



San Bernardino Community College District
Board Meeting
April 11, 2024
4:00 pm Pacific Time

Physical Meeting Location: CHC LCR 231
11711 Sand Canyon Rd., Yucaipa, CA 92399

Livestream

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

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

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

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

- I. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- II. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**
- III. **CLARIFICATION**
- IV. **APPROVAL OF MINUTES**
 - A. 2024-03-14
- V. **RECOGNITION/CELEBRATIONS**
 - A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance
 - B. Retirements
- VI. **ACTION AGENDA**
 - A. Board Policies for Final Approval

- B. College and Career Access Pathways Partnership Agreement with Bear Valley Unified School District
- C. Endorse Nomination of 2024 Classified Employee of the Year Award
- D. Tentative Agreements with the CTA
- E. Student Trustee Privileges

VII. **CONSENT AGENDA**

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

A. **Instruction/Student Services**

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

B. **Human Resources**

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Appointment of District Employees - Rescind
- 4. Classification Advancement for Academic Employees
- 5. Employee Promotions
- 6. Employee Transfer
- 7. MOUs between SBCCD and the CTA
- 8. Non-Instructional Pay
- 9. Payment of Stipends
- 10. Placement of Classified Employees on the 39-Month Reemployment List
- 11. Revise Rates of Pay for Short-Term Employees

C. **Business & Fiscal Services**

- 1. Alcoholic Beverages
- 2. Conference Requests
- 3. Contracts at or Above \$114,500
- 4. District and College Expenses
- 5. Regular Meeting Dates
- 6. Resolution #2024-04-11-FS-01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications
- 7. Resolution #2024-04-11-FS-02 Authorizing Temporary Interfund Borrowing

8. Revised Authorized Signature List for 2023-24
9. Surplus Property and Authorization for Private Sale or Disposal

D. Facilities

1. Award Bid #CC02-3621.00 CHC Crafton Hall Renovation Project
2. Award Bid #SM-01-2122-6C Package 1 SBVC Roof Replacement – ADSS Building Project
3. Award Bid #SM-01-2122-6C Package 2 SBVC Roof Replacement – ADSS Building Project
4. Master Services Agreements Task Orders for Bond Construction

VIII. REPORTS

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

Regional & State Reports

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

- B. Chancellor's Report

1. Strategic Plan Goal Three Update

- C. Represented Groups (3 minutes per group)

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

- D. Staff Reports (3 minutes per person)

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

IX. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. Contracts Below \$114,500
- E. Construction Change Orders and Amenments - Bond Program
- F. Districtwide Grant Submission Update
- G. General Fund Cash Flow Analysis
- H. MOUs between SBCCD and the CSEA
- I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Order Report
- K. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

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

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

XII. CONVENE CLOSED SESSION

XIII. RECONVENE PUBLIC MEETING

XIV. REPORT OF ACTION IN CLOSED SESSION

XV. ADJOURN

The next meeting of the Board: Strategy Session
April 25, 2024, at 4:00 p.m.
SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San
Bernardino, CA

Supplemental Handouts (not part of the agenda)

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



BOARD OF TRUSTEES

Meeting Minutes – March 14, 2024

Location: San Bernardino Valley College, 701 S. Mt. Vernon Ave., B-100, San Bernardino, CA 92410
 Livestream: <https://www.youtube.com/@sanbernardinocommunitycoll42/streams>
 Meeting materials: www.sbccd.edu/govenda

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

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

Motion: to approve the reorder of business. Shift XI. Reports A. Board Committee & Activity Reports/Regional & State Reports to after item II. Presentations.

Moved by Trustee Williams. Seconded by Trustee Gonzales.

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

Motion passed

Motion: to renew motion directing the Chancellor to provide recommendations to sustain Books+
 Moved by Trustee Williams. Seconded by Trustee Longville.

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

Motion passed

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. 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) – Trustee Williams gave a brief report.
2. Joint Powers Authority – Trustee Houston gave a brief report.

IV. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Vivian Marquez	Tony Barber
Bethany Tasaka	Robert McAtee
Kristen Clements	Ela Lara
Byron Stafford	Ricardo Guevara
Eliseo Lara	Frank Zavala
Vanessa De La Rosa	Ellian Hernandez
Jeremy Conley	Julian Aguavo
Brenden Correale	Frankie Lopez
Jaron Colunga	Joseph Moseley
Karen Miranda	Frank Acosta
Jeffrey Granados	Isaac Lozano
Ethan Love Joy	Aumari Sheldon
Acracia Ortez	Maximilliano
K. Miller	Salazer
Juliana Ramirez	Rose Bilbrew
	Susan Mattson

V. CLARIFICATION

Executive Vice Chancellor Jose Torres clarified the Books+ program was originally federally funded and SBCCD directly passed this on to the students. This was approved by the board with the understanding of a timestamp.

Vice Chancellor Hannon clarified that SBCCD offered 4.5% to both part-time and full-time faculty. It was the decision of the SBCCDTA negotiating team to allocated 100% increase to part-time faculty and 0% to full time faculty.

VI. APPROVAL OF MINUTES

A. 2024-02-08

Motion: to approve the 2024-02-08 minutes.

Moved by Trustee Williams. Seconded by Trustee Viricel.

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

ABSENT: none

Motion passed

VII. RECOGNITION/CELEBRATIONS

A. Applause Cards

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

B. Retirements

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 of Truong has shown to the campus and all those she works with is unwavering. The District is truly grateful for the years of service and congratulates on your retirement.

VIII. ACTION AGENDA

A. 2024 Early Retirement Incentive Plan – Final Approval

Motion: to approve the 2024 Early Retirement Incentive Plan

Moved by Trustee Harrison. Seconded by Trustee Gonzales.

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

NOES: none

ABSTAIN: none

ABSENT: none

Motion passed

B. 2024 CCCT Board Election

Motion: to approve the following CCCT Board Nomination vote:

Nan Gomez-Heitzberg, Kern CCD

Hortencia Armendariz, Imperial CCD

Barbara Calhoun, Compton CCD

Yvette Davis, Glendale CCD

Greg Pensa, Allan Hancock CCD

Bernardo Perez, Ventura County CCD

Deborah Ikeda, State Center CCD

Moved by Trustee Williams. Seconded by Trustee Viricel.

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

NOES: none

ABSTAIN: none

ABSENT: none

Motion passed

IX. CONSENT AGENDA

- A. Curriculum – CHC
- B. Curriculum - SBVC
- C. 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. MOUs between SBCCD and 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
- D. 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
- E. Facilities
 - 1. Acquisition of Real Property Identified as “Lenaker”
 - 2. Master Services Agreements and Task Orders for Bond Construction

Trustee Williams pulled Consent Agenda Item B.10 MOU between SBCCD and the CSEA - article pay and allowances.

Motion: to approve the consent agenda except item B.10 MOU between SBCCD and the CSEA – article pay and allowances.

Moved by Trustee Williams. Seconded by Trustee Longville.

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

Motion passed

Motion: to approve the Consent Agenda Item B.10 MOU between SBCCD and the CSEA – article pay and allowances.

Discussion: Vice Chancellor Hannon clarified that this item memorializes the CSEA previous pay increase.

Moved by Trustee Williams. Seconded by Trustee Gonzales.

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

Motion passed

X. REPORTS

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

- A. Chancellor's Report -
 - 1. Goal 3 Status Report - Chancellor Rodriguez provided a brief report.
- B. Represented Groups
 - 1. Crafton Hills College Academic Senate – No report.
 - 2. Crafton Hills College Classified Senate – Karen Peterson provided a brief report.
 - 3. Crafton Hills College Associated Students – Jairo-Nhel B. De Vera provided a brief report and a written report was provided.
 - 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 – No report.
 - 9. Police Officers Association - No report.
- C. Staff Reports
 - 1. San Bernardino Valley College President – Interim President Fontanilla provided a brief report.
 - 2. Crafton Hills College President – President Horan provided a report.
 - 3. Executive Vice Chancellor – No report.
 - 4. Vice Chancellor of Human Resources & Police Services – Vice Chancellor Hannon provided a brief report.
 - 5. Vice Chancellor of Educational & Student Support Services – No report.

IX. INFORMATION ITEMS

- a. Board Master Action Planning Calendar
- b. Board Policies for First Reading – Trustee Williams requested BP 2430 be reviewed again at the Board Policy & Procedures Ad Hoc Committee
- c. Budget Revenue & Expenditure Summary
- d. Construction Change Orders and Amendments - Non-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

- I. Resignations
- m. Quarterly Financial Status Report
- n. Quarterly Investment & Deposit Report
- o. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana Rodriguez and Kristina Hannon
Non-Represented Groups: CSEA, CTA, POA,
Management/Supervisors, and Confidential Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
Number of cases: 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
- 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 6:55 p.m.

XIII. RECONVENE PUBLIC MEETING

Chair Houston reconvened the public meeting at 8:51 p.m.

XIV. REPORT OF ACTION IN CLOSED SESSION

- On March 14, 2024, the Board Unanimously/by majority vote with board members 6 and 0 voting against with Trustee Reyes being absent, took action in closed session to approve the termination of employee #27632 as Part-Time Faculty effective March 15, 2024.
- On March 14, 2024, the Board Unanimously/by majority vote with board members 6 and 0 voting against, took action in closed session, the Board took action to approve the immediate suspension without pay and recommended dismissal of a tenured faculty employee, identified as employee #23747, pursuant to Education Code sections 87671, 87732, and 87735 and directed the Chancellor or designee to send out appropriate legal notices.
- On March 14, 2024, the Board Unanimously/by majority vote with board members 6 and 0 voting against with Trustee Reyes being absent took action in closed session to approve the release of probationary #32087 as Grant Technician effective March 15, 2024.

- On March 14, 2024, the Board Unanimously/by majority vote with board members 6 and 0 voting against with Trustee Reyes absent, took action in closed session to approve the settlement of Workers Comp Claim #604296 with employee #164.

XV. ADJOURNMENT

The next meeting of the Board: Strategy Session
April 11, 2024, at 4:00 PM
Crafton Hills College

The chair adjourned the meeting at 8:54 p.m.

The Board of Trustees approved the March 14, 2024, minutes on 4/11/2024.

Joseph R. Williams, Clerk
Assistant
SBCCD Board of Trustees

Heather Ford, Senior Executive Administrative
SBCCD Office of the Chancellor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: April 11, 2024

SUBJECT: Caring Hands Applause Cards

RECOMMENDATION

This item is for information only.

OVERVIEW

The attached individuals have received special recognition for extending extra effort in providing quality service and valued assistance.

ANALYSIS

The Caring Hands Applause Card was developed so that employees, students, visitors, and vendors have an opportunity to recognize members of the SBCCD team who provide outstanding quality and service.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.





Caring Hands Applause Cards

Presented for Information March 14, 2024

Krysten Audibert

Crafton Hills College
stem

"Your dedication is inspiring"

Recognized by:
Darrah Rey

Shaimaa Chemkhi

Crafton Hills College
Admissions and Records

"so helpful and sweet"

Recognized by:
Ernesha Evans

Maria Davila

Crafton Hills College
SAS

"Maria is always kind, knowledgeable, and very helpful to students. We are very lucky to have her in our area."

Recognized by:
CHC SAS Office.

Chloe De Los Reyes

Crafton Hills College
English

"Thank you for being an equity Champion!"

Recognized by:
Nick Reichert

Dr. Heather Gilmore

Crafton Hills College
Communication Studies

"Dr. Gilmore has demonstrated a caring and compassionate attitude to students in emotional distress. On February 21, 2024, Dr. Gilmore stayed by the side of an emotionally distraught student until evaluated by the Crisis Team, well over, and beyond the call of duty."

Recognized by:
Hannah Sandy

Kashaunda Harris

Crafton Hills College
Faculty Lead, Professional Development

"Ms. Harris has always been someone who helps facilitate inclusion and fosters a welcoming environment for Classified Employees and has continued to demonstrate her commitment to a comprehensive onboarding experience for Classified staff - Thank you."

Recognized by:
Ernest Guillen



Caring Hands Applause Cards

Presented for Information March 14, 2024

Nick Hensley

Crafton Hills College
Tutoring

"Great!"

Recognized by:
Cynthia Lee Thomas Vanevenhoven

Marina Kozanova

Crafton Hills College
Spanish

"Excellent instructor who goes above and beyond to help students not only master Spanish but develop a passion for it."

Recognized by:
Ariel Allen

Luna Lagrima

Crafton Hills College
Admissions

"She was very personable and knew what she was doing!!!"

Recognized by:
Kathrine Ayers

Brenden Lazzar

Crafton Hills College
M&O Grounds

"Thank you for providing initial aid to an Anatomy and Physiology student who was having a medical emergency."

Recognized by:
Rosemarie Hansen

Luna Lagrima

Crafton Hills College
Admission and records

"Extremely helpful and professional service. She helped me resolve a technical problem with my online class instructor."

Recognized by:
Analiliq Novoa

Jennifer Neal

Crafton Hills College
Tutoring

"Thank you for being the world's greatest SI and Tutoring mentor and trainer!"

Recognized by:
Nick Reichert



Caring Hands Applause Cards

Presented for Information March 14, 2024

Vonda O'Shaughnessy

Crafton Hills College
CHC SAS

"Vonda is very helpful, and always available to staff and students."

Recognized by:
CHC SAS Staff

Vannesa Ramirez

Crafton Hills College
CHC SAS

"Vannesa is positive and truly wants her team to reach their goals. She listens to her team and motivates us. These are traits of a great leader. Thank you."

Recognized by:
CHC SAS Team Member

Erika Sherman

Crafton Hills College
Basic Needs

"Erika continues to support all students. We are incredibly appreciative in Tutoring. Thank you, Erika!"

Recognized by:
Nick Reichert

Alyssa Taylor

Crafton Hills College
SINS

"Thank you for providing initial aid to an Anatomy and Physiology student who was having a medical emergency."

Recognized by:
Rosemarie Hansen

Christopher Crew

District Support Operations
Research

"Thank you for your continued support and guidance to our department."

Recognized by:
Erika Menge

Kristina Hannon

District Support Operations
Human Resources

"Kristina continues to show her commitment to classified employees in her efforts to create an inclusive and healthy working environment for classified at SBCCD."

Recognized by:
Ernest Guillen



Caring Hands Applause Cards

Presented for Information March 14, 2024

Janae Jacoby

District Support Operations
HR

"Thank you for all of your help with my medical leave and medical accommodation request. I appreciate all the support and care you provided during that challenging time"

Recognized by:
Erika Menge

Janae Jacoby

District Support Operations
Human Resources/Payroll

"Despite her many responsibilities Janae always provides timely and professional responses to questions and goes well above the minimums to be of assistance."

Recognized by:
Evan P Sternard

Dione Nevins

District Support Operations
District Police Department

"Thank you for providing initial aid to an Anatomy and Physiology student who was having a medical emergency."

Recognized by:
Rosemarie Hansen

Janeth Brown

San Bernardino Valley College
General Counseling

"Janeth is an experienced counselor that always brings her "A" game. Her students first approach really makes each student she serves feel respected, appreciated, and welcome. Good job!! "Build it and they will come""

Recognized by:
Dr. Craig S. Luke, Sr.

Alexander Cabrera

San Bernardino Valley College
Marketing

"Alexander constantly proves himself to be a professional & energetic asset to SBVC. His service to the campus community is seemingly tireless. He can always be counted on to cover events & activities campus-wide, participating in and contributing to an atmosphere of positivity and inclusion at SBVC."

Recognized by:
Ernest Guillen

Yancie Carter

San Bernardino Valley College
General Counseling

"Yancie is a Social Scientist dedicated to his contribution of more efficient student support systems and services for the benefit of every faculty member and student. There's not enough room to list all of his contributions here at (SBVC). Thank you for all that you do. We see you!"

Recognized by:
Dr. Craig S. Luke, Sr.



Caring Hands Applause Cards

Presented for Information March 14, 2024

Marie Fierro

San Bernardino Valley College
First Year Experience (FYE)

"Marie is a seasoned counseling professional who goes above and beyond to offer the best student services possible. The list of students she serves extend far beyond any one program. Marie is a counselor who cares; just ask one of her students. Kudos for keeping it professional."

Recognized by:
Dr. Craig S. Luke, Sr.

Darrell Fisher

San Bernardino Valley College
Custodial

"Darrell has been an integral part of hosting musical events on our campus, including his recent assistance for the San Bernardino Symphony Youth Wind Ensemble concert."

Recognized by:
Margaret Worsley

Debra Gallagher

San Bernardino Valley College
President's Office

"Your willingness to go above and beyond to assist me has truly made a significant difference, and I am profoundly grateful for all that you have done."

Recognized by:
Shyla Cobbett

Armando Garcia

San Bernardino Valley College
General Counseling

"Armando is a seasoned counselor who knows how to connect with our students. He always presents them with options that will offer each student the best possible outcome. A student will never care how much you know until they know how much you care. Thank you, Armando for caring!"

Recognized by:
Dr. Craig S. Luke, Sr.

Rema R. Ghazaleh

San Bernardino Valley College
Counseling

"EXCELLENT work in planning and facilitating the Spring, 2024 International Student Welcome Day. You go above & beyond for all students, thank you."

Recognized by:
Armando A. Garcia

Leslie Gregory

San Bernardino Valley College
Cal-Works

"Leslie is a seasoned veteran counselor who takes her service to our faculty and student body seriously. We appreciate all that you do!"

Recognized by:
Dr. Craig S. Luke, Sr.



Caring Hands Applause Cards

Presented for Information March 14, 2024

Courtney Hall

San Bernardino Valley College
General Counseling

“Courtney is a professional counselor that can connect with a student on almost any level. She lives to give and gives to live. Our faculty and student body are so happy that she is a part of our team. It takes a village. Thanks Courtney!”

Recognized by:
Dr. Craig S. Luke, Sr.

Dominique Johnson

San Bernardino Valley College
Adjunct counselor

“Very communicative , respectful, and very articulate. He was really great with doing his job and he seemed really happy doing his job . I appreciate that.”

Recognized by:
Martin Tinoco

Armone Lochard

San Bernardino Valley College
Athletics

“Armone is a skilled professional who takes the needs of our student body personally and seriously. Our faculty and students are very fortunate and appreciate of his support. Thank you!”

Recognized by:
Dr. Craig S. Luke, Sr.

Dr. Craig Luke

San Bernardino Valley College
Counseling

“Gives great advice with anything about classes and graduating”

Recognized by:
Josh Effort

Stacy Meyer

San Bernardino Valley College
Culinary Arts

“We appreciate your efforts, professionalism, and dedication to making our event successful. You and your students greatly enhanced the attendees’ enjoyment and good vibes.”

Recognized by:
The Office of Research and Planning

Erik Morden

San Bernardino Valley College
Food Services

“Mr. Morden and his team have proven to be a service area the campus can depend on even in a pinch. His commitment to excellence and service not only appreciated but depended on and he never fails.”

Recognized by:
Ernest Guillen



Caring Hands Applause Cards

Presented for Information March 14, 2024

Doris Ontiveros

San Bernardino Valley College
Pharmacy Technology

“Professor Ontiveros has helped me become a better instructor through her leadership and encouraging demeanor. She has a way of empowering and encouraging feedback from her staff.”

Recognized by:
John Halcon

Debbie Orozco

San Bernardino Valley College
General Counseling

“Debbie is a kind, courteous, very professional seasoned counselor who truly finds her value in service to others. Thanks for all you do!”

Recognized by:
Dr. Craig S. Luke, Sr.

Evelyn Ruiz

San Bernardino Valley College
First Year Experience (FYE)

“Evelyn is such an asset to our faculty, staff, and student body. Evelyn oversees our DREAMERS program here at SBVC. Evelyn’s personal mandate is to make ALL students welcome and included. Evelyn’s support and advocacy for our DREAMER students is much appreciated. Great job!!”

Recognized by:
Dr. Craig S. Luke, Sr.

Nathan Yearyeen

San Bernardino Valley College
IT

“Nathan took time out of his busy day to drop everything and assist in a technological emergency when my laptop died. He was able to fix the problem in record time, recovered all my data and did so with a smile on his face and some kind words. He continues to prove to be an asset to SBVC.”

Recognized by:
Ernest Guillen

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: April 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.

Adams, Kathryn, Professor, Child Development, SBVC

After 26 years of service with the District, Kathryn has submitted a letter of intent to retire, effective May 22, 2024. Kathryn began her employment with SBCCD as a Child Development Instructor at the Child Development Center, a position she held for the entirety of her professional career.

Boatman, John, Lead Grounds Caretaker, CHC

After 32 years of service with the District, John has submitted a letter of intent to retire, effective March 28, 2024. John began his employment with SBCCD as a Grounds Caretaker in the Maintenance Department. In 2020 John was promoted to Lead, Grounds Caretaker where he remained for the rest of his professional career.

Loera, Manuel, Professor, Automotive, SBVC

After 43 years of service with the District, Manuel has submitted a letter of intent to retire, effective June 1, 2024. Manuel began his employment with SBCCD as an Instructor, Automotive in the Applied Technology Department, a position he held for the entirety of his professional career.

Simental, Yolanda, Associate Dean, Health Sciences

After 14 years of service with the District, Yolanda has submitted a letter of intent to retire, effective June 1, 2024. Yolanda began her employment with SBCCD as a Nursing Instructor in the Nursing Department. In 2021 Yolanda was promoted to Associate Dean, Health Sciences, where she remained for the rest of her professional career.



Treacy-Abarca, Blanca, Teacher's Assistant, SBVC

After 21 years of service with the District, Blanca has submitted a letter of intent to retire, effective June 1, 2024. Blanca began her employment with SBCCD as a Child Development Assistant at the Child Development Center, a position she held for the entirety of her professional career.

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: April 11, 2024

SUBJECT: Consideration of Board Policies for Final Approval

RECOMMENDATION

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

OVERVIEW

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

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

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

ANALYSIS

The Board received the following items for first reading on February 8, 2024. The changes include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the District.



Policies & Procedures Presented for First Reading
2325 Teleconferenced Meetings
2430 Delegation of Authority to the Chancellor <i>(updated slightly from first read)</i>
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

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

AP 2325 Teleconferenced Meetings *(no matching BP exists)*

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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



02/22/24

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)*

02/22/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

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)*

04/03/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	1/27/2024	Recommendation Received	2/7/2024

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 Approval
- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Level 1 to Constituents for Information Only
- 03/14/2024 BOT First Reading
- 04/02/2024 BPPAC 2nd Review
- 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 2430 Delegation of Authority to the Chancellor *(no matching AP exists)*

P&P Chapter Lead Recommendation
San Bernardino Community College District



04/03/24

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.

> 4/2/2024 BPPAC updated language to clarify notification of the board in emergency situations, by adding the language, "and shall update the Board in a timely manner" to paragraph 8.

~~(Replaces current SBCCD BP 2170)~~

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, and shall update the Board in a timely manner.

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

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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 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>)*

- 02/06/2024 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



03/23/24

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

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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.
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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



03/23/24

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

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)*

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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



03/23/24

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



03/23/24

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



03/23/24

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)*

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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

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

RECOMMENDATION STARTS ON NEXT PAGE

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (10+1) (no matching BP exists)



03/23/24

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)



03/23/24

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.~~

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)



03/23/24

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 options/criteria:

- 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 options/criteria:

- 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)



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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)



03/23/24

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~~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)



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- ~~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.

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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.

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)



03/23/24

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 ~~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 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 their parent or guardian shall be informed of the decision. This

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)



03/23/24

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

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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



03/23/24

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



03/23/24

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

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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

- > 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.
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RECOMMENDATION STARTS ON NEXT PAGE

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AP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

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)

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AP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



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- 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

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AP 5030 Fees

P&P Chapter Lead Recommendation
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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~~

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AP 5030 Fees

P&P Chapter Lead Recommendation
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\$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~~

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AP 5030 Fees

P&P Chapter Lead Recommendation
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~~\$ 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

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AP 5030 Fees

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

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)

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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
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- 02/26/2024 PPAC Reviews Second AS Feedback
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RECOMMENDATION STARTS ON NEXT PAGE

BP 5700 Intercollegiate Athletics (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

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)

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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

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- 11/13/2023 PPAC Approves Review Level
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AP 5700 Intercollegiate Athletics (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

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 (CCCAA) and is governed by the rules of the CCCAA constitution and bylaws. The college will provide an athletics program and physical education curriculum based on the most recent constitution and bylaws of CCCAA 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.

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 5700 Intercollegiate Athletics (10+1)

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

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

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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

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RECOMMENDATION STARTS ON NEXT PAGE

BP 6320 Investments

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

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

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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
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RECOMMENDATION STARTS ON NEXT PAGE

AP 6320 Investments

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

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



03/23/24

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

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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

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02/21/24

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

02/21/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

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
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RECOMMENDATION STARTS ON NEXT PAGE

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AP 7400 Travel

P&P Chapter Lead Recommendation
San Bernardino Community College District



02/21/24

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>.

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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

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- 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

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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

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San Bernardino Community College District



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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: Steven J. Sutorus, Business Manager

DATE: April 11, 2024

SUBJECT: Consideration of Approval of the College and Career Access Pathways Partnership Agreement with Bear Valley Unified School District

RECOMMENDATION

It is recommended that the Board of Trustees present, take comments from the public on, and approve the attached College and Career Access Pathways (CCAP) partnership agreement for dual enrollment with Bear Valley Unified School District.

OVERVIEW

In accordance with Education Code section 76004, a community college district may enter into a CCAP partnership with the governing board of a school district and/or the governing body of a charter school. The CCAP partnership agreement shall outline the terms of the partnership and shall include, but not necessarily be limited to:

- the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils;
- 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.

The CCAP partnership agreement shall also 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. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership. A community college district may have a combination of non-CCAP and CCAP dual enrollment opportunities.



ANALYSIS

The attached agreement establishes a partnership between Bear Valley Unified School District and SBCCD to offer dual enrollment courses that provide college credit to high school students within the District's geographic boundaries. This agreement allows SBCCD to provide educational programs that are responsive to the need of the students and communities we serve and develops a seamless pathway for students to transition from high school to community college for career technical education or transfer.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

As laid out in the attached, the total cost of books and instructional materials for students who enroll in a college course offered as part of this CCAP Agreement will be borne by the Bear Valley Unified School District, and SBCCD shall include enrolled students in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments.

**COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2024 – 2029**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between the San Bernardino Community College District (SBCCD), 550 E Hospitality Ln Suite 200, San Bernardino, CA 92408, on behalf of one of its colleges, San Bernardino Valley College (“COLLEGE”), and Bear Valley Unified School District (BVUSD), 42271 Moonridge Road, Big Bear Lake, CA 92315 (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within SBVC; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in San Bernardino County and within the regional service area of SBCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, SBCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school 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, and assisting high school pupils to achieve college and career readiness” as specified in Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, SBCCD and COLLEGE;

NOW THEREFORE, SBCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall begin on July 1, 2024, will be reviewed annually, and will remain in effect until cancelled or amended by either party unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not 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. The CCAP Agreement Appendix shall also 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. Sec. 2 (c)(1)

- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district (COLLEGE and SBCCD) and SCHOOL DISTRICT partners. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and California Department of Education before the start of the CCAP partnership. Sec. 2 (c)(3)

2. DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SBCCD and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility - 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, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will

be determined by COLLEGE and shall be in compliance with applicable law and SBCCD standards and policies.

- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SBCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority 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 middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.

- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee described in the following California Education Code Sections: 49011 Pupil fees; 76060.5 Student representation fee; 76140, 76141, and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees. Sec. 2 (f)(q)

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011 Pupil fees. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5 Student representation fee; 76140, 76141 and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Participating students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICTS shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.8 A course dropped within the SBCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

6. CCAP AGREEMENT COURSES

- 6.1 A COLLEGE 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 Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and education program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with COLLEGE academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites, and standards applicable to SBCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between SBCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices, and requirements, the SBCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and or SBCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with SBCCD academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SBCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.

- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SBCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14 This CCAP Agreement certifies 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 collaborative effort between the SCHOOL DISTRICT and the COLLEGE 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. Sec. 2 (n).

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and hired by SBCCD.
- 7.2 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code §121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.3 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by SBCCD.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SBCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between the SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with SBCCD policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(1)(C)
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

- 10.1 SBCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when

the course(s) complies with current requirements for dual enrollment under applicable California law.

- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 The SCHOOL DISTRICT agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL DISTRICT(S) students enrolled in community college course(s) under this CCAP Agreement. SCHOOL 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. Sec. 2 (r)
- 10.4 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 Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)
- 10.5 Effective January 1, 2017, AB 2364, amended California Education Code 76140 to exempt specific nonresident students who live and attend high school in California from nonresident tuition for community college dual enrollment coursework. With the passage of AB 2364 Districts are allowed to claim apportionment for students eligible for nonresident tuition exemption.

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 SBCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies 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. Sec. 2 (i)
- 11.6 The COLLEGE certifies that:

- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
- A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

11.7 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

12. PROGRAM IMPROVEMENT

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. REIMBURSEMENT

14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

15. FACILITIES

15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SBCCD or students. SCHOOL DISTRICT agree to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrant that its facilities are safe and compliant with all applicable building, fire, and safety codes.

15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL

DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine reasonable books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understand that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

- 15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

16. INDEMNIFICATION

- 16.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and SBCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents, and other representatives.
- 16.2 The SBCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SBCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SBCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

17. INSURANCE

- 17.1 The SCHOOL DISTRICT, in order to protect the SBCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and SBCCD, its agents, employees and officers as an additional insurance for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE and to SBCCD.
- 17.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating,

defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and SBCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT are not responsible for non-School DISTRICT personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

18. NON-DISCRIMINATION

- 18.1 Neither the SCHOOL DISTRICT nor the COLLEGE and SBCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

19. TERMINATION

- 19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

20. NOTICES

- 20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE
 San Bernardino Valley College
 701 South Mount Vernon Avenue
 San Bernardino, CA 92410
 Attn: Patricia Quach

SBCCD
 550 E Hospitality Ln Suite 200
 San Bernardino, CA 92408
 Attn: Steven Sutorus

SCHOOL DISTRICT
 Bear Valley Unified School District
 42271 Moonridge Road
 Big Bear Lake, CA 92315
 Attn: Linda Rosado

21. INTEGRATION

- 21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. MODIFICATION AND AMENDMENT

- 22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

- 23.1 This agreement shall be interpreted according to the laws of the State of California.

24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

- 24.1 For locations outside the geographical boundaries of SBCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

25. SEVERABILITY

- 25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

- 26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on _____ (date)

By: _____
Linda Rosado
Executive Director of Business Services and Classified Personnel
Bear Valley Unified School District
42271 Moonridge Road
Big Bear Lake, CA 92315

By: _____
Steven Sutorus
Business Manager
San Bernardino Community College District
550 E. Hospitality Lane
San Bernardino, CA 92408

APPENDIX

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between (“COLLEGE”) a college of the San Bernardino Community College District (SBCCD), 550 E Hospitality Ln Suite 200, San Bernardino, CA 92408 and Bear Valley Unified School District (BVUSD), 42271 Moonridge Road, Big Bear Lake, CA 92315 (“SCHOOL DISTRICT”).

