



San Bernardino Community College District
 Board Meeting
 June 13, 2024
 4:00 pm Pacific Time

Physical Meeting Location:

SBCCD Boardroom

550 E. Hospitality Ln., Ste 200, San Bernardino, CA 92408

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. **OATH OF OFFICE**
 - A. Administer Oath of Office to New Student Trustees
 - Hadi Natour, CHC
 - Nelva Ruiz Martinez, SBVC
- V. **APPROVAL OF MINUTES**
 - A. 04-25-2024
 - B. 05-09-2024
 - C. 05-23-2024

VI. RECOGNITION/CELEBRATIONS

- A. Recognition of Trustee Anne L. Viricel and Trustee Gloria Macias Harrison
- B. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance

VII. PROVISION APPOINTMENT TRUSTEE AREA 7 CANDIDATES INTERVIEW

- A. Angela Brantley
- B. Amy Lillestrand
- C. June C. Yamamoto
- D. Cherina Octavia Betters
- E. Edward Bonadiman (withdrew)

VIII. ACTION AGENDA

- A. Provisional Appointment to Fill Vacancy in Trustee Area 7
- B. Election of Board Vice Chair
- C. Board Policies for Final Approval
- D. College and Career Access Pathways Partnership Agreement with San Bernardino City USD
- E. District Technology Master Plan (DTMP) 2023-2028
- F. 2024 District Support Operations Reorganization
- G. Executive Leadership Salary Schedule
- H. Employment Contract for Chancellor
- I. FY 2024-25 Tentative Budget
- J. Resolution #2024-06-13-BOT-01 Regarding Compensation of the SBCCD Board of Trustees
- K. Resolution #2024-06-13-CO01 Order of Election and the Specifications of the Election Order
- L. Resolution #2024-06-13-FS01 Regarding the Expenditure of Prop 30 Education Protection Account Funds

IX. CONSENT AGENDA

The Consent Agenda is expected to be routine and noncontroversial. 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. Advancement in Rank
3. Appointment of District Employees
4. Appointment of Interim Managers
5. Appointment of Temporary Academic Employees
6. Classification Advancement for Academic Employees
7. Employee Promotions
8. Employment Contracts for Academic Classified Managers
9. Employment Contracts for Executive Managers
10. Management Job Description Update
11. Non-Instructional Pay
12. Payment of Stipends
13. POA Bargaining Agreement, Articles, and Appendices
14. Revised Rates of Pay for Professional Expert Hourly Employees

C. Business & Fiscal Services

1. Authorized Signature List for FY 2024-25
2. Contracts at or Above \$114,500
3. District and College Expenses
4. District Bank Accounts
5. Individual Memberships
6. Interfund Borrowing Transactions
7. Resolution #2024-06-13-FS02 Approving the Gann Limit for Fiscal Year 2024-25
8. Resolution #2024-06-13-FS03 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications
9. Resolutions #2024-06-13-BS01 through BS04 and Signature Authorizations for the State of California
10. Sole Source Suppliers for Fiscal Year 2024-25
11. Surplus Property and Authorize Donation
12. Surplus Property and Authorize Private Sale or Disposal

D. Facilities

1. 2026-2030 Five-Year Construction Plan

2. Master Services Agreements Task Orders for Bond Construction

X. 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
- 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

XI. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. Construction Change Orders and Amendments - Bond Program
- E. Contracts Below \$114,500
- F. General Fund Cash Flow Analysis
- G. Lexipol Policy and Procedure
- H. MOUs between SBCCD and the POA

- I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Order Report
- K. Quarterly Financial Status Report
- L. Quarterly Investment & Deposit Report
- M. Resignations
- N. Volunteers

XII. 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: 2
- 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

XIII. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

XIV. CONVENE CLOSED SESSION

XV. RECONVENE PUBLIC MEETING

XVI. REPORT OF ACTION IN CLOSED SESSION

XVII. ADJOURN

The next meeting of the Board: 2-Day Board Retreat
June 24 -25, 2024, at 8:00 a.m. - 5:00 p.m.
East Valley Water District, Sterling Natural Resource Center, 25318
5th Street, San Bernardino, CA 92410

Supplemental Handouts (not part of the agenda)

CHC Report to the Board
EDCT Report to the Board

KVCR Report to the Board

SBVC Report to the Board

TESS Report to the Board



OATH OF OFFICE

I, (your name here), do solemnly affirm that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.



BOARD OF TRUSTEES

Meeting Minutes – April 25, 2024

Location: San Bernardino Community College District, 550 E. Hospitality Ln., Ste. 200, San Bernardino, CA 92408

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

Meeting materials: www.sbccd.edu/govenda

MEMBERS PRESENT

Stephanie Houston, Chair
Anne Viricel, Vice Chair
Nathan Gonzales, Trustee
John Longville, Trustee
Gloria Macías Harrison, Trustee
Dyami Ruiz-Martinez, SBVC Student Trustee (advisory)
Michelle Ly, CHC Student Trustee (advisory)

ADMINISTRATORS PRESENT

Diana Z. Rodriguez, Chancellor
Jose Torres, Executive Vice Chancellor
Kristina Hannon, VC Human Resources & Police Services
Kevin Horan, CHC President
Linda Fontanilla, SBVC Interim President
Nohemy Ornelas, VC Educational & Student Support Services
Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications

MEMBERS ABSENT

Joseph Williams, Clerk
Frank Reyes, Trustee

ADMINISTRATORS ABSENT

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Houston called the meeting to order at 4:00 p.m.

Student Trustee Ly led the Pledge of Allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

III. ACTION AGENDA

A. Board Ad Hoc Committee for Board Self-Evaluation and Evaluation of the Chancellor

Motion: to approve the nomination of the Board Executive Committee to serve as the Board Ad Hoc Committee for Board Self-Evaluation and Evaluation of the Chancellor

Moved by Trustee Gonzales. Seconded by Trustee Viricel.

Electronic vote: AYES: Gonzales, Harrison, Longville, Houston, Viricel, Ruiz Martinez (advisory), Ly (advisory)

NOES: none

ABSTAIN: none

ABSENT: Reyes, Williams

Motion passed

B. Accept Resignation and Fill Trustee Vacancy by Provisional Appointment

Motion: to accept the resignation and fill vacancy by provisional appointment

Moved by Trustee Viricel. Seconded by Trustee Gonzales.

Electronic vote: AYES: Gonzales, Harrison, Longville, Houston, Viricel, Ruiz Martinez (advisory), Ly (advisory)

NOES: none

ABSTAIN: none

ABSENT: Reyes, Williams

Motion passed

Discussion: Clarifying Trustee Viricel is still a full member and has full privileges of the board until resignation date June 30, 2024.

IV. PRESENTATIONS

A. Books+

Chancellor Rodriguez and Executive Vice Chancellor Torres presented. SBCCD used one-time state and federal funds as part of COVID 19 recovery effort to fund the 3-year Books+ program. Overall costing SBCCD approximately \$7.5 million/year or \$22 million for Books+. SBCCD negotiated with Follett to lower the per cost to Books+ from \$25 to \$22, a 20% rate reduction since inception. Moving forward, each student will decide if they participate in Books+ (students opt-in and pay the \$20/unit cost for Books+ or students opt-out and pay \$22/unit). As a reminder, students can consult counselors for potential books from other support programs based on need (EOPS, CARE, DSPS, or Foundations).

To continue to lessen the cost the following needs to be completed:

1. More digital versions
 - A. Moving from print versions to digital. Currently at 60% need to be at 75%
2. Less required materials per class
 - A. Making required only those materials that are key to student success
3. More online educational resources
 - A. Increase online education resources (Follett has OER content available)
4. Shorter publisher/books access website
 - A. Limiting access length to publisher/books website to 6 or 12 months, max.
5. Cheaper textbooks
 - A. Selecting cheaper textbooks – the most expensive cost up to \$560

The implementation of the renewed Books+ will be in Fall 2024. Executive Vice Chancellor Torres to research and report on the rate of return of books (unreturned books) during the first three years. Chancellor Rodriguez commented the discussion with students implied it was a success in the first three years otherwise the students would not be able to attend college. Executive Vice Chancellor to research and report data in means of relationship to the program and student success and the programs that had the heaviest success.

Students were made aware of support services, incorporated in orientation, etc. Financial aid packages do include funding, SBCCD has the capability and allowance to extract funds/fees from the students' financial aid prior to distribution to students. Executive Vice Chancellor Torres will review and report after the course, does the student have the opportunity to purchase the book.

B. Technology Master Plan

Chancellor Rodriguez introduces Vice Chancellor Ornelas and CTO Luke Bixler. The District Technology Master Plan (DTMP) is a comprehensive planning document that anticipates SBCCD's current and future technology needs. The DTMP is in alignment with the Strategic Plan and provides a road map for meeting future needs in a rapidly evolving technology environment.

Guiding Principles:

1. Ensure and facilitate student learning and success through the pursuit and adoption of innovative technologies and practices.
2. Establish administrative applications that seamlessly communicate between administrative applications, allowing reliable data exchange in real time.
3. Create efficiencies to facilitate faculty and staff effectiveness and success.

4. Continue to provide technologies that are responsive, inclusive, and relevant to the communities we serve.

Goal 1: Improve Services to Students

- **New Technology:** Evaluate technologies that can improve the student experience.
- **Process Alignment:** Work with both Colleges to ensure the processes for students provide a consistent and efficient user experience.
- **State Initiatives:** Partner with the administrative staff at the Colleges to review student-facing solutions offered by the state.
- **Distance Education:** Partner with the Distance Education Coordination Council to identify changes and enhancements that will improve the student experience.
- **Campus Technology Committees:** In collaboration with the Campus Technology Committees at each College, obtain feedback on technologies that will improve the student experience.
- **Accessibility:** Ensure that the appropriate accessibility training and technology is available to align with accessibility regulations and to meet the needs of our students.

Goal 2: Support Instruction and Learning

- **Research New Software:** Work closely with the instructional offices at each of the Colleges to identify and implement solutions that will support instruction and learning.
- **System Upgrades:** Review and upgrade existing software implementations to take advantage of new features and functionality.
- **Project Management Procedures:** Establish project management procedures so that instructional projects are completed on time and under budget.
- **Learning Management System:** Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify changes and enhancements to our Learning Management System.
- **Campus Technology Committees:** Partner with the Campus Technology Committees at each College to get feedback on instructional areas that can be improved across the District.

Goal 3: Support Innovation Across the District

- **Technology Research:** Review innovative technology solutions, such as Customer Relationship Management systems, Artificial Intelligence, Machine Learning, and other innovative technologies.
- **Infrastructure:** Research and implement infrastructure and innovative cloud technologies.
- **Technology Trends:** Review Educause Core Data, Gartner/Tambellini Trend Data, ACCJC Accreditation Standards, CCCO Vision 2030, and other external higher education trend data.
- **Learning Management System:** Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify new software or plugins that work with the Learning Management System.
- **Campus Technology Committees:** Partner with the Campus Technology Committees at each College to get feedback on technologies that can lead to innovation across the District.

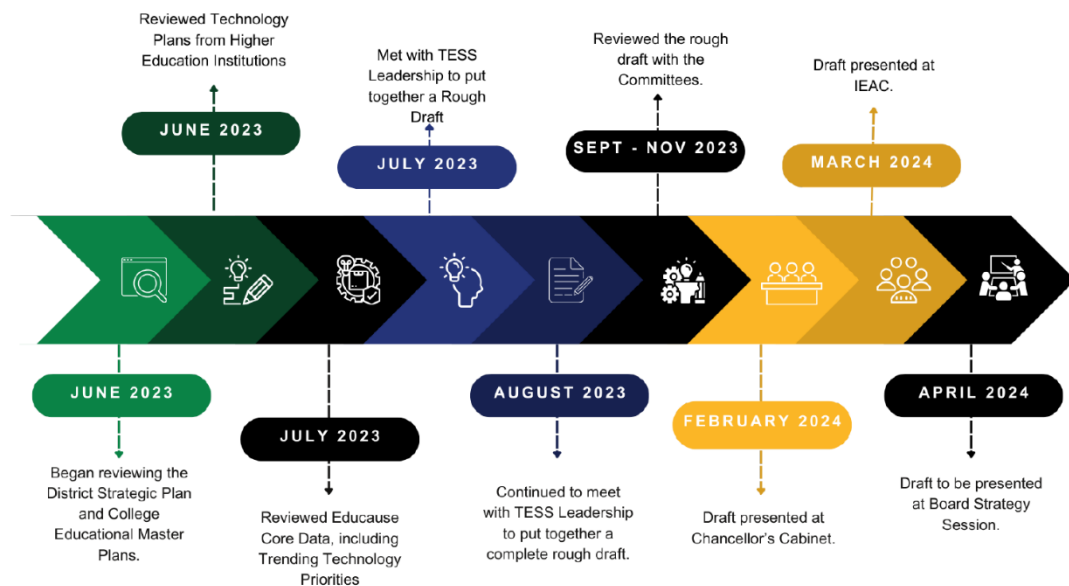
Goal 4: Enhance Information Security Districtwide

- **Information Security Plan:** Develop an information security plan that provides the strategies, protocols, and safeguards to protect the District's sensitive data and digital assets.
- **Update Security Policies:** Develop a comprehensive set of cybersecurity policies to safeguard sensitive data and maintain the integrity of academic and administrative systems.
- **Data Governance:** Establish a data governance framework that establishes clear responsibilities, processes, policies, and data categorization to ensure the proper collection, storage, usage, and security of data across the District.
- **Data Loss Prevention:** Implement a set of technologies aimed at identifying, monitoring, and preventing unauthorized and accidental data leaks by monitoring data in motion, at rest and in use.
- **Risk Assessment:** Review the Information Security Risk Assessment and prioritize new initiatives

Goal 5: Enhance the Stability and Reliability of Technology

- **Cloud Strategy:** Implement the cloud migration by migrating work loads from on premise to the cloud. This includes research for leveraging cloud services to replace the need for dedicated servers.
- **Disaster Recovery Plan:** Develop a Business Impact Analysis to guide the Business Continuity and Disaster Recovery Plan, to cover all areas of technology at the District and at the Colleges.
- **Fault Tolerance:** Create redundant pathways to create fault tolerance for internet and voice circuits at the District and the Colleges.
- **Redundancy:** Evaluate, document, and make recommendations for full redundancy in server rooms, core network and WAN environments.
- **Test Plans and Procedures:** Establish and execute annual and semi-annual test plans to ensure disaster recovery procedures work properly and systems are operating as expected.

Timeline Overview



Discussion: Executive Vice Chancellor Torres clarified there is one budget for technology. We adhere to the board policy on priority registration.

X. ADJOURNMENT

The next meeting of the Board: Board Business Meeting

May 9, 2024, at 4:00 PM

SBCCD Boardroom

550 E. Hospitality Ln., Ste 200

San Bernardino, CA 92408

The vice chair adjourned the meeting at 4:56 p.m.

The Board of Trustees approved the April 25, 2024, minutes on June 13, 2024.

Joseph R. Williams, Clerk
SBCCD Board of Trustees

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



BOARD OF TRUSTEES

Meeting Minutes – May 9, 2024

Location: San Bernardino Community College District Boardroom, 550 E. Hospitality Ln., Ste 200, San Bernardino, CA 92408

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 Macias 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 Harrison led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Danielle Graham

Ernest Guillen

Frank Acoste

Ela Lara

Eliseo Lara

III. CLARIFICATION

Vice Chancellor Hannon clarified the Board is not receiving a salary raise.

Executive Vice Chancellor Torres clarified the trustees' salary is \$441/month.

Executive Vice Chancellor Torres clarified Books+ provided information at a Board Strategy Session, Academic Senate, Classified Senate, Student Senates. SBCCD had one time funding that was provided for the Books+ program. SBCCD was able to negotiate a price decrease on books after the summer. SBCCD has agreed to continue Books+ through summer. Trustee Williams requested we enhance communication to students regarding Books+ and the solution going forward.

