pages, color print and saddle stitched. We also completed 500 each, Valley-Bound Commitment Application 2024-2025 Booklets for SBVC. These booklets were stapled and folded (saddle stitched) and were 2 pages each. This whole booklet was in color.

In October we printed 2400 each, The Wiz programs for Theater Arts SBVC. These were in color and 20, 2 sided sheets. These booklets were stapled and folded (saddle stitched) and printed in colored ink.

In November we printed 1,000 each, 3 sheets, 2 sided Learn With Me Activity Book for KVCR. These were stapled and folded (saddle stitched) and printed in colored ink. We also printed 200 booklets, 2023 Hunter Classic, for Athletics SBVC. Staff printed 1,000 Athletic Registration Handbooks that were 8 sheets, 2 sided for Counseling SBVC.

In November staff printed 5,000 pamphlets of 2023-2024 CSU GE-Breadth and 2,500 pamphlets of 2023-2024 SBVC AA/AS Graduation Requirements, for Counseling SBVC, in black ink.

In the months of October through December 2023, we completed 499 Quick copy job orders (black and white copier) 527,467 impressions, 353 color copier print job orders 275,564 impressions, 12 Oki Envelope Printer job orders 13,060 impressions and 71 wide format orders 4,068 total (posters, banners, back drops, yard signs).

- PrintShop



MICROSOFT A5 SECURITY ASSESSMENT

Working together with Oxford Computer Group to perform an assessment of our existing M365 tenant. The purpose of the assessment is to evaluate the portions of the A5 license that we are currently making use of, notate the areas that we could be taking further advantage of functions and features provided by the A5 license, and provide recommendations on best practices to ensure as secure a tenant as possible based upon Microsoft's guidelines.

- Security Services

UPGRADE IN PROGRESS: NORTH HALL 164 AV TECHNOLOGY

North Hall 164, SBVC's premier space for performing arts, is set for a major AV technology enhancement. Led by Technology Support Specialist II Jonathan Flaa, the project is introducing advanced features including a new control system, Extron Touchpanel, and a brilliant 8000 lumens projector. Currently in the design and procurement stages, the installation promises to significantly enrich our music and performance events. Stay tuned for more on this transformative upgrade!

- SBVC Technology Services

CHART OF ACCOUNT CONVERSION PROJECT UPDATE

Our Chart of Accounts project is well underway, aimed at transitioning from the current Oracle account strings to a modified version of the Financial 2000 chart of account string. This initiative streamlines data management across systems, consolidating our accounting processes to utilize a single chart of account. Scheduled for implementation at the start of the fiscal year in July 2024, the project is currently running ahead of schedule. We'll soon be inviting selected users to participate in testing by late March, with training sessions planned for April to provide hands-on experience ahead of the official launch.

- Business Systems Administrator

WEBADVISOR TO SELF-SERVICE MIGRATION

The customizations to Self-service has been finished and tested in late November 2023. We are working with various stakeholders to determine next steps and to also provide demonstrations/trainings. So far we have provided demonstrations to faculty at both colleges during the orientation days during early January 2024. We have also presented to the Outreach, first year experience and student services managers and received their feedback. There is an agreed upon communication message to students which is set to go out on 1/29/24. There are also videos that are anywhere between 1 minute to 1:30 minutes that show students how to search for classes, register for courses, add to waitlist and use add authorizations in the new Self-service platform. There are also training videos for faculty that show various aspects such as viewing the roster, grading and how to use the new add authorization feature. Self-service is slated to go live 2/12/24 with the intent to catch students who are trying to register for late start classes in spring 2024.

- Administrative Applications & DE

SOFTWARE ACCESS

Exciting news from District Technology Services! We are on a mission to simplify licensing for Faculty and Staff accessing district resources like Adobe, Microsoft Office 365, and Zoom. This aims to eliminate the need to submit a ticket to request a license and make accessing these resources a seamless process.