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not 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; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record 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; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, SBCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. CCAP AGREEMENT

- 1.1. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- 1.2. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- 1.3. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before March 1 and follow the protocols set forth in (a) and (b) of this section.
- 1.4. SBCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
SBCCD	Steven Sutorus	909-382-4031	ssutorus@sbccd.cc.ca.us
COLLEGE	Patricia Quach	909-384-8996	pquach@sbccd.cc.ca.us
BVUSD	Linda Rosado	909-866-4631	linda_rosado@bearvalleyusd.org

2. STUDENT SELECTION

- 2.1. SCHOOL DISTRICT shall certify that all participating students meet the minimum school day reporting requirements as specified in California Education Code 46114 and 41146. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- 2.2. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school 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, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. Preamble and Sec. 2 (c)(1)
- 2.4. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. Sec. 2 (p)(1-3)

3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- 3.1. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

4. **CCAP AGREEMENT PROGRAM YEAR 2024-2025** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR:	2024 – 2029
COLLEGE:	San Bernardino Valley College
EDUCATIONAL PROGRAM:	
SCHOOL DISTRICT:	Bear Valley Unified School District
HIGH SCHOOL(S):	Big Bear High School

TOTAL NUMBER OF STUDENTS TO BE SERVED:	TOTAL PROJECTED FTES:
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COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
COURSE 1	SDEV-102	Fall 2024	5					BVUSD
COURSE 2	Spanish-101	Fall 2024	1					BVUSD
COURSE 3	Physics-101	Fall 2024	1					BVUSD
COURSE4	Art-102	Fall 2024	1					BVUSD
COURSE 5	Spanish-102	Spring 2025	1					BVUSD
COURSE 6	Art-102	Spring 2025	1					BVUSD
COURSE 7	Physics-102	Spring 2025	1					BVUSD

*Pursuant to SBCCD Business Procedure 2.02, Instruction Service submit an ISA if the Employer of Record is the School District for the instructor teaching the course(s) listed.

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

Evaluation of high school transcript to determine progress toward high school diploma. Recommendations from high school teachers and counselor regarding academic and socio/emotional readiness to succeed in a college environment.
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6.

7. MANDATED ANNUAL STATE REPORTING

- 7.1. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- 7.2. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before date established by the district and shall be reported annually in compliance with all applicable state and federal privacy laws. The SBCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. Sec. 2 (t) (1)(A)
- 7.3. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. Sec. 2 (t) (1)(B)
- 7.4. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. Sec. 2 (t)(1)(C)
- 7.5. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. Sec. 2 (t)(1)(D)
- 7.6. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

8. CCAP AGREEMENT DATA MATCH AND REPORTING

- 8.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- 8.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

9. PRIVACY OF STUDENT RECORDS

- 9.1. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- 9.2. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s)

consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

- 9.3. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- 9.4. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

10. FACILITIES USE

- 10.1. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- 10.2. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

11. INSURANCE

- 11.1. The SBCCD, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.
- 11.2. For the purpose of Workers' Compensation, COLLEGE and SBCCD shall be the "primary employer" for all its personnel who perform services as instructors and support staff. COLLEGE and/or SBCCD shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE AND SBCCD agree to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE and/or SBCCD personnel connected with providing services under this

Agreement. COLLEGE and SBCCD are not responsible for non-COLLEGE and/or non-SBCCD personnel who may serve as instructors or students who are not affiliated with the COLLEGE and/or SBCCD.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Linda Fontanilla, Interim President, SBVC

DATE: April 11, 2024

SUBJECT: Consideration of Approval to Endorse Nomination of 2024 Classified Employee of the Year Award

RECOMMENDATION

It is recommended that the Board of Trustees endorse the nomination of 2024 Classified Employee of the Year from San Bernardino Valley College.

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

No impact to the budget.

SBCCD | Mission

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



SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

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: April 11, 2024

SUBJECT: Consideration of Ratification of Tentative Agreements with the CTA

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Tentative Agreements between the SBCCD and the California Teachers Association (CTA) and its SBCCD Chapter regarding:

- Article 10 Wages
- Article 13.B.1-2 Workweek-Workday (Parity)

OVERVIEW

The SBCCD and the CTA met and entered into the attached Tentative Agreements (TA), regarding Article 10 Wages, and Article 13.B.1-2 Workweek-Workday (Parity).

ANALYSIS

The attached is based on negotiations between SBCCD and the CTA 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 CTA salaries and benefits are to be covered in the appropriate budgets, where applicable.



TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS' ASSOCIATION
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Article 10 Wages
March 11, 2024

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

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

WHEREAS, despite the uncertainty of the economy, the District is responsible for ensuring fiscal stability and solvency; and

WHEREAS, the average hourly rate for SBCCDTA Part-Time Faculty is more than 14% below the region median pay and the Full-Time faculty is on average 10% below the region median; and

Whereas, the COLA for 2023-2024 is 8.2%, meant to offset the large margin of inflation currently in the US economy;

THEREFORE, for fiscal Year 2023-2024, wages will be increased 11.33% across all steps and columns for-Part-Time faculty, Instructional and Non-Instructional, retroactive to July 1, 2023.

For Fiscal Year 24-25, wages will be increased 1% across all steps and columns for Part-Time faculty, Instructional and Non-Instructional.

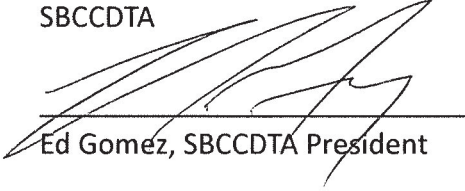
2023-2024 FT/PT Non-Teaching Agreements/PT Professional Development							
\$57.88							
PART-TIME INSTRUCTIONAL				PART-TIME NON-INSTRUCTIONAL			
	GROUP 1	GROUP 2	GROUP 3		GROUP 1	GROUP 2	GROUP 3
1	76.80	79.02	81.25	1	61.22	63.44	65.67
2	79.02	81.25	83.48	2	63.44	65.67	67.89
3	81.25	83.48	85.70	3	65.67	67.89	70.12
4	83.48	85.70	87.93	4	67.89	70.12	72.35



Kristina Hannon, Vice Chancellor,
Human Resources & Police Services, SBCCD Chief Negotiator

Date: 03/12/24

SBCCDTA



Ed Gomez, SBCCDTA President

Date: 3-12-24

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Article 13.B.1-2 Workweek/Workday (Parity)
March 8, 2024

This Tentative Agreement is entered by and between the San Bernardino Community College District ("District") and the San Bernardino Community College District Teachers Association CTA/NEA ("Association"), collectively, "the parties."

The parties agree that the language in Article 13, B, 1-2 will be updated and implemented effective Fall 2024 as follows:

B. Workweek/Workday

1. All Full-Time Faculty

The workweek for all full-time faculty shall be forty (40) hours. Less than full-time faculty shall have a workweek of forty (40) hours prorated on the basis of full-time equivalency. (e.g., nine (9) lecture hours equals 0.600 F.T.E., a workweek of twenty-four (24) hours).

The forty (40) hour week for all full-time faculty shall include all student contact responsibilities, on-campus office hours (posted and arranged consultation hours), accurate record keeping for grades and attendance, committee assignments, preparation of all required reports, curriculum development and revision, learning and/or service area outcomes assessment, attendance during in-service days including commencement ceremonies and in-service activities, and other non-student contact responsibilities as determined and assigned by the District. All full-time faculty also shall attend commencement ceremonies and other in-service activities unless excused by the Chancellor or his/her designee.

The District and the Association recognize the professional nature of the work (as defined by Labor Code) performed by the faculty members and agree that full-time faculty shall be available at the District facilities for an additional five (5) hours per week beyond the assigned student contact hours, non-student contact hours, and office hours (pro-rated for less than full-time faculty) to perform required responsibilities. All faculty are required to serve on committees as appointed by the academic senate and/or as officially recognized advisors to student clubs/organizations as a part of their assignment.

All semester-end documentation (grade submission, SLO/SAO data collection, and professional development reporting (end of Spring semester only)) must be completed prior to release of each semester's final pay warrant.

Distance Education (including courses offered online) is recognized by both the Association and the District as an appropriate mode of delivery to meet the needs of our student

population. In order to meet the expectations for full-time faculty responsibilities to the college, online course instruction shall be limited to 0.500 load for full-time faculty. Exceptions to this limitation must be approved by the supervising manager and the Vice President of Instruction. Faculty for whom this provision applies to shall follow the guidelines regarding the course quality and qualifications to teach online courses set forth by their respective campuses' Distance Education/Online committees. Distance educational assignments shall be on a voluntary basis subject to approval of the supervising manager.

There shall be a minimum of eleven (11) hours between the end of the last assigned class on one day and the first assigned class the next day unless the faculty member otherwise provides written consent to their immediate supervisor. The District shall not for arbitrary and capricious reasons assign someone to a schedule that has such employee teaching both at the beginning and end of the District's operational day.

No overload hours, extra compensation work of any kind, or special contract assignments shall be included within the forty (40) hours. As set forth in Tables I and II of this Agreement, a faculty member shall be assigned a weekly schedule comprised of one of the following:

- a. Fifteen (15) lecture hours.
- b. Eighteen (18) high intensity laboratory hours.
- c. Twenty-one (21) laboratory/clinical hours.
- d. Thirty (30) non-instructional hours.
- e. Thirty-five (35) hours of other assigned responsibilities.
- f. Any combination of the above-listed assignments equaling 1.000 full-time equivalency.

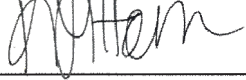
2. Definitions

- a. **Lecture Hours:** Instructor student contact hours in which the instructor normally gives a lecture presentation which was previously prepared, and students are required to complete substantial work prior to or after such lecture presentation.
- b. **High Intensity Laboratory Hours:** Instructor student contact hours in which both the student and the faculty have significant preparation before the scheduled contact time as well as significant work to be done after the scheduled contact time. The high intensity lab designation will apply to Nursing, Psychiatric Technology, and laboratory Science courses articulated to the IGETC pattern. Those science labs deemed high intensity are those that meet the California General Education Transfer Curriculum (CalGETC) requirement for laboratory science. Those labs deemed high intensity are those that meet the Area B (Scientific and Quantitative Reasoning) of the CSU general breadth requirement and/or Area 5 (Physical and Biological Sciences) of the IGETC of Intersegmental General Education Transfer Curriculum until CalGETC is approved, at which time, The District will adopt those CalGETC approved courses in the lab sciences.
- c. **Laboratory Hours:** Instructor student contact hours in which the instructor normally supervises student activities in a laboratory environment, the activities are related to lecture hours, the instructor frequently provides instruction and students are responsible for learning all information from the instruction and activities.

Clinical Hours: Activities where instructors or other professionals normally only supervises students who are practicing specific skills. The District and the Association also recognize that the implementation of "clinic hours" in some cases requires an expanded number of hours without additional compensation and flexibility since an instructor may be able to supervise a very small number of students at any one time.

- d. Non-instructional Hours: Most of the non-Instructional contact occurs within the services and functions of the support and Student Service areas such as but not limited to counseling, library, learning centers, Health Centers, and/or support programs such DSPS and EOPS. Non-Instructional hours include activities where faculty normally interact with students within an office, center and, or other specified area or services of the college where the contact between faculty and students does not normally generate FTE.
- e. Other assigned responsibilities: Primary responsibilities do not include student contact. All other duties as assigned in accordance with Title 5, California Education Code, California Government Code, and/or the Collective Bargaining Agreement.
- f. New definitions per the most current Program and Course Approval Handbook (PCAH).

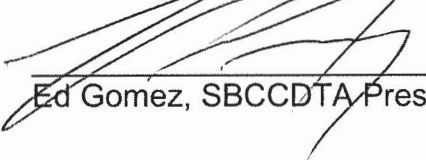
SBCCCD



Date: 03/12/24

Kristina Hannon, Vice Chancellor,
Human Resources & Police Services, SBCCCD Chief Negotiator

SBCCDTA



Ed Gomez, SBCCDTA President

Date: 3-12-24

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: April 11, 2024

SUBJECT: Student Trustee Privileges

RECOMMENDATION

It is recommended that the Board of Trustees approve the student trustee privileges:

- The privilege to receive compensation for meeting attendance at a level of \$220.50 per month. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to vote in an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

OVERVIEW

The Board of Trustees shall include two (2) non-voting student members (one representing each college in the District). The term of office shall be one year commencing at the first Board meeting in June and terminating on the last Board meeting in May of each academic year.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student trustees have the responsibility to be contributing and ethical members of the board.

ANALYSIS

On or before May 15 of each year, the Board of Trustees shall approve whether to afford the student trustees any of the privileges pursuant to Education Code Section 72023.5(b).



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

Included in the budget..

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: April 11, 2024

SUBJECT: Consideration of Approval of Curriculum - CHC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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
CIS 125	Introduction to C#.NET Programming
STUDENT LEARNING OUTCOMES:	Revised
RATIONALE:	Six-Year Revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
MATH 102	College Algebra for STEM
PREREQUISITE:	Eligibility for MATH 102 as determined through the Crafton Hills College assessment process
CATALOG DESCRIPTION:	A college-level course in algebra for majors in science, technology, engineering, and mathematics (STEM). Study of polynomial, absolute value, rational, exponential logarithmic, and radical functions; sequences, series, and the Binomial Theorem; graphing conic sections; inverse functions; solving systems of linear and non-linear equations, including the use of matrices and determinants; and the theory of equations. MATH 102 and MATH 160, maximum UC credit one course.
SCHEDULE DESCRIPTION:	A college-level course in algebra for majors in science, technology, engineering, and mathematics (STEM). Study of polynomial, absolute value, rational, exponential, logarithmic, and radical functions; sequences, series, and the Binomial Theorem; graphing conic sections; inverse functions; solving systems of linear and non-linear equations, including the use of matrices and determinants; and the theory of equations. Students who purchase a used textbook may need to purchase software at an additional expense. Ask instructor for details.
STUDENT LEARNING OUTCOMES:	No Change
RATIONALE:	To align descriptions and content more closely with the corresponding C-ID course language.
EQUATE:	Equates with MATH 102 at SBVC
EFFECTIVE:	Fall 2024

NEW COURSE

COURSE ID	COURSE TITLE
ANTHRO 116H	Biological Anthropology Laboratory Honors
DISCIPLINE:	Anthropology
DEPARTMENT:	Social Science
CATALOG DESCRIPTION:	Laboratory experiences designed to introduce the methods and techniques used in biological anthropological research. Application of scientific method to explore topics including genetics, comparative primatology, human and non-human primate evolution, human variation, and forensic anthropology. Laboratory studies are coordinated with the lecture topics. This course includes content and experiences appropriate for students wishing to earn honors credit.
SCHEDULE DESCRIPTION:	Laboratory experiences designed to introduce the methods and techniques used in biological anthropological research. This course includes content and experiences appropriate for students wishing to earn honors credit.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	1
CONTACT HOURS:	48-54
RATIONALE:	A biological anthropology laboratory course is typically offered at community colleges and four-year institutions and is part of a comprehensive community college anthropology curriculum. This course is a lower division major preparation requirement at most four-year universities and transfers to CSU.
PREREQUISITE:	Acceptance into the College Honors Institute
COREQUISITE:	ANTHRO 106 or ANTHRO 106H
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

DISTANT EDUCATION

COURSE ID:	ANTHRO 116H	FULLY ONLINE/PARTIALLY ONLINE/OPA
COURSE TITLE:	Biological Anthropology Laboratory Honors	
RATIONALE:	DE Addition	
EFFECTIVE:	Fall 2025	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	CIS 125	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to C#.NET Programming	
RATIONALE:	Six-Year Revision	
EFFECTIVE:	Fall 2024	
EQUATE:	Not currently equated with SBVC	

PROGRAM MODIFICATION

ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER

Division: Social Science

Department: Social Science

Catalog Description

Anthropology is the study of what it means to be human. It has been called the most scientific of the humanities and the most humanistic of the sciences as it takes a broad approach to the study of humanity, integrating biological, archaeological, cultural, and linguistic perspectives. Anthropologists often aim for their work to aid in understanding and solving real-world issues faced by humans today. The courses within this program are designed to provide students with applicable skills useful in a vast range of occupations.

REQUIRED CORE COURSES:

	9.0
ANTHRO 102 Cultural Anthropology	3.0
OR	
ANTHRO 102H Cultural Anthropology-Honors	3.0
ANTHRO 106 Biological Anthropology	

OR	3.0
ANTHRO 106H Biological Anthropology-Honors	
	3.0
ANTHRO 100 Introduction to Archaeology	
	3.0
<i>REQUIRED LIST A COURSE</i>	4.0
HIST 170 World Civilizations (3500 BCE-1500CE)	
	3.0
Or	
HIST 170H World Civilizations (3500 BCE-1500CE)-Honors	
	3.0
OR	
HIST 171 World Civilizations (1500 CE to the Present)	
	3.0
OR	
HIST 171H World Civilizations (1500 CE to the Present)-Honors	
	3.0
OR	
MATH 110 Introduction to Statistics	
	4.0
OR	
MATH 110H Introduction to Probability and Statistics-Honors	
	4.0
OR	
PSYCH 120 Statistics for the Social and Behavioral Sciences	
	4.0
<i>REQUIRED LIST B COURSES</i> Students must complete four units from the following list:	3.0-4.0
GEOL 100H Physical Geology-Honors	
	4.0

OR		
GEOL 100		
Physical Geology		4.0
OR		
GEOL 101		
Introduction to Geology		3.0
OR		
GEOL 101H		
Introduction to Geology-Honors		3.0
OR		
GEOL 140		
Earth Science		3.0
AND		
GEOL 141		
Earth Science Laboratory		1.0
OR		
PSYCH 201		
Research Methods		4.0
<i>REQUIRED LIST C COURSE Students must complete at least three additional units from the following list (or any List B course not already used):</i>		
		3.0
ANTHRO 110		
Magic, Witchcraft, and Religion		3.0
OR		
RELIG 110		
Magic, Witchcraft, and Religion		3.0
ANTHRO 107		
Native Peoples of North America		3.0
OR		
ETHS 107		
Native Peoples of North America		3.0
OR		
HIST 107		

Native Peoples of North America	3.0
COMMST 174 Communication in a Diverse World	3.0
GEOG 102 Cultural Geography	3.0
OR GEOG 102H Cultural Geography-Honors	3.0
GEOG 120 World Regional Geography	3.0
RELIG 101 Introduction to World Religions	3.0
OR RELIG 101H Introduction to World Religions-Honors	3.0
SOC 100 Introduction to Sociology	3.0
OR SOC 100H Introduction to Sociology-Honors	3.0
ETHS 141 Race, Ethnicity and Diversity	3.0
OR ETHS 141H Race, Ethnicity, and Diversity-Honors	3.0
OR SOC 141 Race, Ethnicity and Diversity	3.0

OR
 SOC 141H
 Race, Ethnicity and Diversity-Honors

3.0

Total: 19.0-20.0

Effective: Fall 2024

PROGRAM MODIFICATION

ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER

REQUIRED CORE COURSES:

	11.0
KIN 200 Introduction to Kinesiology	3.0
ANAT 150 Human Anatomy and Physiology I	4.0
ANAT 151 Human Anatomy and Physiology II	4.0
Students must complete a one-unit course from three of the following movement-based course areas:	3.0-5.0
<i>Aquatics</i>	
KIN/S 164A Swimming I	0.5-1.0
KIN/S 164B Swimming II	0.5-1.0
KIN/S 164C Swimming III	0.5-1.0
KIN/S 164D Swimming IV	0.5-1.0

KIN/F 173A Water Bootcamp I	0.5-1.0
KIN/F 173B Water Bootcamp II	0.5-1.0
KIN/F 173C Water Bootcamp III	0.5-1.0
KIN/F 173D Water Bootcamp IV	0.5-1.0
<i>Combatives</i>	
KIN/S 159A Karate I	0.5-1.0
KIN/S 159B Karate II	0.5-1.0
KIN/S 159C Karate III	0.5-1.0
KIN/S 159D Karate IV	0.5-1.0
KIN/S 160A Self-Defense I	0.5-1.0
<i>Team Sports</i>	
KIN/S 116A Soccer I	0.5-1.0
KIN/S 116B Soccer II	0.5-1.0
KIN/S 116C Soccer III	0.5-1.0
KIN/S 116D Soccer IV	0.5-1.0

KIN/S 133A Disc (Frisbee) Sports I	0.5-1.0
KIN/S 133B Disc (Frisbee) Sports II	0.5-1.0
KIN/S 133C Disc (Frisbee) Sports III	0.5-1.0
KIN/S 133D Disc (Frisbee) Sports IV	0.5-1.0
KIN/S 179A Team Sports I	0.5-1.0
KIN/S 179B Team Sports II	0.5-1.0
KIN/S 193A Softball I	0.5-1.0
KIN/S 193B Softball II	0.5-1.0
KIN/S 193C Softball III	0.5-1.0
KIN/S 193D Softball IV	0.5-1.0
<i>Individual Sports</i>	
KIN/S 111A Circus Arts I	0.5-1.0
KIN/S 111B Circus Arts II	0.5-1.0
KIN/S 120A Golf I	0.5-1.0

KIN/S 120B Golf II	0.5-1.0
KIN/S 120C Golf III	0.5-1.0
KIN/S 120D Golf IV	0.5-1.0
KIN/S 138A Pickleball I	0.5-1.0
KIN/S 138B Pickleball II	0.5-1.0
KIN/S 148A Tennis I	0.5-1.0
KIN/S 148B Tennis II	0.5-1.0
KIN/S 148C Tennis III	0.5-1.0
KIN/S 148D Tennis IV	0.5-1.0
KIN/X 190AX3 Intercollegiate Cross Country- Women In-Season	3.0
KIN/X 191AX3 Intercollegiate Cross Country- Men In-Season	3.0
KIN/X 190BX3 Intercollegiate Cross Country- Women Off Season	2.0
KIN/X 191BX3 Intercollegiate Cross Country- Men Off-Season	2.0

KIN/X 190CX3 Intercollegiate Cross Country - Women Pre-Season	1.0
KIN/X 191CX3 Intercollegiate Cross Country- Men Pre-Season	1.0
<i>Fitness</i>	
KIN/F 105A Cardiovascular Conditioning I	0.5-1.0
KIN/F 105B Cardiovascular Conditioning II	0.5-1.0
KIN/F 105C Cardiovascular Conditioning III	0.5-1.0
KIN/F 105D Cardiovascular Conditioning IV	0.5-1.0
KIN/F 106A Total Body Fitness I	0.5-1.0
KIN/F 106B Total Body Fitness II	0.5-1.0
KIN/F 106C Total Body Fitness III	0.5-1.0
KIN/F 106D Total Body Fitness IV	0.5-1.0
KIN/F 107A Zumba Fitness I	0.5-1.0
KIN/F 107B Zumba Fitness II	0.5-1.0
KIN/F 108A Resistance and Weight Training I	0.5-1.0

KIN/F 108B Resistance and Weight Training II	0.5-1.0
KIN/F 108C Resistance and Weight Training III	0.5-1.0
KIN/F 109A Aerial Fitness I	0.5-1.0
KIN/F 109B Aerial Fitness II	0.5-1.0
KIN/F 112A Pole Fitness I	0.5-1.0
KIN/F 112B Pole Fitness II	0.5-1.0
KIN/F 127A Walking for Fitness I	0.5-1.0
KIN/F 127B Walking for Fitness II	0.5-1.0
KIN/F 127C Walking for Fitness III	0.5-1.0
KIN/F 127D Walking for Fitness IV	0.5-1.0
KIN/F 153A Distance Running I	0.5-1.0
KIN/F 166A Barre Fitness I	0.5-1.0
KIN/F 166B Barre Fitness II	0.5-1.0
KIN/F 168A	0.5-1.0

Yoga I	0.5-1.0
KIN/F 168B Yoga II	0.5-1.0
KIN/F 168C Yoga III	0.5-1.0
KIN/F 168D Yoga IV	0.5-1.0
KIN/F 190A Tai Chi I	0.5-1.0
KIN/F 190B Tai Chi II	0.5-1.0
KIN/F 190C Tai Chi III	0.5-1.0
KIN/F 190D Tai Chi IV	0.5-1.0
KIN/F 191A Hiking for Fitness I	0.5-1.0
KIN/F 191B Hiking for Fitness II	0.5-1.0
<i>Dance</i>	
KIN/D 130A Jazz Dance I Same as: DANCE 130A	0.5-1.0
KIN/D 130B Jazz Dance II Same as: DANCE 130B	0.5-1.0
KIN/D 143A Hip Hop I	

Same as: DANCE 143A	0.5-1.0
KIN/D 143B Hip Hop II Same as: DANCE 143B	0.5-1.0
KIN/D 150A Belly Dancing I	0.5-1.0
KIN/D 150B Belly Dancing II	0.5-1.0
KIN/D 163A Ballroom/Swing/Salsa I Same as: DANCE 163A	0.5-1.0
KIN/D 163B Ballroom/Swing/Salsa II Same as: DANCE 163B	0.5-1.0
KIN/D 163C Ballroom/Swing/Salsa III Same as: DANCE 163C	0.5-1.0
KIN/D 163D Ballroom/Swing/Salsa IV Same as: DANCE 163D	0.5-1.0
KIN/D 167A Tap Dance I	0.5-1.0
DANCE 101 Modern Dance I	2.0
DANCE 102 Modern Dance II	2.0
DANCE 103 Ballet I	2.0

DANCE 104 Ballet II	2.0
<i>REQUIRED LIST A COURSES Students must complete at least two courses from the following list:</i>	
	6.0-9.0
CHEM 150 General Chemistry I	5.0
HEALTH 102 Introduction to Health and Wellness	3.0
KIN 231 First Aid and CPR	3.0
MATH 110 Introduction to Statistics	4.0
OR MATH 110H Introduction to Statistics-Honors	4.0
OR PSYCH 120 Statistics for the Social and Behavioral Sciences	4.0
PHYSIC 110 General Physics I	4.0
OR PHYSIC 250 College Physics I	4.0
PSYCH 100 General Psychology	3.0
OR PSYCH 100H General Psychology - Honors	3.0

OR
 SOC 100
 Introduction to Sociology

3.0

OR
 SOC 100H
 Introduction to Sociology-Honors

3.0

Total:20.0-25.0

Effective: Fall 2024

COURSE CORRECTION

COURSE ID	COURSE TITLE
THART 150A	Summer Theatre Workshop I
RATIONALE:	Originally board approved on 04/13/23 submitted as a new course. Correction this should be a course modification. Course title/description same as THART 150; THART 150B-D will remain as new courses.
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: April 11, 2024

SUBJECT: Curriculum – SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 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
April 11, 2024**

COURSE CORRECTION

COURSE ID	COURSE TITLE
PHT 062	PHARMACOLOGY I

Departmental Advisory: BIOL 205 or CHEM 101
Rationale: Updating advisories.
Previous Board Approval: 01/11/2024
Effective: Fall 2024

CERTIFICATE CORRECTION

Computerized Numerical Control (CNC) Operator - Certificate of Achievement

This certificate is designed to prepare students for entry-level employment in Computer Aided Manufacturing (CAM) programming, set up, and operation of Computer Numerical Control (CNC) machine tools.

REQUIRED COURSES:

MACH 021	Machine Shop	3.0
MACH 070	Computer Numerical Control Programming (CNC)	3.0
MACH 075	Computer Aided Design/Computer Aided Manufacturing Software	3.0
TECALC 087	Technical Calculations	4.0
MACH 090	Mechanical Print Reading	3.0
MACH 129	Manufacturing Processes	2.0

RECOMMENDED COURSES:

WELD 012	Oxy-Fuel Welding	2.0
OSHA 035	Federal OSHA Outreach: General Industry Safety	2.0
MACH 098	Machinist Technology Work Experience	1.0-4.0
		Total: 18.0

Rationale: Updating units for MACH 129.
Previous Board Approval: 06/08/2023
Effective: Fall 2024

DEGREE CORRECTION

Business Administration 2.0 Associate in Science - Transfer Degree, AS-T

The Associate in Science for Transfer (AS-T) in Business Administration 2.0 is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. To earn this Business Administration 2.0 degree, students must meet the following requirements:

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

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

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

REQUIRED COURSES: (24 units)

ACCT 200	Financial Accounting	4.0
ACCT 201	Managerial Accounting	4.0
ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
BUSAD 210	Business Law	3.0
MATH 102	College Algebra OR	4.0
MATH 141	Business Calculus OR	4.0
MATH 151	Precalculus OR	4.0
MATH 250	Single Variable Calculus I	4.0
ECON 208	Business and Economic Statistics OR	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0
BUSAD 100	Introduction to Business OR	3.0
BUSAD 127	Business Communication	3.0

Major Total Units: 28

Total Units that May Be Double-Counted: 9

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

Elective (CSU Transferable) Units: 2-4

Total: 60.0

Rationale: Adding MATH 151 and MATH 250 to course list.
Previous Board Approval: 11/09/2023
Effective: Fall 2024

DEGREE CORRECTION

Library Technology - A.A. Degree

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

REQUIRED COURSES:

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

Two Courses from the Following:

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

One Literature Course from the Following:

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

Total: 21.0-22.0

Rationale: Adding ETHS 163 and ETHS 165 to course list.
Previous Board Approval: 01/11/2024
Effective: Fall 2024

DEGREE CORRECTION

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

Rationale: Updating title from Social Justice: Ethnic Studies to Social Justice Studies: Ethnic Studies. Updating TOP Code from 2201.30 to 2201.50.
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: April 11, 2024

SUBJECT: Consideration of Approval of Adjunct and Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as indicated on the attached list.

OVERVIEW

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis.

ANALYSIS

All requirements for employment processing will be completed prior to the contract start date. No individual will be offered a contract until Human Resources has cleared the individuals for employment.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost for employment of adjunct and substitute academic employees is included in the appropriate 2023-2024 budgets.





Adjunct and Substitute Academic Employees

Presented for Information April 11, 2024

[v.3.20.2024.p.2]2]

2023 – 2024 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Moledor, Kevin	CHC	Emergency Medical Services	Emergency Medical Technologies
Eilander, Craig	CHC	Emergency Medical Services	Emergency Medical Technologies
Frierson, Malcolm	SBVC	History	History
Odom, Mychal	SBVC	History	History
Washington, Charles	SBVC	Music	Music

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: April 11, 2024

SUBJECT: Consideration of Approval to Appoint District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts as well.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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





Appointment of District Employees

Submitted for Board Approval April 11, 2024

[v.3.21.2024.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Callejas, Guisela Physical Education and Athletic Equipment Specialist SBVC Athletics	04/15/24	Classified 26A	Raeveen Barry	General Fund	TBD [†]
Hart, Danae Assistant Professor, Ethnic Studies CHC Sociology	08/06/24	Academic TBD*	New	General Fund	TBD [†]
Keith, Patrick Environmental Health & Safety Administrator DSO Human Resources	04/15/24	Management 14C	New	General Fund	TBD [†]
Williams, Rochelle Job Developer DSO EDCT	04/15/24	Classified 41A	New	Youth Probation Fund	TBD [†]

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: April 11, 2024

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

RECOMMENDATION

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Appointment of District Employee - RESCIND

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Askins, Javonn Physical Education and Athletic Equipment Specialist SBVC Athletics	03/18/24	Classified 26C	Raeveen Barry	General Fund	N/A

†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: April 11, 2024

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 April 11, 2024

[v.3.20.2024.p.2|2]

Employee Name Location Assignment Department	From Column	To Column	Days of Service	Effective Date
DiBartolo, Cheryl Professor, Anthropology CHC Humanities	F	G	175	07/01/24
Hassansahad, Ali Professor, Mathematics SBVC Mathematics	E	G	175	07/01/24
Rangel, Zarate Professor, English SBVC English	G	I	175	07/01/24
Thronson, Glen Assistant Professor, Emergency Medical Services CHC Emergency Medical Services	C	D	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: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: April 11, 2024

SUBJECT: Consideration of Approval of Employee Promotions

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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





Employee Promotions

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
De Leon, Gerard	DSO TESS Technology Support Technician Classified Salary Schedule Range 38, Step F	DSO TESS User Liaison Classified Salary Schedule Range 44, Step D	Robert Scudder	General	04/12/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: April 11, 2024

SUBJECT: Consideration of Approval of Employee Transfers

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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





Employee Transfers

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Navarrete, Belinda	CHC Student Services Coordinator of Outreach & Relations with Schools Classified Schedule Range 46, Step C	CHC Outreach & Educational Partnerships Student Services Coordinator Classified Schedule Range 46, Step C	Julie Lemus	Outreach General Fund	04/12/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: April 11, 2023

SUBJECT: Consideration of Ratification of Memorandum of Understanding (MOU) between SBCCD and the San Bernardino Community College District Teachers Association (CTA)

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Tentative Agreements between the SBCCD and the California Teachers Association (CTA) and its SBCCD Chapter.