IV. APPROVAL OF MINUTES

A. 03-28-2024 and 04-11-2024

Motion: to approve the 03-28-2024 minutes and 04-11-2024 with the correction of the date of March 14, 2024 on the March 28, 2024 meeting minutes.

Moved by Trustee Harrison. Seconded by Trustee Gonzales.

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

NOES: none

ABSTAIN: none

ABSENT: none

Motion passed

V. RECOGNITION/CELEBRATIONS

A. Applause Cards

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

B. Recognition of Outgoing Student Trustees

The Board recognized the student trustees for serving the students of SBCCD.

C. Retirements

- Chavira, Rejoice, Counselor

After 25 years of service with the District, Rejoice has submitted a letter of intent to retire, effective December 31, 2024. Rejoice began her employment with SBCCD as a Coordinator, EOPS at CHC and finalized her career as a Counselor.

- Evans-Perry, Virginia, Public Services Librarian

After 22.5 years of service with the District, Virginia has submitted a letter of intent to retire, effective June 14, 2024. Virginia began her employment with SBCCD as a Librarian, a position she held for the entirety of her professional career.

- Ferri-Milligan, Paula, Professor, English

After 42.5 years of service with the District, Paula has submitted a letter of intent to retire, effective December 31, 2024. Paula began her employment with SBCCD as a Faculty Development Specialist, later advancing to become an English, Professor, a position she held for the remainder of her professional career.

- Gallagher, Debra, Executive Administrative Assistant President's Office

After 22 years of service with the District, Debra has submitted a letter of intent to retire, effective August 30, 2024. Debra began her employment with SBCCD as a Clerical Assistant, later advancing to the Executive Administrative Assistant, President Office, a position she held for the remainder of her professional career.

- Gimple, Tina, Administrative Coordinator

After 30 years of service with the District, Tina has submitted a letter of intent to retire, effective June 30, 2024. Tina began her employment with SBCCD as a Job Placement Specialist at CHC, then moved on to become an Administrative Coordinator in the Administrative Services Department where she remained for the rest of her professional career.

- Gonzalez, Moises, Custodian

After 21 years of service with the District, Moises has submitted a letter of intent to retire, effective June 28, 2024. Moises began his employment with SBCCD within the custodial department, where he remained for the entirety of his professional career.

- Goodrich, Kelly, Senior Executive Administrative Assistant

After 15 years of service with the District, Kelly has submitted a letter of intent to retire, effective December 30, 2024. Kelly began her employment with SBCCD as an Administrative Assistant I at the Facilities Department and was a Senior Executive Administrative Assistant at the Fiscal Services Department at the time of her retirement.

- Greyraven, Cynthia, Professor, Biology

After 32 years of service with the District, Cynthia has submitted a letter of intent to retire, effective May 31, 2024. Cynthia began her employment with SBCCD as a Biology Instructor at SBVC and later transferred over to CHC where she remained for the rest of her professional career.

- Hastings, Ronald, Director, Library & Learning

After 10.5 years of service with the District, Ronald has submitted a letter of intent to retire, effective December 31, 2024. Ronald began his employment with SBCCD as the Director, Library Services a position he held for the entirety of his professional career.

- Hernandez, Anita, Job Developer

After 12 years of classified contract service with the District, Anita has submitted a letter of intent to retire, effective December 31, 2024. Anita began her employment with SBCCD as a Job Developer, a position she held for the entirety of her professional career.

- Holoman, Yolanda, Child Development Assistant

After 21 years of service with the District, Yolanda has submitted a letter of intent to retire, effective June 28, 2024. Yolanda 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.

- Hunter, Diane, Professor, English

After 26 years of service with the District, Diane has submitted a letter of intent to retire, effective June 30, 2024. Diane began her employment with SBCCD as an English Professor, a position she held for the entirety of her professional career.

- Im, Sophin, Admissions & Records Evaluator

After 22 years of service with the District, Sophin has submitted a letter of intent to retire, effective June 30, 2024. Sophin began his employment with SBCCD as an Admissions & Records Clerk, later advancing to become an Admissions & Records Evaluator, a position he held for the remainder of his professional career.

- Jackson, Alvin, Chief of Police

After 6.5 years of service with the District, Chief Jackson has submitted a letter of intent to retire, effective June 30, 2024. Chief Jackson began his employment with SBCCD as the Chief of Police at the Police Department, a position he held for the entirety of his professional career.

- Jenkins, Robert, Director, Facilities Maintenance & Operations

After 9 years of service with the District, Robert has submitted a letter of intent to retire, effective June 30, 2024. Robert began his employment with SBCCD as the Director, Facilities, Maintenance and Operations, a position he held for the entirety of his professional career.

- Johle, Christina, Child Development Teacher

After 23 years of service with the District, Christina has submitted a letter of intent to retire, effective July 12, 2024. Christina began her employment with SBCCD as a Child Development Specialist at CHC, then became a Child Development Teacher where she remained for the rest of her professional career.

- Mendez, Anna, Printing & Graphic Services Supervisor

After 7 years of service with the District, Anna has submitted a letter of intent to retire, effective October 2, 2024. Anna began her employment with SBCCD as the Printing & Graphic Services Supervisor at the Graphic and Printing Services Department, a position she held for the entirety of her professional career.

- Molina, Linda, Admissions & Records Evaluator

After 44 years of service with the District, Linda has submitted a letter of intent to retire, effective August 30, 2024. Linda began her employment with SBCCD as an Admissions & Records Clerk, later advancing to become an Admissions & Records Evaluator, a position she held for the remainder of her professional career.

- Moreno, Dolores, Professor, English

After 33 years of service with the District, Dolores has submitted a letter of intent to retire, effective June 30, 2024. Dolores began her employment with SBCCD as an English Professor a position she held for the entirety of her professional career.

- Nichols, Barbara, Project Analyst

After 26 years of service with the District, Barbara has submitted a letter of intent to retire, effective June 30, 2024. Barbara began her employment with SBCCD as an Administrative Secretary, later becoming a Project Analyst, the position she held for the remainder of her professional career.

- Obra, Violeta, Professor, Nursing

After 24 years of service with the District, Violeta has submitted a letter of intent to retire, effective June 30, 2024. Violeta began her employment with SBCCD as a Nursing Professor, a position she held for the entirety of her professional career.

- Rodriguez, Cruz, Bonnie, Administrative Assistant II

After 29.5 years of service with the District, Bonnie has submitted a letter of intent to retire, effective December 30, 2024. Bonnie began her employment with SBCCD as a Child Development Specialist at the Child Development Center, later advancing to an Administrative Assistant II, a position she held for the remainder of her professional career.

- Sandy, Hannah, Coordinator, Health Services

After 13 years of service with the District, Hannah has submitted a letter of intent to retire, effective June 30, 2024. Hannah began her employment with SBCCD as a Coordinator, Health Services at CHC where she remained for the entirety of her professional career.

- Sanford, Renee, Laboratory Technician II- Microbiology

After 15 years of service with the District, Renee has submitted a letter of intent to retire, effective August 1, 2024. Renee began her employment with SBCCD as a Laboratory Technician, Science at CHC, finalizing her career as a Laboratory Technician II within the Biology department.

- Smith, David, Professor, Mathematics

After 15 years of service with the District, David has submitted a letter of intent to retire, effective June 28, 2024. David began his employment with SBCCD as a Mathematics Professor, a position he held for the entirety of his professional career.

- Sternard, Evan, Counselor

After 17 years of service with the District, Evan has submitted a letter of intent to retire, effective June 30, 2024. Evan began his employment with SBCCD as a Counselor where he remained for the entirety of his professional career.

- Strong, Lawrence, Director of Fiscal Services

After 10 years of service with the District, Lawrence has submitted a letter of intent to retire, effective June 24, 2025. Lawrence began his employment with SBCCD as a Director of Internal Audits at the Fiscal Services Department and was a Director of Fiscal Services at the Fiscal Services Department at the time of his retirement.

- Torres, Frances, Child Development Teacher

After 39 years of service with the District, Frances has submitted a letter of intent to retire, effective June 29, 2024. Frances began her employment with SBCCD as an Assistant Teacher at the Child Development Center, later becoming a Teacher the position she held for the remainder of her professional career.

- Valderrama, John, Maintenance Technician

After 5 years of service with the District, John has submitted a letter of intent to retire, effective June 28, 2024. John began his employment with SBCCD as a Maintenance Technician a position he held for the entirety of his professional career.

- Wall, Patricia, Reference Librarian

After 39 years of service with the District, Patricia has submitted a letter of intent to retire, effective June 28, 2024. Patricia began her employment with SBCCD as a Division Secretary in the Library, later becoming a Librarian, the position she held for the remainder of her professional career.

- Walter, DyAnn, Systems Analyst

After 51 years of service with the District, DyAnn has submitted a letter of intent to retire, effective June 30, 2024. DyAnn began her employment with SBCCD as a Data Control Clerk at the District Data Center Department and was a Systems Analyst at the TESS Department at the time of her retirement.

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

VI. ACTION AGENDA

A. Board Policies for Final Approval

Motion: to approve board policies for final approval

Moved by Trustee Harrison. Seconded by Trustee Viricel.

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

Motion passed

B. Executive Leadership Salary Schedule

Chancellor Rodriguez pulled this item for a future meeting of the board.

VII. CONSENT AGENDA

A. Curriculum – CHC

B. Human Resources

1. Adjunct and Substitute Academic Employees
2. Appointment of District Employees
3. Appointment of Interim Managers
4. Appointment of Temporary Academic Employees
5. Classified Advancement for Academic Employees
6. Employee Promotions
7. Management Tuition Reimbursement
8. Non-Instructional Pay
9. Payment of Stipends

C. Business & Fiscal Services

1. Board Self-Evaluation Instrument
2. Conference Requests
3. Contracts at or Above \$114,500
4. District and College Expenses
5. Individual Memberships
6. Surplus Property and Authorization for Private Sale or Disposal

D. Facilities

1. Award RFQP#03-2324-08 and Contract for San Bernardino Workforce Development Center Project
2. Master Services Agreements and Task Orders for Bond Construction

Chancellor Rodriguez pulled Consent Agenda Item VII.B.2 Appointment of District Employees

Trustee Williams pulled VII. D.1 Award RFQP#03-2324-08 and Contract for San Bernardino Workforce Development Center Project

Motion: to approve the consent agenda except item VII.B.2 Appointment of District Employees and VII.D.1 Award RFQP#03-2324-08 and Contract for San Bernardino Workforce Development Center Project.

Moved by Trustee Gonzales. Seconded by Trustee Longville.

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

Motion passed

Motion: to approve the Consent Agenda Item VII.B.2 Appointment of District Employees

Discussion: Chancellor Rodriguez introduced proposed new president of San Bernardino Valley College, Dr. Gilbert Contreras.

Moved by Trustee Harrison. Seconded by Trustee Williams.

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

Motion passed

Motion: to approve VII. D.1 Award RFQP#03-2324-08 and Contract for San Bernardino Workforce Development Center Project

Moved by Trustee Williams. Seconded by Trustee Gonzales.

Discussion: Trustee Williams would like an update on the center at future communications.

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

Motion passed

VIII. REPORTS

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

- A. Board Committee & Activity Reports
 1. Board Finance Committee (BFC) - Trustee Gonzales provided a brief report.
 2. Board Legislative Committee (BLC) – Trustee Reyes provided a brief report.
 3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – No 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.
- C. Chancellor's Report -
1. Goal 3 Status Report –Chancellor Rodriguez provided a brief report.
- D. Represented Groups
1. Crafton Hills College Academic Senate –Meredyth McLaren provided a brief report and a written report was provided.
 2. Crafton Hills College Classified Senate – Karen Peterson provided a brief report.
 3. Crafton Hills College Associated Students – Hadi Natour provided a brief report and a written report was provided.
 4. San Bernardino Valley College Academic Senate – No report.
 5. San Bernardino Valley College Classified Senate – No report.
 6. San Bernardino Valley College Associated Students – Nelva Ruiz Martinez provided a brief report and introduced the aeronautics club.
 7. CSEA –Ernest Guillen provided a brief report.
 8. CTA – No report.
 9. Police Officers Association - No report.
- E. 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 – Vice Chancellor Ornelas provided a brief report.

IX. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. CCFS-320 Apportionment Attendance Report for FY 2024 Period 2
- E. Contracts Below \$114,500
- F. Construction Change Orders and Amendments – Bond Program
- G. Districtwide Grant Submission Update
- H. General Fund Cash Flow Analysis
- I. MOUs between SBCCD and the CSEA
- J. Professional Expert Short-Term and Substitute Employees
- K. Purchase Order Report
- L. Resignations
- M. 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

None

XII. CONVENE CLOSED SESSION

The Board convened to closed session at 5:43 p.m.

XIII. RECONVENE PUBLIC MEETING

Chair Houston reconvened the public meeting at 8:02 p.m.

XIV. REPORT OF ACTION IN CLOSED SESSION

No action.

XV. ADJOURNMENT

The next meeting of the Board: Strategy Session

May 23, 2024, at 4:00 PM

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

The chair adjourned the meeting at 8:02 p.m.

The Board of Trustees approved the May 9, 2024, minutes on June 13, 2024.

Joseph R. Williams, Clerk
SBCCD Board of Trustees

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



BOARD OF TRUSTEES

Meeting Minutes – May 23, 2024

Location: San Bernardino Community College District, 550 E. Hospitality Ln., Ste. 200, San Bernardino, CA 92408

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

Meeting materials: www.sbccd.edu/govenda

MEMBERS PRESENT	ADMINISTRATORS PRESENT
Stephanie Houston, Chair Anne Viricel, Vice Chair Nathan Gonzales, Trustee Gloria Macias Harrison, Trustee John Longville, Trustee (arrived at 4:22 p.m.) Frank Reyes, Trustee Dyami Ruiz-Martinez, SBVC Student Trustee (advisory)	Diana Z. Rodriguez, Chancellor Jose Torres, Executive Vice Chancellor Kristina Hannon, VC Human Resources & Police Services Kevin Horan, CHC President Linda Fontanilla, SBVC Interim President Nohemy Ornelas, VC Educational & Student Support Services Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications
MEMBERS ABSENT	ADMINISTRATORS ABSENT
Joseph Williams, Clerk Michelle Ly, CHC Student Trustee (advisory)	

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Houston called the meeting to order at 4:00 p.m.

Trustee Gonzales led the Pledge of Allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

None

III. ACTION AGENDA

A. Accept Resignation and Fill Trustee Vacancy by Provisional Appointment

Motion: to accept the resignation and fill vacancy by provisional appointment with the amended resignation date to June 30, 2024, and the amended timeline (revisions in red):

- May 20, 2024, change to **May 23, 2024**, Received trustee's letter of resignation
- May 28, 2024, Notify the San Bernardino County Superintendent of Schools of board vacancy and intent to fill vacancy by provisional appointment.
- May 31, 2024, Public Notice is published to call for applications by June 26, 2024. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092). The notice will contain links to information about the District and the Board and include the candidate information sheet to be completed and returned by June 19, 2024, change to **June 26, 2024**
- June 19, 2024, change to **June 26, 2024**, All applications for appointment are due.
- June 20, 2024, change to **June 27, 2024**, Board Executive Members and Chancellor screen applications for eligibility and approve/develop interview questions.
- June 27, 2024, change to **July 1, 2024**, Notification to qualified applicants of Board interview date, time, and location.
- July 11, 2024, The Board interviews candidates and takes action to approve provisional appointment based on majority vote.
- July 12, 2024, press releases are distributed to media, social media, and websites.
- August 8, 2024, New Board Member is sworn-in and introduced.

Moved by Trustee Viricel. Seconded by Trustee Gonzales.