- DSO Technology Services

INFORMATION SECURITY TOOLS

I am working toward getting our existing internal security tools updated and properly tuned for detection and incident monitoring. These tools include the FortiSIEM appliance that is currently ingesting log files from a number of network and server devices, and the Cortex XDR dashboard that monitors the endpoint detection applications deployed on all of the workstations in the field.

- Security Services

CLASSROOM UPGRADES

The CHC Technology Services team upgraded the West Complex 111 classroom with new classroom technology. This will include replacing all old outdated AV equipment in the classroom. The West Complex 106 classroom will receive an upgrade during Spring Break.

- CHC Technology Services

PROGRAM REVIEW TECHNOLOGY REQUEST UNDERWAY

The CTS team at SBVC is actively collaborating with the Theater, Nursing, and Chemistry Departments to fulfill their Program Review Technology Requests. Thanks to the allocation of one-time funds by SBVC, these crucial needs are being addressed with precision and care. Our dedicated team is working closely with each department to ensure the procurement of the proper software and hardware, aiming to meet and exceed their specific academic needs. This initiative reflects our commitment to empowering our educational departments with the right technological tools to enhance learning and teaching experiences.

- SBVC Technology Services

APPRENTICESHIP PROGRAMS (SBVC)

We are working with the student services department as well as the Strong workforce program within the Applied Technology, Transportation and Culinary Arts department to setup an apprenticeship program within Colleague. The apprenticeship program allows SBVC to offer the community no/low cost educational CTE programs for sustainable jobs. Student will have more work based learning both through paid and unpaid experiences with local partners. Apprenticeship students go through an approval process and once accepted into the program, will receive free tuition inclusive of all enrollment fees, campus related fees such as Health and Accident, Transportation Fees, Student representation fees etc. This waiver of all fees also include non-resident students who have been accepted into the apprenticeship program. TESS is currently working on the programming and have sent parts of the workflow to A&R for testing and verification

- Administrative Applications & DE

ORACLE 24A UPGRADE ANNOUNCEMENT

We're thrilled to share that the installation of the 24A upgrade is now complete, bringing with it a host of enhancements and new features. This upgrade is designed to optimize performance, functionality, and security across our systems, ensuring an even better service experience for you.

- Business Systems Administrator

PASSWORD RESET

District Technology Services is working on a feature to allow Students, Faculty, and Staff to easily reset a forgotten password within the SSO (Single Sign-On) Portal by receiving a one-time passcode (OTP) via text or e-mail to a non-district e-mail address, or by providing answers to questions that will be an option to setup.

- DSO Technology Services

DELL ROADMAP

CHC Technology Services hosted a Dell Roadmap meeting for the whole district. Dell provided information about upcoming changes to their product line and anticipated release dates. This will help with planning upcoming purchases to replace outdated computers.

- CHC Technology Services

ALTERNATE TEXT PRODUCTION CENTER

The ATPC grant serves the needs of students with print disabilities throughout the California Community College system by providing electronic and braille textbooks at no cost. We currently house over 39,000 textbooks that are available to all 118 colleges and serve approximately 7,000 requests per year. The products we supply include braille books, tactile graphics, large print, and electronic textbooks.



INVENTORY MANAGEMENT SYSTEM

I am currently working on building out and populating the existing inventory management system, Snipe-IT. It has been in place and utilized at the CHC site for some time now, and I am currently working to determine how best to import the existing assets that are currently in LanSweeper without having to do a great deal of manual data entry. Ultimately, this will enable us to utilize a single inventory system for IT district wide that should allow for the running of reports based on features such as model number, purchase date, warranty expiration, etcetera.

- Security Services

Helpdesk and Canvas

The chart below shows the type of Help Desk tickets that are received by volume. Over the past 30 days, the Service Desk received 537 tickets excluding project requests. Also, there has been a steady increase in the overall usage of Canvas by both colleges.