OVERVIEW

The SBCCD and the CTA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached is based on negotiations between SBCCD and the CTA 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 costs are to be covered in the appropriate budgets, where applicable.



MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

Compensation for Large Lecture Sections

This Memorandum of Understanding ("MOU") is entered by and between the San Bernardino Community College District ("District") and the San Bernardino Community College District Teachers Association CTA/NEA ("Association"), collectively, "the parties."

WHEREAS, the parties agree that unless specified in other provisions of the bargaining agreement, sections may be stacked to expand offerings to students and to increase efficiency; and

WHEREAS, the parties agree that stacked classes are defined as two (2) or more section numbers which meet at the same time, in the same environment; and

WHEREAS, the parties agree to continue discussions regarding Article 13.C.2: Maximum Class Size;

THEREFORE, the parties agree to pilot a Large Lecture Stipend for the 2024-2025 Academic Year while negotiations continue. Effective Fall 2024, where sections are stacked such that the combined number of students exceeds the optimum class size, faculty will be compensated in accordance with the large lecture section compensation chart below:

Actual Enrollment at Census	Up to 1 Unit Lecture	2 Units Lecture	3 Units Lecture	4 Units Lecture	5+ Units Lecture
50-59	\$275	\$400	\$525	\$650	\$775
60-69	\$475	\$800	\$1125	\$1450	\$1775
65+	\$800	\$1450	\$2100	\$2750	\$3400

Both parties agree to come together and meet to extend this MOU if a new process/compensation for stacked courses is not finalized by May 30, 2025.

SBCCD


Kristina Hannon, Vice Chancellor,
 Human Resources & Police Services, SBCCD Chief Negotiator

Date: 03/12/24

SBCCDTA

A large, stylized handwritten signature in black ink, appearing to be 'Ed Gomez', is written over a horizontal line. The signature is fluid and somewhat abstract, with several loops and a long tail.

Ed Gomez, SBCCDTA President

Date: 3-12-24

**Memorandum Of Understanding
By and Between The
San Bernardino Community College District Teachers Association
And
San Bernardino Community College District
High Intensity Laboratory Designation Process**

This Memorandum of Understanding (“MOU”) is entered by and between the
San Bernardino Community College District Teachers Association (Association), And
The
San Bernardino Community College District (“District”)
Collectively “The Parties”

WHEREAS, The parties have agreed to updated language to Article 13.2.B

High Intensity Laboratory Hours: Instructor student contact hours in which both the student and the faculty have significant preparation before the scheduled contact time as well as significant work to be done after the scheduled contact time. The high intensity lab designation will apply to Nursing, Psychiatric Technology, and laboratory Science courses articulated to the IGETC pattern; and

THEREFORE, The parties agree to pilot a process to address petitions for lab courses who seek or have been initially assigned the “High Intensity Laboratory” designation, which consists of:

Establishment of a dedicated ad hoc committee comprising of eight (8) members:


- Four (4) faculty members:
 - Two (2) appointed by the SBVC Academic Senate with at least one (1) of whom has taught previously approved high intensity labs.
 - Two (2) appointed by the CHC Academic Senate with at least one (1) of whom has taught previously approved high intensity labs.
- Four (4) management employees: Two (2) appointed by each College President or designee.

The charge of this ad hoc committee will be to create an annual process and to review petitions for the High Intensity Laboratory designation. The committee will make recommendations to the campus President, who will review the petitions and make the final decision by December 31, 2024, for implementation in Fall 2025. If the President’s decision differs from the committee’s recommendation, a written justification will be provided. The President’s decision is final and is not grievable, but may be appealed by reapplying the following academic year.

The Parties agree to evaluate the pilot process no later than the Spring 2026 semester and discuss potential changes to the process and associated load assignments.

This MOU will sunset on June 30, 2026.

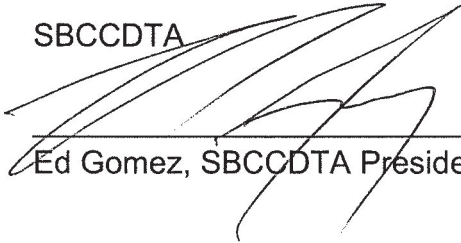
SBCCD



Date: 03/12/24

Kristina Hannon, Vice Chancellor,
Human Resources & Police Services, SBCCD Chief Negotiator

SBCCDTA



Date: 3-12-24

Ed Gomez, SBCCDTA President

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: April 11, 2024

SUBJECT: Consideration of Approval of Non-Instructional Pay for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

OVERVIEW

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

ANALYSIS

As of July 1, 2022, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was Board approved May 12, 2022.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The cost of the non-instructional pay is included in the appropriate 2023-2024 budgets.





Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.1|9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Castaneda, Caleb 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 their knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
Davis, Benjamin 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 their knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
Flory-Sanchez, Pamela Office of Instruction General Fund	CHC	02/23/24	04/26/24	\$52.00	7	\$364.00	AB705 Workshops <i>Ratification: Names not provided until they attend the first workshop</i>
Harris, Matti Office of Instruction General Fund	CHC	02/23/24	04/26/24	\$52.00	7	\$364.00	AB705 Workshops <i>Ratification: Names not provided until they attend the first workshop</i>
Lamb, Wendy Office of Instruction General Fund	CHC	02/23/24	04/26/24	\$52.00	7	\$364.00	AB705 Workshops <i>Ratification: Names not provided until they attend the first workshop</i>
Lapointe, Stacy Office of Instruction General Fund	CHC	02/23/24	04/26/24	\$52.00	7	\$364.00	AB705 Workshops <i>Ratification: Names not provided until they attend the first workshop</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.2]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Baidoo-Jackson, Linda Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$52.00	10	\$520.00	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>
Barnard, Amber Multi Media Categorical Fund	SBVC	04/12/24	06/30/24	\$52.00	40	\$2,080.00	FTVM Mentor Program with Industry
Batalo, Mandi Pathways to Success Grant Categorical Fund	SBVC	07/01/23	06/30/24	\$52.00	240	\$12,480.00	Pathways to Success SBVC Faculty Lead <i>Ratification: Recently been made aware that Mandi Batalo was not submitted to board for this assignment.</i>
Burckel, Georgia Middle College General Fund	SBVC	05/21/24	06/27/24	\$63.00	112	\$7,056.00	Adjunct Counselor Middle College
Burckel, Georgia Middle College Grant Fund	SBVC	07/08/24	08/08/24	\$63.00	52	\$3,276.00	Adjunct Counselor Middle College
Chiem, Vinh Off-Campus Program Fund	SBVC	05/21/24	06/27/24	\$63.00	120	\$7,560.00	Adjunct Counselor Valley Now
Chiem, Vinh Off-Campus Program Fund	SBVC	07/01/24	08/08/24	\$63.00	90	\$5,670.00	Adjunct Counselor Valley Now
Garibay, Thalia Middle College General Fund	SBVC	05/21/24	06/27/24	\$61.00	112	\$6,832.00	Adjunct Counselor Middle College



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.3]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Garibay, Thalia Middle College Grant Fund	SBVC	07/08/24	08/08/24	\$61.00	52	\$3,172.00	Adjunct Counselor Middle College
Gomez, Ed Human Resources General Fund	SBVC	03/18/24	03/19/24	\$52.00	16	\$832.00	SBVC President Recruitment <i>Ratification: Recruitment began after prior month Board item submission deadline</i>
Gonzalez, Stephany Basic Skills Categorical Fund	SBVC	05/21/24	06/27/24	\$57.00	112	\$6,384.00	Adjunct Counselor Middle College
Gonzalez, Stephany Middle College Grant Fund	SBVC	07/08/24	08/08/24	\$57.00	36	\$2,052.00	Adjunct Counselor Middle College
Hoang, Dung Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$52.00	25	\$1,300.00	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>
Kasouha, Samar Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$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>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.4|9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Kasouha, Samar Tutoring Center General Fund	SBVC	05/28/24	06/27/24	\$52.00	100	\$5,200.00	Adjunct Faculty Tutoring Center
Kasouha, Samar Tutoring Center General Fund	SBVC	07/01/24	08/01/24	\$52.00	100	\$5,200.00	Adjunct Faculty Tutoring Center
Kimbrough, Pamela Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$52.00	15	\$780.00	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>
Lai, Karen Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$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>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.5]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Majid, May Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$52.00	5	\$260.00	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>
Martin, David Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$52.00	25	\$1,300.00	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>
Massie, John Strong Workforce Program fund Local Shares	SBVC	04/12/24	06/30/24	\$52.00	20	\$1,040.00	HVAC/R - Developing Partnerships
Millen, Shannon Strong Workforce Program fund Local Shares	SBVC	04/12/24	06/30/24	\$52.00	20	\$1,040.00	Air Traffic Control Curriculum



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.6]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Miller, Frank Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$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>
Naim, Rozaena Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$52.00	30	\$1,560.00	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>
Nguyen, Bryan Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$52.00	10	\$520.00	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>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.7|9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Nguyen, Leon Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$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>
Nguyen, Tung Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$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>
Nolasco, Jesus Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$52.00	5	\$260.00	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>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.8]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Ramirez, Jessica Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$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>
Rivera, Amairany Off-Campus Program Fund	SBVC	05/21/24	06/27/24	\$57.00	90	\$5,130.00	Adjunct Counselor Valley Now
Rivera, Amairany Off-Campus Program Fund	SBVC	07/01/24	08/08/24	\$57.00	90	\$5,130.00	Adjunct Counselor Valley Now
Sandoval de Rosas, Galdino Strong Workforce Program fund Local Shares	SBVC	04/12/24	06/30/24	\$52.00	30	\$1,560.00	HMDT Projects
Smith, Glenn Culinary Arts General Fund	SBVC	04/12/24	06/30/24	\$52.00	9	\$468.00	SBVC Foundation Outreach
Sogomonian, Nori Human Resources General Fund	SBVC	03/05/24	03/07/24	\$52.00	8.5	\$442.00	Bilingual Competency Exam Proctor <i>Ratification: Process completed after the prior Board meeting deadline</i>
Villanueva, Romana Off-Campus Program Fund	SBVC	05/21/24	06/27/24	\$63.00	90	\$5,670.00	Adjunct Counselor Valley Now
Villanueva, Romana Off-Campus Program Fund	SBVC	07/01/24	08/08/24	\$63.00	90	\$5,670.00	Adjunct Counselor Valley Now



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.9]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Yoo, Jane Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$52.00	10	\$520.00	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>
Zuick, Nhan Basic Skills Categorical fund	SBVC	01/16/24	05/20/24	\$52.00	25	\$1,300.00	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>
Zuick, Nhan Tutoring Center General Fund	SBVC	05/28/24	06/27/24	\$52.00	100	\$5,200.00	Adjunct Faculty Tutoring Center
Zuick, Nhan Tutoring Center General Fund	SBVC	07/01/24	08/01/24	\$52.00	100	\$5,200.00	Adjunct Faculty Tutoring Center

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: April 11, 2024

SUBJECT: Consideration of Approval to Pay Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

OVERVIEW

The stipends listed on the attachment are submitted for approval.

ANALYSIS

Stipends are based on negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate 2023-2024 budgets.





Payment of Stipends

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.2|3]

Faculty Chair 04/12/24 – 06/30/24

Employee Name	Location Assignment	Department	Stipend
Pave, Adam	SBVC	Administration of Justice	\$500.00

Head Coach 11/01/23 – 03/31/24

Ratification: Men's Basketball Playoff Stipend for the team who went to three weeks of playoffs. Per his contract, he is paid \$600.00 per week of playoff games.

Employee Name	Location Assignment	Department	Stipend
Brewer, Quincy	SBVC	Athletics/Men's Basketball	\$1,200.00

Other 08/14/23 – 12/15/23

Ratification: Hours were missed or increased by department.

Faculty have transitioned courses to a zero textbook cost. Courses include: Coun-100 (Athena Corrales) and Anthro/Relig-110 (April Mejia).

Employee Name	Location Assignment	Department	Stipend
Corrales, Athena	CHC	Student Development	\$500.00
Mejia, April	CHC	Social Sciences	\$500.00

Other 01/16/24 – 05/20/24

Ratification: Hours were missed or increased by department.

Faculty have transitioned courses to a zero textbook cost. Courses include Math-106 and Math-250 (Brandi Bailes), Math-102 and Math 103 (Scott Rippy), and Math-251 and Math-252 (Jillian Robertson).

Employee Name	Location Assignment	Department	Stipend
Bailes, Brandi	CHC	Mathematics	\$500.00
Bailes, Brandi	CHC	Mathematics	\$500.00
Rippy, Scott	CHC	Mathematics	\$500.00
Rippy, Scott	CHC	Mathematics	\$500.00
Robertson, Jillian	CHC	Mathematics	\$500.00
Robertson, Jillian	CHC	Mathematics	\$500.00



Payment of Stipends

Submitted for Board Approval April 11, 2024

[v.3.20.2024.p.3|3]

Other 04/12/24 – 06/30/24

Basic Skills Projects supporting Community of Practice developed by the English Department. Faculty will complete 15 hours.

Employee Name	Location Assignment	Department	Stipend
Farago-Spencer, Emilia	SBVC	English-Community of Practice	\$750.00
Loh Myers, Susan	SBVC	English-Community of Practice	\$750.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: April 11, 2024

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

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Placement of Classified Employees on the 39-Month Reemployment List

Submitted for Board Approval April 11, 2024

[v.3.14.2024.p.2]2]

Employee Name Title	Location Assignment	Department	Effective Date
Rodriguez Flores, Samuel Laboratory Assistant II - Multimedia	SBVC	Humanities	04/29/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

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

DATE: April 11, 2024

SUBJECT: Consideration of Approval to Ratify the Revised Rates of Pay for Short-Term Hourly Employees

RECOMMENDATION

It is recommended that the Board of Trustees ratify the revised Short-Term Hourly Rates of Pay schedule effective April 11, 2024, as indicated in the attached schedule.

OVERVIEW

Short-Term employees will be compensated at the agreed upon non-instructional rate of pay. This revision is requested to maintain legal minimum wage requirements and competitive rates in our area.

ANALYSIS

Lifeguards are required to maintain an American Red Cross lifeguarding certificate to work as a lifeguard. This increase will align with the comparable rates in our region; effective April 11, 2024.

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 Short-Term Hourly Employees

Pending Board Approval April 11, 2024

Effective April 11, 2024

SHORT-TERM ASSIGNMENT	HOURLY RATE
Lifeguard	\$16.50 <u>\$17.00</u>
Life Drawing Model	\$25.00
Project Assistant I / II / III	\$16.00/\$17.00/ \$19.00

SBCCD shall utilize short-term hourly, non-academic employees in accordance with California Education Code Section 88003.

These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003. The District has limited a temporary hourly employee to no more than 175 days. Short-term temporary hourly employees are not eligible to work more than 60 hours per monthly pay period or more than 8 hours per day.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steve J. Sutorus, Business Manager

DATE: April 11, 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
2024 Black Art Expo SBVC	Development & Community Relations Office/Black Art Exposure	4/13/2024 4-7 p.m.	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: April 11, 2024

SUBJECT: Consideration of Approval of Conference Requests

RECOMMENDATION

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

OVERVIEW

Faculty and staff attend conferences for various purposes, including professional growth and development, networking with industry peers, discussing best practices, and learning about emerging issues. The SBCCD travel and conference process is covered by Administrative Procedure 7400. All requests must be approved by the appropriate administrator as listed:

- For employee travel, the traveler's immediate supervisor.
- For student travel, the College President.
- For the Chancellor's travel, the Board Chair or other designated Board Member.
- For Board Member travel, the Board Chair or designee.

Additionally, conference expenses must be approved by the budget responsibility center managers and Business Services. If total estimated expenses exceed \$5,000 per person, or travel is outside the contiguous United States, the request must also have prior Board approval.

ANALYSIS

The requests to attend conferences on the attached are either estimated to result in expenses exceeding \$5,000 per person, and/or involve travel outside the contiguous United States.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of these conferences is included in the appropriate budget funds indicated on the attached and are approved by supervising managers through the District's financial system.





District & College Expenses

Submitted for Board Approval April 11, 2024

[v.4.2.2024.p.1|1]

Requestor	Conference
<p>Site DSO</p> <p>Name & Department Frank Reyes Board of Trustees</p> <p>Estimated Cost \$6,628</p>	<p>Hispanic Association of Colleges & Universities 14th International Conference Innovation and Technology for an Inclusive and Diverse Workforce</p> <p>Dates of Travel 05/31/2024 – 06/10/2024</p> <p>Location Salamanca, Spain</p> <p>Purpose This conference will afford SBCCD trustee leadership an exceptional opportunity to discuss the latest trends, model programs, and cutting-edge research on international higher education.</p> <p>Funding Source Board of Trustees General Fund</p>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: April 11, 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 04/11/2024

1 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
18350	AECOM Technical Services Inc.	Facilities Planning/ SBCCD	Amendment 05	\$11,184,974.00	Extend Term
	Bid - RFQP 2019-02 Program Management Agreement; this is to approve Amendment 05 to contract by 1 month no added cost			06/01/2019 to 06/30/2024	
26881	ConvergeOne, Inc.	TESS/SBCCD	CMAS	\$900,000.00	
	CMAS 3-19-70-2486P Information Technology Goods and Services; this is to set the not to exceed amount for this contract			04/041/2019 to 06/26/2027	
26963	ConvergeOne, Inc.	TESS/SBCCD	Software/ Online Service	\$334,434.10	
	Software - XIQ Pilot SAS EW Support: This is to provide WIFI access to campus			03/12/2024 to 7/31/2028	
27010	Foundation for California Community Colleges	Student Services/ SBVC & CHC	PiggyBack Contract	\$800,000.00	
	Piggyback Bid - for Timely Telehealth LLC/TimelyCare Services: mental health telehealth services; this is to set the not to exceed amount			04/01/2024 to 03/31/2029	
26974	Mobile Modular Management Corp.	Facilities Planning/ SBCCD	PiggyBack Contract	\$5,000,000.00	
	Piggyback bid Santa Rita Union School District; Bid No 21024 Leasing of Modular classrooms; this is to set the not to exceed amount			5/12/2024 to 05/11/2028	

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

Board Date 04/11/2024

2 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
26865	Oracle America, Inc	TESS/SBCCD	Software/ Online Services	\$850,507.20	
	Oracle Business Intelligence cloud services for enterprise resources planning (ERP) system;			03/03/2024 to 03/02/2029	
26937	Snap-On Industrial	Facilities Planning/ SBCCD	CMAS	\$3,000,000.00	
	CMAS No. 4-21-03-1026 Category: non information technology commodities; this is to set the not to exceed amount			03/24/2021 to 09/08/2024	
27011	Timely Telehealth LLC dba TimelyCare	Student Life/ SBVC & CHC	Professional Services	\$768,000.00	
	Telehealth for mental health services provided to students			04/01/2024 to 03/31/2029	

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: April 11, 2024

SUBJECT: Consideration of Approval of District & College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for district and college expenses.

OVERVIEW

As required by Ed Code and the County Superintendent of Schools, Board action is required for field trips whenever expenditures are to be made on behalf of students for admission, meals and lodging. In addition, SBCCD AP 6925 requires the Board authorize the expenditure of funds related to various functions planned for the colleges and district office as indicated below.

- Meetings or trainings attended only by employees and/or currently enrolled students for which the total cost will be in excess of \$1,000.
- Meetings or trainings attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, for which the total cost will be more than \$500.
- Any refreshments and/or meals for an event. Events are defined as activities in which non-employees and/or non-students will/can attend or participate (e.g., job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training.

ANALYSIS

Details of the various events are included in the attached list being presented for approval.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of these expenditures is included in the budgets shown on the attached.





District & College Expenses

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.1|9]

Event Information

Date(s)
03/05/2024

Grad Fair

Site
CHC

Purchased were meals/refreshments, décor, & photo booth. Event to help students who are 2024 graduates to RSVP for graduation, order cap & gown, and visit resource fair.

Estimated Cost
\$16,200

Funding Source(s)
Student Retention & Outreach Categorical Fund

Ratification/Amendment
Department was not able to meet before deadline to select date.

Date(s)
03/13/2024 to
3/14/2024

Valley-Bound Commitment Family Orientation

Site
SBVC

Purchased were meals and refreshments. The Valley-Bound Commitment staff and faculty hosted family orientation sessions for the incoming Valley-Bound Commitment cohort of 2024-2025 and their families. Estimated attendance was 300 students, staff and faculty. Dr. Marina Serna Pulido facilitated the event.

Estimated Cost
\$13,000

Funding Source(s)
Student Retention & Outreach Categorical Fund

Ratification/Amendment
Event details and confirmations were not finalized in time.

Date(s)
03/29/2024

Valley-Bound Commitment Field Trip, Riverside, CA

Site
SBVC

Purchased were museum admission fees and transportation for students and staff. The Valley-Bound staff took Valley-Bound students on a field trip to the Cheech Marin Center for Chicano Art & Culture of the Riverside Art Museum as a cultural learning experience. Attendance was 40 students, faculty, and staff. Dr. Marina Serna Pulido served as SBVC staff chaperone and Elizabeth Banuelos served as faculty chaperone.

Estimated Cost
\$2,000

Funding Source(s)
Student Retention & Outreach Categorical Fund & California College Promise Categorical Fund

Ratification/Amendment
Event details and confirmations were not finalized in time.



District & College Expenses

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.2|9]

Event Information

Date(s)
04/02/2024

Gayrpil Opener: Disco Luncheon

Purchased were meals/refreshments, décor, & guest speaker: Students participated in opening ceremony with guest speaker for Gayrpil.

Site
CHC

Funding Source(s)
LGBTQ+ Categorical Fund

Estimated Cost
\$5,100

Ratification/Amendment
Department was not able to meet before deadline to select date.

Date(s)
04/03/2024

Dodgeball #3, Small Gym, SBVC

Purchased were meals, refreshments and music. The Black Faculty Staff Association with EOPS, Brothers, and UMOJA sponsored a Dodgeball event to create community. Estimated attendance was 200 students and staff. Keenan Giles and Veada Benjamin facilitated.

Site
SBVC

Funding Source(s)
Student Equity Categorical Funding and Outreach and Retention Categorical Fund

Estimated Cost
\$2,500

Ratification/Amendment
This item is being ratified due to scheduling and confirming date not solidified prior to the Board date.

Date(s)
04/05/2024

Adult Education Open House

Purchased were meals/refreshments and décor. Students participated in the Open House event to learn more about the adult education centered programs available at CHC.

Site
CHC

Funding Source(s)
Student Retention & Outreach Categorical Fund

Estimated Cost
\$9,500

Ratification/Amendment
Department was not able to meet before deadline to select date



District & College Expenses

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.3|9]

Event Information

Date(s)
04/05/2024

Site
CHC

Estimated Cost
\$1,100

Veterans Movie Field Trip

Students admission was purchased for them to participate in movie field trip to Harkins theatre for Vetrans event.

Funding Source(s)
Veterans Resource Center Categorical Fund

Ratification/Amendment
Department was not able to meet before deadline to select date

Date(s)
04/08/2024 to
4/10/2024

Site
CHC

Estimated Cost
\$2,500

Priority Registration Assistance

Purchsd were meals and refresments for EOPS, NextUp, CARE, CalWORKs, and DREAMers students during registration assistance events.

Funding Source(s)
EOPS/NextUp Categorical Fund

Ratification/Amendment
Department was not able to meet before deadline to select date

Date(s)
04/10/2024 to
5/7/2024

Site
SBVC/CHC

Estimated Cost
\$15,000

Asian & Pacific Islander Heritage Month Events

To be purchased are giveaways, guest speakers, performances, contracts, meals & refreshments and supplies for the annual Asian & Pacific Islander Heritage Month events at both SBVC and CHC. Marie Maghuyop and Bethany Tasaka are facilitators.

Funding Source(s)
SBCCD Equal Employment Opportunity (EEO) Categorical Fund, SBVC Arts, Lectures & Diversity General Fund, SBVC Student Equity Categorical Fund, CHC Student Equity Categorical Fund

Ratification/Amendment
Event details and confirmations not finalized in time.



District & College Expenses

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.4]9]

Event Information

Date(s)

04/11/2024

Valley-Bound Commitment Priority Registration Event

To be purchased are meals from Hot Dog on a Stick for students and SBVC staff working the event. The Valley-Bound staff and faculty will be hosting a registration event for all SBVC students with Priority B registration access. Anticipated attendance is 350 students and Valley-Bound Commitment faculty and staff. Dr. Marina Pulido will facilitate.

Site

SBVC

Estimated Cost

\$5,000

Funding Source(s)

Student Retention & Outreach Categorical Fund

Date(s)

04/12/2024

Bridge to Connect Event, Garden Grove, CA

To be purchased are bus rental, meals, refreshments, and registration. This event is a collaborative effort between the STEM-MESA departments of SBVC and CHC to send students from both campuses to gain knowledge in the STEM field and make informed decisions regarding their career objectives.

Site

SBVC/CHC

Estimated Cost

\$2,500

Approximately 30 students and 2 staff members will attend. Chaperones will be Daniel Mayo and Keynasia Buffong.

Funding Source(s)

Student Development General Fund (SBVC), STEM-MESA Categorical Fund (CHC)

Date(s)

04/12/2024

SBVC Managers Spring Retreat

~~03/29/2024~~

To be purchased are refreshments. SBVC will host the all-day SBVC Managers Retreat on campus in B-100 this year. Anticipated attendance is approximately 35 managers and administrators.

Site

SBVC

Estimated Cost

\$1,700

Funding Source(s)

President's Office General Fund

Ratification/Amendment

This event was originally approved at the September 14, 2023, Board and is being submitted at this time to change the date.



District & College Expenses

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.5]9]

Event Information

Date(s)
04/12/2024

High School Senior Day

Site
CHC

To be purchased are meals/refreshments, décor, entertainment, promotional giveaways. Over 600 students to attend from local high schools to experience a comprehensive overview of CHC and discover the pathway to enrollment.

Estimated Cost
\$25,000

Funding Source(s)
California College Promise Categorical Fund

Date(s)
04/12/2024

MESA/STEM Field Trip to Scripps Institute of Oceanography

Site
CHC

To be purchased are bus transportation and lunch.

Estimated Cost
\$3,000

Funding Source(s)
MESA Categorical Fund

Date(s)
04/13/2024

Black Art Expo, SBVC Athletic Complex

Site
SBVC

To be purchased are meals and refreshments, materials, supplies, and musical entertainment. The Black Faculty Staff Association is sponsoring a Black Art Expo for students, faculty, staff, and community members. This evening will provide an opportunity within the Black Community for an encouraging art experience. The anticipated attendance is 200 students, faculty, staff, and community members. Veada Benjamin and April Dale will facilitate the event.

Estimated Cost
\$10,000

Funding Source(s)
Student Equity Categorical Fund and Outreach and Retention Categorical Fund

Date(s)
04/15/2024

Muscoy Elementary School Partnership Event

Site
SBVC

To be purchased are shaved ice truck refreshments. Sponsored by Outreach and Recruitment, the purpose of this partnership event is to create engagement with primary school grades and parents through early college exposure.

Estimated Cost
\$2,300

Funding Source(s)
Outreach and Retention Categorical Fund



District & College Expenses

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.6]9]

Event Information

Date(s)

04/17/2024

Black Women Evolve

To be purchased are meals and refreshments, materials, supplies and speaker fees. The Black Faculty Staff Association is sponsoring a night where Black Women come together to share their ideas, aspirations, and challenges they have overcome. A dynamic speaker will present to the audience. Anticipated attendance is 75 students, faculty, staff, and community members. Veada Benjamin and April Dale will facilitate the event.

Site

SBVC

Estimated Cost

\$7,000

Funding Source(s)

Student Equity Categorical Fund and Outreach and Retention Categorical Fund

Date(s)

04/17/2024

Market Day

To be purchased are meals/refreshments & DJ Entertainment. Student organizations will provide event where students can learn about the different clubs on campus and also raise money for clubs.

Site

CHC

Estimated Cost

\$2,000

Funding Source(s)

Associated Students Trust Fund

Date(s)

04/20/2024

Alpha Gamma Sigma Annual State Convention (Virtual)

To be purchased are registration, meals, and refreshments for 3 students and 2 advisors to attend Alpha Gamma Sigma Honor Society 98th Annual State Convention (virtually). Required for AGS chapters to maintain good standing. Students eligible for scholarship awards. Ran Gel Zarate and Marie Maghuyop will facilitate the event.

Site

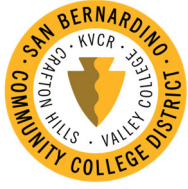
SBVC

Estimated Cost

\$1,500

Funding Source(s)

Inter Club Council (CC Funding for Clubs)Trust



District & College Expenses

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.7]9]

Event Information

Date(s)

04/23/2024

CalWORKs & Workforce Development Employment Fair

To be purchased are refreshments, advertising/promotional materials & printing. This event will provide an opportunity for SBVC students to meet and network with recruiters representing a variety of employers, obtain employment-related information and materials, and learn about career opportunities with each organization. Anticipated attendance is 250 employers, students, staff and community members. Joanne Hinojosa will facilitate the event.

Site

SBVC

Estimated Cost

\$2,000

Funding Source(s)

CalWORKs Categorical Fund

Date(s)

04/24/2024

CARE and CalWORKs Parent Appreciation Luncheon

To be purchased are meals and refreshments for CARE and CalWORKs parenting students. The luncheon will showcase student success, community building and resources, and student speaker.

Site

CHC

Estimated Cost

\$3,000

Funding Source(s)

CARE/CalWORKs Categorical Fund

Date(s)

04/24/2024 to

5/7/2024

AAPI Heritage Month Speakers

To be purchased are guest speakers to participate at several events for AAPI Heritage Month, including April 24th "Black & Asian Solidarity," April 25th "Lao Poetry Reading," and May 7th Closing Ceremony for AAPI Heritage Month.

Site

CHC

Estimated Cost

\$3,000

Funding Source(s)

Equity and Achievement Categorical Fund

Date(s)

04/25/2024

Basic Needs Fair

To be purchased are meals & refreshments, contracts, rentals, giveaways. Resource fair to promote on campus and share community resources. Anticipated attendance is approximately 200 students, faculty and staff. LaCretia Smith will facilitate the event.