Electronic vote:

AYES: Ruiz Martinez (advisory), Gonzales, Harrison, Viricel, Houston

NOES: none

ABSTAIN: Reyes
 ABSENT: Longville, Williams
 Motion passed

IV. PRESENTATIONS

A. SBCCD Fiscal Year 2024-2025 Budget Presentation

Executive Vice Chancellor Torres and Director Larry Strong presented. This presentation is for review and discussion and no action is necessary. The Fiscal Year 2024-25 Tentative Budget will be presented for adoption on June 13, 2024.

State Budget

The Governor's May Revision to his proposed 2024-25 State Budget was released on Friday, May 10. Due to lower than anticipated revenues, the revised budget projects a state deficit of \$45.0 billion, a further deterioration of \$7.1 billion from the \$39.9 billion estimated in January. The anticipated \$45.0 billion deficit continues to be attributed to a large decline in the stock market in 2023, the related lower cash receipts, and forecasting challenges due to the "unprecedented delay" in tax collections resulting from tax filing extensions granted.

The Student-Centered Funding Formula will increase \$31.1 million to fund the 1.07% COLA (up from 0.76% proposed in January) and will have to be stretched to address any increase in costs such as step and column, benefits, retirement rates, and operating costs.

The budget contains \$28.1 million for enrollment to fund 0.50% growth in FTES and continues to include hold harmless revenue protections. However, these protections will end with the 2024-25 year. The total computational revenue for 2024-25 will become the funding floor for future years.

The May Revision reiterates support for additional important provisions regarding the Community College system, including 1.7% COLA for categorical programs, an increase of \$60 million for the expansion of nursing programs/Bachelor of Science in Nursing partnerships, and continued commitment to student housing, and a statewide revenue bond to support housing projects already selected.

SBCCD FY 2024-25 Tentative Budget

The preliminary FY 2024-25 Tentative Budget includes a 1.07% Cost of Living Adjustment (COLA), FTES growth of 4%, and a 0.37% increase in PERS costs. A reduction of approximately \$2.1 million in the Unrestricted General Fund, resulting from the Board's approved cost-saving early retirement incentive, is largely offset by estimated savings. The budget aligns with SBCCD's Administrative Procedure 6305 Reserves, maintaining a minimum fund balance of approximately two months of expenditures in its Unrestricted General Fund Balance.

In anticipation of potential actions by the Governor to address State budget gaps forecasted for 2024-25 and 2025-26, including expense reductions, borrowing, and deferrals, SBCCD staff has implemented nine measures to mitigate the impact of such actions on its budget and ability to continue serving its students and community. These strategies are prioritized, and the latter measures will not be implemented if SBCCD is able to meet its reserves requirement and maintain a balanced budget.

SBCCD Mitigation Measures in Priority Order

1. Meet or Exceed FTES Goals

Having already attained this year's FTES goal, we are confident in our ability to achieve the following enrollment goals over the next four years.

- o FY24/25 4%
- o FY25/26 4%
- o FY26/27 3%
- o FY27/28 2%

2. No Increase in Object Codes 4000's – 6000's

Due to the 1.07% COLA, prioritizing wages, step and column increases, and increased costs in employee benefits, it is necessary to maintain other expenses at the same level as Fiscal Year 2023-24.

3. Maintain Competitive Employee Health Benefits

SBCCD will continue to offer one cost-free benefit plan to eligible employees to maintain competitive health benefits.

4. Soft Hiring Freeze

As part of the early retirement incentive plan, all vacancies will require Chancellor's Cabinet approval. Recruitment will be limited to essential positions only.

5. When Appropriate, Eliminate Low-Enrolled Classes

We will evaluate low-enrolled classes and optimize class offerings as part of our enrollment management strategies. Classes needed to meet graduation requirements will continue to be offered.

6. Reduction of Reassign Time

Reassign time will be evaluated and modified to ensure it is focused on student success and/or student enrollment.

7. Use of Commercial Property Income

Commercial property income will be used as needed to balance the budget or meet the two-month reserve requirement.

8. Use of OPEB Trust Funds

Up to \$2 million from the Other Post Employment Benefits, or OPEB, trust will be utilized as necessary to balance the budget or meet the two-month reserve requirement.

9. Reduction of Reserve Requirement

If necessary, SBCCD staff will propose Board approval of the usage of reserves to balance the budget.

Discussion: Unrestricted General Fund: only includes step and column increase. Does not include any negotiated salary increases.

X. ADJOURNMENT

The next meeting of the Board: Board Business Meeting

June 13, 2024, at 4:00 PM

SBCCD Boardroom

550 E. Hospitality Ln., Ste 200

San Bernardino, CA 92408

The vice chair adjourned the meeting at 4:36 p.m.

The Board of Trustees approved the May 23, 2024, minutes on June 13, 2024.

Joseph R. Williams, Clerk
SBCCD Board of Trustees

Heather Ford, Senior Executive Administrative Assistant
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: June 13, 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 June 13, 2024

Christopher Millan

Crafton Hills College
English

"He is an amazing teacher that prepared me 100% for future English classes which I'm taking at this very moment in the spring semester. So I would like to appreciate and thank Professor Millan for being the type of teacher who cares about his students work."

Recognized by:
Alicia Lopez

Pedro Chabolla

Crafton Hills College
Career Center

"For exceptional work in helping to execute our Career Center services to students, employers, workshops and events."

Recognized by:
Trinette Barrie

Rejoice Chavira

Crafton Hills College
Counseling

"Thank you for putting together a wonderful API Heritage closing ceremony at CHC!"

Recognized by:
Chloe de los Reyes

Shaimaa Chemkhi

Crafton Hills College
Admissions

"She helped me register for a class I was struggling to find"

Recognized by:
Fatima khalfallah

Gwen DiPonio

Crafton Hills College
English

"Thank you for always supporting campus events! Your hard work is very much seen and appreciated!"

Recognized by:
Chloe de los Reyes

Paige Dulay-Vega

Crafton Hills College
Career Education and Human
Development

"Paige, Thank you for all your hard work and dedication to our EMS and Fire Career Fair."

Recognized by:
Brittany Sysawang Nair



Caring Hands Applause Cards

Presented for Information June 13, 2024

Geoffrey Escher

Crafton Hills College
Office of Instruction

"Geoff, Thank you for your help with Scheduling our EMS sections for Spring 2024. We appreciate your help."

Recognized by:
Brittany Sysawang Nair

Alexis Ford

Crafton Hills College
Career Center

"For exceptional work in helping to execute our Career Center services to students, workshops and events."

Recognized by:
Trinette Barrie

Jimmy Grabow

Crafton Hills College
Counseling

"Thank you for another year of APIA service and leadership!"

Recognized by:
Chloe de los Reyes

Laurie Green

Crafton Hills College
Career Education and Human
Development

"Laurie, Thank you so much for your expertise and guidance. I appreciate it."

Recognized by:
Brittany Sysawang Nair

Jehan Izhar

Crafton Hills College
Kinesiology

"Best teacher I have ever had."

Recognized by:
Lisa Degen

Elizabeth Lopez

Crafton Hills College
Office of Instruction

"Liz, Thank you for all your help with scheduling courses."

Recognized by:
Brittany Sysawang Nair



Caring Hands Applause Cards

Presented for Information June 13, 2024

Krista Ornelas-Mora

Crafton Hills College
Career Center

"For exceptional work in helping to execute our Career Center services to students, employers, workshops and events."

Recognized by:
Trinette Barrie

Rebecca Orta

Crafton Hills College
Counseling

"Rebecca, Thank you for your time and assistance with student clearances. We appreciate you."

Recognized by:
Brittany Sysawang Nair

Dr. Pfahler

Crafton Hills College
Psychology

"Dr. Pfahler shows dedication to her students in ways that no other faculty does. She is amazing in that she takes the time to make sure that her students grow, learn, and are accountable. Her students tell us that she has made a difference in their life."

Recognized by:
CHC SAS Staff Member

Christine Poffek

Crafton Hills College
Kinesiology

"Thank you for your help at the Financial Aid. Awareness. It will help hopefully to increase enrollment."

Recognized by:
Ken Lawler

Rebecca Pompa

Crafton Hills College
Facilities, Maintenance, and Operations

"Rebecca continually assists our program with our maintenance requests and often expedites them to keep our training seamless. We truly appreciate her and wanted to highlight how thankful we are for her kindness and willingness to help us."

Recognized by:
Paige Dulay-Vega

CJ Rivera

Crafton Hills College
Admissions and Records

"She has gone above and beyond to help us and put our minds at ease. She was amazing and as a newly incoming student learning all of the ropes it can be very nerve racking."

Recognized by:
Julian Dickason



Caring Hands Applause Cards

Presented for Information June 13, 2024

Vanessa Rodriguez

Crafton Hills College
SAS/HWC

"Thank you for the fabulous "Art Therapy" session for our students!"

Recognized by:
Julie McKee

Denny Santoso

Crafton Hills College
Tutoring

"Denny has helped me pass chemistry this semester!! Thank you"

Recognized by:
Lindsey Parra

Jamie Sierra

Crafton Hills College
Outreach

"Jamie, Thank you so much for being so kind and knowledgeable about CHC and our services."

Recognized by:
Brittany Sysawang Nair

Floyd Simpson

Crafton Hills College
Admissions and Records

"Clearing the registration hold"

Recognized by:
Estella Maree Realino

Floyd Simpson

Crafton Hills College
Admissions and Records

"Floyd, Thank you always for your all your hard work and dedication to our students! We all appreciate your help with registration."

Recognized by:
Brittany Sysawang Nair

Michael Sweeney

Crafton Hills College
Fire Technology

"He is the best teacher and cares about his students. I will always remember his stories and the knowledge he passed on."

Recognized by:
Fall 2023 class



Caring Hands Applause Cards

Presented for Information June 13, 2024

Christina Sweeting

Crafton Hills College
Career Education and Human
Development

*"Christina, Thank you for being our
Amazing Administrative Assistant III, your
expertise and guidance is extremely
appreciated."*

Recognized by:
Brittany Sysawang Nair

Leslie Swindell

Crafton Hills College
Institutional Advancement

*"Thank you for helping us with our flyers
and for advertising our events!"*

Recognized by:
Chloe de los Reyes

Stacy Sysawang

Crafton Hills College
Career Education and Human
Development

*"Stacy, Thank you so much for your hard
work on clearing students for our EMT
Program."*

Recognized by:
Brittany Sysawang Nair

Amanda Ward

Crafton Hills College
Career Education and Human
Development

*"Amanda, Thank you for your kind words,
hard work and dedication to our students,
faculty and staff."*

Recognized by:
Brittany Sysawang Nair

Souts Xayaphanthong

Crafton Hills College
Counseling

*"Thank you for putting together a wonderful
API Heritage closing ceremony at CHC!"*

Recognized by:
Chloe de los Reyes

Ruby Zuniga

Crafton Hills College
Office of Institutional Effectiveness,
Research & Planning

*"Thank you for your work on putting our
ESL/N directed self-placement on
Qualtrics!"*

Recognized by:
Chloe de los Reyes



Caring Hands Applause Cards

Presented for Information June 13, 2024

Zoraida Gutierrez

District Support Operations
Facilities

"Thank you for the support you provide to our team and everyone who enters the District Office."

Recognized by:
Erika Menge

Shalita Tillman

District Support Operations
San Bernardino Community College
District

"Shalita, thank you for all your contributions and impact in our community and students."

Recognized by:
Brittany Sysawang Nair

Krystal Trussell

District Support Operations
Accounts Payable

"Thank you for your quick processing of invoices, communication, and follow-up. Your hard work is appreciated!"

Recognized by:
Erika Menge

Timothy Colbert

San Bernardino Valley College
Art

"Mr. Colbert helps in every capacity of the art department and makes it look easy. He is always willing to help students and answer all of our questions. He never makes us feel unimportant or silly for asking questions and he spends a lot of time running around making sure that everything is working."

Recognized by:
Ceramic Night Class Students (6 of us)

Grace Ding

San Bernardino Valley College
Kinesiology and Health

"Thank you for your help at the Senior Day event. It will help hopefully to increase enrollment."

Recognized by:
Dept. Chair Ken Lawler

Rance Freeman

San Bernardino Valley College
Art Department

"Rance is an exceptional Ceramic Tech. He not only keeps the studio running, but he also always has time to spare for students. He gives super helpful advice, demos, and always makes sure to reinforce the information that was given by the instructors to ensure that everyone is on the same page."

Recognized by:
Ceramic Night Class Students (6 of us)



Caring Hands Applause Cards

Presented for Information June 13, 2024

Jeremiah Gilbert

San Bernardino Valley College
MATH

"Dr. Gilbert's class is like a breath of fresh air in online learning. Clear videos, easy-to-use Canvas, and regular emails make it stress-free and engaging. With a reliable syllabus and consistency, it's a standout experience that sets the bar high for online courses."

Recognized by:
Rita Moisson - Student in MATH-108-119

Ernest Guillen

San Bernardino Valley College
Library

"So much appreciation for starting Sexuality and Gender Affinity Association (SAGAA) and for leadership and service across the district!"

Recognized by:
Chloe de los Reyes

Suzan Hall

San Bernardino Valley College
Student Services

"Thank you for always being so helpful and friendly. I know that if I have a question you will have the answers. You are much appreciated! :)"

Recognized by:
Maureen Ryan

Carol Jones

San Bernardino Valley College
Chemistry, 101 Professor

"Great professor, committed to her profession and always exceeds at what she does for her students."

Recognized by:
Paulina G.

Mary Lawler

San Bernardino Valley College
Kinesiology and Health

"Thank you for your help at the Senior Day event. It will help hopefully to increase enrollment."

Recognized by:
Dept. Chair Ken Lawler

Mary Lawler

San Bernardino Valley College
Kinesiology and Health

"Help with Curriculum courses"

Recognized by:
Dept. Chair Ken Lawler



Caring Hands Applause Cards

Presented for Information June 13, 2024

Graig Luke

San Bernardino Valley College
Councilor

"Helpful"

Recognized by:
Maribel

Dr. Craig Luke

San Bernardino Valley College
Counselor

"Awesome guy, get back to me with any questions I have really fast and just a nice man easy to talk to."

Recognized by:
Vicente Quiroz

Dr. Craig Luke

San Bernardino Valley College
Valley Bound (Counseling)

"Dr. Craig is just an amazing counselor. He made me feel like I was truly meant to be there. I felt at home during my process and completely understood my exact problem. He treats everyone with upmost respect and I admire that."

Recognized by:
Julian Galaviz

Craig Luke

San Bernardino Valley College
First year experience

"Dr. Luke was willing to stop what he was doing to hear out my issues & schedule an appointment for the next morning to help me. He was the most caring counselor I have ever had at this school. He has gone above & beyond for me just within these 2 days I have talked to him & no other counselor has."

Recognized by:
David Martinez

Jeremiah Marquez

San Bernardino Valley College
Kinesiology and Health

"Thank you for your help at the Senior Day event. It will help hopefully to increase enrollment."

Recognized by:
Dept. Chair Ken Lawler

Jesus Nolasco

San Bernardino Valley College
Math Statistics

"This professor goes above and beyond to help his students succeed!"

Recognized by:
Desiree Williams



Caring Hands Applause Cards

Presented for Information June 13, 2024

Maria Carmen Rodriguez

San Bernardino Valley College
Student Equity and Success

"Thank you for your support of API Association! We appreciate you!"

Recognized by:
Chloe de los Reyes

Ayanna Spivey

San Bernardino Valley College
FYE

"Ayanna goes above and beyond to support her students in DEEP. Having someone like Ayanna in their corner can truly make a positive impact on student's academic and personal development."

Recognized by:
Anonymous

Laurie Sullivan

San Bernardino Valley College
Student Access Services (Disability)

"Laurie has gone out of the way to guide me. As a non-traditional older student with disabilities, I really appreciate Laurie actually listened to my concerns and guided me with compassion and empathy. She is an excellent listener and without giving me she guided me"

Recognized by:
Tushar Oza

Laurie Sullivan

San Bernardino Valley College
Student Accessibility Services

"Big cheers for Laurie Sullivan for stepping up with boundless energy when our department needed it most! Her enthusiasm and can-do attitude are truly inspiring, and we're so grateful for all she does for our team."