Site

SBVC

Estimated Cost

\$5,000

Funding Source(s)

SBVC-Student Food & Housing Support/Basic Needs Center Categorical Fund



District & College Expenses

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.8]9]

Event Information

Date(s)

04/25/2024

Mental Health Speaker

To be purchased are guest speaker. Students will participate in online event with guest speaker Minaa B to help students with Mental Health.

Site

CHC

Funding Source(s)

Basic Needs Categorical Fund

Estimated Cost

\$10,500

Date(s)

04/26/2024

Grad Fair

To be purchased are meals & refreshments, contracts, supplies and decorations, giveaways, rentals, DJ, to celebrate and recognize SBVC's 2024 graduates. Approximately 500 faculty, staff and students are expected to attend. Marie Maghuyop will facilitate the event.

Site

SBVC

Funding Source(s)

Student Retention and Outreach Categorical Fund

Estimated Cost

\$10,000

Date(s)

04/26/2024

29th Annual Spotlighting Our Success 2024

To be purchased are decorations, supplies, frames, certificates, giveaways, awards, food & beverages. SBVC will host the annual awards presentation in-person to recognize multiple categories of excellence in service at SBVC by our faculty, staff, and administrators. Anticipated attendance is 120 faculty and staff. Facilitated by Paul Bratulin

Site

SBVC

Funding Source(s)

Marketing/Public Relations General Fund and President's Office General Fund

Estimated Cost

\$8,200

Date(s)

04/26/2024

Tenure Reception

To be purchased are refreshments and giveaway items. Sponsored by the Office of Instruction, the Tenure Reception event is being held to honor the faculty members who have received tenure. Anticipated attendance is approximately 100 students, faculty, staff, and community members. Rania Hamdy and Kay Dee Yarbrough will be coordinating this event.

Site

SBVC

Funding Source(s)

Office of Instruction General Fund

Estimated Cost

\$1,000



District & College Expenses

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.9|9]

Event Information

Date(s)
04/28/2024

Police Academies/Criminal Justice Field Trip to Museum of Tolerance

Site
SBVC

To be purchased are admission. The Museum of Tolerance field trip meets the diversity and social justice components of the Police Academy program. This event tours the Museum of Tolerance and immerses the students into a learning environment that provides a powerful stimulus for personal insights. This event will provide insight to police academy students regarding the meaning of tolerance and the consequences of intolerance.

Estimated Cost
\$ 276

Funding Source(s)
Extended Academy General Fund

Date(s)
04/30/2024

Lavender Graduation

Site
SBVC

To be purchased are food, DJ, supplies/decorations to recognize and celebrate 2024 LGBTQIA+ graduates. Anticipated attendance is 300 faculty, staff and students. Ray Carlos and Marie Maghuyop will be the chaperones.

Estimated Cost
\$5,000

Funding Source(s)
SBVC-LGBTQ+ Categorical Fund

Date(s)
04/30/2024

Probation – Creating Pathways to Change

Site
EDCT

To be purchased are refreshments. The goal of this event by the San Bernardino County Probation Department in the High Desert is to organize wrap-around support, career, and educational resources under one roof to educate probation officers so that they can better serve their community. Anticipated attendance is 400, Probation Officers and staff, service providers, community-based organization staff, SBCCD facilitators, Victor Valley College, and Barstow Community College colleagues, and SBCCD staff including Kurt Augsburg, Avi Nair, and Abe Fulgham.

Estimated Cost
\$8,500

Funding Source(s)
EDCT Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.23.2024.p.1|6]

Event Information

Date(s)
05/01/2024

Foster Youth Solidarity Walk

To be purchased are various yard signs to line the campus walkways. NextUp and Guardian Scholars is hosting the annual Foster Youth (FY) Solidarity Walk. Anticipated attendance is 200 students, faculty, and staff. Facilitators are Cynthia Bernal and Evelyn Luna.

Site
SBVC

Estimated Cost
\$1,500

Funding Source(s)
NextUp Categorical Fund

Date(s)
05/01/2024

Cinco de Mayo Luncheon

To be purchased are rentals, contracts, meals, refreshments, and giveaways. Latino Faculty, Staff, and Administrators Association will be hosting a luncheon for Cinco de Mayo. This event will be a cultural celebration to promote community and engagement. Anticipated attendance is 350 students, staff, and faculty. Aida Gil, Carmen Rodriguez, & Rocio Delgado will serve as facilitators.

Site
SBVC

Estimated Cost
\$5,000

Funding Source(s)
Latino Faculty, Staff, Administrators Association Fund, Student Equity Categorical Fund, Student Outreach and Retention Categorical Fund, California College Promise Categorical Fund

Date(s)
05/01/2024

Foster CARE Awareness Fair

To be purchased are meals and refreshments: May is Foster CARE Awareness Month, NextUp will promote program services to eligible students and bring awareness to campus and community members.

Site
CHC

Estimated Cost
\$5,000

Funding Source(s)
NextUp Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.23.2024.p.2|6]

Event Information

Date(s)

05/01/2024

Lavendar Luncheon

To be purchased are meals/refreshments, décor, & guest speaker: Students will participate in closing ceremony with guest speaker for LGBTQ+ graduation celebration.

Site

CHC

Estimated Cost

\$5,100

Funding Source(s)

LGBTQ+ Categorical Fund

Date(s)

05/02/2024

Club Spotlight 2024

To be purchased are meals & refreshments, giveaways, contracts, custom awards, supplies/decorations to recognize and celebrate clubs, leaders, and advisors during 2023-2024. Anticipated attendance is approximately 300 faculty, staff and students. Marie Maghuyop will facilitate.

Site

SBVC

Estimated Cost

\$2,500

Funding Source(s)

Student Life Trust; SBVC-FCC/Program Review Categorical Fund

Date(s)

05/02/2024

Foster CARE Awareness Luncheon

To be purchased are keynote speaker for CHC alumni and former foster youth, and meals and refreshments for students, staff/faculty attending.

Site

CHC

Estimated Cost

\$3,500

Funding Source(s)

NextUp Categorical Fund

Date(s)

05/03/2024

Barton House Playhouse Field Trip

To be purchased are transportation and meals. This business location visit will help students explore career options. During the field trip, students and staff will engage in a facility tour, learn about the center as a whole and learn more about career positions and how center staff transitioned to their current role.

Site

CHC

Estimated Cost

\$560

Funding Source(s)

Career Center General Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.23.2024.p.3|6]

Event Information

Date(s)

05/04/2024

MESA/STEM Field Trip to Wolfe's Den

To be purchased are To be purchased is the cost of attendance for students and lunch to explore physics, application in physics, application in physical activity.

Site

CHC

Estimated Cost

\$2,000

Funding Source(s)

Categorical-MESA

Date(s)

05/08/2024

2024 Guardian Scholars/NextUp Conference

To be purchased are meals, beverages, speaker, contract, and supplies. NextUp and Guardian Scholars will be hosting NextUp/Guardian Scholar Conference for students to be able to engage and hear a speaker related to their journey. Anticipated attendance is 200 students, faculty, staff, and community members. NextUp staff heading event is Joanne Hinojosa and Cynthia Bernal.

Site

SBVC

Estimated Cost

\$16,000

Funding Source(s)

NextUp Categorical Fund

Date(s)

05/10/2024 to 5/11/2024

Field Trip to UC San Diego and San Diego State University

To be purchased are meals, refreshments, hotel and transportation for 9 students in the Puente Program to visit two San Diego campuses to gather information. This trip is sponsored by Counseling and Matriculation. Chaperones will be Elizabeth Banuelos and Alma Lopez.

Site

SBVC

Estimated Cost

\$7,500

Funding Source(s)

Student Success and Support Program (SSSP) Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.23.2024.p.4|6]

Event Information

Date(s)
05/10/2024

Recognition Ceremony: EOPS, CARE, CalWORKs, NextUp and DREAMers

Site
CHC

To be purchased are meals and refreshments for graduates, and honorarium for keynote speaker. Campus and community guests attending year-end recognition ceremony to honor graduates, transfer, certificate earners and scholars.

Estimated Cost
\$5,500

Funding Source(s)

EOPS, NextUp, CARE and CalWORKs, DREAMers Categorical Funds

Date(s)
05/11/2024

Latino Nuestra Graduacion Celebration

Site
SBVC/CHC

To be purchased are rentals, meals, refreshments, and giveaways. The Latino Faculty and Staff Association is hosting its annual graduation event to celebrate SBVC's and Crafton's Latinx graduates. Anticipated attendance is 800 students, staff, faculty, and community members. Aida Gil, Carmen Rodriguez, Rocio Delgado, Ernest Guillen will serve as facilitators.

Estimated Cost
\$45,000

Funding Source(s)

Latino Faculty, Staff, Administrators Association Fund, Student Equity Categorical Fund, Student Outreach and Retention Categorical Fund, California College Promise Categorical Fund

Date(s)
05/13/2024 to 5/16/2024

Finals Week Care Package

Site
CHC

To be purchased are meals and academic supplies for students preparing for finals.

Estimated Cost
\$2,500

Funding Source(s)

EOPS, NextUp, CARE and CalWORKs, DREAMers Categorical Funds



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.23.2024.p.5]6]

Event Information

Date(s)
05/15/2024

Umoja Naming Ceremony

Site
SBVC

To be purchased are meals and refreshments. Umoja will be hosting an event to present students with names that symbolize their completion of the Umoja program. Anticipated attendance is 100 students, staff, and faculty. Frederick Jones will serve as facilitator.

Estimated Cost
\$2,600

Funding Source(s)
Student Retention & Outreach Categorical Fund

Date(s)
05/15/2024

Veterans Coin Ceremony

Site
CHC

To be purchased are meals/refreshments, entertainment, and décor: Students will participate in the Veterans graduation ceremony event to celebrate the VRC graduates.

Estimated Cost
\$15,000

Funding Source(s)
Veterans Resource Center Categorical Fund

Date(s)
05/16/2024

Trauma Informed Training for Region 9 NextUp Programs

Site
SBVC

To be purchased are meals, beverages, contract and supplies. This will be a training open for all Region 9 NextUp programs to attend. Anticipated attendance is 100 faculty, staff and community members. NextUp staff heading event is Joanne Hinojosa and Cynthia Bernal.

Estimated Cost
\$6,000

Funding Source(s)
NextUp Categorical Fund

Date(s)
05/16/2024 to 5/17/2024

FYE Graduation Celebration

Site
SBVC

To be purchased are rentals, meals, refreshments, and giveaways. First Year Experience will be hosting its annual Graduation and Achievement Celebration for students in all First Year Experience programs to honor and recognize their achievements. Anticipated attendance is 300 students, staff, and faculty. April Dale will facilitate the event.

Estimated Cost
\$35,000

Funding Source(s)
Student Retention & Outreach Categorical Fund



District & College Expenses

Submitted for Board Approval March 14, 2024

[v.3.23.2024.p.6]6]

Event Information

Date(s)

05/17/2024 to 5/24/2024

Site

CHC

Estimated Cost

\$3,000

End of Year MESA Celebration

To be purchased are decorations, food supplies for the end of year MESA event for transferring students and family.

Funding Source(s)

Categorical-MESA

Date(s)

05/18/2024

Site

SBVC

Estimated Cost

\$10,000

Black Grad

To be purchased are meals, refreshments, materials and supplies to include decorations, musical entertainment and contract/speaker fee. The Black Faculty Staff Association is sponsoring a Black Grad for all students who will earn their degrees in May and is a celebration for the students and their families for academic accomplishments. It is a day to acknowledge each Black Graduate with a token from BFSA as they embark on their next chapter. Anticipated attendance is 200 students, faculty, staff, and community members. Veada Benjamin, Keenan Giles, and April Dale will facilitate this event.

Funding Source(s)

Black Faculty Staff Association Fund, Student Equity, Outreach and Retention Categorical Funds

Date(s)

05/21/2024

Site

CHC

Estimated Cost

\$41,575

2024 Crafton Hills College Commencement Ceremony

To be purchased are decorations, AV support, EMT Standby, promotional giveaways, rentals, music and non-instructional supplies for the CHC Commencement event.

Funding Source(s)

Commencement General Fund

AN 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: April 11, 2024

SUBJECT: Regular Meeting Calendar of the Board of Trustees

RECOMMENDATION

It is recommended that the Board of Trustees approve the regular meeting calendar for the regular meetings of the Board of Trustees through July 2025.

OVERVIEW

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

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

ANALYSIS

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

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



SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications to this item.

Meeting Date	Type of Meeting
7/11/2024	Business Meeting
7/25/2024	Strategy Session
8/8/2024	Business Meeting
8/22/2024	Strategy Session
9/12/2024	Business Meeting
9/26/2024	Strategy Session
10/10/2024	Business Meeting
10/24/2024	Strategy Session
11/14/2024	Business Meeting
12/13/2024	Annual Meeting <i>(meeting is on the 2nd Friday to comply with Education Code 72000 (c)(2)(A) for Annual Meeting purposes)</i>
1/9/2025	Business Meeting
01/27/2025 - 01/28/2025	2-Day Board Retreat
2/13/2025	Business Meeting
2/27/2025	Strategy Session
3/13/2025	Business Meeting
3/27/2025	Strategy Session
4/10/2025	Business Meeting
4/24/2025	Strategy Session
5/8/2025	Business Meeting
5/22/2025	Strategy Session
6/12/2025	Business Meeting
06/23/25 - 06/24/25	2-Day Board Retreat

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: April 11, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-04-11-FS-01
Approving Transfers from the Reserve for Contingencies to Various
Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2024-04-11-FS-01 approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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



**RESOLUTION #2024-04-11-FS-01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.3.22.2024.p.1]2]

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

WHEREAS, on the 14th day of September 2023, the San Bernardino Community College District (the District) adopted the 2023-24 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS Title 5, §58307 of the California Code of Regulations and District Administrative Procedure 6250 allows the Board of Trustees to approve transfers from the reserve for contingencies to any expenditure classification; and

WHEREAS transfers of funds shall be done via the adoption of a resolution by a two-thirds majority vote; and

WHEREAS the transfers listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a two-thirds majority vote, to approve said transfers.

PASSED AND ADOPTED by the Board of Trustees on April 11, 2024, by the following majority vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Diana Z. Rodriguez, Secretary to the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary to the Board of Trustees

**RESOLUTION #2024-04-11-FS-01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.3.22.2024.p.2]2]

EXHIBIT A

Fund 110/01 General Fund, Unrestricted						
			25,042,504	2023-24 Initial Fund Balance		
			(143,874)	Net Change from Previous Transfers		
			24,898,630	Fund Balance Before Transfer(s)		
Board Approved	Date of Transfer	Ref #	To/(From) Reserve	Expenditure Classification	Justification	
4/11/2024	1/25/2024	019182	(6,000)	5000 Other Expenses	To fund increased travel costs associated with DSO Educational & Student Support Services	
			(6,000)	Total Approved at this Board Meeting		
			24,892,630	Fund Balance After Transfer(s)		
Fund 730/73 Student Body Center Fee						
			937,417	2023-24 Initial Fund Balance		
			(50,000)	Net Change from Previous Transfers		
			887,417	Fund Balance Before Transfer(s)		
Board Approved	Date of Transfer	Ref #	To/(From) Reserve	Expenditure Classification	Justification	
4/11/2024	2/20/2024	019375	(70,000)	6000 Capital Outlay	To fund replacement furniture for SBVC ASG	
			(70,000)	Total Approved at this Board Meeting		
			817,417	Fund Balance After Transfer(s)		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: April 11, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-04-11-FS-02
Authorizing Temporary Interfund Borrowing

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution #2024-04-11-FS-02 to authorize temporary interfund borrowing between all funds to meet cash flow needs in the 2024-25 fiscal year.

OVERVIEW

According to California Education Code 42603, the Board of Trustees may direct that money be temporarily transferred from one fund to another for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds and shall not be available for appropriation or considered income. Amounts transferred shall be repaid in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of fiscal year.

ANALYSIS

Adoption of this resolution will allow SBCCD to maintain the necessary flexibility to address any cash flow shortfalls.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Approval of this board item will be positive for cash flow.



**RESOLUTION #2024-04-11-FS-02 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AUTHORIZING TEMPORARY INTERFUND BORROWING**

[v.3.23.2024.p.1|1]

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

WHEREAS, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the district; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the San Bernardino Community College District hereby authorizes, for fiscal year 2024-25, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

- All Available Funds

2. The Governing Board of the San Bernardino Community College District hereby authorizes the Chancellor or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

PASSED AND ADOPTED by the Governing Board on April 11, 2024, by the following vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Diana Z. Rodriguez, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Governing Board

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: April 11, 2024

SUBJECT: Consideration of Approval of Revised Authorized Signature List for Fiscal Year 2023-24

RECOMMENDATION

It is recommended that the Board of Trustees approve the Revised Authorized Signature List for Fiscal Year 2023-24, as attached.

OVERVIEW

In accordance with California legal code, the Board of Trustees may, via annual Board action, delegate its authority to named agents. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions.

ANALYSIS

The Authorized Signature List for Fiscal Year 2023-24 was approved on June 8, 2023, and revised at the December 2023 meeting. Today's request to revise the Authorized Signature List reflects changes in personnel.

SBCCD GOALS

4. Ensure Financial Accountability/Sustainability

FINANCIAL IMPLICATIONS

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





Revised Authorized Signature List for Fiscal Year 2023-24

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.1]²²

AUTHORITY	NAMED AGENT(S)
Contracts, Agreements, and Memos of Understanding	<ul style="list-style-type: none"> ▪ Diana Z. Rodriguez, Chancellor ▪ Jose Torres, Executive Vice Chancellor ▪ Larry Strong, Director of Fiscal Services ▪ Steven J. Sutorus, Business Manager ▪ (Employment Only) Kristina Hannon, Vice Chancellor, HR
Revenue Clearing Bank Accounts, SBCCD Commercial Property Bank Account & Lockbox	<ul style="list-style-type: none"> ▪ Diana Z. Rodriguez, Chancellor ▪ Jose Torres, Executive Vice Chancellor ▪ Larry Strong, Director of Fiscal Services ▪ Steven J. Sutorus, Business Manager ▪ Jorge Andrade, Associate Director, Fiscal Services ▪ Lindsey Simonds, Interim Director of Audits & Analysis Tenille Norris, Associate Director, Fiscal Services
Revolving Cash Bank Account	<ul style="list-style-type: none"> ▪ Custodian: Jose Torres, Executive Vice Chancellor ▪ Larry Strong, Director of Fiscal Services ▪ Steven J. Sutorus, Business Manager ▪ Jorge Andrade, Associate Director, Fiscal Services ▪ Lindsey Simonds, Interim Director of Audits & Analysis Tenille Norris, Associate Director, Fiscal Services
Inland Futures Foundation Bank Account	<ul style="list-style-type: none"> ▪ Diana Z. Rodriguez, Chancellor ▪ Jose Torres, Executive Vice Chancellor ▪ Larry Strong, Director of Fiscal Services ▪ Steven J. Sutorus, Business Manager
Safe Deposit Box	<ul style="list-style-type: none"> ▪ Jose Torres, Executive Vice Chancellor ▪ Larry Strong, Director of Fiscal Services ▪ Steven J. Sutorus, Business Manager
Cafeteria; ASB-Clubs/Trusts-Student Rep; and Scholarship & Loan Bank Accounts	<ul style="list-style-type: none"> ▪ Jose Torres, Executive Vice Chancellor ▪ Larry Strong, Director of Fiscal Services ▪ Steven J. Sutorus, Business Manager ▪ Jorge Andrade, Associate Director, Fiscal Services ▪ Lindsey Simonds, Interim Director of Audits & Analysis Tenille Norris, Associate Director, Fiscal Services
Financial Aid Bank Accounts	<ul style="list-style-type: none"> ▪ Diana Z. Rodriguez, Chancellor ▪ Jose Torres, Executive Vice Chancellor ▪ Larry Strong, Director of Fiscal Services ▪ Steven J. Sutorus, Business Manager ▪ Jorge Andrade, Associate Director, Fiscal Services ▪ Lindsey Simonds, Interim Director of Audits & Analysis Tenille Norris, Associate Director, Fiscal Services
Commercial Warrants and Related Journal Entries	<ul style="list-style-type: none"> ▪ Diana Z. Rodriguez, Chancellor ▪ Jose Torres, Executive Vice Chancellor



Revised Authorized Signature List for Fiscal Year 2023-24

Submitted for Board Approval April 11, 2024

[v.3.23.2024.p.2]~~22~~

AUTHORITY	NAMED AGENT(S)
Payroll Orders and Related Journal Entries, and Voluntary Payroll Deductions (PAY620)	<ul style="list-style-type: none"> ▪ Jose Torres, Executive Vice Chancellor ▪ Larry Strong, Director of Fiscal Services ▪ Jorge Andrade, Associate Director, Fiscal Services
Notices of Employment for Certificated, Classified, Student and Temporary Employees	<ul style="list-style-type: none"> ▪ Diana Z. Rodriguez, Chancellor ▪ Jose Torres, Executive Vice Chancellor ▪ Kristina Hannon, Vice Chancellor, HR ▪ Karla Bonnet, Associate Director, HR ▪ Melanie Gonzales, Associate Director, HR
Purchase Orders (no monetary limit)	<ul style="list-style-type: none"> ▪ Jose Torres, Executive Vice Chancellor ▪ Steven J. Sutorus, Business Manager
Journal Entries (not authorized by District or Payroll Orders), Interfund Transactions, and Budget Transfers	<ul style="list-style-type: none"> ▪ Jose Torres, Executive Vice Chancellor ▪ Larry Strong, Director of Fiscal Services ▪ Jorge Andrade, Associate Director, Fiscal Services ▪ Lindsey Simonds, Interim Director of Audits & Analysis Tenille Norris, Associate Director, Fiscal Services
Certify/Attest to Board Action	<ul style="list-style-type: none"> ▪ Diana Z. Rodriguez, Chancellor ▪ Joseph R. Williams, Clerk of the Board
Access to San Bernardino County Schools Computer Consortium System with Secure I.D. Token	<ul style="list-style-type: none"> ▪ Larry Strong, Director of Fiscal Services ▪ Steven J. Sutorus, Business Manager ▪ Jorge Andrade, Associate Director, Fiscal Services ▪ Lindsey Simonds, Interim Director of Audits & Analysis Tenille Norris, Associate Director, Fiscal Services

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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: April 11, 2024

SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

OVERVIEW

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

ANALYSIS

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Funds for materials sold will be provided to the district after auction and positively impact the budget.



Fixed Assets Surplus Report
April 11, 2024

Asset #	Date Retired	Description	Initial Value	Current Value
37932	3/4/2024	OptiPlex 7440	\$1,086.17	\$0.00

Non-Fixed Assets Surplus Report
April 11, 2024

Description	Quantity
Verizon Wifi	1
ZoomLion TB20	1
Dell Poweredge R720 Server	2
Compellant	6
Bomgar Server	1
Cisco Storage Blade	1
Extreme Power Supply	1
Dell Optiplex 3050 AIO Computer	1
Dell Latitude 5500 Laptops	2
Eaton Power Supplies	2
Hard Drives	30
Cisco 7940 Phones	4
Elmo P30 Presenter	1
Elmo P10 Presenter	1
Extron AV Equipment	3
Office desk (wood)	4
Tables	25
1/2 tables	4
Corner table	1
Chairs w/ casters	63
Lateral file cabinets	2
2 drawer file cabinet	1
4 drawer file cabinet	1
Stacking chairs (green)	20
Folding tables	8
5' round tables	20
Chairs (Blue)	215

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 & Construction

DATE: April 11, 2024

SUBJECT: Consideration of Approval to Award Bid #CC02-3621.00 and Contract for CHC Crafton Hall Renovation Project

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #CC02-3621.00 | Crafton Hall Renovation Project at Crafton Hills College**, and contract, to PCN3, Inc. of Los Alamitos, California in the amount of \$6,380,000.00.

OVERVIEW

This project will renovate Crafton Hall, a cornerstone structure within the Crafton Hills College campus, designated as the institution's primary venue for meetings, conferences, and events. The renovation addresses the critical need for expanded space to accommodate a diverse range of internal and inter-collegiate gatherings, conferences, trainings, fundraising and community engagements.

Furthermore, the renovation will include revamping faculty offices on the second floor, seamlessly extending as an annex to the Clock Tower Building's faculty wing. This expansion is pivotal in accommodating additional faculty members as the campus experiences growth. Additionally, the project prioritizes enhancement of the building's technology network infrastructure and connectivity, alongside improvements to other integral building systems. These upgrades aim to streamline operations and enhance overall efficiency within the facility.

ANALYSIS

A Notice Inviting Bids was publicly advertised on January 22, 2024, and the District received four responsive bids on March 5, 2024. The Construction Management team provided a detailed review and analysis of the bids, and the lowest three responsive bids are:

Vendor	Total Bid
PCN3, Inc. of Los Alamitos, CA	\$6,380,000.00
CALTEC of Westminster, CA	\$6,580,000.00
Kemcorp Construction, Inc. of Ontario, CA	\$7,655,000.00



An analysis of the bids received indicates that PCN3, Inc. of Los Alamitos, California is the lowest responsive bidder. In support of Board Policy 6610, this firm included 60% local subcontractors in their bid, which meets the local business goal. Additionally, per the Community Benefits Agreement, the vendor will adhere to the 50% local hire requirement.

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.

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 & Construction

DATE: April 11, 2024

SUBJECT: Consideration of Approval to Award Bid #SM-01-2122-6C Package 1 | SBVC Roof Replacement – AD/SS Building Project

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #SM-01-2122-6C Package 1 | SBVC Roof Replacement – AD/SS Building Project (Bituminous Membrane Roofing), and contract, to Final Touch Construction of Fontana, California in the amount of \$133,600.00.

OVERVIEW

This project is one of the approved Scheduled Maintenance projects that is funded through the Block Grant. The scope of work includes the replacement of the bituminous membrane roof of the San Bernardino Valley College Administration/Student Services building.

ANALYSIS

A Notice Inviting Bids was publicly advertised through Planetbids on February 16, 2024, and seven bids were received on March 07, 2024. The lowest three responsive bids are below.

Vendor	Total Bid
Final Touch Construction of Fontana, CA	\$ 133,600.00
Chapman Coast of Fullerton, CA	\$ 227,897.00
Best Contracting Services, Inc. of Gardena, CA	\$ 229,998.00

An analysis of the bids received indicates that Final Touch Construction of Fontana, California is the lowest responsive bidder.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This project will be funded through the State Physical Plant and Instructional Supplies Grant.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: April 11, 2024

SUBJECT: Consideration of Approval to Award Bid #SM-01-2122-6C Package 2 | SBVC Roof Replacement – AD/SS Building Project

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #**SM-01-2122-6C Package 2 | SBVC Roof Replacement – AD/SS Building Project (Metal Roofing)**, and contract, to C.I. Services of Mission Viejo, California in the amount of \$ 341,226.00.

OVERVIEW

This project is one of the approved Scheduled Maintenance projects that is funded through the Block Grant. The scope of work includes the replacement of the metal roof of the San Bernardino Valley College Administrative/Student Services building due to the leaks, and to protect the interior of the building and structure.

ANALYSIS

A Notice Inviting Bids was publicly advertised through Planetbids on February 16, 2024, and seven bids were received on March 07, 2024. The lowest three responsive bids are below.

Vendor	Total Bid
C.I. Services of Mission Viejo, CA	\$341,226.00
AME Builders of Pomona, CA	\$367,700.00
Letner Roofing of Orange, CA	\$ 450,000.00

An analysis of the bids received indicates that C.I. Services of Mission Viejo, CA is the lowest responsive bidder. All subcontractors used by C.I. Services are local.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This project will be funded through the State Physical Plant and Instructional Supplies Grant.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: April 11, 2024

SUBJECT: Consideration of Ratification of Master Services Agreements and Task Orders for Bond Construction

RECOMMENDATION

It is recommended that the Board of Trustees ratify Master Services Agreements and Task Orders as indicated on the attached list.

OVERVIEW

To support the Bond Program, SBCCD has created various shortlists of professional service consultants for specific pre-design, and engineering disciplines in accordance with the established Request for Qualifications process. These prequalified shortlists include:

- Architectural & Engineering
- California Environmental Quality Act/National Environmental Policy Act
- Civil Surveying
- Commissioning
- Division of the State Architect Inspector of Record
- Estimating
- Furniture, Fixtures, & Equipment (FF&E) Design, Procurement & Installation Coordination
- Geotechnical
- Hazardous Material Assessment
- Landscape Architecture
- Mechanical Engineering & 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 April 11, 2024

[v.3.19.2024.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
*PBK Architects, Inc. Ontario, CA	Architecture and Engineering Services 12/12/2021	\$21,062.00	SBVC	Softball Field	CC03-3640.03 (TO#01-043.1) Architecture and Engineering Services	2/8/2024
*PBK Architects, Inc. Ontario, CA	Architecture and Engineering Services 12/12/2021	\$31,250.00	SBVC	Softball Field	CC03-3640.03 (TO#01-047.2) Architecture and Engineering Services	3/11/2024
*GO Architects, Inc. Upland, CA	Architecture and Engineering Services 12/12/2021	\$76,233.00	CHC	CWI Campus Accessibility and Site Improvements Phase 2	CC03-3640.03 (TO#03-044.2) Architecture and Engineering Services	2/21/2024
*Tetra Tech San Bernardino, CA	CEQA-NEPA Compliance & Environmental Services 2/10/2022	\$20,421.45	CHC	Campus-Wide	CC03-3640.12(TO#02-007.1) CEQA-NEPA Compliance & Environmental Services	2/8/2024
*TYR, Inc. Huntington Beach, CA	Division of the State Architect Inspector of Records Services 5/13/2021	\$14,720.00	SBVC	Technical Building Replacement (CP1)	CC03-3640.10 (TO#01-025.2) Division of the State Architect Inspector of Records Services	3/11/2024

*Issued as a supplement to an existing Task Order.



CRAFTON HILLS COLLEGE FOUNDATION SENDS GREETINGS FROM PARADISE

Join Crafton Hills College Foundation at the annual gala on April 18, 2024. All proceeds support students and programs at CHC. The theme this year is "Greetings from Paradise."

DINNER, PROGRAM and AUCTION
5:30 p.m. - 8:30 p.m.

Tickets: \$100 per guest - Dinner included

Location: CHC Fire Academy Engine Bay – Parking Lot I

Attire: Tropical - Casual

Visit craftonhills.edu/fundraiser for tickets.



4.11.2024

CHANCELLOR'S REPORT



KVCR'S OWN FEATURED AS KEYNOTE SPEAKER

On March 13, 2024, KVCR's Executive Director, Connie Leyva provided the keynote address at the Arrowhead United Way's Women United HERstory luncheon themed, "Women Making Waves". Connie became the 145th female legislator out of the nearly 5,000 total California legislators during her time serving in the senate. Much progress has been made and there is more to be made. The women of the IE are making a splash!

COMING SOON!

FUTURE APPLIED TECHNOLOGY BUILDING

Last month the SBCCD Trustees toured our upcoming SBVC Technical Building to see the great progress so far. This building will provide amazing opportunities to our students with hands on training for in-demand careers. Designed to get students hired.

SBVC Student Trustee Dyami says: "This building will help students and our community prosper in fields like automotive tech, machining, water inspection, and more. Our students are worth the investment and should be excited for the future."

Local Project: Over 60% local hires means we keep our community working close to home.

Thanks to our partners SafeWork , AECOM, HMC Architects and Icon West Inc on the great progress.





THIS IS SBCCD

CLASS 102 PARAMEDIC GRADUATION

On Friday, March 1, Crafton Hills College celebrated the graduation of Paramedic Class 102. At the start of the evening Dean of Career Education & Human Development Dan Word and Paramedic Program Director Amanda Ward both encouraged audience participation. Word emphasized that the graduates would not have been successful without the support of their loved ones and, for this reason, he encouraged attendees to celebrate their graduates' achievements loudly.

Medical Director, Dr. Phong Nguyen then delivered the Medical Director's Message, noting the importance of the work these graduates do, urging them to continue learning, and remarking on how well-equipped they are. He closed his message by singing a parody of "Top of the World" by the Carpenters, with lyrics written specifically for the paramedic program graduates.

Guest Speaker, John Marini, Engineer Paramedic with the San Bernardino County Fire Department, then praised CHC's paramedic program and reminded the graduates that when they are in uniform, they are above all "a patient advocate and an advocate of peace." Marini ended his comments with: "Go out there. Save lives. Remember your duty." Amanda Ward presented the faculty-chosen awards. The recipients were as follows:

- Dr. Nguyen's Medical Director Award: Aileen Lopez-Gonzalez and Jesse Corona Vazquez
- Cardiology Award: Austin Castillo
- Pharmacology Award: Thomas Wilson
- Clinical Award: Brandon Allen
- Theory Award: Justin Sparks
- Assessment Award: Jonathan Cepeda
- Skills Award: Austin Castillo
- Field Award: Grant Dahler
- Paramedic Director's Award: Alex Marmolejo

Following the awards, the graduates were informed that they would each be receiving a check from the CHC Foundation to help them pay for their licensure fees.

The ceremony ended with the Awarding of Pins, during which each graduate is given a pin that is put on each graduate's lapel by a person of the graduate's choosing.

For more information about the paramedic program and how you can support it, visit www.craftonhills.edu/paramedic.

SBVC AND THE COMMUNITY

California Exemplary Dual Enrollment Award Recipient

San Bernardino Valley College and Middle College High School received the 2024 California Exemplary Dual Enrollment Award from State Superintendent Tony Thurmond. The purpose of this award program is to identify and recognize schools that have exemplary dual enrollment programs and to allow these schools to share their exemplary programs and practices which have contributed to their success. This award will encourage other schools to strengthen and expand their dual enrollment offerings especially associated with inclusion of students of color, socially-economically disadvantaged and first in the family to attend college.

Celebrating SBVC's 98th by Raising Dollars for Student Scholarships

In a fun and festive night out education supporters and students came together to raise money to help students, with student led shows and recognitions to our trustees Gloria Macias Harrison, Frank Reyes and Joseph Williams. We celebrated 98 years of cultivating opportunities through education.

Thanks to our generous donors, the SBVC foundation raised over \$100,000 that will go to help student success.



A RENEWED COMMITMENT: PAROLE AND COMMUNITY TEAM (PACT) MEETING RETURNS TO SBCCD'S EDCT CAMPUS



The San Bernardino California Department of Corrections and Rehabilitation (CDCR), in partnership with the San Bernardino Community College District (SBCCD) recently marked a pivotal moment with the return of the PACT meeting at the Economic Development and Corporate Training (EDCT) site. This is the first event since the onset of COVID-19 hosted at EDCT, representing our renewed commitment to supporting the successful reintegration of recently released active parolees into society.

The PACT Meeting brought together over 20 vendors, including key organizations such as Goodwill, San Bernardino County, Young Visionaries, GEO, ALTURA Credit Union, and the San Bernardino Public Defender's Office. The event offered an extensive range of resources. These services, spanning from housing assistance to employment opportunities through EDCT's Caltrans program, educational programs, and more, were all made accessible in one location, providing a crucial platform for parolees seeking support and guidance.

The decision to host this significant event at the EDCT Campus after such a challenging period highlights the enduring partnership and collaborative spirit between San Bernardino CDCR and SBCCD. It underscores a shared dedication to fostering a community that supports second chances and provides tangible resources for those looking to rebuild their lives.

We are delighted to welcome back CDCR's PACT Meeting to the San Bernardino Community College District's EDCT site. The success of this event not only reflects the collective effort to provide crucial support for parolees but also sets a hopeful precedent for future initiatives aimed at aiding parolee reintegration. As we move forward, the continued collaboration and support from all involved parties promises to make a significant impact on the lives of individuals and the community at large.

HONORS RESEARCH SYMPOSIUM AT STANFORD UNIVERSITY RECIPIANT



Let's congratulate our SBCCD Student Trustee, Michelle Ly. Her research on students' perceptions of an institution's racial diversity efforts and their impact on course success rates among student groups has been chosen for the prestigious Honors Research Symposium at Stanford University.

By the numbers: Only about one-third of the submissions make it through.

Why it's significant: Michelle's acceptance to present on May 4, 2024, is a powerful affirmation of how our students are part of our collective journey toward Goal 2. Her research is a call to action for us to ensure our strategies not only exist but also make a real difference in our student's lives.



EDTECH CHRONICLE ANNOUNCES 2023 "BEST IN EDUCATION" WINNERS

EdTech Chronicle, the online publication covering education and education technology, today announced the winners of the inaugural, 2023 "Best in Education" awards – The Besties.

The Besties are an effort to not only recognize outstanding effort and accomplishments in education and edtech, but to go beyond the companies and products, to elevate the people and the tactics that make this crucial market thrive.

EdTech Chronicle 2023 Bestie Award:

Best Leader of an Academic Institution

- Chancellor Diana Z. Rodriguez
San Bernardino Community College District

SBCCD PLAYS KEY ROLE IN SHAPING STATE'S NEW CAREER EDUCATION MASTER PLAN



The San Bernardino Community College District recently played a central role in a statewide effort to transform career education in California. At a meeting held at San Bernardino Valley College on March 29, 150 leaders from K-12 schools, higher education, industry, government, and nonprofits gathered to discuss the creation of California's new Career Education Master Plan.



This initiative, spearheaded by Governor Gavin Newsom's office, aims to address the skills gap by making job training more accessible and tailored to the needs of Californians. The focus is on improving the pathways that lead people to good-paying careers, tailored to the unique demands of various sectors, regions, and individuals.



Attendees voiced their ideas around four main areas for improvement. Specifically, the event centered on solutions to enhance coordination between training programs, establishing skills-based educational tracks, increasing opportunities for work-based learning, and ensuring easier access to career pathways and public benefits.



A comprehensive plan, set to be completed by fall 2024, will outline specific actions, including legislative updates, adjustments in funding, and new guidelines for education and social services. Chancellor Diana Rodriguez emphasized the importance of the initiative, stating, "Our community's future and our families' economic success depend on what we do right here, right now."

Ben Chida, Chief Deputy Cabinet Secretary and Senior Advisor for Cradle to Career in the Office of Governor Gavin Newsom, urged attendees to, "think about the 14 and 45-year-old and how we will prepare them for the future." For more information on the Career Education Master Plan, visit careereducation.gov.ca.gov/master-plan-engage.

STATE FINANCIAL AID DEADLINE EXTENSION APPROVED!



The California Student Aid Commission (CSAC) is pleased to announce that the state priority deadline for Cal Grant and Middle-Class Scholarship has been extended from April 2, 2024, to May 2, 2024! This extension was codified through the signing of Assembly Bill 1887 (Cervantes) by Governor Gavin Newsom on March 25, 2024. As an urgency measure, this bill takes effect immediately.

As a result, students who submit a 2024-25 Free Application for Federal Student Aid (FAFSA) or a 2024-25 California Dream Act Application (CADAA)

by May 2, 2024, will be considered on time for Cal Grant and Middle-Class Scholarship consideration. CSAC is providing an updated Social Media Toolkit with graphics, captions, and a flier announcing new webinars through the extended May 2 deadline.

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: April 11, 2024

SUBJECT: Strategic Plan Goal-3 Updates

RECOMMENDATION

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

OVERVIEW

The document provides an update of important actions and highlights to achieve Goal-3 (Be a Leader and Partner in Addressing Regional Issues).

ANALYSIS

SBCCD continues to be a leader and partner in addressing regional issues, as reflected in the collaborations and partnerships that are aimed at creating opportunities for students to gain valuable volunteer and work experience. SBCCD staff and faculty are actively working towards establishing educational partnership agreements that offer career pathways to high-demand industry opportunities. District-wide DEIA (Diversity, Equity, Inclusion, and Accessibility) training and initiatives are being implemented, and efforts are being made to promote SBCCD programs to industry leaders. SBCCD is continuously working towards establishing itself as a leader in classroom instruction and technology for workforce development.

INSTITUTIONAL VALUES

1. Be a Leader and Partner in Addressing Regional Issues.

FINANCIAL IMPLICATIONS

There are no financial implications.





SBCCD STRATEGIC PLAN AND OBJECTIVES

MONTHLY STATUS UPDATE 2023 2024

GOAL 3 BE A LEADER AND PARTNER IN ADDRESSING REGIONAL ISSUES

- ✓ SBCCD has partnered with Robertsons Ready Mix, CEMEX, CalPortland, and CalCIMA to offer jobs to students who complete SBCCD's Commercial Driver's License program.
- ✓ SBCCD has partnered with Riverside Flight Academy to establish an Air Traffic Control Pathway.
- ✓ SBCCD collaborated with Bridge to Connect Organization to enable students from both campuses to participate in the Be the Shark Job Fair.
- ✓ SBCCD participated in a roundtable with the State Council on Developmental Disabilities, Inland Regional Center, and the Department of Rehabilitation to promote hiring employees with disabilities
- ✓ SBCCD took part in the Uniquely Abled Academy training and job placement program, which aims to provide job opportunities to individuals with high-functioning autism who are interested in pursuing a career as a Computer Numerical Control (CNC) machine operator. To date, 10 participants have completed the program, and 5 of them have successfully secured employment.
- ✓ SBCCD hosted the Great Teachers' Seminar, where over 50 new and seasoned faculty came together to share best practices, teaching challenges, and successes.
- ✓ SBCCD students toured five Historically Black Colleges and Universities. The tour allowed students to gain knowledge about the admission process, transfer requirements, financial aid, and the programs and services offered at each campus.

Outcome achieved:

SBCCD's Institute of Media Arts hosted the 12th Annual International Student Film Festival dedicated solely to screening work created by students enrolled in high school, undergraduate, and graduate programs. The festival provided a platform for aspiring filmmakers to showcase their talent and for industry professionals to share their knowledge and expertise.



WOLVERINE CON

AND SBCCD'S INTERNATIONAL
STUDENT FILM FESTIVAL

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: April 11, 2024

SUBJECT: Board Master Planning Action Calendar

RECOMMENDATION

This item is for information only.

OVERVIEW

The Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and are updated and posted in the monthly board business meeting agendas.

ANALYSIS

The Board Master Planning Action Calendar serves as a blueprint that can be used to improve planning and increase transparency districtwide.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information April 11, 2024

MONTHLY	Consent Agenda	<p>INSTRUCTION/STUDENT SERVICES</p> <ul style="list-style-type: none"> Curriculum Modifications Donations <p>HUMAN RESOURCES</p> <ul style="list-style-type: none"> Classification Advancements for Academic Employees Non-instructional Pay, Stipends, and Reduced Workload Tuition Reimbursement Employment Contracts Promotions, Transfers, Reclassifications, Step Advancements New Hires (Adjuncts, Substitutes, Classified, Management, Temporary, Interim, Permanent) Job Descriptions and Revised Salary Schedules CSEA/CTA/POA Agreements 	<p>BUSINESS & FISCAL SERVICES</p> <ul style="list-style-type: none"> Alcoholic Beverages Board Policies (Final Approval) Conferences Over \$5K or Outside US District/College Expenses Individual Memberships Surplus Property & Authorization for Private Sale or Disposal Contracts Above Bid Limit Resolution: Fund Balance Transfer Ratification of Interfund Transfers Signature List Changes 	<p>FACILITIES</p> <ul style="list-style-type: none"> Informal Bid Award (UCCAP) CBOC Appointees Award RFQ/RFI/Bids & Contracts Master Service Agreement & Task Orders For Bond Construction Small Scale Construction Contract Award
	Information Items Reports/Updates	<p>OFFICE OF THE CHANCELLOR</p> <ul style="list-style-type: none"> Applause Recognition Retirements Board Committee Reports Reports from Represented Groups Board Master Planning Action Calendar 	<p>BUSINESS & FISCAL SERVICES/FACILITIES</p> <ul style="list-style-type: none"> Board Policies (1st Reading) Budget Revenue & Expenditure Summary General Fund Cash Flow Analysis Purchase Order Report Contracts Below Bid Limit Construction Change Orders and Amendments – Bond/Non-Bond KVCR Update 	<p>HUMAN RESOURCES</p> <ul style="list-style-type: none"> CSEA/CTA/POA MOUs Professional Expert, Short-Term, and Substitute Employees Resignations Retirements Volunteers

JANUARY

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

FEBRUARY

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

MARCH

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

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 CCCCC
- 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

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

DATE: April 11, 2024

SUBJECT: Consideration of 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
2410 Board Policies and Administrative Procedures
3420 Equal Employment Opportunity
5050 Student Success and Support Program
7230 Classified Employees

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

This is an information item and does not have any direct financial implications.

BP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Review by Chancellor

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	11/1/2023	Recommendation Received	12/5/2023

Reason(s) for Review/Changes

> Legal Update 40: The Service updated this policy to clarify that in unusual circumstances the governing board may adopt changes at the same meeting at which they are introduced. (2022-23 carryover)

Review Level

Level 3

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

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/20/2023 Level 3 First Anticipated AS Review
- 10/09/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 10/18/2023 Level 3 Second Anticipated AS Review
- 11/13/2023 PPAC Reviews Second AS Feedback
- 12/05/2023 BPPAC Approval of Chapter Lead Response to AS Input
- 12/11/2023 PPAC Reviews Feedback to AS Input
- 12/05/2023 BPPAC Approval
- 12/11/2023 PPAC Approves Review Level
- 02/07/2024 Level 3 First Anticipated AS Review
- 02/26/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/06/2024 Level 3 Second Anticipated AS Review
- 03/11/2024 PPAC Reviews Second AS Feedback
- 04/11/2024 BOT First Reading
- 05/09/2024 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 2410 Board Policies and Administrative Procedures

Chapter Lead Response (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> Legal Update 40: The Service updated this policy to clarify that in unusual circumstances the governing board may adopt changes at the same meeting at which they are introduced. (2022-23 carryover)

Review Process Notes:

> SBVC 2nd Academic Senate Feedback | There was a vote of No Support for the changes with the following feedback. The update is identified as being due to Legal Update 40 and the faculty were unable to locate the legal advisement or wording that supports the changes. They were asking if this is coming from Ed Code, from CCL, or some other location. Given the legal update, does it require the addition of the words “normally” and “in unusual circumstances” or is this language optional? If there is required language, is there other wording that would indicate more specifically circumstances that qualify as emergent or unusual, or a way to incorporate notification to the constituent groups of an upcoming change. The overall concern of the body is that the words “normally” and “in unusual circumstances” provide an avenue for many things to fall into that category and procedures being changed without following the normal processes outlined in the policy. If the language is not required, our Senate asked to strike it. Either way, they voted No Support as it stands.

> Chapter Owner Feedback below.

> [Academic Senate Feedback](#)

> 3/11/2024 PPAC

SBVC Academic Senate reported that it could not vote this recommendation through unless the following sentence was removed from the BP: “Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote per the AP 2410 approved process.” Furthermore, they are still having an issue with the language “urgent circumstances.” Jose advised that the Board is required to approve Board Policies, including revising, adding, or amending them. He shared the process that any changes that would be made are always brought back to PPAC.

Jose went on to advise that the decision of the SBVC Academic Senate will be shared with the Chancellor and Chancellor’s Council. Keith made a motion to move this recommendation through the process which Kelly seconded. The motion was approved by a majority vote with Brandi and Ryan abstaining.

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote per the AP 2410 approved process. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual urgent circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced. However, such exceptions to the first read/final approval two-month process will not circumvent or replace the AP 2410 Level Review process. In urgent circumstances, Policies of the Board may be adopted at the same Board meeting at which they are introduced. However, such exceptions to the first read/final approval two-month process will not circumvent or replace the AP 2410 Level Review process.

The Board shall regularly assess its policies for effectiveness in fulfilling the District’s mission.

Administrative procedures are to be 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. Administrative procedures may be revised as

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 2410 Board Policies and Administrative Procedures
Chapter Lead Response (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

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. The Board 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.

Board policies and administrative procedures are to be reviewed as per the schedule specified in AP 2410. Board policies and administrative procedures shall be readily available on the District's website.

Reference:

Education Code Section 70902;
ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)

End of Recommendation for BP 2410 Board Policies and Administrative Procedures - Chapter Lead Response

AP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)

03/23/24

Current Step:
FYI Only



P&P Chapter Lead Recommendation
San Bernardino Community College District

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	11/1/2023	Recommendation Received	12/5/2023
Reason(s) for Review/Changes			
> No Change; FYI Only			

Review Level

Level 3

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

> No Change; FYI Only

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 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> No Change; FYI Only

Review Process Notes:

The Policies and Procedures Advisory Committee (PPAC) to the Chancellor's Council is charged with updating, creating, developing, and systematically reviewing Board Policies (BP)/ Administrative Procedures (AP), also known as Policies and Procedures (P&P). This task is accomplished through a cyclical schedule which begins each academic year. The process is intended to:

- Efficiently allow for regular evaluation of policies and procedures.
- Provide faculty, staff, and students an opportunity to express opinions, and give those opinions every reasonable consideration.
- Ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

I. STARTING POINT

- Policies & Procedures are incorporated into the *Review Schedule* in one of three ways: *Annual Review*, *Legal Updates*, or *Other Requests*.
- Policies & Procedures are reviewed in pairs, when applicable, to ensure the AP supports the direction outlined in the BP.
- BPs require Board approval. APs are submitted to the Board for informational purposes; however, the Board may direct revisions of any APs judged to be inconsistent with BPs.
- The Chancellor's designee facilitates this process.

A. Annual Review

The Board will receive a list annually and prioritize the policies that need to be reviewed. Prior to the start of each academic year, the Chancellor's designee will take the necessary steps to initiate review of 10% of SBCCD's P&Ps, including:

1. Identify appropriate P&Ps for review.
2. Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
3. Notify Chapter Leads responsible for review.
4. Develop a timeline.
5. Present a *Review Schedule* to PPAC in September.
6. Maintain and publish the *Review Schedule* on PPAC webpage throughout the year.

B. Legal Updates

SBCCD keeps current with changes in law or accreditation standards through a subscription to the Community College League of California. This service issues periodic legal updates which promote regulatory compliance and familiarity with industry best practices. Legal updates do not need Board review prior to going through the process.

AP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Upon receipt of a Legal Update, the Chancellor's designee will take the necessary steps to initiate review of affected P&Ps, including:

1. Add P&Ps to the Review Schedule.
2. Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
3. Notify Chapter Leads responsible for review.

C. Other Requests

Other requests for P&P review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student. All such requests should be submitted to the Chancellor's designee who will take the necessary steps to initiate review, including:

1. Add P&Ps to the Review Schedule.
2. Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
3. Notify Chapter Leads responsible for review.

II. CHAPTER LEAD REVIEW & RECOMMENDATION

Chapter Leads are the responsible "owners" of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed in the Definitions section of AP 2410.

- Chapter Leads receive requests to review P&Ps, and/or suggestions to revise P&Ps, from the Chancellor's designee.
- Chapter Leads are encouraged to collaborate with appropriate constituent groups before making a recommendation to PPAC. ALL P&Ps designated 10+1 will use Academic Senate as the primary recommending body.
- Chapter Leads return a recommendation to the Chancellor's designee based on the outcome of the review (i.e., reviewed with no change, reviewed with minor revisions, reviewed with content change, suggested deletion, etc.)
- The Chancellor's designee assigns the recommendation a rating of *Level 1 | Info Only*, *Level 2 | Minor Review (Non 10+1)*, or *Level 3 | Extensive Review* and includes item on the PPAC agenda.

III. CONSTITUENT FEEDBACK TO FINAL APPROVAL

Constituent feedback is collected through the appointed PPAC representatives and reviewed at committee meetings. The *Review Schedule* is posted on the PPAC webpage, and a report of PPAC activity is sent districtwide to keep all SBCCD employees informed.

To promote efficiency and respect the time of PPAC and constituent group members, P&Ps are categorized by level of review. This is to streamline the process and promote efficiency. PPAC members will assess review levels to ensure appropriateness.

A. Level 1 | Info Only

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:

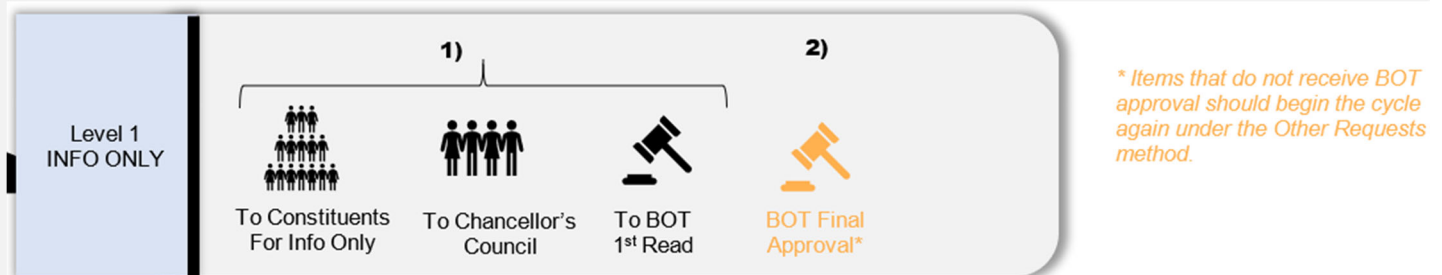
AP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

- Reviewed with no changes.
 - Reviewed with only minor clerical edits or legal reference changes.
 - Chapter 2 Board of Trustees P&Ps that do not fall under 10+1.
- All items deemed appropriately placed in *Level 1* by PPAC members are:
 1. Simultaneously forwarded to constituent groups for information only, forwarded to Chancellor's Council, and scheduled for BOT first read.
 2. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
 3. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



B. Level 2 | Minor Review (Non 10+1)

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps which are simple and non-controversial.
 - New P&Ps that are simple and non-controversial.
- All items deemed appropriately placed in Level 2 | *Minor Review (Non 10+1)* by PPAC members begin the following review process.
 1. PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
 2. Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
 3. At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes or Minor Edits*. (*Substantial Edits* are not expected for *Level 2 | Minor Review* recommendations.)
 - a. *No Changes*: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
 - b. *Minor Edits*: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.
 - c. *Substantial Edits*: Substantial edits are not expected for *Level 2 | Minor Review* recommendations. Any substantial edits will cause these items to be moved to *Level 3 | Extensive Review*.

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>.

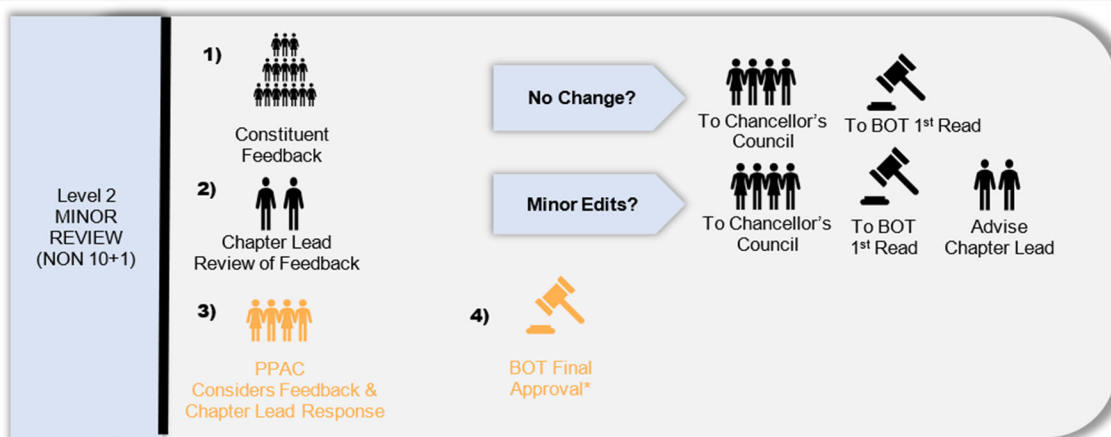
AP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

4. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
5. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



C. Level 3 | Extensive Review

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps with substantial changes and/or subject to 10+1
 - New P&Ps that are controversial, complex and/or subject to 10+1
- If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor's Council will be informed, and the issue referred to Chancellor's Cabinet to make a determination.
- All items deemed appropriately placed in *Level 3 | Extensive Review* by PPAC members begin the following review process. Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.
 1. PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
 2. Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
 3. At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes*, *Minor Edits*, or *Substantial Edits*.
 - a. **No Changes:** Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
 - b. **Minor Edits:** When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.
 - c. **Substantial Edits:** Any substantial edits will be forwarded to the Chapter Leads to be reviewed for operational applicability and feasibility.

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>.

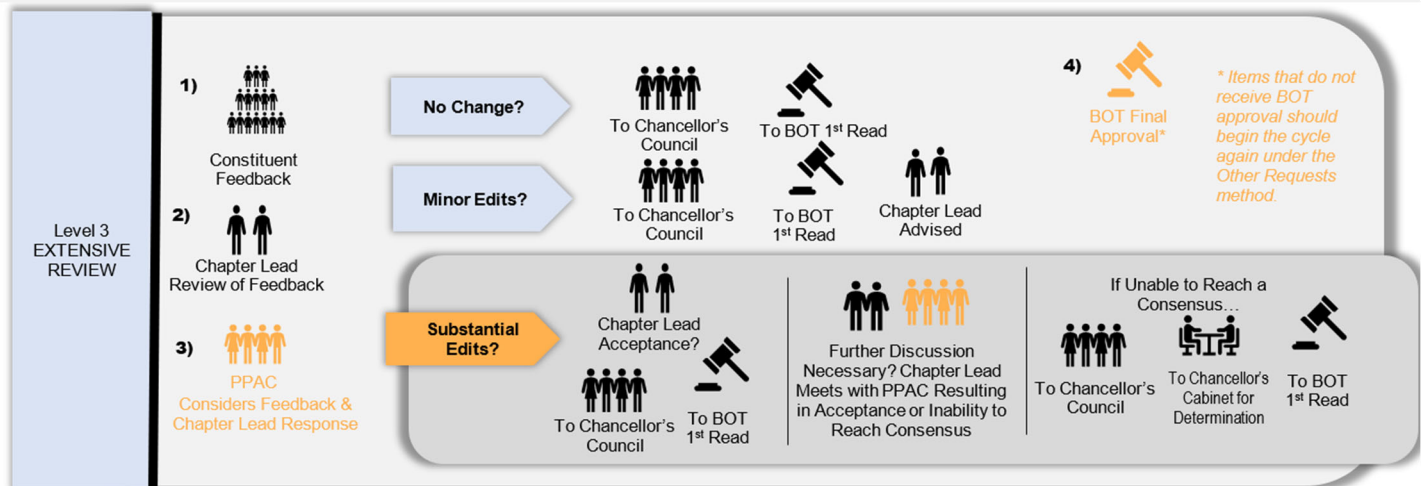
AP 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

- i. *Chapter Lead Acceptance of Edits* results in P&Ps being forwarded to Chancellor’s Council and scheduled for BOT first read.
 - ii. For *Edits Requiring Further Discussion*, Chapter Leads are invited to attend PPAC meeting to discuss, resulting in acceptance or failure to reach consensus.
 - iii. When *Consensus Cannot be Reached on Edits*, Chancellor’s Council will be informed, and P&Ps referred to Chancellor’s Cabinet for a determination, which will then be scheduled for BOT first read.
4. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
 5. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



DEFINITIONS

10+1 or Academic and Professional: Relating to policy development and implementation matters for the following:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

AP: Administrative Procedure(s)

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 2410 Board Policies and Administrative Procedures – Chapter Lead Response (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

BOT: Board of Trustees

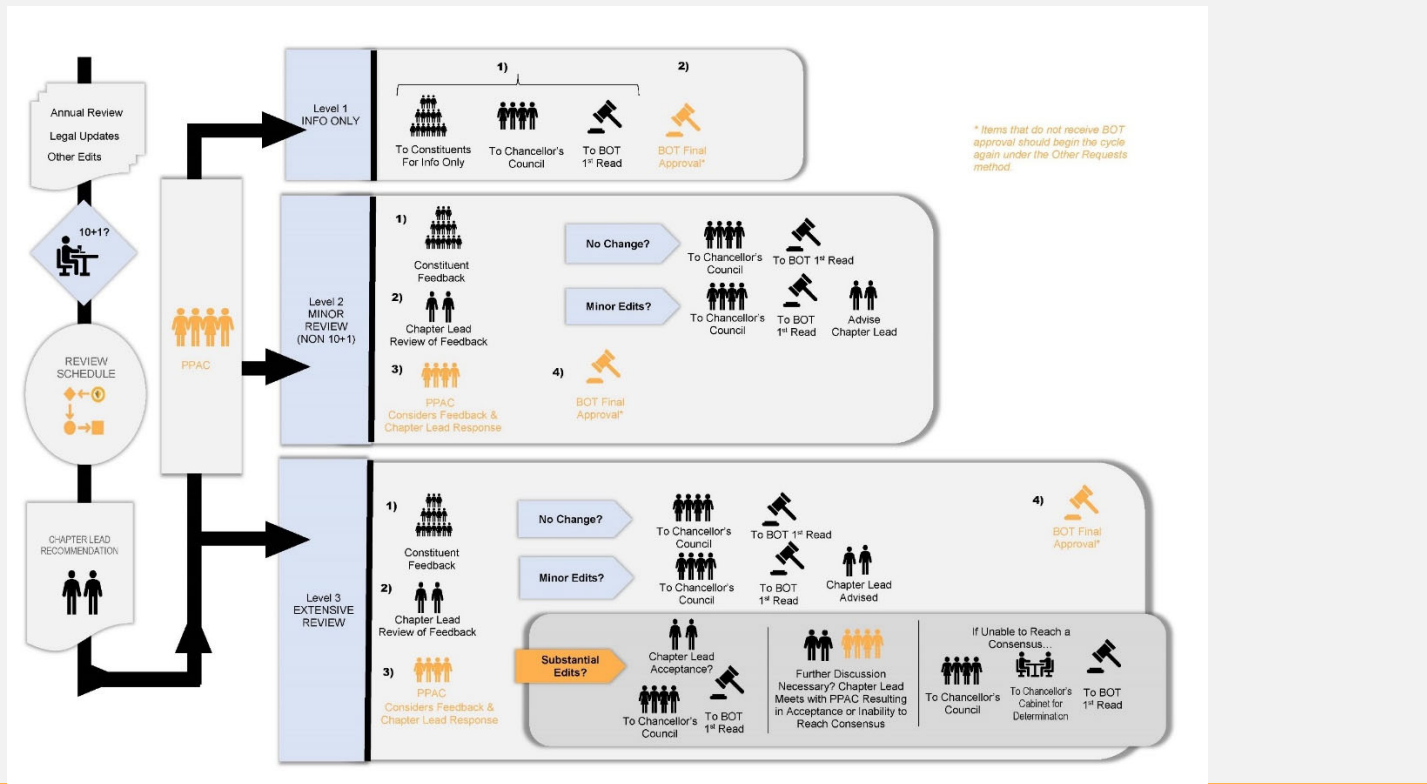
BP: Board Policy(ies)

Chapters and Chapter Leads: Chapter Leads are the responsible “owners” of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed below.