Recognized by:
Karina West

Bethany Tasaka

San Bernardino Valley College
Mathematics, Business & Computer Technology.

"Thank you for another wonderful year of APIA service and leadership!"

Recognized by:
Chloe de los Reyes

Julie Ann Ulloa

San Bernardino Valley College
Admissions & Records

"I wholeheartedly appreciate your warm, friendly, supportive advice, guidance, and training. You are truly valued and admired. Thank you very much."

Recognized by:
Armando A. Garcia

CANDIDATE: ANGELA BRANTLEY, ED.D.

CANDIDATE APPLICATION & INFORMATION SHEET SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TRUSTEE AREA 7

Name Angela Brantley, Ed.D.

Address 29552 Gold Buckle Rd

Highland CA 92346

Phone (909) 496-8128 Email brantleyangela@yahoo.com

Regular days and times of the week you are not available to meet: Mon- Fri 7:30am-4:00pm

Attach responses on a separate sheet if needed:

1. **Do you have prior experience serving on a governing board, specifically a Community college district? Please list such prior experience.**

I have not had prior experience serving on a governing board. However, I have served the Rialto Unified School District (RUSD) for 25 years. During the last 14 years of that experience, I served as the administrator leading the Student Services and Child Welfare and Attendance Departments. In that capacity, I worked directly with the five-member governing board in areas related to student behavior and discipline. For each school board meeting, I met with the Board in Closed Session to address questions and provide guidance around topics related to Student Services.

In addition, I have annually presented to the Board on a wide range of topics related to Student Services. This included presentations on changes to the Education Code that would impact Board Policy updates and procedures and protocols at the school site level.

2. **Have you worked on any committees or participated in any college activities recently? If so, please list them.**

CANDIDATE: ANGELA BRANTLEY, ED.D.

In my capacity as the leader of Student Services, I supported a variety of activities and initiatives that increased the engagement of student access to college and career activities, including:

- Hosting college fairs
- College campus fieldtrips.
- Lead K-12 team in collaboration with community college partners to improve Dual Enrollment program.

3. **Describe any other community or business activities in which you have participated. Describe your role, and whether your work was volunteer or employment-related.**

I am an active member of the greater San Bernardino community. I volunteer in a variety of capacities.

- Westside Christian Center- Volunteer with youth and other areas of the ministry
- Association of California School Administrators (ACSA)- member and executive regional board member
- Youth Action Project (YAP)- Volunteer as a board member for the non-profit organization
- I AM Gifted, LLC- Volunteer and serve a board member for the non-profit

4. **Why do you want to be a board member?**

I am driven to serve as a board member of the San Bernardino Community College Board because of my profound commitment to fostering accessible and quality education within our community. I am passionate about ensuring that every individual in our region has the chance to pursue their academic and professional aspirations regardless of their background or circumstances. I believe that by actively participating in the board, I can contribute valuable insights, advocate for equitable policies, and collaborate with fellow members to enhance the educational experience and empower students to thrive in a rapidly evolving world.

Moreover, I am an active member of the San Bernardino community and possess a firsthand understanding of its unique challenges and opportunities. By leveraging my local knowledge and connections, I aspire to champion initiatives that promote student success, support faculty and staff development, and strengthen partnerships with local businesses and organizations.

5. What do you see as the basic purpose of community colleges?

The basic purpose of community colleges is to provide accessible, affordable, and high-quality education that meets the diverse needs of students and the community. Community colleges serve as a vital bridge for students seeking to enhance their skills, attain higher education, and improve their employment prospects. They offer a wide range of programs, including associate degrees, vocational training, certificate programs, and opportunities for lifelong learning. This diverse array of educational pathways ensures that community colleges can cater to a broad spectrum of students, from recent high school graduates to working adults seeking to advance or change their careers.

Moreover, community colleges play a crucial role in fostering economic development and social mobility within the communities they serve. By partnering with local industries and employers, they align their curricula with the demands of the job market, thus equipping students with relevant and marketable skills. Community colleges also serve as an inclusive educational environment, often providing support services such as tutoring, counseling, and financial aid to help students overcome barriers to success. Ultimately, the purpose of community colleges is to empower individuals through education, contributing to the overall well-being and advancement of the community.

6. What is the role of the board in the fulfillment of that purpose?

The role of the board in fulfilling the purpose of community colleges is multifaceted, encompassing strategic oversight, policy development, and advocacy. Board members are entrusted with setting the vision and long-term goals for the institution, ensuring that the college's mission aligns with the needs of the community and the evolving landscape of higher education. By establishing clear policies and guidelines, the board creates a framework within which the administration can effectively operate, fostering an environment conducive to academic excellence and student success.

Furthermore, the board plays a critical role in ensuring accountability and transparency within the college. This involves regularly reviewing and assessing the college's performance, financial health, and adherence to policies to ensure that resources are being used effectively and that the college is meeting its goals. Board members also serve as advocates for the college, building relationships with community stakeholders, government entities, and industry partners to secure support and resources. By actively engaging with the community and championing the college's mission, the board helps to sustain and enhance the institution's role in providing accessible, high-quality education and fostering economic and social mobility.

7. How does the board's role differ from that of the chancellor?

The role of the board is to govern the college on behalf of the community. Their relationship with the chancellor is to provide guidance primarily through the board's governing policy. The board delegates authority to the chancellor and other college staff and committees. Other sections of the Education Code identify more specific board responsibilities.

The board's role differs significantly from that of the chancellor, with each serving distinct but complementary functions within the governance structure of the community college district. The board is primarily responsible for setting the strategic direction and establishing policies that guide the overall mission and goals of the institution. Board members act as representatives of the community, ensuring that the college meets the educational needs of its students and the broader community. They provide oversight and accountability, monitoring the college's performance, approving budgets, and evaluating the effectiveness of programs and initiatives.

In contrast, the chancellor is the chief executive officer of the district, responsible for the day-to-day administration and operation of the colleges within the district. The chancellor implements the policies set by the board, manages the district's resources, and oversees faculty, staff, and student services to ensure that the board's vision and goals are realized. The chancellor also serves as the primary liaison between the board and the college administration, providing regular updates on the district's progress and challenges. While the board focuses on governance and strategic oversight, the chancellor handles operational management, ensuring that the board's policies are effectively executed and that the institution runs smoothly and efficiently.

8. What should be the relationship between the board members and the administration in the handling of college and district concerns?

The relationship between board members and the administration should be one of collaborative partnership, grounded in mutual respect and clear communication. Board members are responsible for setting strategic direction and establishing policies that align with the college's mission and goals, while the administration is tasked with implementing these policies and managing day-to-day operations. It is essential that board members provide oversight and accountability without micromanaging, allowing the administration the autonomy to effectively carry out their duties. Regular, open, and transparent communication is crucial to ensure that both parties are aligned on priorities and can address concerns proactively.

Additionally, board members should serve as a bridge between the community and the administration, advocating for the needs and interests of students, faculty, and the broader community. By fostering a relationship based on trust and

CANDIDATE: ANGELA BRANTLEY, ED.D.

collaboration, the board and administration can work together to navigate challenges, seize opportunities, and drive continuous improvement within the college and district. This partnership should be characterized by a shared commitment to the institution's success, with both sides bringing their expertise to the table to make informed decisions that benefit the entire college community.

9. Briefly describe your commitment to our colleges and district.

My commitment to our colleges and district is rooted in a deep belief in the transformative power of education and a dedication to fostering an environment where all students can succeed. I am passionate about ensuring that our colleges provide accessible, high-quality education that meets the diverse needs of our community. This commitment is reflected in my active involvement in educational initiatives and my advocacy for policies that promote equity, inclusivity, and academic excellence.

As a K-12 leader, I have consistently worked to build strong partnerships between schools and community colleges, understanding that collaboration is key to supporting students in their educational journeys. I am dedicated to working with fellow board members, administration, faculty, and the community to enhance the resources and opportunities available to our students. My goal is to contribute to the continuous improvement of our colleges and district, ensuring they remain vibrant, responsive, and effective in preparing students for the future.

10. What do you see as the strengths of SBCCD?

One of the primary strengths of our community college lies in its commitment to accessibility and inclusivity, ensuring that education is attainable for a diverse population. This institution offers a wide range of programs and courses that cater to various academic and professional aspirations, from vocational training to transfer pathways for four-year universities. The affordable tuition and comprehensive financial aid options make higher education feasible for students from all socioeconomic backgrounds. Additionally, the college's flexible scheduling, including evening and online classes, accommodates non-traditional students, working adults, and those with family responsibilities, thus broadening the scope of who can pursue and achieve their educational goals.

Another significant strength is the strong connection our community college maintains with local industries and employers. This partnership fosters a curriculum that is responsive to the evolving needs of the job market, providing students with relevant and marketable skills that enhance their employability upon graduation. The college's emphasis on internships, apprenticeships, and hands-on learning experiences

CANDIDATE: ANGELA BRANTLEY, ED.D.

ensures that students are not only academically prepared but also equipped with practical skills and professional networks. Furthermore, the dedicated faculty and staff who are deeply invested in student success create a supportive and nurturing learning environment, fostering both personal and academic growth. These strengths collectively contribute to the college's reputation as a pivotal institution in our community, driving both individual advancement and regional economic development.

11. **What do you see as the area(s) most needing improvement in the colleges and district?**

As a K-12 leader, I recognize the crucial role that collaboration between local community colleges and schools plays in ensuring a seamless transition for students post-high school. One area that I see as needing improvement is the alignment of curricula and resources between K-12 institutions and community colleges. By fostering closer partnerships and communication channels between these entities, we can better tailor educational pathways to equip students with the marketable skills needed for success in the workforce. Additionally, there is a pressing need to enhance support services for students during their transition from high school to community college. Implementing robust counseling and mentoring programs can help students navigate academic and career pathways more effectively, ultimately increasing retention and completion rates. By addressing these areas of improvement collaboratively, we can better prepare our students for the challenges and opportunities they will encounter beyond the classroom.



CANDIDATE APPLICATION & INFORMATION SHEET SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TRUSTEE AREA 7

Name Amy Lillestrand

Address 7949 Prairie Rose Way
Highland, CA 92346

Phone (760) 458-5488 Email aclillestrand@gmail.com

Regular days and times of the week you are not available to meet: 7am-3pm M-F

Attach responses on a separate sheet if needed:

1. Do you have prior experience serving on a governing board, specifically a Community college district? Please list such prior experience.
2. Have you worked on any committees or participated in any college activities recently? If so, please list them.
3. Describe any other community or business activities in which you have participated. Describe your role, and whether your work was volunteer or employment-related.
4. Why do you want to be a board member?
5. What do you see as the basic purpose of community colleges?
6. What is the role of the board in the fulfillment of that purpose?
7. How does the board's role differ from that of the chancellor?

Candidate application for : **Amy Lillestrand, Ed.D**
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TRUSTEE AREA 7

1. Do you have prior experience serving on a governing board, specifically a Community college district? Please list such prior experience

No prior governing board experience.

2. Have you worked on any committees or participated in any college activities recently? If so, please list them.

I have been employed as an adjunct professor and student teaching candidate supervisor for the University of Redlands for the past six years. I support the students in their career paths in education and offer them the skills, educational foundations and framework necessary to embark on a career as an educator. I support the university by attending community functions, offering students mentor opportunities, and helping to create partnerships between the school and community resources. These activities allow me the opportunity to collaborate with stakeholders, promote and encourage student achievement and immerse myself within the community.

3. Describe any other community or business activities in which you have participated. Describe your role, and whether your work was volunteer or employment-related.

In my current role as Dean of Students for the Yucaipa-Calimesa School District, I have worked to create a school - community partnership program that allows students to engage with and learn from local businesses and trades. The goal of the program is for students to have access to the wealth of job opportunities here in the Inland Empire. In pairing with the Yucaipa Police Department, Yucaipa Fire Department and the Yucaipa Valley Water District, the hope is that these partnerships will flourish and as they gain momentum, allow for the opportunity to fund scholarships for local students to pursue their educational goals in higher education.

4. Why do you want to be a board member?

I want to be a board member because I have a passion for helping to create bonds between the field of education and the community. I am a native to the Inland Empire and former student of the San Bernardino Community College District. I have long standing roots in the community and I am looking to serve and assist with the community college district. I am interested in policy making and seek a role in making decisions that best serve the community and student body. In my role as an education administrator, I consider all challenges as opportunities and I address these challenges through the lens of social justice, transformative leadership, transparency and collaboration. A seat on

the board allows for civil dialogue and data reflection that embraces the goals and vision for the colleges.

5. What do you see as the basic purpose of community colleges?

The basic purpose of a community college, as I see it, is to provide the community with affordable, equitable and easily accessible means for higher education to leverage career opportunities for students. Community colleges offer students the ability to transition to a 4-year university or job-training skills that allow for a lucrative and well balanced shift to the workforce. Additionally, the staff and governing board play a crucial role in creating a culture within the colleges that eliminates barriers and promotes equity and equality.

6. What is the role of the board in the fulfillment of that purpose?

The role of the board is to set policies in place and review the annual goals that reflect the overall performance of the colleges. The board is also responsible for advising the chancellor and supporting the overall health and future of the colleges.

7. How does the board's role differ from that of the chancellor?

The role of the board differs from the role of the chancellor in that the chancellor acts as the professional advisor to the governing board and is responsible for executing board policy, supervising and evaluating employees.

8. What should be the relationship between the board members and the administration in the handling of college and district concerns?

The relationship between the board members and the administration should be one that is rooted in transparency and fosters healthy collaboration and discussion for the overall benefit of the colleges. The relationship should be based on mutual respect and support for the unique responsibilities for both parties. The two entities should work in tandem to ensure fiscal accountability, student success and partnership with the community.

9. Briefly describe your commitment to our colleges and district.

My commitment to the colleges and district stem from a long standing personal and professional relationship with and investment in the system. As a daughter of a single mom, I was able to utilize Crafton Hills College to earn the first year college credits I needed to transfer to a four year college. Without that first year at Crafton, all four years at a university would not have been financially feasible. It allowed me the opportunity to reach my educational goals. My younger brother graduated from the police academy through San Bernardino Community Colleges, and as a former teacher, I saw the

numerous opportunities the community provided to my students. These opportunities varied from the fire program, to Associate Degrees that allowed them access to successful futures. I have a commitment to give back to the programs that allowed me to follow my dreams and conquer my educational goals. As an educator and mother, I see the value in community college and embrace the opportunities that are available here within San Bernardino County. I believe in the future of the students going through the vast programs available through the San Bernardino Community District. I am dedicated to supporting those programs to keep our local schools thriving and continuing to give our students the skills to compete in today's economy.

10. What do you see as the strengths of SBCCD?

Of the many strengths I see with SBCCD, the one that stands out the most is the accessibility and culture of the campuses. I have visited all of the campuses, either as a student, or a guest for a seminar or a professional training. It is clear, walking onto any of the campuses, that the culture is one that emits positivity, inclusion, success and opportunity. Students are engaged, dedicated and eager to take ownership for their learning and fruit success.

11. What do you see as the area(s) most needing improvement in the colleges and district?

As with any state subsidized program, there are problems that arise. State legislature and policy change can alter the integrity and performance of a system, the community colleges are not excluded from this. In order to provide the most educated answer to this question, I would need to review the current data, including fiscal data, graduation rates and enrollment in order to determine areas of need.



CANDIDATE QUESTIONS
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TRUSTEE AREA 7

CANDIDATE APPLICATION AND INFORMATION SHEET

PAGE 1 OF 4

Full Legal Name: June C. Yamamoto

Address: 29073 River Run Lane

City, State, Zip: Highland, CA 92346

Phone: 909-838-1738

Email: jhome1738@gmail.com

Please list the regular days
and times of the week you
are not available to meet.

N/A

1. Please list and describe your experience serving on a governing board, specifically a community college district.

"No past experience on a community college district board.

Other boards

- National Council for Workforce Education- board member
- Girl Scouts of San Gorgonio Council- Second Vice President, Member at Large
- Crafton Hills College Foundation- Vice President
- Highland Area Chamber of Commerce- Vice President, Secretary, Member at Large
- San Bernardino Valley Humane Society- Board Member at Large"

2. Please list any committees or college activities you have recently participated in.

"Listed below are various committees I participate in:

Crafton Hills College Foundation

- Executive Committee- Vice President
- Gala/Annual Fundraiser Committee
- Alumni Committee
- Scholarship Committee
- Fund Development Committee
- President Circle Member

Activity Participation at Crafton Hills College

- Commencement Rehearsal Celebration
- Gala/Fundraiser Event
- An Afternoon with George Takei
- Public Safety Training Center: President Circle Sneak Peek, Ribbon Cutting
- Allied Health & Medical Career Day for Girl Scouts- tour guide
- Retiree Breakfast

3. Describe any other community or business activities in which you have participated. Describe your role, and whether your work was volunteer or employment-related.

"I am proud to be an active member in the community, here are the areas of my involvement:

All of the following involvement is as a volunteer:

- Girl Scout of San Gorgonio Council (San Bernardino/Riverside County)
 - Past Second Vice President, Currently Board Member at Large
 - Diversity, Equity & Inclusion Committee
 - Hiring Committee for Chief Operations Officer
 - Property Committee- past chair, current committee member
 - Volunteer Conference presenter
 - Girl Scout Network Steering Committee
 - Life After High School Committee
- Highland Area Chamber of Commerce
 - Ambassador
 - Nomination Committee
 - Installation and Awards Committee
 - Annual Fundraiser Committee
 - Annual 5K/10K Run Committee
 - Past board Vice President and Secretary
- American Camp Association
 - National Accreditation Team
 - National and Local Conference Volunteer
- Usher at the Redlands Bowl Summer Music Festival
- Past Organization Involvement:
 - Employment Related
 - San Bernardino Co. Superintendent of Schools Regional Advisory Committee
 - National Council for Workforce Education- Board Member at Large
 - CA Community College Association for Occupational Education
 - Volunteer Related
 - San Bernardino Valley Humane Society- Board Member at Large

4. Why do you want to be a board member?

I have retired from SBCCD and was fortunate to work at San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) and worked with the Economic Development & Corporate Training office. I understand the role as a board member is different than my previous role as an administrator and part-time faculty member.

I would like to bring my enthusiasm, experience and knowledge to serve the district in a different capacity. As a board member I can spread the word about the outstanding district we have in a different capacity.

5. What do you see as the basic purpose of community colleges?

I see the purpose of our two community colleges and the EDTC to provide quality, affordable and inclusive, education and training to our local residents and businesses. In addition, for our student succeed, appropriate student services are necessary, and they need to be easily accessible.

6. What is the role of the board in the fulfillment of that purpose?

For the colleges, EDTC and KVCR to be successful the role of the SBCCD board is to provide district wide governance and oversight, efficiently manage resources (budget, facilities, construction...), continue positive relationships with college leaders/KVCR/EDTC, engage with our communities and be advocates for the colleges and program locally and statewide.

7. How does the board's role differ from that of the chancellor?

The board is the governance body for the district and the Chancellor works for the board. Chancellor Rodriguez is the chief executive officer and all employees of the district work for the chancellor.

8. What should be the relationship between the board members and the administration in the handling of college and district concerns?

The board is the governance body of the district. The board does not have a hands-on role at the college or district level. With a relationship built on trust and respect all concerns regarding the college/EDTC/KVCR need to go to the Chancellor and not the administrators.

9. Briefly describe your commitment to our colleges and district.

I loved my work at SBVC and CHC. I am proud to be on the CHC Foundation to raise funds to support our students and programs. I regularly promote CHC and SBVC through my community involvement. I also financially support the CHC Foundation and KVCR. I would look forward to promote and advocate for the district as a board trustee. A board trustee is a critical position and I will always be prepared and engaged to meet the required roles and responsibilities.

10. What do you see as the strengths of SBCCD?

"SBCCD is an outstanding district. Some of the strengths include:

- The two colleges and EDTC we are able to serve students and businesses. The degree and certificate programs are always able to adapt to the changing environment to keep students current in their discipline.
- Thanks to voters passing different "Measures" the district has been able to build state of the art facilities to meet the needs listed in the different strategic plans.
- We are fortunate to have KVCR Radio and TV. Several years back I participated in the "focus group" for KVCR. It was, and still is evident that KVCR serves the Inland Empire by providing outstanding news, education, culture and community engagement.
- Instituting new programs and services to meet needs of non-traditional students
- Positive, progressive, knowledgeable, and innovative faculty, staff, administrators and board are key to the many successes of the district.

11. What do you see as the area(s) most needing improvement in the colleges and district?

Being active in my local community I am constantly promoting SBCCD. So many people do not know what SBCCD has to offer. I see a need for increased information on the degrees, certificates, workforce training and student services programs to the local communities/businesses.



**CANDIDATE QUESTIONS
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TRUSTEE AREA 7**

CANDIDATE APPLICATION AND INFORMATION SHEET

PAGE 1 OF 4

Full Legal Name: Cherina Octavia Betters

Address: 6568 Applewood Street

City, State, Zip: Highland, CA 92346

Phone: 909-821-4453

Email: socalfinest@msn.com

Please list the regular days
and times of the week you
are not available to meet.

N/A

1. Please list and describe your experience serving on a governing board, specifically a community college district.

I have extensive experiences in serving on various governing boards. I currently serve as the President-elect for the Association of California School Administrators. ACSA is the driving force for an equitable, world-class education system, and the development and support of inspired educational leaders who meet the diverse needs of all California students. As President-elect of ACSA Region 12, I lead the Executive Board and direct the continued operation of the purposes and programs of the Charter. The annual duties of the Executive Board include 1. Adopt a budget of projected income and expenses and to approve non-scheduled expenses if necessary. 2. Adopt a schedule of Executive Board meetings, general membership meetings, and any other special meetings as needed. 3. Approve programs planned for general membership meetings. 4. Appoint committee members and fill vacancies as specified in these Bylaws. I also serve as an Executive Board member for a non-profit known as Santa Claus Incorporated. Santa Claus, Inc. has served impoverished and vulnerable children of the Inland Empire for over 68 years. Since Santa Claus, Inc.'s inception in 1952 its goal has been to bring essential tangible items to children living in low-income circumstances - from clothing, shoes, undergarments, blankets, and toiletries to backpacks, school supplies, books, and toys.

2. Please list any committees or college activities you have recently participated in.

I am a member of several committees that either directly or indirectly support colleges and universities. I serve in the capacity of advisory Board Member through California State University, San Bernardino advisory committee known as Project Impact. Project Impact's aim is to significantly increase diversity in the teacher pool through intentional outreach and recruitment toward the K-12 teaching profession in the Inland Empire and beyond. With a special focus on underrepresented minorities and African American males. In a different capacity, but with a similar goal to support children and especially those of parents in need of additional support to achieve academic and work related endeavors, the First 5 Advisory Committee of San Bernardino was created to satisfy the mandate of Proposition 10 legislation. The function of the Advisory Committee is to provide information to the Commission for the use in making its policy and funding decisions. The Committee is composed of diverse community representation reflecting the diverse backgrounds and abilities of San Bernardino County and represent different ethnic, linguistic, cultural, socio-economic, religious, geographical and/or other historically or currently under-served communities.

3. Describe any other community or business activities in which you have participated. Describe your role, and whether your work was volunteer or employment-related.

"I am very involved in the community both professionally and personally. I serve on San Bernardino's County Sheriff's NextGen Information Exchange. As a committee member, I support this program which focuses on communicating with younger community members (ages 16-35). The goal of the quarterly meetings with this community demographic is to create ongoing dialogue between SBCSD and individuals between within the age span of 16-35. This space is where this demographic can voice their concerns and ask questions about important issues that are vital to their generation.

As part of my role for San Bernardino County Superintendent of Schools as Chief of Equity and Access, I helped to create and lead the Student Voice Advisory Council to the Superintendent consisting of alternative education students directly served by SBCSS. This specific space serves to support who are often times more likely to attend community college or trade school after graduation. Students that participate in the development of leadership competencies while having their voices and stories valued, affirmed, and respected.

Another community building project I support and lead is the Civil Liberties: Know Your Rights educational program that is targeted at the students served in alternative education by the San Bernardino County Superintendent of Schools (SBCSS), in partnership with the San Bernardino County District Attorney's Office (SBCDA). The 6-week program offers educational resources directly to alternative education students and is designed to facilitate open dialogue through a framework that explains students' rights, help them navigate interactions with government actors in a positive and affirming way, as well as explain the roles and responsibilities of government officials as they relate to civil liberties. "The proper balance between an ordered and safe community and guarding individual rights from government overreach intersects when we know our civil liberties granted in our Constitution.

4. Why do you want to be a board member?

Being an educator is one of the immense joys of my life. I believe that being a board member will be an extension of the joy I have in supporting learners from a policy and systemic level. Being a board member is really about understanding the ability to be a change agent and recognizing how important your role is in the lives of the entire college community. More than just having a passion for education and desire to be a leader as a board member there is a unique opportunity to serve a multitude of diverse needs in the community college system. In order to have a healthy system, board members must continually grown their knowledge and skills in governance as it relates to policy, budgeting, and the mission of the college district.

5. What do you see as the basic purpose of community colleges?

The purpose of the community colleges is to influence and impact the trajectory of the lives, careers, and opportunities of the students it serves. In accomplishing that goal, students, their families and the greater society is made better and our democracy upheld. Students chose to attend community college for a variety of reasons. These reasons may range for advancing current employment opportunities through specific certification offered by the college or opportunities such as dual or concurrent enrollment that supports students future academic or career aspirations. Some students may select community college because of the proximity to their home or as an economic equalizer through the transfer process en route to a four-year institution. No matter the rationale that gets a student to see the college as a viable strategy in their life goals, the purpose of community colleges is to meet each student where they are through programming and needs assessments so they can reach their highest potential.

6. What is the role of the board in the fulfillment of that purpose?

The role of the Board is to support the college chancellor in ensuring the goals and vision for the college system is met in both purpose and outcome. Board members must ensure the community college supports the chancellor through policy and administrative regulations to allow the experience of community college to be a value add to the students, families, and community in which the college dwells.

7. How does the board's role differ from that of the chancellor?

The board is responsible for the policy and administrative aspects of governance while the chancellor is responsible for the day to day operations of the college district.

8. What should be the relationship between the board members and the administration in the handling of college and district concerns?

My belief is the chancellor is the person entrusted by the board to work with staff to ensure the expectations of the board are met.

9. Briefly describe your commitment to our colleges and district.

I am a product of the community college system and I have served to support the efforts of recruitment and capacity building for the colleges in my current role for SBCSS.

10. What do you see as the strengths of SBCCD?

There is a clear focus and understanding of not only where the college district is but also where the board and chancellor would like for it to go.

11. What do you see as the area(s) most needing improvement in the colleges and district?

A key area is how are we most responsive to students that require varied structures to be successful in the community college system.



CANDIDATE APPLICATION & INFORMATION SHEET SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TRUSTEE AREA 7

Name Edward Joseph Bonadiman

Address 30195 Centro Vista
Highland, CA 92346

Phone (909) 771-6430 Email ed@bonadiman.com

Regular days and times of the week you are not available to meet: N/A

Attach responses on a separate sheet if needed:

1. Do you have prior experience serving on a governing board, specifically a Community college district? Please list such prior experience.
No
2. Have you worked on any committees or participated in any college activities recently? If so, please list them.
No
3. Describe any other community or business activities in which you have participated. Describe your role, and whether your work was volunteer or employment-related.
Boy Scouts of America, Committee Chair Troop 11.
4. Why do you want to be a board member?
To help establish policy that leads to student success.
5. What do you see as the basic purpose of community colleges?
To provide minimum secondary education opportunities.
6. What is the role of the board in the fulfillment of that purpose?
To establish policy that fulfills the goal of supporting students into the workforce.
7. How does the board's role differ from that of the chancellor?
We make the policy, she strives to fulfill it.

8. What should be the relationship between the board members and the administration in the handling of college and district concerns?
Arms length.
9. Briefly describe your commitment to our colleges and district.
I was a student at Valley, and want to see it succeed in educating our next workforce.
10. What do you see as the strengths of SBCCD?
Trustees who want to see the students succeed.
11. What do you see as the area(s) most needing improvement in the colleges and district? More focus on trades.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Heather M. Ford, Sr. Executive Administrative Assistant

DATE: June 13, 2024

SUBJECT: Make a Provisional Appointment to Fill Vacancy in Trustee Area 7.

RECOMMENDATION

It is recommended that the Board of Trustees make a provisional appointment to fill a vacancy in Trustee Area 7, commencing the next scheduled board meeting, July 11, 2024 at 4pm, until the next election in November 2024.

OVERVIEW

Dr. Anne Viricel gave notice of her intent to resign from her seat on the SBCCD Board of Trustees, effective June 30, 2024. On April 25, 2024, the Board unanimously voted to approve the process to fill Trustee vacancy by provisional appointment and for the process to be completed by July 11, 2024.

The District received five applications from candidates for the vacancy and zero candidates withdrew their application.

- Cherina Octavia Betters
- Edward Bonadiman
- Angela Brantley
- Amy Lillestrand
- June C. Yamamoto

They were screened for legal eligibility according to Education Code section 72103, and the eligible candidates were referred to the Board for selection.

ANALYSIS

Pursuant to Education Code 5091, when a vacancy occurs or when a deferred resignation has been filed four or more months before the end of a Board member's term, the Board **shall take action within 60 days** of the date of the vacancy or the filing of the member's deferred resignation, either make a provisional appointment or order a special election.

In the event that the Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent of Schools will be required to order a special



election to fill the vacancy. The cost of a special election in San Bernardino County can vary based on several factors, including the number of registered voters, the complexity of the ballot, and logistical requirements. **Special elections can be quite expensive, taking into account expenses such as printing and mailing ballots, staffing polling places, and other administrative costs associated with running the election.**

The cost of any election held within a single district shall be borne by SBCCD and shall be paid out of its general funds.

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 any election held within a single district shall be borne by the entire district and shall be paid out of its funds. Election costs shall be determined by the county elections official and approved by the county board of supervisors.

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: June 13, 2024

SUBJECT: Election of SBCCD Board Vice Chair

RECOMMENDATION

It is recommended that the Board of Trustees nominate and elect the SBCCD Board Vice Chair to serve the remaining of 2024 calendar year commencing July 1, 2024.

OVERVIEW

Board Executive Committee	2024 Members
Chair	Dr. Stephanie Houston
Vice Chair	Vacant effective 7/01/24
Clerk	Joseph R. Williams

ANALYSIS

Due to Trustee Area 7 vacancy commencing July 1, 2024 and who currently serves as the Vice Chair of the Board of Trustees, the Board must elect the SBCCD Board Vice Chair to serve the remaining of 2024 calendar year, July 1, 2024 - December 31, 2024.

Board Education Code 72000(c)(2)(C) requires that governing boards elect officers at their annual organizational meeting. Per Board Policy 2210, new officers will begin their term of service at the first meeting of the board in January of the next year. When applicable, the Board Chair will orient the incoming in duties and responsibilities.

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: June 13, 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 May 9, 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 Final Approval
2510 Participation In Local Decision-Making*
2712 Conflict of Interest Code*
4015 District Course Enrollment Philosophy
4105 Distance Education*
5040 Student Records, Directory Information, and Privacy
5300 Student Equity
5420 Associated Students Finance
6330 Purchasing
7120 Recruitment and Hiring*
7145 Personnel Files
7210 Academic Employees
7216 Academic Employees: Grievance Procedure for Contract Decisions
<p>*Please note these items were changed slightly from the First Reading on May 9, 2024, to reflect citation changes from Legal Update 44. All these changes are highlighted in yellow on the attached documents.</p>

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.