- Chapter 1: The District | BOT, Chancellor (Lead)
- Chapter 2: Board of Trustees | BOT, Chancellor (Lead)
- Chapter 3: General Institution | Chancellor (Lead) and Chancellor’s Cabinet
- Chapter 4: Academic Affairs | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 5: Student Services | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 6: Business & Fiscal Services | Executive Vice Chancellor (Lead) and Vice Presidents of Administrative Services
- Chapter 7: Human Resources | Vice Chancellor of Human Resources and Police Services (Lead)

P&P: Board Procedure(s) and Administrative Policy(ies)

PPAC: Policies and Procedures Advisory Committee, an advisory body to the Chancellor’s Council, charged with updating, creating, developing, and systematically reviewing BPs/APs.



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 2410 Board Policies and Administrative Procedures –
Chapter Lead Response (10+1)**



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

References:

Education Code Section 70902;

ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b & e)

End of Recommendation for AP 2410 Board Policies and Administrative Procedures - Chapter Lead Response

BP 3420 Equal Employment Opportunity

03/23/24



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	8/7/2023	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.			

Review Level
Level 2

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

- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Levels 2 & 3 to Constituents for Feedback
- 03/11/2024 PPAC Receives Feedback from Constituents & Academic Senates
- 04/11/2024 BOT First Reading
- 05/09/2024 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 3420 Equal Employment Opportunity

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

Reason(s) for Review/Changes

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

Review Process Notes:

3/11/2024 PPAC This item was reviewed with no feedback provided.

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program. Equal employment opportunity includes not only a process for equal opportunity in hiring, but also practices and processes that create inclusive, respectful work environments.

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

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

References:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.

ACCJC Accreditation Standard III.A.12

End of Recommendation for BP 3420 Equal Employment Opportunity

AP 3420 Equal Employment Opportunity

03/23/24



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	8/7/2023	Recommendation Received	2/21/2024
Reason(s) for Review/Changes			
> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.			

Review Level

Level 2

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

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- 04/11/2024 BOT First Reading
- 05/09/2024 BOT Final Approval

Action Requested

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RECOMMENDATION STARTS ON NEXT PAGE

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AP 3420 Equal Employment Opportunity

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

Reason(s) for Review/Changes

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

Review Process Notes:

3/11/2024 PPAC - This item was reviewed with no feedback provided.

The District shall make a continuous good faith effort to comply with the requirements of the Equal Employment Opportunity Plan which can be found online at <https://sbccd.edu/district-services/human-resources/equal-employment-opportunity-plan.php>.

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

Employment Procedures

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

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

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

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

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

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

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

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

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

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

AP 3420 Equal Employment Opportunity

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

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

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

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

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

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

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

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

If significant underrepresentation persists:

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

Delegation of Authority

- The designation of a single person as the “EEO Officer” charged with overseeing the day-to-day implementation of the EEO Plan and programs.

AP 3420 Equal Employment Opportunity

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

- Processes and responsibilities when the EEO Officer is named in a complaint or implicated by the allegations in a complaint.

Complaint Procedure

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

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

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

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

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

The complaint must be filed by someone who alleges that they have personally suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in their official capacity.

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

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

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

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

AP 3420 Equal Employment Opportunity

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

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

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

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

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

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

Job Announcements

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

Dissemination and Revision of the Plan

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

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

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

AP 3420 Equal Employment Opportunity

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

Accountability and Corrective Action

The District shall certify annually to the State Chancellor that they have timely:

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

References:

[20 U.S.C. Section 1681 et seq.](#);

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq. and [Sections](#) 59300 et seq.;

ACCJC Accreditation Standard III.A.12

[Government Code Sections 7400 et seq. and 12940 et seq.](#)

End of Recommendation for AP 3420 Equal Employment Opportunity

BP 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)

03/23/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
Chancellor Review

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	12/11/2023	Recommendation Received	11/28/2023
Reason(s) for Review/Changes			
> Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)			

Review Level

Level 3

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

- 8/25/2023 PPAC Approves Review Level
- 09/06/2023 Level 3 First Anticipated AS Review
- 09/18/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 09/20/2023 Level 3 Second Anticipated AS Review
- 10/9/PPAC Reviews Second AS Feedback | Chapter Lead Response to Input
- 12/11/2023 PPAC Approves Review Level
- 02/07/2024 Level 3 First Anticipated AS Review
- 02/26/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 03/06/2024 Level 3 Second Anticipated AS Review
- 03/11/2024 PPAC Reviews Second AS Feedback
- 04/11/2024 BOT First Reading
- 05/09/2024 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 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> **Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)**

Review Process Notes:

- Davena Burns-Peters reported SBVC Academic Senate approval on 9/20/2023
- No further change requested; being brought back to support evaluation of BP 5050 for out-of-date educational plan language.

Student Success for San Bernardino Community College District students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student's self-established educational goals including completing a specific course, program, career and/or technical education to maximize the skills necessary to become a better person, worker, and/or citizen. Student Success is not merely an outcome, but also a process. It's a journey that encompasses multiple levels of achievement and milestones such as the abilities to: analyze, synthesize, and evaluate information; effectively communicate with others; achieve proficiency in various disciplines; collaboratively work in culturally diverse settings; be leaders who see projects through to completion; be responsible decision makers who are self-motivated; be active civic participants; and be ethical individuals who are committed to their families, communities, and others.

The Board's commitment to Student Success is to ensure the availability of resources for the colleges to achieve the goals and objectives as stated in their college planning documents.

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. ~~Optional: The Board expects the Student Success and Support Programs to specifically identify and close opportunity gaps that impact student success and improve the District's commitment to diversity, equity, and inclusion to better support student success.~~ The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Chancellor is responsible for establishing procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

References:

Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.
ACCJC Accreditation Standard II.C.2.

End of Recommendation for BP 5050 Student Success and Support Program - Chapter Lead Feedback

AP 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)

03/23/24

Current Step:
PPAC Reviews 2nd AS Review



P&P Chapter Lead Recommendation
San Bernardino Community College District

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	12/11/2023	Recommendation Received	11/28/2023

Reason(s) for Review/Changes

- > Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)
- > Chapter Lead Request to address outdated Student Plan language per PPAC meeting on 10/09/2023.

Review Level

Level 3

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

- 8/25/2023 PPAC Approves Review Level
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Action Requested

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AP 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> **Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)**

> **Chapter Lead Request to address outdated Student Plan language per PPAC meeting on 10/09/2023.**

Review Process Notes:

> Davena Burns-Peters reported SBVC Academic Senate approval on 9/20/2023

> *Per 2023-12-11 PPAC: The committee reviewed the recommendation showing Chapter Lead changes in response to feedback. Nohemy confirmed the changes were discussed with college deans and counseling chairs. The committee questioned the language indicating what each student will do in establishing a plan, and particularly the fourth bullet, "Diligently attend class and complete assigned coursework."*

Several opinions were expressed dealing with why this section is part of the AP, and the fact that the faculty, who are the content experts, vetted the language. It was decided that Chapter Lead Nohemy will continue to work on this recommendation in conjunction with the stakeholders and bring it back to a future PPAC meeting.

1/22/2024 NOTE TO PPAC: The issues discussed at the December PPAC were reviewed with the Counseling team by the Chapter Lead and determined to be appropriate for this AP)

> 3/11/2024 PPAC

Lisa reported that SBVC passed this item without any further feedback. Brandi reported that the CHC Academic Senate asked to remove the following language.

- “• Diligently attend class and complete assigned coursework*
- Complete courses and maintain progress toward an educational goal”*

Nohemy reiterated that the language had been found to be necessary by the deans and counseling faculty who are responsible for the educational plans. Jose advised that this item would be move forward to Chancellor and Chancellor’s Council reflecting the CHC Academic Senate comments. Lisa made a motion to approve this item through the process which Keith seconded. The motion was approved by a majority vote with Brandi voting no and Ryan abstaining.

~~(Replaces current SBCCD AP 5050)~~

The District shall provide Student Success and Support Program services to students to further equality of educational opportunity and academic success. **The Student Success and Support Programs shall identify and close opportunity gaps that impact student success and improve the District’s commitment to diversity, equity, and inclusion to better support student success.**

Matriculation brings the student and the District into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Matriculation services include, but are not limited to, all the following:

- Processing application for admission and English, Math, and/or ESL Placement authorized by the California Community Colleges Chancellor’s Office
- Counseling and orientation services designed to provide students, on a timely basis, information concerning campus procedures, academic expectations, financial aid, registration procedures, student support programs and services, and any other appropriate matters
- Educational planning

Admission and Placement:

The District shall support students with the admissions process. SBCCD will not use any assessment instrument except one specifically

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 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

authorized by the Board of Governors of the California Community Colleges.

The District shall:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
- Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
- Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

Counseling Services:

Services upon enrollment, shall include, but not be limited to, all the following:

- Interpretation of placement results to recommend appropriate courses
- Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses
- Evaluation and instruction on student study and learning skills
- Referral to instructional and student support services
- Advisement concerning course selection for registration and developing the student educational plan

Educational Planning:

Each student, in establishing an educational plan, will do the following:

- Express at least a broad educational intent upon admission
- Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable coursework
- Cooperate in the development of the student educational plan that meets a student's educational goal after completing 15 units
- Diligently attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- ~~identify an education and career goal;~~
- ~~identify a course of study;~~
- ~~be assessed to determine appropriate course placement;~~
- ~~complete orientation;~~
- ~~participate in the development of the student educational plan;~~
- ~~complete a student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;~~
- ~~diligently attend class and complete assigned coursework; and~~
- ~~complete courses and maintain progress toward an educational goal.~~

Student Success and Support Program services include, but are not limited to, all of the following:

- ~~Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters.~~
- ~~Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:~~
 - ~~Administration of approved AB705 assessment instruments to determine student competency in computational and language skills.~~
 - ~~Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to,~~

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 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

- ~~associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses.~~
- ~~○ Evaluation of student study and learning skills.~~
- ~~○ Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student **accessibility** services.~~
- ~~○ Advisement concerning course selection.~~
- ~~○ Follow-up services, and required advisement or counseling for students who are enrolled in basic skills courses, who have not declared an educational objective as required, or who are on academic probation.~~
- ~~○ an ongoing institutional research program to determine the effectiveness of Student Success and Support Programs, services, and processes.~~
- ~~○ faculty and staff training to assist with implementation of Student Success and Support Program requirements.~~

~~The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.~~

The District shall:

- Inform students of their rights to access transfer level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
- Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
- Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer level coursework, transfer level coursework with concurrent support, or transfer level or credit English as a Second Language coursework, disaggregated by race and ethnicity.
- ~~From current SBCCD AP 5050 titled Matriculation~~

Matriculation is a process that brings a district college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements.

A. The student's responsibilities under this agreement include:

1. the expression of at least a broad educational intent upon enrollment;
2. the declaration of a specific educational objective after completion of 15 semester units of degree applicable credit coursework;
3. diligence in class attendance and completion of assigned coursework;
4. the completion of courses and maintenance of progress toward an educational goal, according to standards established by the college, the district, and the state.

B. The responsibilities of a district college under this agreement will entail providing appropriate matriculation services that shall include:

1. the processing of applications for admission in a timely manner;
2. orientation and pre-orientation services designed to provide, on a timely basis, needed information about instructional programs, course prerequisites, student services, college regulations, and student rights and responsibilities;
3. assessment of students to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives and to evaluate study and learning skills. Multiple assessment measures may include State approved tests, prior academic history, work experience, personal responsibilities/circumstances, maturation, desire and determination.
4. counseling and advising to assist students in interpreting test results, and in developing and updating their educational plans; referral of students to:
 - a. support services which may be available including, but not limited to, counseling/advising, transfer services, financial aid, campus employment placement services, extended opportunity programs & services; campus child care services, tutorial services and disabled student programs and services; and
 - b. specialized curriculum offerings including, but not limited to, pre-collegiate basic skills courses and programs in English as a second language;
5. a follow-up system to detect and correct early signs of academic difficulty, and to ensure the academic progress of each student;
6. an ongoing institutional research program to determine the effectiveness of matriculation programs, services, and

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 5050 Student Success and Support Program – Chapter Lead Feedback (10+1)



03/23/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

procedures:

7. faculty and staff training to help them implement matriculation requirements.

~~NOTE: Please confirm that the following language SBCCD AP 5050 reflects current practice and is still legally accurate:~~

~~C. EXEMPTIONS~~

~~Although all students are given the opportunity to participate, each college has elected to exempt certain students from orientation, assessment and counseling/advisement (Title 5 Section 55532(a)). Exempted students are identified and informed through the matriculation process. Exemption criteria are outlined in the Matriculation Plan for each college.~~

~~D. PREREQUISITES AND ENROLLMENT LIMITATIONS~~

1. ~~All courses shall be open for enrollment to any student who has been admitted to a district college except that students may be required to meet necessary and valid prerequisites. Additionally, a college may also limit enrollment in a course based on health and safety considerations, facility limitations, faculty workload, availability of qualified instructors, funding limitations, constraints of regional planning or legal requirements imposed by status, regulations or contracts (Title 5 Section 58106(a)).~~
2. ~~Prerequisites for a course shall be clearly related to course content and must be valid as being necessary for success in such course. Prerequisites shall be developed and established in full compliance with Title V 5 Regulations, Section 58106. Violations, waivers and appeals will be addressed and resolved through the established District Grievance Policy.~~
3. ~~Each college will have a matriculation plan which clearly addresses each of the matriculation mandates. Compliance with these requirements will be monitored by the State Chancellor's Office as stipulated by the Seymour Campbell Matriculation Act.~~
4. ~~By this statement, the Board acknowledges the intent of the Seymour Campbell Matriculation Act and agrees to implement its regulations to the extent possible and as appropriate.~~

References:

Education Code Sections 78210 et seq.;
Title 5, Sections 55500 et seq.
ACCJC Accreditation Standard II.C.2

End of Recommendation for AP 5050 Student Success and Support Program - Chapter Lead Feedback

BP 7230 Classified Employees *(no matching AP exists)*

03/23/24



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	8/7/2023	Recommendation Received	2/21/2024

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.
- > Legal Update 40: The Service updated this policy to reflect new legislation that shortened the probationary period and new requirements for layoff and hearing rights for classified employees. (2022-23 carryover)

Review Level

Level 2

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

- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Levels 2 & 3 to Constituents for Feedback
- 03/11/2024 PPAC Receives Feedback from Constituents & Academic Senates
- 04/11/2024 BOT First Reading
- 05/09/2024 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 7230 Classified Employees *(no matching AP exists)*

P&P Chapter Lead Recommendation
San Bernardino Community College District



03/23/24

Reason(s) for Review/Changes

- > **Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.**
- > **Legal Update 40: The Service updated this policy to reflect new legislation that shortened the probationary period and new requirements for layoff and hearing rights for classified employees. (2022-23 carryover)**

Review Process Notes:

- > 3/11/2024 PPAC – Committee would like to hear about the anticipated matrix for rating “proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.”

Employees represented by CSEA should refer to their respective bargaining unit agreement for information specific to their unit.

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include the following:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District.

The Board of Trustees shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110 titled Delegation of Authority.)

The Chancellor is responsible for establishing procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be ~~one year~~ six months or 130 days of paid service, whichever is longer. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional classification shall be employed in the position from which the employee was promoted.

The evaluation of classified employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

References:

Education Code Sections 88003; 88004; 88009; ~~and~~, 88013, and 88120
Title 5 Section 53602

End of Recommendation for BP 7230 Classified Employees

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: April 11, 2024

SUBJECT: Budget Revenue & Expenditure Summary

RECOMMENDATION

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

OVERVIEW

While year-to-date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2023-24 budget unless otherwise noted here. For explanations of any significant variances in year-to-date revenues/expenditures from fiscal year elapsed, please see the attached summary.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2023-24 fiscal year through March 19, 2024. As of that date, SBCCD was 72.0% through the fiscal year and had spent and/or encumbered approximately 63.8% 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 03/19/24

[v.3.22.2024.p.1]2

72.0% of Fiscal Year Elapsed

FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
110 General Fund - Unrestricted	139,025,497	95,992,153	69.0%	138,930,755	88,670,660	63.8%	Expenditures are consistent with the needs of the fund given the current climate.
125 General Fund - Restricted	140,561,469	84,085,309	59.8%	140,274,843	61,787,499	44.0%	Some grant revenues are received on the reimbursement basis. Some grant funds are expected to be expensed over multiple years.
215 Bond Interest & Redemption	58,000,000	41,457,790	71.5%	58,000,000	45,144,296	77.8%	Taxes are determined and collected by the County for bond measures.
335 Child Development	5,295,137	3,307,610	62.5%	5,269,491	2,776,307	52.7%	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	3,284,607	36.1%	9,064,209	5,656,192	62.4%	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	15,915,965	76.8%	23,202,673	19,754,083	85.1%	Purchase orders covering expenses for the entire fiscal year are created early in the year.
435 Measure M	100,450,000	51,593,076	51.4%	21,714,857	4,360,391	20.1%	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	173,908,955	3864.6%	238,862,597	125,753,006	52.6%	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	3,061,056	68.4%	8,127,794	2,104,721	25.9%	Expenditures are consistent with the needs of the fund given the current climate.
615 Workers Compensation	2,532,920	850,195	33.6%	5,546,839	4,859,605	87.6%	Revenues are posted in arrears. Posting in progress for November activity.
620 Self Insurance-Liability	1,200,000	1,200,181	100.0%	1,250,000	1,028,009	82.2%	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	101,731	26.2%	387,700	242,022	62.4%	Revenues are posted in arrears. Posting in progress for November activity.
730 Student Body Center Fee	252,785	213,528	84.5%	372,785	183,165	49.1%	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	376,030	27.0%	1,391,936	331,789	23.8%	Revenues are posted in arrears. Transfers to KVCR are posted twice a year in January and July.
Total (All Funds)	493,952,114	485,026,249	98.2%	656,636,203	366,019,437	55.7%	

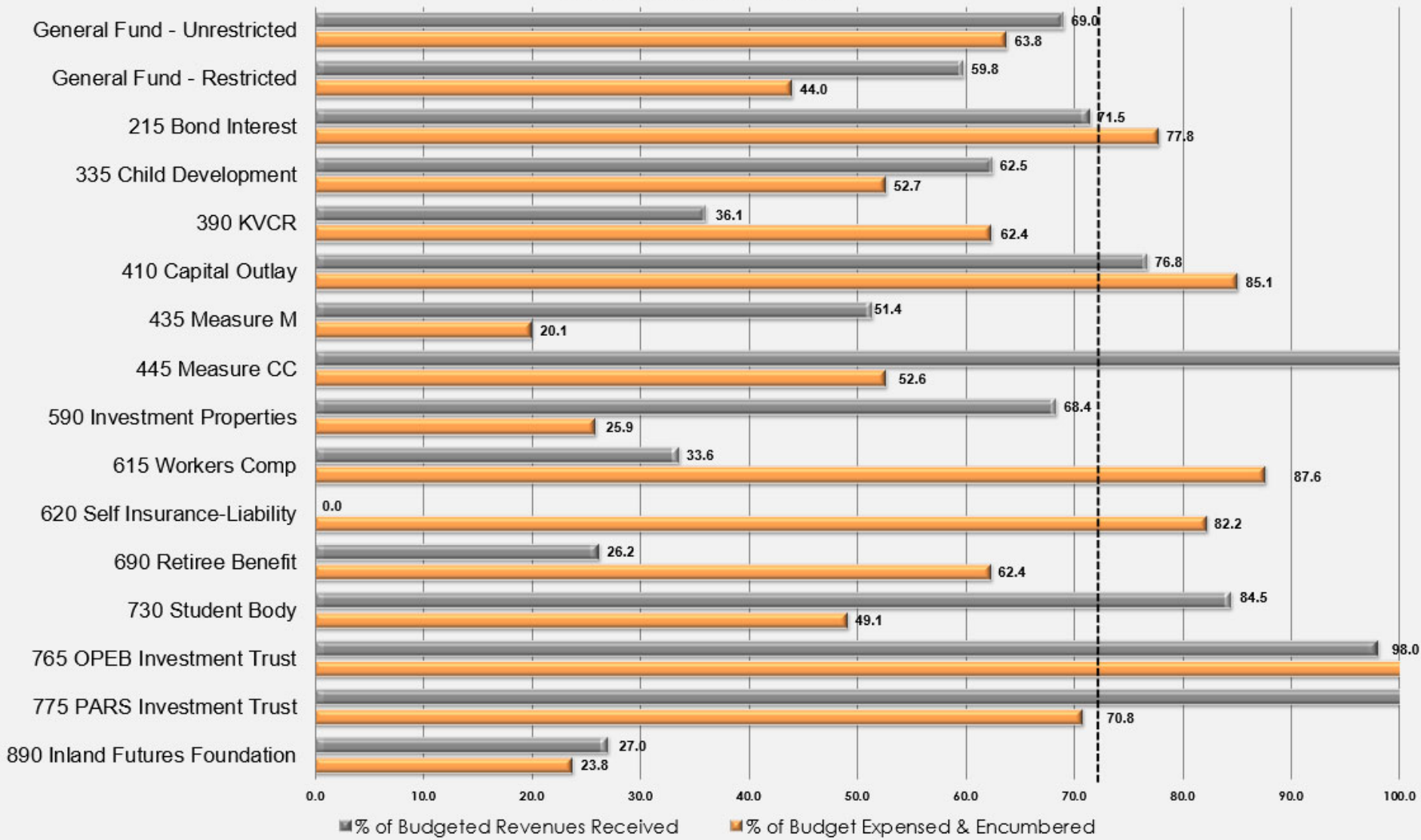


Budget Revenue & Expenditure Summary

Year to Date 03/19/24

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Fiscal Year Elapsed - 72.0%



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: April 11, 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

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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

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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		
27057	Bear Valley USD	Dual Enrollment/ Non-CCAP	Academic Success/ SBVC	No Cost		
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	

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26786	Bruny, Jessica dba JessBeU	Speaker	Student Services/CHC	\$1,500.00		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26836	CDW Government Inc.	Software/Online Services	TESS/ SBCCD	\$15,400.00		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26746	Doing Good Works	Production of Logo Items	EOP&S/ CHC	\$7,523.74		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26748	EMCOR Service Mesa Energy	Repairs	Maintenance/ SBVC	\$10,121.00		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26838	Gradwear Inc	Production of Logo Items	Athletics/ CHC	\$963.13		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26810	Inland Empire 66ers Baseball Club	Rental	Student Services/SBVC	\$78,000.00		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26850	Lexipol, LLC	Services	District Police/SBCCD	\$4,610.39		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26744	Party Plus Rental	Rental	First Year/ SBVC	\$3,596.06		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26844	Redlands Chamber of Commerce	Sponsorship	President/ CHC	\$250.00		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26803	Sherwood, Rebecca dba Rain City Braille LLC	Braille Transcribing	ATPC/ SBCCD	\$40,000.00		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26733	Tree Pros Inc.	Site Improvement	Child Care Center/SBVC	\$7,775.00		
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		

Contracts Below \$114,500 and
Income Contracts

Board Date 03/14/2024

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Control No	Vendor Name	ContractType	Dept/Location	Expense	Income	Amendment
26780	Zamudio, Martin dba Craphix Custom Design	Production of Team Uniforms	Athletics/ CHC	\$2,275.70		
26755	ZOOM Video Communications	Software/Online Services	Student Services/SBVC	\$646.07		

Total Number of Contracts 132

Totals

\$1,017,007.61

\$938,012.23

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: April 11, 2024

SUBJECT: Construction Change Orders and Amendments – Bond Program

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	\$2,098,356	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
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3623 : Gym Demolition (DBB)	\$1,255,579.18	\$96,347.19	\$1,351,926.37	7.67%
CC02-3625 : Public Safety Training Center (DB)	\$8,501,117.00	-\$10,278.00	\$8,490,839.00	-0.12%
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$11,923,533.09	\$112,539.28	\$12,036,072.37	0.94%
CC02-3631 : Instructional Building (New Construction)	\$40,648,641.00	\$0	\$40,648,641.00	-
CC02-3633 : Central Complex 2 Renovation (PDB)	\$9,509,146.00	\$0	\$9,509,146.00	-
CC02-3634 : Child Development Center Renovation (DBB)	\$2,023,008.00	\$103,481.51	\$2,126,489.51	5.12%
CC02-3635 : Performing Arts Center (DBB)	\$45,899,000.00	\$0	\$45,899,000.00	-
CC02-2000 : Crafton Hills College Total	\$119,760,024.27	\$302,089.98	\$120,062,114.25	0.25%

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Erickson-Hall - Change Order #01	\$8,501,117.00	-\$10,278.00	-0.12%	-0.12%	12-Oct-23	11-Jan-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Elljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Elljay Acoustics - Change Order #02	\$58,950.00	\$2,210.25	3.74%	4.99%	03-Oct-23	09-Nov-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Elljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Elljay Acoustics - Change Order #01	\$58,950.00	\$736.75	1.25%	1.25%	03-Oct-23	09-Nov-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site 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

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #02*	\$435,592.00	\$41,166.00	9.45%	9.45%	29-Jun-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #02*	\$834,900.00	\$62,480.87	7.48%	8.01%	28-Jun-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #02	\$1,074,000.00	\$34,757.37	3.24%	3.66%	09-Jun-21	12-Aug-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #01	\$834,900.00	\$4,367.00	0.52%	0.52%	01-Apr-21	13-May-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #01	\$1,074,000.00	\$4,511.03	0.42%	0.42%	22-Feb-21	08-Apr-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #01	\$435,592.00	\$0	-	-	16-Feb-21	08-Apr-21
CC02-2000 : Crafton Hills College - Executed Change Orders To Date				\$302,089.98				

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

** Change order greater than \$250,000

*** Change order is subject to the limitations determined by SBCCD's Uniform Construction Cost Accounting Procedures program for construction contracts between \$60,000 and \$200,000



SBCCD
CONSTRUCTION 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	\$1,791,454.63	\$172,475,556.43	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	\$2,098,356.63	\$292,728,982.87	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	\$316,479.33	\$13,663,311.21	2.37%
CC01-1000 : San Bernardino Valley College Total	\$170,684,101.80	\$1,791,454.63	\$172,475,556.43	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)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0008	\$1,866,000.00	-\$29,607.16	-1.59%	1.82%	13-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0010	\$1,866,000.00	\$17,872.49	0.96%	2.78%	13-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0009	\$1,866,000.00	\$40,734.50	2.18%	4.96%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Change Order #0001	\$828,444.88	-\$17,661.75	-2.13%	-2.13%	08-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Change Order #0002	\$828,444.88	-\$50,000.00	-6.04%	-8.17%	08-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0018	\$7,582,683.00	\$173,322.00	2.29%	4.30%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0019	\$7,582,684.00	-\$270,000.00	-3.56%	0.74%	24-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0020	\$7,582,685.00	\$127,661.00	1.68%	2.43%	26-Feb-24	11-Apr-24
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

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 #0007	\$7,582,683.00	\$14,816.00	0.20%	1.66%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0006	\$7,582,683.00	\$4,500.00	0.06%	1.46%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0005	\$7,582,683.00	\$15,554.00	0.21%	1.40%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0004	\$7,582,683.00	\$21,125.00	0.28%	1.20%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0003	\$7,582,683.00	\$35,998.00	0.47%	0.92%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. Change Order #0003	\$495,230.00	\$5,053.27	1.02%	8.36%	03-Aug-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0001	\$726,720.00	\$10,804.55	1.49%	1.49%	14-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0009	\$69,832,624.00	\$26,423.30	0.04%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0010	\$69,832,624.00	\$6,652.00	0.01%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0011	\$69,832,624.00	\$157,659.00	0.23%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0012	\$69,832,624.00	\$66,031.00	0.09%	1.45%	10-Jul-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0007	\$1,866,000.00	\$4,118.23	0.22%	3.41%	21-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0002	\$495,230.00	\$36,366.48	7.34%	7.34%	20-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	G.A. Technical Services, Inc. SBVC CWI Utility Upgrades	G.A. Technical Services, Inc. - Change Order #0001***	\$171,500.00	\$19,223.96	11.21%	11.21%	24-Jul-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0002	\$7,582,683.00	\$3,629.00	0.05%	0.44%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0001	\$7,582,683.00	\$30,099.00	0.40%	0.40%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0001	\$495,230.00	\$0	-	-	24-May-23	13-Jul-23
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

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
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	Neff Construction, Inc.	Neff Construction - Change Order	\$31,585.00	\$2,140.00	6.78%	6.78%	22-Aug-22	08-Sep-22
CC01-3610 : Campus-Wide	C.I. Services Construction Agreement -	C.I. Services - Change Order #02*	\$398,000.00	\$23,512.86	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement - Campus Roof Replacement	C.I. Services - Change Order #01	\$398,000.00	\$13,937.73	3.50%	3.50%	04-May-22	09-Jun-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction Inc. CO#003	\$483,000.00	-\$10,000.00	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #02	\$483,000.00	\$0	-	-2.97%	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #01	\$483,000.00	-\$14,340.40	-2.97%	-2.97%	28-Oct-20	14-Jan-21
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date				\$1,791,454.63				

* 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 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	\$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 Re	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: Angel Rodriguez, Associate Vice Chancellor, Government Relations & Strategic Communications

PREPARED BY: Tammy Mathis, District Director of Grants

DATE: April 11, 2024

SUBJECT: Districtwide Grant Submissions: November 2023 to March 28, 2024

RECOMMENDATION

This item is for information only.

OVERVIEW

Between November 15, 2023, and March 28, 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

- **Total Grants Applied For:** \$11,565,221, districtwide since November 15, 2023.
- **Grants Received:** To date, \$3,089,875 in grant funds have been successfully secured.
- **Applications Submitted:** Across the district, 16 grant applications have been submitted, averaging approximately three applications per month.
- **Grant Awards:** A total of 8 grants have been awarded, with additional outcomes still pending.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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

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



Districtwide Grant Submissions: November 2023 to March 2024

Executive Summary

- **Total Grants Applied For:** The San Bernardino Community College District (SBCCD), including the Economic Development and Corporate Training (EDCT), Crafton Hills College (CHC), San Bernardino Valley College (SBVC), and KVCR, have applied for grants totaling \$11,565,221.
- **Grants Received:** To date, \$3,089,875 in grant funds have been successfully secured.
- **Applications Submitted:** Across the district, 16 grant applications have been submitted, averaging approximately three applications per month.
- **Grant Awards:** A total of 8 grants have been awarded, with additional outcomes still pending.

Aviation Maintenance Technical Workers Workforce Development Grant

Purpose: The AMT project will enable SBVC to expand our Aviation Mechanics/Airframe and Powerplant Technology program to high school students; improve our existing program with up-to-date technologies; establish scholarships for students pursuing employment in the aviation maintenance industry; and support educational opportunities related to aviation maintenance in an economically disadvantaged region.