Board Policy

2510 Participation In Local Decision-Making

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



Review Level

10+1 Designation?

Chapter Lead

Matching BP or AP?

Level 3

10+1

J Torres

BP & AP exist

Reason for Review

> Recommendation from VC Hannon

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

05/09/2024 BOT First Reading

Updated between BOT First Reading and Final Approval to update legal citations per CCLC Legal Update 44.

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 2510 Participation In Local Decision-Making

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for action under which the District is governed and administered.

Academic Senate(s) (Title 5 Sections 53200-53206)

~~The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.~~

The Board of Trustees recognizes the Academic Senate(s) of the San Bernardino Community College District as the organization(s) representing the faculty in the formation of District policy on academic and professional matters. The primary function of the San Bernardino Community College District Academic Senate(s) is to make recommendations with respect to the following academic and professional matters:

Board Policy

2510 Participation In Local Decision-Making

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



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

The Board of Trustees relies primarily on the recommendations of the Academic Senate(s) for items 1 through 6. The Academic Senate(s) will work with the appropriate administrative office(s) while developing its position. The Academic Senate(s) will then forward its final recommendations to the Chancellor of the District, who will present them in a timely manner to the Board of Trustees with or without the Chancellor's endorsements or comments.

When the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate(s), the recommendation of the Academic Senate(s) will normally be accepted. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. The Board or its designee shall communicate its reason in writing to the Academic Senate(s) in a timely manner. If such a recommendation is not accepted, existing policies and procedures will remain in effect.

The Board of Trustees will receive items 7 through 10, and those matters developed in item 11 as the result of a mutual agreement reached by resolution, regulation, or policy. In instances where agreement has not been reached, the existing policy shall remain in effect unless the policy exposes the District to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach an agreement, but only for compelling legal, fiscal, or organizational reasons. Nothing in this Board Policy shall be construed to infringe upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees. Collegial consultation will take place by existing practices. The Academic Senate(s), after consultation with the Chancellor, may present its written views and recommendations to the Board of Trustees. The Board of Trustees shall consider and may respond to such views and recommendations.

Staff (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified Senate and Management Association will be given every reasonable consideration.

Students (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights

Board Policy

2510 Participation In Local Decision-Making

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

References:

Education Code Section 70902(b)(7);

Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);

ACCJC Accreditation Standards 4.2 and 4.3

End Recommendation

Board Policy | 2510 Participation In Local Decision-Making

Administrative Procedure
2510 Participation In Local Decision-Making

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	J Torres	BP & AP exist

Reason for Review

> FYI Only

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation
Administrative Procedure | 2510 Participation In Local Decision-Making

Overview

Participation in local decision-making is a process involving faculty, staff, students, and administrators in discussions regarding specific day-to-day and long-range planning and policies for the colleges and the District. These discussions lead to recommendations to the Chancellor. The Chancellor ultimately carries the recommendations to the Board of Trustees for discussion and potential final approval.

The governance structure and practices embrace SBCCD's values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making; promoting mutual respect and trust through open communication and actions; and fostering integrity. The Governing Board is the final authority for governance at SBCCD. The Governing Board delegates authority to the Chancellor who in turn solicits and receives input through the participatory governance decision-making process.

Governance Process

The Chancellor's Council is the primary participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting SBCCD educational programs and services. Chancellor's Council members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to, constituency groups.

Members of the Chancellor's Council advise and make recommendations to the Chancellor regarding District goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out SBCCD's mission.

Organization

The membership of Chancellor's Council shall be made up of the individuals (or their respective designees) whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

Administrative Procedure

2510 Participation In Local Decision-Making

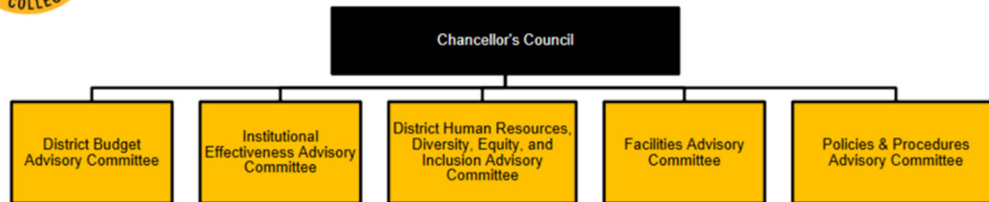
San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



To promote additional participation in local decision-making and efficacy, five advisory committees have been created which make recommendations to Chancellor's Council. Subcommittees/task force/workgroup's structure for each advisory committee (if needed, not mandatory) will be unique and established by the respective advisory committee. Advisory committees can adjust as they see fit to promote participation and efficacy.



Chancellor's Council
Advisory Committee Structure
As of October 2021



References:

Education Code Section 70902(b)(7);

Title 5 Sections 53200 et seq., 51023.5, and 51023.7;

ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5) 4.2 and 4.3

End Recommendation

Administrative Procedure | 2510 Participation In Local Decision-Making

Administrative Procedure

2712 Conflict of Interest Code

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 2	No	K Hannon	No matching BP exists

Reason for Review

> Chapter Lead: Remove Appendix A – Designated Positions from the AP to streamline the efficiency of updates through the FPPC
 > Legal Update 44 - Updated to add a citation to the Government Code.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

03/04/2024 Recommendation Received

03/05/2024 BPPAC Approval

03/11/2024 PPAC Approves Review Level

03/12/2024 Levels 2 & 3 to Constituents for Feedback

04/08/2024 Level 2 PPAC Hears Constituent & AS Feedback

05/09/2024 BOT First Reading

Updated between BOT First Reading and Final Approval to update legal citations per CCLC Legal Update 44.

06/13/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 2712 Conflict of Interest Code

~~(Replaces current SBCCD AP 2260)~~

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation ~~and the attached Appendices designating officials and employees and establishing~~ establishes disclosure categories, ~~and~~ shall constitute the conflict of interest code of the San Bernardino Community College District (District). ~~A list of designated officials and District positions will be maintained by the Chancellor and/or designee on a list separate from this AP, which will appear on the Policies & Procedures webpage alongside this AP.~~

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

APPENDIX A

Administrative Procedure

2712 Conflict of Interest Code

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



Designated Positions

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

Designated Positions	Disclosure Categories
Board of Trustees	1, 2
Chancellor	1, 2
Executive Vice Chancellor	1, 2
General Counsel	1, 2
Business Manager	1, 2
Director, Facilities Planning, Emergency Management & Construction	2
Associate Deans	2
Associate Director of Energy, Sustainability & Safety Administration	2
Campus Project Manager	2
Chief Technology Officer	2
College President, CHC	2
College President, SBVC	2
Deans	2
Director, Diversity, Equity, and Inclusion	2
Director of Technology Services	2
Director, Administrative Application Systems	2
Director, Alternative Text Production Center	2
Director, Technology Services	2
Director, SAS	2
Director, Fiscal Services	2
Director, Grants Development & Administration	2
Facilities Project Manager	2
General Manager, KVCR TV/FM	2
Local Business Outreach Administrator Measure CC	2
Vice Chancellor, Educational and Student Support Services	2
Vice Chancellor of Human Resources and Police Services	2
Vice Chancellor, Workforce Development, Advancement & Media Systems	2
Vice President of Administrative Services	2
Vice President of Instruction	2
Vice President of Student Services	2
Director, Facilities, Maintenance & Operations	3
Director, Human Resources, EEO, Legal Services and Labor Relations	3
Food Services Supervisor	3
Chief of Police	3

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure

Administrative Procedure

2712 Conflict of Interest Code

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



requirements in this conflict of interest code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

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

- Retirement Board Authority
- Investment Advisors

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

APPENDIX B

DISCLOSURE CATEGORIES

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

Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.

- Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

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

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

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

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

REFERENCES:

Government Code Sections 87103 **subdivision** (e), **87200**, 87300-87302, 89501, 89502, and 89503;
Title 2 Section 18730

End Recommendation

Administrative Procedure | 2712 Conflict of Interest Code

Board Policy

4015 District Course Enrollment PhilosophySan Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> New BP developed by VC of HR

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

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

- AS Initial Feedback is to change the language as follows:
 - "2.1. Each College of the San Bernardino Community College District shall determine the optimum class size for each course or subject area based on the ~~effectiveness of instruction and~~ efficiency of operation." (SBVC)
 - "2.2. Each College's Chief Instructional Officer or designee can confer with the Academic Senate and receive a recommendation on the optimum class size for courses not outlined in the CBA. The Chief Instructional Officer or designee will have the final decision of the optimum class size, and this will be posted on the office of instruction website." (SBVC & CHC)
- The Academic Senate would like a clear definition of "3.1. d) combined courses meeting at the same hour with the same instructor." (SBVC)
- 2.1 treats each college individually; however, it is recommended that SBCCD start looking at enrollment districtwide rather than as individual colleges. (CHC)
- The Academic Senate questions what would the efficiency number be for each college and what is meant by "efficiency"? (CHC)

03/18/2024 – Chapter Lead Okay with Changes

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

Lisa reported that although the SBVC Academic Senate did not actually vote on this item, they had major concern over the word "can" in the AP item 2.2 and thought it should be "shall." She advised her opinion that if this word was changed, the recommendation could be moved along. The committee discussed its process and the practice of appointing proxies. After careful deliberation, Davena made a motion to proceed with a vote on moving 4015 through the process with the change of the word "can" to "shall" in the first sentence of 2.2. This was seconded by Lisa. There were no further comments and the motion was approved by a majority vote with Ryan Bartlett voting no.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 4015 District Course Enrollment Philosophy

The Board is committed to supporting enrollment management practices that establish guidelines for course enrollments.

The Chancellor shall establish a districtwide course enrollment philosophy that includes optimal or maximum class size guidelines, in consultation with the academic senates. The minimum class size guidelines are defined in the Collective Bargaining Agreement.

End Recommendation

Board Policy | 4015 District Course Enrollment Philosophy

Administrative Procedure

4015 District Course Enrollment Philosophy

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> New AP developed by VC of HR

Begin Recommendation

Administrative Procedure | 4015 District Course Enrollment Philosophy

The District has established the following guidelines for the Optimal and Minimum class sizes.

1.0. Class Size Guidelines

- 1.1. Minimum class size guidelines defined in the Collective Bargaining Agreement (CBA) and this section shall apply to all lecture, seminar, and laboratory classes.
- 1.2. Independent study, research, and arranged classes are exempted from such guidelines.

2.0. Optimum Class Size

- 2.1. Each College of the San Bernardino Community College District shall determine the optimum class size for each course or subject area based on the effectiveness of instruction and efficiency of operation.
- 2.2. Each eCollege's Chief Instructional Officer or designee ~~Vice President of Instruction and/or enrollment management team~~ can shall confer with the Academic Senate and receive a recommendation on the optimum class size for courses not outlined in the Collective Bargaining Agreement CBA. Management The Chief Instructional Officer or designee will have the final decision of the optimum class size, and this will be posted on the office of instruction website.

3.0. Exceptions

- 3.1. A class that meets any of the following conditions may be ~~continued~~ exempted from the guidelines above:
 - a) courses required for graduation;
 - b) courses required in a major or in career subject areas;
 - c) courses offered irregularly based on enrollment and need; and
 - d) combined courses meeting at the same hour with the same instructor.
- 3.2. Statutory and State regulations mandating class sizes may be exempted from the guidelines above including: ~~Exceptions to minimum class size guidelines may also be based upon the following:~~
 - a) limited classroom or laboratory facilities;
 - b) campus size and geographical location; and
 - e) ~~experimental or pilot programs; and~~
 - d)c) ~~statutory and State regulations mandating class size.~~

4.0. Cancellation of Course

- 4.1. Courses that fail to meet one of the preceding exceptions may be cancelled.

End Recommendation

Administrative Procedure | 4015 District Course Enrollment Philosophy

Review Notes | Key: Initial Staff Recommended. Legal Changes. PPAC Constituent. Chapter Lead Feedback

Board Policy**4105 Distance Education**

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024

**Review Level****10+1 Designation?****Chapter Lead****Matching BP or AP?****Level 3****10+1**

N Ornelas

BP & AP exist

Reason for Review

> Legal Update 39 & Academic Senate Request (2022-23 carryover)

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

02/22/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

CHC Senate Rep expressed a remaining question about language under Course Modality:

"1) All online and in-person synchronous meeting days/dates and times

2) Any required asynchronous in-person activities"

Specifically, the language should be covering all field trips, but is there a hole in between 1) and 2) where a field trip can be added that is not in the schedule? Nohemy recalled that this had been vetted, but advised she will triple-check that this fell into the guidelines.

04/03/2024 Feedback from Chapter Lead

– Course Modality language has been verified against updated regulations

– Additional Chapter Lead change based on recommendations from the Chancellor's Office

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

PPAC members reviewed the recommendation, including comments made at the March PPAC meeting. Christopher made a motion to approve it through the process, which Keith seconded. Davina commented that this item had been reviewed quite a bit and even though it may still have to come back at a later date regarding stronger language, she felt it was in a place where it could be moved forward. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

AP Updated between BOT First Reading and Final Approval to update legal citations per CCLC Legal Update 44.

06/13/2024 BOT Final Approval

Begin Recommendation**Board Policy | 4105 Distance Education**

Board Policy

4105 Distance Education

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



~~(Replaces current SBCCD BP 4108)~~

~~All distance education programs will adhere to the same programmatic requirements as in-person classroom programs.~~ In order to expand access and provide greater flexibility, the Chancellor is responsible for establishing procedures for distance education programs that comply with accreditation standards, and federal and state guidelines.

~~All distance education programs will adhere to the same programmatic requirements as in-person classroom programs.~~

References:

Title 5 Sections 55200 et seq.

End Recommendation

Board Policy | 4105 Distance Education

Administrative Procedure

4105 Distance Education

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

> Legal Update 43: The Service updated this procedure to add a legal citation and align with revised Title 5 regulations.

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

> Legal Update 39 & Academic Senate Request (2022-23 carryover) Updated to add "Correspondence" Education to the title to reflect new provisions added to Title 5 regarding correspondence education. The Service also added legally required language regarding correspondence education, including the definition from Title 5 regarding "correspondence education" and provisions addressing delivery of correspondence education instruction, addendums to course outlines, and eligibility of full-time status for students who participate in correspondence education. Finally, the Service added legal citations to Education Code Sections 66700 and 70901 et seq. and Title 5 Sections 55260 et seq.

Begin Recommendation

Administrative Procedure | 4105 Distance Education

Replaces current SBCCD AP 4108)

Distance Education: Education that uses technology to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously and is not self-paced. Title 5, as well as State and The Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives academic credit. Distance Education programs do not include correspondence courses. A district will meet this requirement if it follows the language below. Note that the Federal Regulations do not require districts to charge students fees associated with the verification of the student's identity. However, any district that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student's privacy.

Correspondence Education: Education provided through one or more courses by a community college or district under which the college or district provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited due to separation, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education.

Student Authentication: Technology & Educational Support Services (TESS) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or

Administrative Procedure

4105 Distance Education

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



~~program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.~~

~~The District shall utilize secure credentialing/login and password to authenticate or verify the student's identity.~~

~~Technology & Educational Support Services (TESS) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.~~

Definition: ~~The colleges may mark courses in which the instructor and student are separated by distance and interact through the assistance of communication technology as Distance Education.~~

Course Modality: ~~The modes of Distance Education courses will be published and made available in the course schedule of classes. Course-required materials and devices will be available in college publications such as the college catalog, a schedule of classes, a student handbook, course outlines of record, or course syllabi, and adhere to Title 5 disclosure requirements. This includes but is not limited to: !~~

- ~~1) All online and in-person synchronous meeting days/dates and times~~
- ~~2) Any required asynchronous in-person activities~~
- ~~3) Any required technology platforms, devices, and applications~~
- ~~4) Any test or assessment proctoring requirements.~~

Course Approval: ~~Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.~~

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. ~~Distance education~~Distance Education courses shall be approved under the same conditions and criteria as all other courses, and adhere to Title 5, as well as State and Federal regulations.

Course Quality: 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. Faculty for whom this provision applies to and shall follow the guidelines regarding the course quality and qualifications to teach online courses set forth by their respective campuses' Distance Education/Online committees.

Course Certification: When approving distance education courses, the Board of Trustees will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to in-person classes.
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures.
- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular and substantive interaction-effective contact between instructor and students, as well as among students, either synchronously or asynchronously.
- **Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:
 - Course outcomes;
 - Regular and substantive interaction-effective contact between instructors and students; as well as among students, and
 - Requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

Administrative Procedure

4105 Distance Education

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



- **Duration of Approval:** Courses will be reviewed following the ~~6-year~~ curriculum review process. Outside of the 6-year review process, all ~~e~~D~~i~~stance ~~e~~E~~d~~ucation courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

References:

[Education Code Sections 66700 and 70901 et seq.:](#)

Title 5 Sections ~~55002.5~~, 55200 et seq., and ~~55260 et seq.~~:

34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard [II.A.4.2](#)

End Recommendation

Administrative Procedure | 4105 Distance Education

Board Policy

5040 Student Records, Directory Information, and Privacy

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to state that a district will develop and implement a process for students, staff, and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.

> Legal Update 40: The Service updated this policy to add legal citations and language concerning a student's ability to request name and gender changes in the student's records. (2022-23 carryover)

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

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

- Lisa reported no feedback from SBVC Academic Senate.
- CHC Academic Senate inquired what the directories are and how they can be accessed.
- In addition, they would like clarification of the information CCCAA is requesting for student athletes. Ray advised that the parameters depend on the sport. Keith recommended that we include language that SBCCD will comply with CCCAA.
- In answer to the CHC Academic Senate request that info for weight and height be stricken, Nohemy recalled that there are certain sports that require the directory to include weight and height. She will confirm this recollection and added that the P&P may also need to align with FERPA. She will research and circle back.

04/03/2024 Level 3 Second Anticipated AS Review

04/03/2024 – Chapter Lead – additional changes from Chapter Lead below shown in green.

04/08/2024 PPAC Reviews Second AS Feedback

PPAC members reviewed the recommendation. Lisa shared a constituent's concern on requiring legal evidence necessary to make the name change. Nohemy responded that for preferred name, no documentation is necessary, but to change a legal name, there is. Jose highlighted the AP language on legal documentation, which is found under item J. Davena made a motion to approve this item through the process which Lisa seconded. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 5040 Student Records, Directory Information, and Privacy

~~(Replaces current SBCCD BP 5040 and BP 5045)~~

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records. The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so. Any currently enrolled or former student of the District has a right to review any and all student records relating to him/ or her maintained by the District.

Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

Commencing with the 2023–24 graduating class, a graduating student may request the District confer the diploma in the student's chosen name.

Board Policy

5040 Student Records, Directory Information, and Privacy

San Bernardino Community College District | P&P Chapter Lead Recommendation |
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The District shall not require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's diploma.

No District representative shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information as required by law is included in the College Catalog which is updated and posted to the college website annually. ~~Directory information shall include but is not limited to:~~

- ~~• Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.~~
- ~~• Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.~~

References:

Education Code Sections 66271.4 and 76200, et seq.;

Title 5, Sections 54600, et seq.

20 U.S. Code Section 1232g(j);

ACCJC Accreditation Standard II.C.8

End Recommendation

Board Policy | 5040 Student Records, Directory Information, and Privacy

Administrative Procedure

5040 Student Records, Directory Information, and Privacy

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this procedure to provide a timeline for the district to respond to a request for student records pursuant to the Education Code.
- > Legal Update 42: The Service updated this procedure to provide a process for students to declare an affirmed name, gender, or both pursuant to changes in the Education Code.
- > Legal Update 40: The Service updated this procedure to add legal citations and language concerning a student's ability to request name and gender changes in the student's records. (2022-23 carryover)
- > Legal Update 39: The Service updated this procedure to add a legal citation to reflect an amendment to Title 10 of the U.S. Code regarding the disclosure of student information to the military for recruitment purposes. (2022-23 carryover)

Begin Recommendation

Administrative Procedure | 5040 Student Records, Directory Information, and Privacy

STUDENT RECORDS A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

- A. The colleges shall maintain appropriate records to document and verify student enrollment, attendance, and withdrawal information as required for state apportionment purposes.
- B. Data provided by the instructor shall be readily available for audits, internal controls, and other verification.
- C. Data for Enrollment (Data)
 - a. Student Applications
 - b. Change of Program Data
 - c. Fee Data
 - d. Credit by Examination
 - e. Student Academic Records
 - f. Assessment Scores

COLLECTION AND RETENTION OF STUDENT INFORMATION

- A. The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.
- B. The Colleges shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.
- C. The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

Administrative Procedure

5040 Student Records, Directory Information, and Privacy

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- ~~D. The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:

 - ~~a. The kind of information that the school has identified as directory information;~~
 - ~~b. The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;~~
 - ~~c. The period of time in which the eligible student has to notify the school in writing that they do not want the information designated as directory information; and~~
 - ~~d. That opting out by the noted deadline is the students' only way to prevent the release of directory information.~~~~
- ~~E. Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.~~
- ~~F. If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.~~
- ~~G. Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.~~
- ~~H. The District shall not create a list of student names linked with immigration status.~~
- ~~I. District police or security departments shall not inquire into an individual's immigration status for immigration enforcement purposes.~~
- ~~J. District police or security departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.~~

ACCESS TO STUDENT RECORDS**D. Definitions**

- a. "Student" means any person who is currently enrolled or formally enrolled in classes in the San Bernardino Community College District.
- b. The following data and documents will be maintained by the colleges and classified as "Student Records":
 - a. admission data
 - b. discipline records
 - c. health records
 - d. veteran records
 - e. educational records
- c. The following are not classified as "Student Records":
 - a. information provided by a student's parents relating to applications for financial aid or scholarships.
 - b. information related to a student compiled by a college officer or employee:

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5040 Student Records, Directory Information, and Privacy

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1. appropriate for such officer or employee's performance of their responsibility; and
 2. which remains in the sole possession of the maker thereof; and
 3. is not accessible or revealed to any other person except a substitute. For the purposes of this subdivision, "substitute" shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in their position.
- c. information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional:
1. acting or assisting in his professional or para-professional capacity; and
 2. the record is created, maintained or used in connection with the provision of treatment to the student; and
 3. the record is not available to anyone other than persons providing such treatment provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.
- d. information maintained by a college law enforcement unit:
1. necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the district;
 2. unit personnel do not have access to other student records; and
 3. such information is kept apart from other student records; and
 4. maintained solely for law enforcement purposes; and
 5. is available only to other law enforcement officials of the same jurisdiction.
- e. any data or records not identified in part 2 is not to be considered a student record.

E. Access to Student Records

- a. Students, as defined in this policy, have the right to review and receive copies of all student records relating to the student as maintained by the colleges. Expressly exempted from the right of inspection:
 - a. financial records of the parents of the students;
 - b. confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1975. After January 1, 1975, confidential recommendations and other materials regarding admission to special departmental programs or honorary recognition for students may be acquired and remain confidential if the student has signed a waiver of his/her their right to review and inspect such documents. In the event a student does not sign a waiver, such student must be given access to these records;
 - c. records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a substitute;
 - d. records of employees at the college, who are not in attendance at the college, made and maintained in the normal course of college business; and
 - e. records of students made and maintained by the college Health Office that are used in the treatment of students.

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- b. Procedures shall be developed by each college to provide for access to student records that will include:
 - a. a written request from the individual student;
 - b. access to student records not to exceed ten working days;
 - c. a review and inspection process that will be under the direct supervision of a designated employee
 - d. the option to obtain copies of their student records at a designated fee for each page copied.
- c. If any material or document in the education record of a student includes information on more than one student, the student shall have the right to inspect and review only such part of the material or document as relates to him/her/them/them or to be informed of the specific information contained in such part of the material or document.

F. Release of Student Records

- a. Release of or access to individual student records is not authorized without specific written consent of the individual student or under judicial order, except that access may be permitted to the following:
 - a. officials and employees of the college, provided that any such person has a legitimate educational interest to inspect a record.
 - b. authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
 - c. other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
 - d. accrediting organizations in order to carry out their accrediting functions.
 - e. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
 - f. appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare.
- b. The agencies and individuals listed above are expressly forbidden from permitting access of said educational records to third parties.
- c. Where the colleges receive a judicial order to review and/or release a student record, the student involved will receive notification of this action by the colleges as soon as possible.
- d. No person, persons, agency or organization permitted access to student records pursuant to this policy shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student; however, this paragraph shall not be construed as to require prior student consent when information obtained pursuant to this section is shared with other persons

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within the educational institution, agency or organization obtaining access as long as such person(s) have a legitimate educational interest in the information.

G. Access to Student Directory Information

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition. Directory Information

The following Directory Information may be released without student signature of approval:

- Student name
- Dates of attendance
- Major field of study
- Degrees and awards received
- Honors and dean's list recognition

For athletic purposes, coaches and the athletic director may release:

- Student name
- Dates of attendance
- Most recent previous school attended
- Major Field of Study
- Participation in officially recognized sports
- Height and weight of athletic team members
- High school of graduation of athletic team members
- Athletic awards

Students may withhold Directory Information by notifying the Director, Admissions and Records in writing. Students with directory holds are noted in the District's computer system and their record is marked confidential. Release of confidential records to third parties or acknowledging that such students are in attendance or have had past attendance at Allan Hancock College is prohibited without the student's written permission to do so. In most instances all other student educational record information may not be released without written consent of the student, other than to the District's representatives with a "need to know". This includes grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. Policies and procedures regarding Family Educational Rights and Privacy Act (FERPA) are published and available to students in the catalog and on the District's website. Students who wish to authorize a third-party access to their records, must submit a Student Authorization to Release Information, along with a copy of their government issued photo ID, to the Admissions and Records Office.

H. Access to Student Records for Immigration Enforcement Purposes

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be

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signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

District personnel shall develop a written policy for interactions with immigration authorities seeking to review student records. At minimum, such policies shall include the following information:

- Contact information for the correct person to review and respond to a request for student records.
- Access to sample warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.

District personnel shall provide a set of responses for staff to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying the Admissions & Records Department, District personnel shall take the following action steps in response to an officer other than campus police requesting access to student records:

1. Ask for the officer's name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing their efforts but that you need to contact a campus administrator or campus counsel for assistance.

Campus Police shall not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

I. Record of Access

- a. A log or record shall be maintained of each person, agency, or organization requesting or receiving information from individual student records. Such listing need not include college officials, instructors, or counselors.
- b. The log or record shall be open to inspection only by the Student and the college official or his/her their designee responsible for the maintenance of student records, and to other school officials with legitimate educational interests in the records, and to the Comptroller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency as defined in Public Law 93.380, and state educational authorities as a means of auditing the operation of the system.
- c. Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of the student. (As an example, information released to

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agencies for auditing purposes or for improving instruction.) The following statement will accompany student records released under these circumstances:

"All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

J. Name and Gender Changes to Former Student Records

If the District receives government-issued documentation, as described below, from a former student demonstrating that the former student's legal name or gender has been changed, the District shall update the former student's records to include the updated legal name or gender. If requested by the former student, the District shall reissue any documents conferred upon the former student with the former student's updated legal name or gender. Documents that shall be reissued by the District upon request include, but are not necessarily limited to, a transcript or a diploma conferred by the institution.

The District shall not charge a higher fee for correcting, updating, or reissuing a document based on a legal name or gender change than the fee it charges for correcting, updating, or reissuing that document generally.

The documentation of a former student sufficient to demonstrate a legal name or gender change includes, but is not necessarily limited to, any of the following:

- a. State-issued driver's license or identification card;
- b. Birth certificate;
- c. Passport;
- d. Social security card;
- e. Court order indicating a name change or a gender change, or both.

The District is not required to modify records that the former student has not requested for modification or reissuance.

Commencing with the 2023–24 graduating class, a graduating student may request that the District confer the diploma in the student's chosen name. The District cannot ~~not~~ require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's diploma.

K. Challenge of Student Records

See Administrative Procedure 5045 titled Student Records: Challenging Content and Access Log

L. Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit their social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use their social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or

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- To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that they have the right to stop the use of their social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

M. Annual Notice to Students

- Students of the *San Bernardino Community College District* shall be notified annually of their rights under this procedure.
- Standard college publications may be used to satisfy this annual notice to students.

Educational rights and privacy SBCCD students' records are maintained in accordance with the Family Educational Rights and Privacy Act, the California Education Code, California Code of Regulations, and the U.S. Patriot Act. Written student consent is required for access and the release of information defined as educational records in the federal and state laws as described in AP 5040 Student Records, Directory Information and Privacy. A student's directory information may, under certain circumstances or as required by law, be released to any person upon request unless the Admissions and Records Office receives written notification, that a student reserves the right to authorize in writing on an individual request basis the access and release of the directory information. Such a notice of restriction shall remain in effect until it is countermanded in writing. Additionally, the laws provide that a student may request access to his/her student records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in his/her student record. Questions concerning student rights under the privacy acts should be directed to the Admissions and Records Office

COLLECTION AND RETENTION OF STUDENT INFORMATION

- The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.
- The Colleges shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.
- The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.
- The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:
 - The kind of information that the school has identified as directory information;
 - The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
 - The period of time in which the eligible student has to notify the school in writing that they do not want the information designated as directory information; and

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d. That opting out by the noted deadline is the students' only way to prevent the release of directory information.

- R. Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.
- S. If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.
- T. Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.
- U. The District shall not create a list of student names linked with immigration status.
- V. District police or security departments shall not inquire into an individual's immigration status for immigration enforcement purposes.
- W. District police or security departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

X. **Destruction of Records**

Nothing in this policy shall prevent the destruction of records per established District procedure. (See BP/AP 3310 titled Records Retention and Destruction)

References:

Education Code Sections 66093.3 and 76200 et seq.;
Title 5 Sections 54600 et seq. and 59410;
20 U.S. Code Section 1232g(j) (U.S. Patriot Act);
Civil Code Section 1798.85;
ACCJC Accreditation Standard II.C.8

End Recommendation

Administrative Procedure | 5040 Student Records, Directory Information, and Privacy

Board Policy

5300 Student Equity

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> Minor Clerical Edit

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

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

- SBVC Academic Senate had no feedback on this item.
- Rejoice Chavira advised that the APIA had requested the Chapter Lead confirm racial and ethnic categories listed on the AP under C.5.b. and C.5.e. match those being used by the US Census Bureau. (This has been confirmed.)
- Brandi requested that C.6. Homeless students be changed to "Unhoused students," and that the term "food-insecure" be added.
- It was also requested that and that the catch-all category listed under 8. be moved to follow the new category of "justice-involved" listed as 9.
- Committee members discussed the term "justice-involved" vs "justice-impacted." Christopher advised that justice-impacted is a broader term encompassing not only justice-involved individuals (those that are now spending or have spent time incarcerated), but also those individuals that are simply impacted by another person, such as a parent or guardian, who is now spending or has spent time incarcerated.

03/22/2024 Chapter Lead accepts feedback

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

PPAC members reviewed the recommendation. It was confirmed again that "justice-involved" referred to a student that was currently or formerly incarcerated, while "justice-impacted" could refer to a student or a student guardian. Lisa made a motion to approve this item through the process which Ryan seconded. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 5300 Student Equity

~~(Replaces current SBCCD BP 5300)~~

The District is committed to assuring student equity and access in educational programs and college services.

The Chancellor is responsible for establishing and implementing a student equity plan in accordance with Title 5.

References:

Education Code Sections 66030, 66250, et seq. and 72010 et seq.;
Title 5, Section 54220

End Recommendation

Board Policy | 5300 Student Equity

Review Notes | Key: Initial Staff Recommended. Legal Changes. PPAC Constituent. Chapter Lead Feedback

Administrative Procedure

5300 Student Equity

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to correct a reference to foundational skills.