- **Grantor:** Federal Aviation Administration (FAA)
- **Application Amount:** \$498,555
- **Lead Entity:** San Bernardino Valley College
- **Submitted:** August 16, 2023
- **Application Status:** Awarded \$498,555

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.

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 demographic.

College Corps Grant

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

- **Grantor:** OPR/California Volunteers
- **Funding Period:** 2024-2026
- **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 participants 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 grant partnership with Crafton Hills College and 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 –** Grant Declined

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 –** **Grant Declined**

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.

HRCC Partnerships Grant

Purpose: San Bernardino Community College District requested funding to create and establish College Credit for Prior Learning (CPL) for current construction-related Career Technical Education (CTE) programs at the District, including the Inland Empire Pre-Apprenticeship Program funded through a previous round of HRCC. Students coming from pre-apprenticeships that choose to pursue higher education often do not get credit for their working experience, inhibiting their academic career. The goal through this proposal is to provide construction-related CPL to reduce barriers for people to get degrees or advanced certifications, overall making them more prepared and marketable for careers in construction or the building trades once they have completed their studies.

- **Grantor:** CA Community College Chancellors Office
- **Funding Period:** 3 years
- **Lead Entity:** SBCCD
- **Amount per Application:** \$1,350,346
- **Application Submitted:** March 1, 2024
- **Application Status:** Declined

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.

Latino Media Collaborative Grant

Purpose: The Latino Media Collaborative is an emerging non-profit organization that develops high-impact media and outreach campaigns in partnership with the Latino media sector to advance an informed and highly engaged Latino community. This grant was for production services on a “Stop the Hate” media campaign for the Inland Empire.

- **Grantor:** Latino Media Collaborative
- **Funding Period:** 1 years
- **Amount Requested:** \$10,000
- **Lead Applicant:** KVCR
- **Application Submitted:** March, 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

CA Opportunity Youth Apprenticeships

Purpose:

SBCCD will use funds from the California Opportunity Young Apprenticeship (COYA) Grant to develop new apprenticeship programs to prepare opportunity youth in the Inland Empire for careers as Water Supply Technicians, Air Traffic Controllers, and Wildland Fire Technicians. Upon completion of the planning grant activities, the proposed programs will become registered apprenticeships with the Department of Apprenticeship Standards (DAS).

- **Grantor:** Department of Apprenticeship Standards
- **Funding Period:** 2 years
- **Amount Requested:** \$500,000
- **Lead Applicant:** SBCCD
- **Application Submitted:** March 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 2:** Partner with corporations that align with degrees and certificates.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

San Manuel Band of Mission Indians

Purpose:

This grant was written to support First Nations Experience (FNX), the first and only national network dedicated to 24/7 American Indian and Indigenous programming. Money requested will be used towards local content production, buying/leasing Native America media acquisitions and supporting services with a FNX Application.

- **Grantor:** San Manuel Band of Mission Indians
- **Funding Period:** 2 years
- **Amount Requested:** \$1,500,000
- **Lead Applicant:** KVCR
- **Application Submitted:** March, 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.

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: April 11, 2024

SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

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

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. District cash balances are reviewed regularly and monitoring the amount of cash available to meet financial obligations is a core responsibility of the Fiscal Services Department. Fiscal year forecasts are updated monthly using the most current actual revenue and expense data and any new guidance from the State. Attached is the restricted and unrestricted General Fund monthly cash flow analysis.

ANALYSIS

As noted in the forecast, cash balances fluctuate throughout the year based on the amount and timing of actual and estimated revenues and expenses. The current cash estimate as of June 30, 2024, decreased \$2,744,057 to \$98,717,134 from the previous estimate of \$101,461,191. The cash balance remained relatively consistent with the previously projected amount with a small decrease caused by normal cash fluctuations.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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





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

(as of March 19, 2024, rounded to the nearest \$1,000)

	PROJECTED													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	98,142	96,784	89,080	91,724	88,506	86,084	103,364	99,705	96,637	100,475	107,286	107,307		
Receipts														
Federal		10	3,570	250	90	38	175	641		14		697		5,485
State	12,435	7,457	13,524	12,877	4,623	10,580	8,058	58,618	22,446	25,929	19,038	14,967		210,552
Local	5,769	63	3,435	2,112	3,306	22,251	5,430	2,567	2,080	4,730	3,298	854		55,895
Interfund Transfer & Sale of Assets					4,292	1		3,219	306	306	311	306		8,740
Accounts Receivable/Accruals	-2,867	1,264	-509	64	1,006	-3	-685	671	1,079	-71	-225	-381		-657
Total Receipts	15,337	8,793	20,020	15,303	13,316	32,867	12,977	65,716	25,910	30,909	22,421	16,443		280,014
Disbursements														
Academic Salaries	27	2,845	4,684	5,137	5,432	5,346	5,293	4,593	5,528	5,627	5,506	9,454		59,473
Classified Salaries	2,895	3,390	3,421	3,532	3,723	3,745	3,576	3,452	4,315	4,228	4,372	5,028		45,675
Benefits	1,507	2,533	646	3,114	3,105	3,090	3,193	3,037	3,417	3,425	2,939	4,738		34,746
Supplies & Materials	226	51	169	148	206	135	166	149	348	436	504	297		2,834
Other Operating Exp	2,612	1,493	2,235	1,831	1,779	1,640	2,337	2,479	5,818	6,537	3,717	8,153		40,632
Capital Outlay	1,480	-1,151	379	140	424	650	634	249	1,604	1,572	2,049	1,464		9,493
Other Outgo	2,443	-260	3,493	5,982	1,267	1,031	1,469	2,176	1,109	2,189	3,370	5,151		29,421
Longterm Post-Employment Benefits	-5	-8	-8	-8	8	-8	-8	17	-9	18	-9	-12		-31
Accounts Payable/Accruals	5,512	7,604	2,358	-1,354	-207	-42	-24	52,631	-59	66	-49	-9,239		57,197
Total Disbursements	16,695	16,497	17,376	18,521	15,738	15,587	16,636	68,784	22,071	24,098	22,401	25,033		279,439
Increase / (Decrease) in Cash Balance	-1,358	-7,704	2,643	-3,218	-2,422	17,280	-3,659	-3,069	3,839	6,811	21	-8,590		
Estimated Ending Cash Balance	96,784	89,080	91,724	88,506	86,084	103,364	99,705	96,637	100,475	107,286	107,307	98,717		

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: April 11, 2024

SUBJECT: MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

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

OVERVIEW

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost associated with an MOU is included in the appropriate budgets, where applicable.



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

March 12, 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."

Bilingual and Bi-Literate Stipend: Article 7.3.2.1 and Article 7.3.3.1

The Parties mutually agree that effective April 1, 2024, all unit members listed shall be compensated at the rate of \$50.00 per month for their **Bilingual** services and will be added to the eligibility pool list.

- Patricia Serrano
- J Manuel Villegas
- Juan Nevares
- Allison Molina
- George Mora
- Yesenia Arellano
- Evelyn Linares
- Fabiola Treto
- Pablo Treto
- Blanco Cortez-Roman

The Parties mutually agree that effective April 1, 2024, all unit members listed shall be compensated at the rate of \$50.00 per month for their **Bi-Literate** services and will be added to the eligibility pool list.

- Yesenia Arellano
- Evelyn Linares
- Angelica Lopez
- Fabiola Treto
- George Mora
- Jazmin Navarro
- Pablo Treto
- J Manuel Villegas
- Blanco Cortez-Roman

In accordance with Article 7.3.2.1, the Parties mutually agreed that sixty (60) eligible unit members will receive the bilingual stipend. In the event that the eligibility pool exceeds this number, the Parties will use the criteria outlined in Article 7.3.2.2 to review eligibility; therefore, the Parties mutually agree that the following unit members will be removed and no longer receive a stipend for their **Bilingual** services, effective April 1, 2024.

- Jose Alvarez
- Geno Vargas
- Yvonne Rose Powers
- Carmen Sanchez
- Elizabeth Lopez
- Osman Parada

Attached is a list of the unit members who are approved to receive the Bilingual/Bi-literate stipend in accordance with Article 7.3.


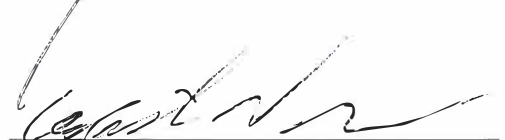



This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For CSEA


Ernest Guillen, President CSEA #291
Cedrick Wrenn, Team Member
Yendis Battle, Team Member
Diana Vaichis, Team Member
Kevin Limoges, Team Member
Noah Snyder, CSEA LRR

#	Bilingual Stipend List		
	Name	Department	Site
1	Bojorquez, Ana	DSP&S	SBVC
2	Davila, Maria	Bookstore	CHC
3	Ramirez, Fermin	Financial Aid	SBVC
4	Rodriguez, Natividad	EOPS/CARE	CHC
5	Romo, Maria Silvia	Admissions/Records	SBVC
6	Frausto, Jeanette	Financial Aid	SBVC
7	Garcia, Gabriela	Financial Aid	SBVC
8	Peraza, Zayne	Library	CHC
9	Campos, Norma	Vocational Education	SBVC
10	Martinez, Anabel	CBO	SBVC
11	Moreno, Juana	CDC	SBVC
12	Perez-Ponce, Blanca	CDC	SBVC
13	Rojas, George	CDC	SBVC
14	Serna, Marina	Student Services	SBVC
15	Williams, Sophia	CDC	SBVC
16	Portillo, Maritza	Student Activities	SBVC
17	Rosales Jr., Manuel	Technology Services	SBVC
18	Treacy-Abarca, Blanca	CDC	SBVC
19	Morales, Martha	CDC	SBVC
20	Lagrima, Luna	Student Services	SBVC
21	Alatorre, Yesica	KVCR	DIST
22	Arteaga, Lorena	Food Services	SBVC
23	Gomez, Tanya	Food Services	SBVC
24	Navarrete, Belinda	Admissions & Records	CHC
25	Hayton, Claudia	Financial Aid	CHC
26	Gil, Aida	STAR Program	SBVC
27	Vasquez, Nancy	CDC	SBVC
28	Castaneda, Lupita	Office of Instruction	SBVC
29	Ramirez Jazmin, Lucia	CDC	SBVC
30	Acosta, Priscilla	CDC	SBVC
31	Abeyta, Rebecca	Counseling	CHC
32	Lopez, Angelica	CDC	SBVC
33	De Loera, Priscilla	Financial Aid	SBVC
34	Bulgarelli, Nancy	Counseling	SBVC
35	Garcia, Raquel	Social Science/CDC	SBVC
36	Molina, Lilibiana	Business Office	SBVC
37	Green, Nancy A	Payroll	DIST
38	Elizalde, Noemi	Fiscal Services	DIST
39	Salas, Nancy	Social Science/CDC	SBVC
40	Delgado, Rocio	Financial Aid	SBVC
41	Rojas, Cesar M	Maintenance Operations	SBVC
42	Blanquet, Frank	KVCR	DIST
43	Rivera, Raquel	Facilities	CHC
44	Chavez, Maria	Humanities	SBVC
45	Rodriguez, Oscar	Counseling	SBVC
46	Martinez-Guzman, Luisa	Facilities	DIST
47	Sanchez, Alvaro	Facilities	CHC
48	Perez, Jeanette	Payroll	DIST
49	Bernal, Cynthia	Student Services	SBVC
50	Soto, Jacqueline	CDC	SBVC
51	Serrano, Patricia	CDC	SBVC
52	Villegas, J Manuel	Financial Aid	CHC
53	Nevares, Juan	TESS	DIST

54	Molina, Allison	Admissions & Records	SBVC
55	Mora, George	EOPS	CHC
56	Arellano, Yesenia	CDC	SBVC
57	Cortez-Roman, Blanca	CDC	SBVC
58	Linares, Evelyn	Outreach & Educational Partnerships	CHC
59	Treto, Fabiola	Counseling	SBVC
60	Treto, Pablo	EDCT	DIST

#	Bi-literate Stipend List		
	Name	Department	Site
1	Bojorquez, Ana	DSP&S	SBVC
2	Delgado, Rocio	Financial Aid	SBVC
3	Elizalde, Noemi	Fiscal Services	DIST
4	Frausto, Jeanette	Financial Aid	SBVC
5	Green, Nancy A	Payroll	DIST
6	Lopez, Elizabeth	Instruction	CHC
7	Molina, Liliana	Business Office	SBVC
8	Garcia, Gabriela	Financial Aid	SBVC
9	Peraza, Zayne	Library	CHC
10	Ramirez, Fermin	Financial Aid	SBVC
11	Rodriguez, Natividad	EOPS/CARE	CHC
12	Salas, Nancy	Social Science/CDC	SBVC
13	Campos, Norma	Student Services	SBVC
14	Davila, Maria	Bookstore	CHC
15	Parada, Osman	Computing Services	DIST
16	Rojas, Cesar M	Maintenance Operations	SBVC
17	Martinez, Anabel	CBO	SBVC
18	Moreno, Juana	CDC	SBVC
19	Perez-Ponce, Blanca	CDC	SBVC
20	Rojas, George	CDC	SBVC
21	Romo, Maria Silvia	Admissions/Records	SBVC
22	Serna, Marina	Student Services	SBVC
23	Portillo, Maritza	Student Activities	SBVC
24	Alvarez, Jose	Grounds	SBVC
25	Lagrima, Luna	Culinary Arts	SBVC
26	Alatorre, Yesica	KVCR	DIST
27	Sanchez, Carmen	Print Shop	CHC
28	Arteaga, Lorena	Food Services	SBVC
29	Gomez, Tanya	Food Services	SBVC
30	Navarrete, Belinda	Admissions & Records	CHC
31	Hayton, Claudia	Financial Aid	CHC
32	Morales, Martha Celia	CDC	SBVC
33	Vasquez, Nancy	CDC	SBVC
34	Rosales, Manuel	Campus Technology Services	SBVC
35	Acosta, Priscilla	CDC	SBVC
36	De Loera, Priscilla	Financial Aid	SBVC
37	Bulgarelli, Nancy	Counseling	SBVC
38	Ramirez Jazmin, Lucia	CDC	SBVC
39	Rose Powers, Yvonne	KVCR	DIST
40	Blanquet, Frank	KVCR	DIST
41	Sanchez, Alvaro	Facilities	CHC
42	Perez, Jeanette	Payroll	DIST
43	Chavez, Maria	Humanities	SBVC

44	Rivera, Raquel	Facilities	CHC
45	Soto, Jacqueline	CDC	SBVC
46	Arellano, Yesenia	CDC	SBVC
47	Cortez-Roman, Blanca	CDC	SBVC
48	Linares, Evelyn	Outreach & Educational Partnerships	CHC
49	Lopez, Angelica	CDC	SBVC
50	Mora, George	EOPS	CHC
51	Navarro, Jazmin	CDC	CHC
52	Treto, Fabiola	Counseling	SBVC
53	Treto, Pablo	EDCT	SBVC
54	Villegas, J Manuel	Financial Aid	CHC

#	ASL Estipend List		
	Name	Department	Site
1	Sullivan, Laurie	DSP&S	SBVC

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

March 12, 2024

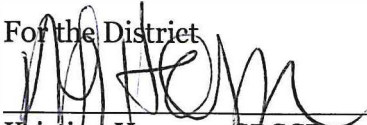
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

Kathryn Fellenz is assigned as an Aquatic Center Pool Attendant at Crafton Hills College. She currently works 17.5 hours per work week, and her work schedule is as follows: Monday- Friday, 7:00 a.m. – 10:30 a.m. As such, Ms. Fellenz has agreed to serve an out-of-class assignment as the Aquatics Director at Crafton Hills College, under the following stipulations:

1. The length of the assignment will be April 15, 2024, through June 30, 2024, or until a decision is made by the Employee or management to end the assignment.
2. Employee will continue to work her regular shift as an Aquatic Center Pool Attendant for 17.5 hours per work week. After completing her shift as an Aquatic Center Pool Attendant, the Employee will spend the remaining time, up to an 8-hour day, as the Aquatic Director. The out-of-class Assignment shall not exceed 22.5 hours per work week.
3. The Employee will be compensated from the Management Salary Schedule at Range 10, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
4. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
5. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Aquatics Director or be evaluated during this Out-of-Class service.
6. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Aquatic Center Pool Attendant.
7. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Aquatic Center Pool Attendant will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
8. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Kathryn Fellenz.

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,
Payroll & Police Services

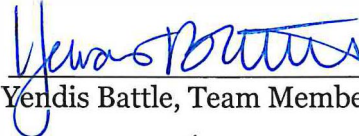
For CSEA



Ernest Guillen, President CSEA #291



Cedrick Wrenn, Team Member



Yendis Battle, Team Member



Diana Vaichis, Team Member



Kevin Limoges, Team Member



Noah Snyder, CSEA LRR

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

March 12, 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".


Schedule Change: Leilani Piernas, Financial Aid Specialist- SBVC

In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that Leilani Piernas's permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Monday, March 18, 2024.

FROM:	Monday through Thursday Friday	8:00 a.m. to 5:00 p.m. 8:00 a.m. to 4:30 p.m.
TO:	Monday, Wednesday, and Thursday Tuesday Friday	8:00 a.m. to 5:00 p.m. 10:00 a.m. to 7:00 p.m. 8:00 a.m. to 4:30 p.m.

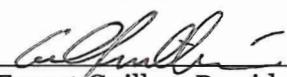
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services


For CSEA




Ernest Guillen, President CSEA #291



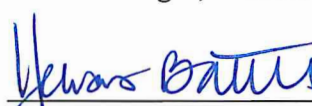
Noah Snyder, CSEA LRR



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: April 11, 2024

SUBJECT: Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

This item is for information only.

OVERVIEW

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › **Professional Expert:** Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › **Short-Term:** Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › **Substitute:** Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

ANALYSIS

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

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





Professional Expert, Short-Term & Substitute Employees

Presented for Information on April 11, 2024

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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Bryson, Ashley CHC Career Education & Human Development	Program Assistant	03/01/24	06/30/24	\$30.00
Spencer, Dawn CHC Health & Wellness	Post Masters Counseling Associate I	02/22/24	06/30/24	\$25.00
Cervantes, Abdiel A. CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	02/28/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Hill, Arnett L. DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	03/15/24	06/30/24	\$22.00
Flores, Nini DIST Human Resources	Human Resources Intern	02/11/24	06/30/24	\$25.00
Melendez, Lysette DIST Human Resources	Human Resources Intern	02/11/24	06/30/24	\$20.00
Gonzales, Melanie DIST Human Resources	Program Assistant	02/19/24	06/30/24	\$30.00
Hernandez, Kassidy SBVC Applied Technology, Transportation and Culinary Arts	Program Assistant	02/28/24	06/30/24	\$20.00
Rodriguez, Luis SBVC Applied Technology, Transportation and Culinary Arts	Program Assistant	03/04/24	06/30/24	\$20.00
Montiel, Lelia SBVC Foster & Kinship Care Education	Foster Parenting Education	03/11/24	06/30/24	\$45.00
Badillo, Amanda SBVC Health Services	Program Assistant	04/01/24	06/30/24	\$25.00
Bivian, Viviana SBVC KVCR	FTVM Intern II	03/01/24	06/30/24	\$17.00
Zapata Jr., Oscar SBVC Police Academy	Tactical Officer/Recruit Training Officer/Facilitator/Evaluator	03/06/24	06/30/24	\$45.00/ \$53.00
Loera, Andrew SBVC Student Health Services	Licensed Mental Health Clinician II	02/12/24	06/30/24	\$70.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Emery, Dustin CHC Aquatics	Project Assistant II	03/12/24	06/30/24	\$17.00
Moore, Gracie CHC Aquatics	Project Assistant II	03/01/24	06/30/24	\$17.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on April 11, 2024

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Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Salazar, Jaqueline CHC CDC <i>Extension: Sick/Vacation Coverage</i>	Child Development Assistant	03/11/24	05/10/24	\$17.63
Segovia, Endelicia CHC Library <i>Extension: Classified Out-of-Class</i>	Library Technical Assistant I	03/18/24	05/15/24	\$24.29
Larry, Nathaniel DIST Custodial <i>Extension: Sick/Vacation Coverage</i>	Custodian	02/14/24	04/14/24	\$21.50
Zavala, Juan DIST TESS <i>Extension: Vacancy</i>	Technology Support Technician	03/02/24	05/01/24	\$26.81
Moreno, Kevin SBVC Campus Technology Services <i>Extension: Classified Out-of-Class</i>	Technology Support Specialist II	03/01/24	04/30/24	\$39.82
Bock, Timothy SBVC Custodial <i>Extension: Sick/Vacation Coverage</i>	Custodian	01/27/24	03/26/24	\$21.50
Chow, Michelle SBVC Financial Aid <i>Extension: Vacancy</i>	Administrative Assistant I	01/27/24	03/27/24	\$23.71
Martinez, Alfredo SBVC Grounds <i>Extension: Sick/Vacation Coverage</i>	Grounds Caretaker	02/29/24	04/30/24	\$22.01

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: April 11, 2024

SUBJECT: Purchase Order Report

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 2/20/2024 – 3/18/2024 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
April 11, 2024

PO#	Supplier Name	Amount
2405189	ASSIST DESIGN	5,682.90
2405190	STAPLES BUSINESS ADVANTAGE	89.27
2405191	STAPLES BUSINESS ADVANTAGE	269.28
2405192	STAPLES BUSINESS ADVANTAGE	294.53
2405195	CALIFORNIA SOCIETY FOR RESPIRATORY CARE	1,650.00
2405204	SAN BERNARDINO CCD	173.13
2405207	BEST GOLF CARTS INC	150.00
2405215	SITELOGIQ INC	4,735.00
2405216	INTERMEX INC	1,900.00
2405217	SMARTBEAR SOFTWARE INC	900.00
2405219	SAN BERNARDINO CCD	2,720.00
2405220	SAN BERNARDINO CCD	2,251.13
2405221	ALWAYS KIND CO	1,955.00
2405226	G/M BUSINESS INTERIORS	3,000.36
2405228	SAN BERNARDINO, COUNTY OF	1,500.00
2405231	SAN BERNARDINO, COUNTY OF	400.00
2405234	GONZALEZ, CELESTE	150.00
2405239	RIVERSIDE ART MUSEUM	409.00
2405240	FARONICS TECHNOLOGIES USA INC	8,484.00
2405241	FARONICS TECHNOLOGIES USA INC	4,499.26
2405246	PROPHET CORPORATION, THE	1,031.46
2405248	OCAMPO, ENGGIE	184.00
2405249	SAN BERNARDINO CCD	900.00
2405250	SHAW, JARED	184.00
2405251	LY, MICHELLE	184.00
2405252	BARRINGER, JAKOB	184.00
2405253	BAUGH, NICOLE	184.00
2405254	RADILLO, THALIA	184.00
2405255	CHAVEZ, LUIS	184.00
2405256	MUSICIAN'S FRIEND	49,326.93
2405260	CA COMMUNITY COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	1,800.00
2405262	CDW LLC	570.62
2405264	STAPLES BUSINESS ADVANTAGE	65.89
2405266	FOLLETT CORPORATION	242.44
2405270	WATER SOURCE SOLUTIONS INC	175.00
2405271	MAYA, GENESIS	184.00
2405272	NATOUR, HADI	184.00
2405273	BARRINGER, KATRINA	184.00
2405275	SAN BERNARDINO CCD	1,581.44
2405277	PARTY PLUS RENTALS INC	549.38
2405278	SAN BERNARDINO CCD	416.45
2405281	IZUMI, CAROLINA	158.00
2405285	PRIME PROMOS LLC	1,253.08
2405286	SAN BERNARDINO CCD	1,000.00
2405287	BALLOON CART COMPANY, THE	562.50

Purchase Order Report
April 11, 2024

PO#	Supplier Name	Amount
2405290	PRIME PROMOS LLC	1,793.50
2405292	ANTHONY, KEVIN	158.00
2405293	BABINO, ERIC	158.00
2405294	BILBREW, SHARRON	158.00
2405295	CRAWFORD, RODERICK	158.00
2405296	MCNEAL, KALEB	158.00
2405297	PUENTES, ALYSSA	158.00
2405298	REYNOLDS, JY'DEN	158.00
2405299	SANTANA, JORDAN	158.00
2405300	SMITH, ARAYYAH	158.00
2405301	SMITH, SAMARA	158.00
2405302	SMITH, SIMONE	158.00
2405303	TIMMONS, TAKARA	158.00
2405304	WATSON, GREGORY	158.00
2405305	WILLIAMS, MALACHI	158.00
2405309	DICK BLICK HOLDINGS INC	366.05
2405310	CDW LLC	12,985.00
2405311	RIVERSIDE, COUNTY OF	60.00
2405313	CALIFORNIA PLACEMENT ASSOCIATION	535.00
2405318	STAPLES BUSINESS ADVANTAGE	248.81
2405319	SAN BERNARDINO CCD	6,500.00
2405320	STAPLES BUSINESS ADVANTAGE	206.86
2405326	CONTRERAS, MICHAEL CHRISTOPHER	1,000.00
2405329	MARTINEZ, WALTER	1,500.00
2405338	DE VERA, JAIRO NHEL	184.00
2405339	RUIZ-MARTINEZ, DYAMI	486.00
2405340	RUIZ-MARTINEZ, NELVA	486.00
2405341	COOLEY, BRANDON	486.00
2405342	NONGNUJ, CARISSA	486.00
2405343	CHAVEZ, CARLOS	486.00
2405344	FRALEY, EILEEN	486.00
2405345	SIHOMBING, EZRA	486.00
2405347	SANDERS, LAUREN	486.00
2405348	HUERTA, MICHAEL	486.00
2405353	CDW LLC	347.98
2405356	FIRE APPARATUS SOLUTIONS	8,320.00
2405357	SANS INSTITUTE	3,420.00
2405360	BIO CORPORATION	1,120.41
2405361	PRIME PROMOS LLC	554.20
2405365	ANATOMY WAREHOUSE	1,222.35
2405366	SAN BERNARDINO CCD	152.73
2405367	ANATOMY WAREHOUSE	1,217.24
2405374	BIO-RAD LABORATORIES INC	199.85
2405375	FISHER SCIENCE EDUCATION	521.06
2405376	VWR INTERNATIONAL LLC	1,498.27

Purchase Order Report
April 11, 2024

PO#	Supplier Name	Amount
2405377	SUPERIOR SERVICE CORP	2,000.00
2405378	JON'S FLAGS AND POLES INC	724.08
2405383	SHIGO AND TREES ASSOCIATES LLC	97.00
2405385	ULINE INC	743.37
2405386	MCMASTER-CARR SUPPLY CO	258.38
2405387	CDW LLC	2,886.63
2405390	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	40.53
2405391	MSC INDUSTRIAL SUPPLY CO	351.09
2405392	ULINE INC	1,065.27
2405393	ULINE INC	3,931.93
2405399	DAISY FOUNDATION, THE	270.00
2405406	STAPLES BUSINESS ADVANTAGE	232.50
2405411	PROGRESS SOFTWARE CORPORATION	2,920.00
2405416	VWR INTERNATIONAL LLC	4,904.57
2405417	CDW LLC	1,692.70
2405418	LMS LAB MICROSCOPE SPEC	997.00
2405419	SAN BERNARDINO VALLEY COLLEGE FOUNDATION	500.00
2405420	CBX LLC	6,029.10
2405424	CDW LLC	479.35
2405426	WATER SOURCE SOLUTIONS INC	900.45
2405427	COAST COMMUNITY COLLEGE DISTRICT	500.00
2405430	BALLOON CART COMPANY, THE	5,532.00
2405432	DOUGH LIFE, THE	1,885.63
2405437	STAPLES BUSINESS ADVANTAGE	225.48
2405438	STAPLES BUSINESS ADVANTAGE	182.64
2405441	FOLLETT CORPORATION	216.00
2405442	MUSEUM OF TOLERANCE	276.00
2405443	XPRESS RENT-A-CAR	223.15
2405444	SAN BERNARDINO COUNTY FIRE CHIEFS' ASSOCIATION	50.00
2405452	STAPLES BUSINESS ADVANTAGE	248.98
2405457	STAPLES BUSINESS ADVANTAGE	98.51
2405458	ADORAMA INC	3,555.85
2405462	AARDVARK CLAY & SUPPLIES INC	471.11
2405463	GET NOTICED PROMOS LLC	1,569.41
2405464	DELL INC	199.29
2405467	EMCOR SERVICE MESA ENERGY	3,938.00
2405472	SIGNS & LUCITE PRODUCTS INC	3,267.00
2405474	GOLF CARS OF RIVERSIDE	2,842.80
2405481	BIG EAR AUDIO LLC	12,250.00
2405485	TECH4FIT	421.87
2405487	STAPLES BUSINESS ADVANTAGE	246.11
2405488	STAPLES BUSINESS ADVANTAGE	481.75
2405490	KEN'S SPORTING GOODS	503.69
2405491	EBSCO INDUSTRIES INC	173.35
2405493	CALIFORNIA COMMUNITY COLLEGE BASEBALL COACHES ASSOCIATION	115.00

Purchase Order Report
April 11, 2024

PO#	Supplier Name	Amount
2405498	CA ASSOC OF COMMUNITY COLLEGE REGISTRATERS AND ADMISSION OFFICERS	1,800.00
2405507	CALIFORNIA TOOL & WELDING SUPPLY LLC	882.82
2405508	CDW LLC	2,231.28
2405511	DEE'S CHOCOLATE COVERED TREATS LLC	477.00
2405514	STAPLES BUSINESS ADVANTAGE	1,128.03
2405515	STAPLES BUSINESS ADVANTAGE	113.51
2405516	STAPLES BUSINESS ADVANTAGE	343.80
2405518	STAPLES BUSINESS ADVANTAGE	136.70
2405519	SOCIAL LITES INC SCHOLARSHIP FUND	500.00
2405521	CDW LLC	4,960.61
2405522	DELL INC	7,622.94
2405525	STAPLES BUSINESS ADVANTAGE	162.03
2405529	PALOMAR COMMUNITY COLLEGE DISTRICT	5,489.00
2405531	KLEIN EDUCATIONAL SYSTEMS INC	46,011.53
2405535	SAN BERNARDINO CCD	587.73
2405537	LOPEZ, JOHN	500.00
2405538	BOON OH, KYONG	800.00
2405539	VITAL RECORDS HOLDINGS LLC	590.00
2405540	MY LITTLE CARNIVAL INC	6,275.00
2405541	STAPLES BUSINESS ADVANTAGE	219.23
2405542	STAPLES BUSINESS ADVANTAGE	84.57
2405543	EKC ENTERPRISES INC.	3,023.54
2405544	STAPLES BUSINESS ADVANTAGE	245.35
2405545	FLUID POWER TRAINING INSTITUTE	45,765.00
2405546	ANATOMY WAREHOUSE	380.63
2405548	COMMUNITY COLLEGE ASSOCIATION OF MESA DIRECTORS	1,600.00
2405549	CALIFORNIA TOOL & WELDING SUPPLY LLC	1,294.67
2405550	RIVERSIDE ART MUSEUM	190.00
2405552	UIAGALELEI, MEROSA	400.00
2405553	STUTZ, NICOLE	500.00
2405556	AMUDIPE, WILLIAM	650.00
2405560	AMUDIPE, WILLIAM	650.00
2405567	GRAINGER INC	574.20
2405569	GRAINGER INC	1,049.51
2405575	SAN BERNARDINO CCD	401.50
2405576	CA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN	8,440.00
2405584	ULINE INC	4,327.98
2405585	CHRISTOPHER CARITA LLC	7,800.00
2405586	STAPLES BUSINESS ADVANTAGE	118.46
2405587	STAPLES BUSINESS ADVANTAGE	1,255.54
2405588	ULINE INC	1,796.21
2405594	DICK BLICK HOLDINGS INC	497.77
2405597	CALIFORNIA BROADCASTERS ASSOCIATION	100.00
2405602	ASSOCIATION OF CHIEF BUSINESS OFFICIALS	900.00
2405609	STUDIO 19 PHOTO BOOTH	450.00

Purchase Order Report
April 11, 2024

PO#	Supplier Name	Amount
2405610	UP IN SMOKE WELDING APPAREL USA LLC	1,201.69
2405612	NATIONAL CENTER FOR CIVIC INNOVATION	700.00
2405613	VIVA LA BOBA LLC	353.44
2405615	CDW LLC	620.07
2405620	STAPLES BUSINESS ADVANTAGE	230.57
2405622	CDW LLC	294.18
2405625	LONGVILLE, JOHN	1,000.00
2405626	VIRICEL, ANNE	1,000.00
2405627	HOUSTON, STEPHANIE	2,000.00
2405628	HARRISON, GLORIA	1,000.00
2405630	GWEN MARLOWE FOODS & CATERING	400.00
2405632	GANTER INC	189.23
2405640	NATIONAL BUSINESS FURNITURE LLC	2,293.76
2405641	ACHIEVERS INC	4,864.09
2405643	LMS LAB MICROSCOPE SPEC	1,780.00
2405644	SOFTERWARE INC	2,148.00
2405645	STAPLES BUSINESS ADVANTAGE	178.92
2405647	CDW LLC	967.61
2405648	CARD INTEGRATORS CORP	793.00
2405651	LIMOGES, KEVIN	500.00
2405653	LAPEL PINS PLUS	689.60
2405655	ACHIEVERS INC	4,864.09
2405660	THOMAS, VANESSA	150.00
2405661	IBM CORPORATION	8,039.28
2405663	ASSOCIATED STUDENTS OF PASADENA CITY COLLEGE	825.00
2405664	VITAL RECORDS HOLDINGS LLC	220.00
2405668	CROWN LIFT TRUCKS	434.66
2405669	CROWN LIFT TRUCKS	552.82
2405670	CROWN LIFT TRUCKS	634.73
2405671	CROWN LIFT TRUCKS	987.84
2405672	CROWN LIFT TRUCKS	1,290.09
2405678	CARRILLO, VANESSA	866.00
2405679	RALLY FACTORY	1,114.69
2405682	SAN BERNARDINO CCD	499.38
2405686	TEACHSTONE TRAINING LLC	775.00
2405687	TEACHSTONE TRAINING LLC	775.00
2405688	TEACHSTONE TRAINING LLC	775.00
2405689	TEACHSTONE TRAINING LLC	825.00
2405692	TEACHSTONE TRAINING LLC	825.00
2405693	TEACHSTONE TRAINING LLC	825.00
2405694	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	5,091.85
2405701	MINT PRINT MEDIA	4,804.58
2405702	CALIFORNIA SOCIETY FOR RESPIRATORY CARE	4,060.00
2405704	G/M BUSINESS INTERIORS	15,093.09
2405713	VAN LUVEN, NICHOLAS	96.48

Purchase Order Report
April 11, 2024

PO#	Supplier Name	Amount
2405715	SAN BERNARDINO CCD	200.00
2405716	PARTY PLUS RENTALS INC	747.50
2405717	ANIMATION SHOW OF SHOWS INC	1,600.00
2405723	LETTERHEAD FACTORY INC	891.75
2405725	PANERA LLC	1,000.00
2405727	ESPINOZA MARKET	583.00
2405728	HONORLOCK INC	2,562.00
2405729	EDU BUSINESS SOLUTIONS	5,936.00
2405730	NAIR, AVIKAASH	500.00
2405731	CALIFORNIA SCIENCE CENTER	1,269.00
2405732	GENERAC POWER SYSTEMS INC DBA WEST COAST ENERGY SYSTEMS LLC	1,668.00
2405733	DESIGN SOURCE USA, INC	5,511.63
2405738	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	124.19
2405739	WORK BOOT WAREHOUSE	4,500.00
2405740	PUEFUA, SAM	1,200.00
2405741	SAN BERNARDINO CCD	300.00
2405742	S.L. FUSCO INC	290.67
2405744	CANNON, JUDY	300.00
2405745	CANNON, JUDY	200.00
2405747	CAROLINA BIOLOGICAL SUPPLY CO	115.45
2405749	GONZALEZ, STEPHANY	150.00
2405750	ROJAS, MARTIN C	1,400.00
2405751	FUJIFILM NORTH AMERICA CORPORATION	170.00
2405754	JOHNSTONE SUPPLY	2,032.76
2405755	VITAL RECORDS HOLDINGS LLC	440.00
2405757	CONVERGEONE INC	1,256.45
2405758	INLAND LIGHTING SUPPLIES	933.08
2405762	CASA DE FLORES	1,457.25
2405763	CDW LLC	3,427.96
2405764	CHEM-PAK	3,710.93
2405765	JON'S FLAGS AND POLES INC	2,620.88
2405768	RP GROUP, THE	815.00
2405769	HEALTH CARE LOGISTICS	4,849.46
2405770	HOLLOWAY, STACY	104.00
2405784	STAPLES BUSINESS ADVANTAGE	97.94
2405785	STAPLES BUSINESS ADVANTAGE	865.06
2405790	ESPINOZA MARKET	2,610.00
2405791	HEALTHIMPACT	1,260.00
2405793	RALLY FACTORY	1,111.63
2405796	STITCHMANIA	990.28
2405799	STAPLES BUSINESS ADVANTAGE	135.14
2405801	INTERMEX INC	1,700.00
2405803	STAPLES BUSINESS ADVANTAGE	820.37
2405808	VICKERS, STEPHANIE	900.00
2405809	JOHNSTONE SUPPLY	2,543.12

Purchase Order Report
April 11, 2024

PO#	Supplier Name	Amount
2405810	ULINE INC	917.29
2405816	STAPLES BUSINESS ADVANTAGE	217.83
2405817	STAPLES BUSINESS ADVANTAGE	212.28
2405818	STAPLES BUSINESS ADVANTAGE	355.56
2405820	STAPLES BUSINESS ADVANTAGE	342.07
2405822	VERIZON WIRELESS	347.67
2405825	MICHEL, FILI	144.00
2405826	GONZALEZ, PEDRO	144.00
2405828	MCMURRAY STERN LLC	2,693.75
2405830	ULINE INC	563.21
2405831	ANATOMY WAREHOUSE	2,284.30
2405835	ULINE INC	1,590.98
2405836	DIVERSIFIED WINDOW COVERINGS INC	2,000.00
2405837	STAPLES BUSINESS ADVANTAGE	109.08
2405838	STAPLES BUSINESS ADVANTAGE	131.20
2405839	NATIONAL CENTER FOR AMERICAN INDIAN ENTERPRISE DEVELOPMENT, THE	4,000.00
2405841	STUTZ, NICOLE	600.00
2405842	SHRED-IT USA LLC	400.00
2405843	SAN BERNARDINO CCD	1,200.00
2405844	SAN BERNARDINO CCD	1,230.00
2405846	STAPLES BUSINESS ADVANTAGE	519.84

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: April 11, 2024

SUBJECT: Volunteers

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

ANALYSIS

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Volunteers

Presented for Information April 11, 2024

[v.3.26.2024.p.2]2]

	Location Assignment	Department	From	To
Spikes, Jocelyn*	CHC	Student Accessibility Services	3/12/2024	06/30/24
Davila, Henry	SBVC	Athletics/Softball	4/12/2024	06/30/24
Davis-Leyva, Jessica	SBVC	Counseling	4/12/2024	05/31/24
Kaito Ho, Stephen	SBVC	Athletics/Baseball	4/12/2024	06/30/24
Lupercio, Abraham	SBVC	Student Accessibility Services	4/12/2024	06/30/24
Mendieta, Ricardo	SBVC	Athletics/Baseball	4/12/2024	06/30/24
Mendoza, Isaiah	SBVC	Athletics/Baseball	4/12/2024	06/30/24
Miller II, Rickey	SBVC	Athletics/Football	4/12/2024	06/30/24
Rudd III, Ronald	SBVC	Athletics/Football	4/12/2024	06/30/24

**Ratification: Paperwork for these volunteers was submitted after the prior Board deadline.*

BOARD OF TRUSTEES REPORT

April 2024

Crafton Hills College 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) system during the 2023 application cycle. 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.

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.

Photo: 2023 CHC transfer graduates.



Foundation Director Receives Volunteer of the Year Award

June Yamamoto, who served as CHC's dean of career education and human development before retirement and continues to serve on the CHC Foundation Board of Directors, has won the Highland Area Chamber of Commerce's Volunteer of the Year award.

June worked to develop career education and human development programs that rank as top notch among community colleges. These include RadTech, Resp Care, Fire Academy, and Emergency Medical

Services.

Known among her colleagues for her boundless energy, intelligence, compassion, and dedication to education, June continues to volunteer her time and skills for the betterment of her community.

In her work for the Highland Area Chamber of Commerce, she promotes higher education opportunities at CHC.

Photo: June Yamamoto.

Annual Crafton STEM Career Fair Connects Roadrunners to Employers



San Bernardino County Fire, Garner Holt Productions, and Esri, to name a few.

“The STEM community here at Crafton is small but mighty, and our biggest goal is to help spread the word of STEM any way we can,” explained Krysten Audibert, the College’s director of MESA and STEM education.

Career fairs at Crafton often bring out a big crop of Roadrunners seeking information about their career paths. And with the field of STEM growing at a rapid pace, career fairs are vital in helping to fill employment gaps in industries. “We want to create opportunities of success here and we want to continue to build that bridge,” Audibert said.

Crafton Hills College’s first annual STEM Career Fair connected Roadrunners to the people and organizations that offer employment or educational programs in STEM-related fields.

This year’s event included representatives from the University of California, Riverside,

Photo: Attendees at STEM Career Fair.

Transforming EMS Education: Prof. Laurie Green’s Innovative Approach to Increase Student Success



Green categorized students as completers, repeaters, or defeaters, focusing on transforming the latter two groups. Identifying self-confidence issues, she introduced Kristin Neff’s Self-Compassion scale to enhance students’ self-awareness. Recognizing students’ tendency to respond to perceived expectations, Green began referring to students as EMTs from day one, fostering a positive self-image.

To boost confidence, Green scattered equipment without instructions, encouraging collaboration and problem-solving. This hands-on experience revealed students’ capabilities and sparked enthusiasm for learning.

CHC Professor Laurie Green is revolutionizing EMS education to combat high drop-out rates. Noticing a trend in high attrition for students in the EMT program, especially for first-time college students, Green has taken a unique approach. Green delved into students’ challenges, modifying the program based on successful student experiences.

Incorporating traits of students who are successful, Green has revised the first day of instruction to streamline access to online tools and reduce technical barriers. She emphasized the importance of scheduled study time outside the classroom and secured funding for additional skill practice with professional tutors. Survey results highlighted the effectiveness of these practices.

Continually refining the program based on student feedback, surveys, and success metrics, Green actively shares her findings at conferences and seeks insights from fellow educators and experts. Her commitment to improvement extends to participating in conventions, ensuring a holistic and dynamic EMS education approach.

Photo: EMS students.

Celebrating Nine Years of Success and Growth in Sign Language Education



CHC and SBVC joined forces for the 9th annual ASL Educators Conference on March 2. This collaborative effort drew 111 participants, exceeding expectations. The event focused on professional development and networking for American Sign Language educators, featuring diverse

workshops, dynamic presentations, and interactive networking sessions.

Keynote speaker Dr. Lissa Ramirez-Stapleton addressed equity in the classroom, emphasizing connections and support for Black students and the broader

BIPOC community. As the founder of the Black Deaf Project, her impactful message resonated, leaving educators inspired and committed to fostering inclusivity.

The conference provided a platform for educators to exchange ideas and explore innovative teaching methodologies. Interactive networking opportunities allowed participants to build lasting connections, turning the event into an annual reunion for the ASL community.

Organizers expressed immense pride in the conference's success, thanking attendees, presenters, sponsors, and volunteers. The momentum gained will be carried into next year's conference, promising continued support for the growth and development of ASL education.

Photo: Attendees at the ASL Educators Conference.

From Foster Care to a Respected Position with the County, CHC Alumni Returns to Inspire Current Students

Dustin Keefe's inspiring journey exemplifies the transformative influence of educational opportunities, determination, and community support. From a child in foster care to a fulfilling career with San Bernardino County, his path was shaped by the disciplined life in the US Navy and his experience at Crafton Hills College (CHC).

Keefe's educational journey began unexpectedly at a gas station in Highland, where a chance encounter with a CHC faculty member ignited his curiosity. Intrigued by the faculty member's passion, he took the first step towards transformation by exploring what the college had to offer.

As a student at CHC, Keefe not only set academic goals but also discovered a welcoming community. Joining the Business Club proved pivotal, providing him with academic support, a sense of belonging, mentorship, and opportunities to develop

leadership skills.

His journey continued as he earned a Bachelor of Arts from the University of La Verne, conveniently offered on the CHC campus. This academic achievement opened doors to further success, including a valuable internship with San Bernardino County secured while still at CHC.

Today, Keefe thrives in a full-time role with San Bernardino County, allowing him to give back to the community that supported him. Recently Keefe returned to CHC as a speaker for the Business Club, sharing his journey and emphasizing the club's profound impact on his life. His act of gratitude serves as a powerful message to current students about the endless possibilities within their reach.

Photo: Dustin Keefe.



First Endowment Fund to Support Crafton Hills College’s Paramedic Program

Crafton Hills College’s Paramedic Program has received a brand-new endowment fund to support its students – thanks to a familiar program supporter, Dr. Phong Nguyen, the program’s medical director and president of the College’s Foundation.

Dr. Nguyen created the scholarship fund that will provide a \$500 award each year for a student graduating from the Paramedic program to use toward post-program costs. “I just want to give back,” explained Nguyen when asked why he created the endowment. “Paramedicine is really close to my heart, and so, it made a lot of sense to start a scholarship for our students.”

Nguyen also hopes his message of giving back sparks an interest with the community, especially for program alumni, so the scholarship fund can increase each year. “My hope is that once these students receive the scholarship and are successful in their journey, they will return and give back in the form of a scholarship themselves, or maybe three or four [program alumni] get together to form one in support of their fellow paramedics,” Nguyen concluded.

Photo: Dr. Nguyen.



Crafton Hills College Counselor Invited to Take Part in CALPRO Webinar on Student Success



A panel discussion highlighting the role college career navigators and transition specialists play in helping adult learners succeed was the focus of a recent California Adult Literacy Professional Development Project (CALPRO) webinar.

Field professionals were invited to share their expertise in a welcoming, friendly setting. The discussion included remarks by Herberth “Alex” Jaco, a Crafton Hills College transition counselor.

This special event –Career Counseling Models and Approaches – A Panel

Discussion with Career Navigators and Transition Specialists – was intended to highlight the role these professionals play in the success of adult learners. Jaco works with adult learners from Redlands and Yucaipa, helping them settle into a whole new environment.

“The beauty of community college is the flexibility,” he explained, “and while Crafton is a small college, it continues to expand offerings for our adult learners.”

Photo: Herberth “Alex” Jaco.

CHC Welcomes Demian Brunty as New Director of Facilities



Crafton Hills College has a new director of facilities management: Demian Brunty. Demian began a career as a Journeyman Ironworker, working in steel mills, refineries, and railroads. He also brings experience in numerous construction management positions, all this while completing his advanced degree work.

He received his bachelor’s degree at Indiana University and an MBA at Cal State, San Bernardino. He also enjoys following the stock markets and discussing business.

Demian is excited about taking on

the challenges of his new position and contributing to the betterment of the campus. He looks forward to playing many roles, large and small --from advising on building projects to touching up paint on a scuffed wall. He understands that it’s often the little things that matter.

Demian enjoys spending what little free time he has with his wife Sue and their seven children and contributing to his church worship team.

Photo: Demian Brunty.

Board of Trustees Report



EDCT

Economic Development & Corporate Training

Empowering Formerly Incarcerated Individuals: SBCCD's Prison to Employment Grant Program

On January 1, 2024, San Bernardino Community College District's (SBCCD) Economic Development and Corporate Training (EDCT) Division received their second Prison to Employment 2.0 grant of \$341,960.51 from the California Workforce Development Board. The purpose of this grant is to assist justice impacted individuals residing in the Inland Empire by providing them with short-term training programs that enhance their skills leading to non-subsidized jobs.

SBCCD will serve 180 justice-involved individuals. Participants in the program will receive OSHA 10 safety training and forklift certification on four different types of forklifts (Sit down, Reach, Stand, and Electric pallet jack). Additionally, they will receive soft skills training in job readiness, including resume and cover letter development, and interview techniques.



Staff and instructors collaborate to ensure student success within the program. They assess participants' interests related to employability and develop clear transition plans for employment upon program completion.

The program provides direct supportive services to enrolled participants. These services include access to interview attire, bus passes or gas cards, and work boots. In addition, Great Harvest Community Center will offer free Chromebooks to qualifying individuals who complete a digital literacy workshop. EDCT also extends additional support through its food pantry.

The Economic Development and Corporate Training Division is actively recruiting participants for its inaugural Prison to Employment training. The training program is scheduled to begin on April 15, 2024. Eligible individuals must provide proof of eligibility, and those interested are encouraged to reach out directly to EDCT.



April 2024

Around SBCCD

WOLVERINE CON 2024

The KVCR team was thrilled to attend SBVC's Institute of Media Arts 13th Annual Wolverine Con International Film Festival in March. This event was comprised of an assortment of panels and workshops related to film, a Filmmakers Mixer for networking, business and university recruitment opportunities, a red-carpet event, and a full-length feature film premier by SBVC Alumni and former KVCR Student Intern turned Professional Expert for KVCR's *Inland Edition*, Briana Navarro!

LEGACY SOCIETY FINANCIAL AND ESTATE PLANNING SEMINAR

This event was hosted in SBVC's Business Building for our KVCR/PBS members, with three industry experts on hand to discuss financial and estate planning and answer questions from the audience. This seminar not only supports our patrons but has also proven to be an effective method for fundraising, opening a way for dedicated viewers to become legacy donors. After the event, Executive Director Connie Leyva gave about 30 members a tour of the station, which was thoroughly enjoyed.

STUDENTS TOUR KVCR

More than 30 students from Chaffey High School in Ontario came on the SBVC campus to tour KVCR and learn about jobs and careers in Media. The students participated in giving both TV and Radio shout-outs and were surprised and excited to learn about degree possibilities at SBCCD.

Around the Community

KVCR NEWS NOW PRODUCING *ECONOMICS IE*

This new weekly radio segment in which Inland Empire economists share knowledge on the temperature of our region's economic situation kicked off on March 11 with a timely interview following the March 8 release of employment data. You can hear that segment by clicking [here](#), and listen in on future segments on Mondays at 6:45 a.m., 8:45 a.m., or 5:44 p.m. on 91.9 KVCR. KVCR Reporter Madison Aument has been assigned to the project.

KVCR CONNECTING TODAY WITH SBCCD STUDENTS OF TOMORROW

In partnership with our campuses, KVCR continues to spark the imagination and plant seeds in the minds of our communities' younger students. Visits were made to Frisbee Middle School, where Executive Director Connie Leyva talked about her time in the Senate and KVCR. Kids from Spring Charter School visited KVCR and SBVC to learn about careers in Media. And finally, KVCR staff members accompanied *Learn with Me's* beloved Eddie to Urbita Elementary's Career Day. KVCR is thrilled to play a small role in fostering a future at SBCCD full of bright minds ready to flourish on our campuses tomorrow.



Latest Announcements

National Center for American Indian Enterprise Development's RES 2024

Each year the Reservation Economic Summit takes place in Las Vegas with thousands of tribal members and non-tribal members attending to learn from each other regarding economic independence. This year KVCR FNX submitted a one-minute sizzle reel about FNX that was shown throughout the conference to gain support for this one-of-a-kind Native Channel.



April 2024

Balance Sheet As of 02/29/24

Estimated Revenues & Expenditures For 8 Months Ended 02/29/24

	KVCR
Assets	
Cash in County Treasury	1,178,086
Accounts Receivable	17,657
Estimated Revenues Receivable*	230,000
Interfund Receivables	1,541,452
Prepaid Expenses	378,666
Other Assets	33,534
Total Assets	3,379,396
Liabilities	
Accounts Payable	(1,572)
Interfund Payable	1,908,164
Temporary Loans	1,500,000
Deferred Income	982,298
Health and Welfare	82,654
Other Miscellaneous Liabilities	16,785
Total Liabilities	4,488,329
Fund Balance	(1,108,933)

	KVCR
Revenues	
Contributions and Grants	2,748,329
Underwriting	58,605
Contributions, Gifts	20,000
Rentals and Leases	258,077
Estimated Revenues*	230,000
Interest Revenue	27,195
Interfund Transfers In--SBCCD	784,871
Transfers In--PARS Endowment	1,050,000
Total Revenues	5,177,077
Expenditures	
Classified Salaries	1,530,500
Employee Benefits	646,497
Books and Supplies	5,488
Services and Operating Expenditures	2,187,370
Capital Outlay	18,989
Total Expenditures	4,388,844
Revenues Less Expenditures	788,233

* Estimated per YTD activity analysis.

* 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

APRIL 2024

SBVC Foundation Raises Quarter of a Million at "Taking Flight" Gala

On March 15, San Bernardino Valley College celebrated its 98th year of supporting student success with a record-breaking fundraising effort to increase the SBVC Foundation's capacity to award student scholarships. Showcasing the campus's state-of-the-art Kinesiology & Athletics Complex in a truly special evening of dining, entertainment, and donation opportunities, the 98th "Taking Flight: Gala raised over \$247,000 in combined proceeds from event sponsors, a live auction and ticket sales - the highest amount ever raised in a single fundraising effort on campus. A total of 40 corporate sponsors contributed the largest share of the proceeds, with Amazon contributing the gold sponsorship; Stater Brothers Charities and KVCR the silver; IEHP, SBCUSD, SBCCD, SafeworkCM, SBVC Associated Student Government, and the SBVC President's Office the bronze; and Teamsters Local 1932 and the San Bernardino International Airport Authority contributed the underwriter sponsorships. The entirety of the gala's net proceeds will be used for awarding scholarships and other assistance to students at San Bernardino Valley College.



Throughout the evening, SBVC student performers captivated the audience with musical numbers echoing the college's annual theme of "Taking Flight," while distinguished alumnus Dexter Thomas took to the stage with his jazz ensemble, The Brass Brothers, adding to the evening's unforgettable ambience. SBVC's interim president, Dr. Linda Fontanilla opened the event with an homage to the enduring partnerships that have driven SBVC's growth and success over close to a century, emphasizing the college's vital role as a driver of the regional economy through its addition of a vast network of over 850,000 alumni to the local and global economy. Describing the night as an unequivocal triumph, SBVC Foundation Director Michael Layne extended heartfelt appreciation to the college's community partners and stakeholders. "Thank you for igniting hope and empowering possibilities," Layne said. "This gala truly stands as a testament to the power of our community and our shared commitment to higher education. These donations pave the way for countless students to pursue their dreams and shape brighter futures."

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 24 | **Black Excellence Educational Summit**
Auditorium

May 21 | **Commencement 2024**
San Manuel Stadium

July 6 | **SummerFest 2024**
Football Field

More Events:
valleycollege.edu/calendar

SBVC Student Health Hosts International Women's Day Event

SBVC's Student Health Services hosted a special event for International Women's Day on March 12, focused on empowering the physical and mental well-being of those who attended while providing a platform for students, faculty, and staff to come together and reflect on the accomplishments, challenges, and aspirations of women around the world.

The event's guest speaker was Dr. Nicoleta Dragan, co-founder of Beingfuliyou, a provider of courses tailored to educators to enhance their overall well-being. Dragan focused on the concept of self-compassion, which—in her research and practice—can lead to many positive outcomes, including increased psychological wellbeing, self-efficacy, motivation, self-worth and positive interpersonal relationships.

GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.



A little bit of rain didn't stop WolverineCon's red carpet event, hosted by FTVM alumni, Brianna Navarro and Manny Sandoval.

The highlight of the festival is the award ceremony, where filmmakers are recognized for their work.

2024 Award Winners:

- **Grand Jury:** We Missed You, directed by Juan Villeges, San Bernardino Valley College
- **Best Fiction:** We Missed You, directed by Juan Villeges, San Bernardino Valley College
- **Best Documentary:** Don't Get Any Ideas, directed by Olivia Andrade, Florida State University
- **Best Direction:** Adam Desjardins, Acting Out! S1E1: "Pilot", La Sierra University
- **Best Public Service Announcement:** Music Counts: LGBTQ+, Samantha Morales, Arrival, San Bernardino Valley College
- **Best Animation:** 1 2 3 Red Light, Green Light
- **Best Experimental or Digital Story:** Getting Classified, Student Section
- **Best Screenplay:** Juan Villeges, We Missed You, San Bernardino Valley College
- **Best Cinematography:** Zach Guiteirez, Eduardo Lopez, Mike Contreras, and Paul Black, Afterworld
- **Best Editing:** Juan Villeges, We Missed You, San Bernardino Valley College
- **Best Sound Design:** The Shadow of Green
- **Best Original Score:** Gabriel Alexander, Second Sight
- **Best Lead Actor:** Jayce Lamb as "Mark" in Second Sight
- **Best Lead Actress:** Noemy Clara in We Missed You, San Bernardino Valley College
- **Best Special Effects:** Oscar Bermudez, Error

2024 Audience Award Winners:

- Group 1: Rams Head
- Group 2: The Others
- High School Group: The White Gloves

Submissions for the 2025 WolverineCon and SBVC International Student Film Festival are already open.

For 2025 submissions, please go to https://filmfreeway.com/SBVC_FilmFest.

For more information about SBVC's Film, TV, and Media Department, visit www.valleycollege.edu/ftvm.

13th Annual WolverineCon Features Science Fiction, Fantasy & Nostalgia

On March 5, SBVC kicked off the 13th annual WolverineCon and International Student Film Festival on campus. Named after the college's mascot and now in its 13th year, WolverineCon provides a vital platform for aspiring filmmakers to showcase their creativity, and for industry experts to offer valuable insights. This year's event featured 1980s science fiction and fantasy, with events including a DC Versus Marvel Debate, an 80s Horror Film Panel and a workshop on motion capture basics.

"This year marked our most successful event yet," said SBVC Co-Faculty Chair and Director of Film, TV, Media, Institute of Media Arts and Arts & Humanities, Lucas Cuny. "We had 131 submissions from 8 countries, nearly 300 tickets sold for the festival, and an average daily attendance of around 100 visitors. We're continually impressed by the dedication and talent of the filmmakers who submitted to our festival, and we are already looking forward to next year's event."

A few of the festival's highlights included the opening night feature-length film produced by SBVC's own FTVM department. The film was written and directed by Briana Navarro, a recent alumna and part of the class of 2023. SBVC's Juan Villeges clinched the Grand Jury award for the second consecutive year. A variety of local high schools were represented, such as Rialto High School, Cajon High School and Jurupa Hills High School.



Attendees participate in WolverineCon's Wolverine Fight Fest, a competitive gaming event.

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

SBVC's SummerFest 2024 Promises Fun, Food, and Festivities!

Summer plans at SBVC are already underway. San Bernardino Valley College is proud to continue this one-of-a-kind partnership with the San Bernardino Symphony for a third year in a row in celebration of Independence Day.

This year's festivities and concert are being held on July 6 at the SBVC Football Field from 5:00 PM to 9:00 PM, with the concert starting at 7:30 PM. The concert, titled "America, the Beautiful," is expected to bring thousands to campus this summer. The show ends with Tchaikovsky's 1812 Overture and an exciting firework display. In addition, the concert will be celebrating the great music from 3 American musicals, The Wizard of Oz, Wicked and The Wiz!

Food vendors, face painters, games and more are expected at this year's SummerFest. You don't want to miss out!

Table seating and general admissions tickets are available now on the San Bernardino Symphony website: <https://www.sanbernardinosymphony.org/july-6th-concert>

If you are a vendor interested in participating, email Alejandra Aguilera at aaguilera@valleycollege.edu or visit valleycollege.edu/summerfest for more information.

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



SBVC Welcomes Keith Bacon, Vice President of Administrative Services



Life has come full circle for San Bernardino Valley College's new Vice President of Administrative Services, Keith Bacon.

Ever since he graduated from San Bernardino High School, Keith has cultivated a career in public education: most recently serving as chief business official with the Colton-Redlands-Yucaipa ROP, Romoland School District, and director of fiscal services in the Yucaipa-Calimesa Joint Unified School District. Now, he is back in his hometown of San Bernardino, ready to help the college achieve its mission in the community.

"Growing up just five miles from the campus, amidst challenges like food insecurity, poverty, and educational disparities, which still persist in the city, gives me a unique perspective and drive to contribute to the community's improvement," Keith said.

As Vice President of Administrative Services, Keith supports campus-wide initiatives, like building projects and efforts to modernize programs, and his division's goals are aligned with SBVC's overall mission and district objectives. "We are dedicated to being an anti-racist institution, focusing on eliminating barriers and fostering diversity, equity, inclusion, and accessibility," he said.

Keith is excited about working in a city that means so much to him: it was a teacher at San Bernardino High School, Mr. Corigliano, who inspired Keith to go into education, and he met his wife in the ninth grade while they were riding an Omnitrans bus. He started as Vice President of Administrative Services in January, and immediately found camaraderie.

"Engaging with individuals across the campus, understanding their challenges, and collaborating on solutions is incredibly fulfilling," Keith said. "This environment not only fosters professional growth but also strengthens my commitment to the institution's mission and the community it serves."



Student Spotlight

Omar Sanchez | Class of 2023



Omar Sanchez, Class of 2023

Omar Sanchez is rising up the ranks at the Riverside Transit Agency.

The San Bernardino resident honed his skills in the Automotive Technology Department at San Bernardino Valley College, where he learned everything from "electrical and mechanical diagnosing to simple inspections on a vehicle," he said.

While at SBVC, Sanchez enjoyed being able to read about each topic in textbooks while also "getting hands-on experience," he said. "It was a great time learning a little bit of everything in the various classes I attended. The courses most definitely sharpened my skill set as well as taught me new techniques. It prepared me for the real world."

Armed with his certification, Sanchez applied for an entry-level job at the Riverside Transit Agency, and was hired as a servicer. The RTA promotes from within, and in just three months, Sanchez was offered a mechanic job, and he now works as a Level C Heavy Duty Mechanic. This fast career advancement, he said, is "thanks to my education at SBVC."

Sanchez has found that "a lot of the habits and practices from the classroom setting can be transferred to the professional level." He's able to quickly pick up on things, and "quite often, I tell myself, 'Wow, I learned how to do that at school already,'" he said. "That makes me more effective and valuable to my employer."

Looking ahead to the future, Sanchez aims to become the "best heavy duty mechanic I can be," he said. "I want to progress my career in this field and hopefully one day teach others and pass down my own knowledge."



@sbvalleycollege

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