Begin Recommendation

Administrative Procedure | 5300 Student Equity

~~(Replaces current SBCCD AP 5300)~~

The colleges of the San Bernardino Community College District are firmly committed to a policy of student equity that promotes equal access to the District's educational opportunities, and remedies achievement gaps for historically disadvantaged groups.

Each College of the District shall develop, update, and maintain an effective Student Equity Plan. Following approval by the Board of Trustees, the plan shall be filed as required with the State Chancellor's Office.

The plan shall include:

- A. Goals, objectives, and key performance indicators for each outcome. Outcomes shall include, at a minimum:
 1. Access: Successful Enrollment
 2. Retention: Fall to Spring
 3. Transfer to a Four-year Institution
 4. Completion of transfer level math and English
 5. Earned High School equivalency, noncredit certificate, Chancellor's Office approved credit certificate, associate degree, or, if applicable to the college, a California Community College bachelor's degree.
- B. Campus-based research using the methodology established pursuant to subdivision (d) of Section 78221 to determine the extent of disproportionate impact in each outcome.
- C. Research shall examine each outcome for the following student categories, disaggregated by gender:
 1. Current or former foster youth
 2. Students with disabilities
 3. Low-income students
 4. Veterans
 5. Students in the following ethnic and racial categories, as they are defined by the United States Census Bureau for the 2010 Census for reporting purposes:
 - a. American Indian or Alaska Native
 - b. Asian
 - c. Black or African American
 - d. Hispanic or Latino
 - e. Native Hawaiian or other Pacific Islander
 - f. White

Administrative Procedure

5300 Student Equity

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- g. Some other race
- h. More than one race
- 6. ~~Homeless~~Unhoused and/or food insecure students
- 7. Lesbian, gay, bisexual, or transgender students
- 8. Justice-involved students
- 9. Additional categories of students determined by the governing board of the community college district. Research-based services, support, and programs to eliminate barriers to access and academic success of disproportionately impacted groups.

Each college will have a participatory governance committee charged with developing and maintaining the Student Equity Plan. The committee will monitor the planned efforts of the colleges to carry out the objectives of this plan.

The Vice President of Student Services or designee will have administrative oversight of the Equity plan: Duties will include:

- A. Promoting the active involvement of faculty, staff, and students through each campus' shared governance process.
- B. Promoting the involvement by campus and community members who can articulate the perspective and concerns of historically underrepresented groups.
- C. Ensuring the availability of campus-based, equity-related research.
- D. Development of activities and interventions to attain the goals of the plan, including coordination of existing student equity related programs.
- E. Identification of resources to fund these activities.
- F. Development and distribution of a schedule and process for evaluation of progress towards the goals.
- G. Development of an annual executive summary that includes, at a minimum, the Student Equity goals for each required student group, the activities the college will undertake to achieve these goals, and the resources budgeted for these activities.
- H. Maintaining a record of Student Equity expenditures for a minimum of three years.
- I. Assessing the progress made in achieving the identified goals from prior year plans.
- J. Posting the executive summary to the college website.

References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.; Title 5 Section 54220

End Recommendation

Administrative Procedure | 5300 Student Equity

Board Policy

5420 Associated Students Finance

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3 Level 2	No	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> Minor Clerical Edit (2022-23 carryover)

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

03/05/2024 Recommendation Received

03/11/2024 PPAC Approves Review Level

03/12/2024 Levels 2 & 3 to Constituents for Feedback

04/08/2024 Level 2 PPAC Hears Constituent & AS Feedback

PPAC members reviewed the recommendation. Ray Carlos advised his estimation that this P&P doesn't relate to 10+1 as much as it does to the student's SSCCC 9+1, which allows them feedback on things solely related to students. Ray provided a link referencing the basis of his comments (https://ssccc.org/file_download/inline/fe7a61ae-ba63-4ed3-aa2b-be981a01ccb0). After discussion, it was decided that the 10+1 designation could be removed from this item, which focuses on student finance, and the Review Level changed from a Level 3 to a Level 2. A motion was made by Davena to do this and to reflect this change on the Annual Review Schedule. Keith Wurtz seconded the motion which was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 5420 Associated Students Finance

~~(Replaces current SBCCD BP 5420)~~

The Associated Students shall prepare an annual budget. The budget shall be prepared according to the procedures in the Associated Students constitution and under the supervision of the Chancellor or designee. The budget shall be approved by a vote of the Associated Student Senate.

Associated Student funds shall be deposited with and disbursed by the District Fiscal Services Department.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

Revenues or expenditures of the Associated Students shall not be used for the District's operations. Expenditure of funds shall be made according to the Associated Student budget and shall be approved by a vote of the Associated Student Senate. Funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- The Chancellor or designee;
- The employee who is the designated advisor to the Associated Students; and
- A representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

References:

Education Code Sections 76063-76065

End Recommendation

Board Policy | 5420 Associated Students Finance

Administrative Procedure

5420 Associated Students FinanceSan Bernardino Community College District | P&P Chapter Lead Recommendation |
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Review Level

10+1 Designation?

Chapter Lead

Matching BP or AP?

Level 2

No

N Ornelas

BP & AP exist

Reason(s) for Review/Changes

> Legal Update 40: The Service updated this procedure to clarify that an academic employee who is the designated advisor of a student body organization must approve the expenditure of funds for that organization. (2022-23 carryover)

Begin Recommendation

Administrative Procedure | 5420 Associated Students Finance

Associated Student funds are maintained in accordance with the following procedures:

- Associated Student fund books, financial records and procedures are subject to annual audit.
- Reports of the annual audit of Associated Student funds are submitted to the Board of Trustees.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the District Fiscal Services Department.
- Associated Student funds shall be deposited with and disbursed by the District Fiscal Services Department.
- The funds shall be deposited, loaned or invested in:
 - Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 - 16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
 - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
 - Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
 - Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
 - Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadium and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- The Chancellor or designee;
- The ~~officer or academic~~ employee of the District who is the designated advisor of the particular student body organization; and
- A representative of the student body organization.

References: Education Code Sections 76063-76065**End Recommendation**

Administrative Procedure | 5420 Associated Students Finance

Board Policy

6330 Purchasing

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason(s) for Review/Changes

>Minor clerical change

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

04/03/2024 Recommendation Received

04/08/2024 PPAC Approves Review Level

Jose clarified that for this agenda item, PPAC is only reviewing the review level. Karen Peterson made a motion to approve the Level 1 review, which Keith seconded. The motion was approved by a majority vote.

04/09/2024 Level 1 to Constituents for Information Only

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 6330 Purchasing

~~(Replaces current SBCCD BP 6330)~~

The authority to purchase supplies, materials, apparatus, equipment, and services is vested in the Board of Trustees. This authority is delegated to the Chancellor.

The Chancellor shall establish administrative procedures for purchasing, subject to the following:

- The 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 year shall be published on the Business Service webpage. Any purchase request to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require approval by the Board of Trustees to constitute an enforceable agreement.
- In accordance with Public Contract Code Section 17605, the Board of Trustees delegates authority to approve purchase requests under the formal bid limit to the named agents on the authorized signature list. Such purchase requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

References:

Education Code Section 81656;

Public Contract Code Sections 20650 and 20651

End Recommendation

Board Policy | 6330 Purchasing

Administrative Procedure

6330 Purchasing

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason(s) for Review/Changes

>Chapter Lead changes to reflect streamlined processing.

Begin Recommendation

Administrative Procedure | 6330 Purchasing

~~(Replaces current SBCCD AP 6330)~~

GENERAL PURCHASING

A. Authority to Purchase

Authority to purchase goods and services under the formal bid limit has been delegated by the Board to the named agents on the authorized signature list. Only these district officers are authorized to execute purchase orders and contracts on behalf of the District. Purchase requests which meet or exceed the formal bid limit require pre-approval by the Board.

The purchase of goods and services shall be a centralized function performed by the Purchasing Department whereby all requests for purchase orders, contracts, and procurement cards shall be routed. The Purchasing Department shall comply with all applicable laws and regulations and established policies and procedures in conducting purchasing and contracting activities on behalf of the District.

Any purchase made by an employee without proper authorization will be considered an obligation and liability of the employee and not the San Bernardino Community College District. Employees shall not commit the District to any purchase or service obligation except through the Purchasing Department.

B. Purchasing Ethics

Purchasing functions will be carried out with fairness, dignity, honesty, integrity and in the most efficient manner consistent with service to the District, legal requirements, and sound procurement practices. The District's purchasing philosophy is to maintain professional relationships with all vendors. While vendors are free to advertise, their promotional efforts should not include gifts, favors, or any form of personal gratuities to any District employee.

Employee-Vendor Relationships

An employee-vendor relationship is any relationship between a District employee, officer, or agent and a proposed vendor that might create a conflict of interest. Employee-vendor relationships may cause the appearance of favoritism and have legal ramifications. District policy attempts to avoid preferential treatment in purchasing goods and services by separating employees' personal interests from the interests of the District.

Conflict of Interest

Employees, officers, or agents of the District must not be financially interested in any purchase for goods and services under the following conditions:

- The contract is between the District and the employee, or any member of his/her immediate family.
- The contract is between the District and a partnership, or unincorporated association of which the employee, or any member of his/her immediate family, is a partner or in which he/she is the owner or holder, directly or indirectly, of a proprietorship interest and/or shall benefit financially due to the contract or purchase.
- The contract is between the District and corporation in which any employee, or any members of his/her immediate family, is the

Administrative Procedure

6330 Purchasing

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owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.

Also, see the District Board Policy and Administrative Procedures 2710 titled Conflict of Interest.

C. General Purchasing Information

1. All purchases or commitments to buy are made through the use of or commitments to buy require the issuance of a purchase order. Purchase orders will be issued by the Purchasing Department only upon receipt of a properly authorized purchase requisition. Departments shall not order or authorize the purchase of goods and/or services until a purchase order is issued by the Purchasing Department.
2. **Specifications**
Departments may submit their own specifications for supplies and/or equipment; however, the Purchasing Department has the authority to question requests, such as necessity, quantity, quality, and materials requested and to make recommendations where the general health and welfare or economy is in question. The Purchasing Department will provide assistance in the development of specifications as requested.
3. **Selection of Vendor**
The Purchasing Department will accept recommendations from the requesting department for potential vendors. New vendors will only be considered upon submittal of a completed vendor application and supporting documents that have been approved by the Purchasing Department. The District will endeavor, where possible, to encourage the use of local and small business enterprises in its procurement activities. On all procurement activities that must be competitively bid, or for which the District must receive quotes, such will be evaluated with a ten (10%) percent preference for local vendors. The vendor must claim local vendor preference to be considered. Please note the following exceptions:
 - Where State Law or, other law or regulation precludes this local preference.
 - Purchases made through cooperative purchasing and leveraged procurement agreements and piggy-back purchases.
 - Public Works construction projects.
 A "local" vendor will be approved as such when, 1) it conducts business in a physical location within the County of San Bernardino; and 2) it holds a valid business license issued by an agency within the County of San Bernardino; and 3) business has been conducted in such a manner for not less than six months prior to being able to receive the preference. Proof of eligibility will be provided to the District as part of the vendor application process. Subject to the Local Vendor Preference, final vendor designation will be made by the Purchasing Department.
4. **Sole Source Purchasing**
Sole source products are one-of-a-kind and are not sold through distributors but are provided by a sole distributor. Sole source purchases will require documented, legitimate justification on the SBCCD Sole Source Justification Memo Form. The requesting department must address the unique performance features of the product that are not available in any other product or brand; why such features are required; and other products or brands evaluated and why they were rejected. Departments contemplating a sole source purchase should contact the Purchasing Department for further guidance. Requests for sole source purchases will be vetted by the Purchasing Department.
5. **Price Quotations & Bids**
For purchases of equipment, materials, or supplies to be furnished, sold, or leased to the District; purchases of services that are not construction services, not professional services, not insurance services nor any work done by day labor or by force account pursuant to Public Contract Code (PCC) Section 20655; and purchases of repairs, including maintenance as defined in PCC Section 20656, that are not public projects as defined in PCC Section 22002(c):
 - If a purchase request is under a unit cost of \$20,000, only a verbal quote or vendor price list is required to determine cost.
 - If a purchase request is a unit cost of \$20,000 or more, but under the formal bid limit set annually by the Board of Governors, at least three (3) written quotes on vendors' letterhead must be submitted with the purchase requisition.
 - If a purchase request meets or exceeds the formal bid limit set annually by the Board of Governors, please refer to the bid procedures in AP 6340 titled Bids and Contracts.

NOTE: The formal bid limit is annually adjusted by the Board of Governors as required by PCC Section 20651(d);

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For construction and public works projects under UCCAAP threshold:

- If a purchase request is under a unit cost of \$20,000, only a single written quote on vendor's letterhead is required with submission of the purchase requisition.
- If a purchase request is a unit cost of \$20,000 or more, but under the UCCAAP threshold, at least three written quotes on vendors' letterhead are required with submission of the purchase requisition.
- If a purchase request is over the UCCAAP threshold, please refer to bid thresholds and applicable bid procedures in AP 6350 titled Contracts – Construction.

The Purchasing Department may require price quotations for items regardless of the cost if it determines that such quotes would be in the best interest of the District.

6. **Bid & Contract Requirements**

See the following board policies and administrative procedures:

- BP and AP 6340 titled Bids and Contracts
- AP 6350 Contracts – Construction
- AP 6370 Contracts – Professional Services

7. **Date of Delivery**

Materials and services must be charged against and paid from appropriations within the fiscal year in which the material or service is actually received.

8. **Delivery Location**

Generally, all goods will be shipped to the District Warehouses. Each Warehouse shall receive and distribute purchased materials and equipment to the requesting department. Material and equipment subject to inventory shall be tagged and inventoried at the time of receipt.

9. **Procurement with Grant Funding**

Procurements made with grant funding will follow all applicable guidelines as outlined in the granting agency's letter of award as well as the District's policies and procedures. For federal awards this may include, but is not limited to, following the guidelines as detailed in the Code of Federal Regulations Title II, Part 200. State funded grants may require special processing as noted in the grant. Grant awardees and grant administrators are ultimately responsible for complying with any grant-related purchasing restrictions or requirements.

D. **Procurement by Competitive Proposals for Federal Awards**

The District conducts all procurement transactions in a manner providing full and open competition. The District does not place unreasonable requirements on firms, have noncompetitive pricing practices between firms, or specify only a brand name product instead of allowing an equal product and describing the performance or requirements of the procurement.

If competitive proposals are used, the District publicizes the requests for proposals and identifies all evaluation factors and their relative importance, solicits proposals from an adequate number of qualified sources available, and has a written method for conducting technical evaluations of the proposals received and for selecting recipients. The District considers any response to publicized requests for proposals to the extent practical, and awards contracts to the firm whose proposal is most advantageous to the program, with price and other factors considered.

For federal awards, the District conducts procurements in a manner that prohibits geographical preferences, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering services, geographic location may be a selection criterion if it leaves an appropriate number of qualified firms to compete for the contract.

E. **Purchase Requisitions**

A purchase requisition is prepared by an individual or department to request the Purchasing Department to buy specific items. The requisition will be routed to obtain all required approvals based on established approval paths. Required approvals will depend on the amount of the contemplated purchase, the type of items requested for purchase, and approving limits. Major purchases may

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require additional approvals. The requested information on the requisition provides guidance to the Purchasing Department as to the requester's preferences regarding vendor, specifications, etc. The Purchasing Department will review each purchase requisition for legality; availability of funds; proper use of expense account code based on the description of the requested purchase; and compliance with applicable laws, standards, funding restrictions and the District's policies and procedures.

F. Authorization of Purchase Orders

After a purchase requisition has been reviewed by the Purchasing staff, a purchase order is prepared and routed to an authorized district officer for approval. The named agents on the authorized signature list have been delegated authority to approve purchase orders under the formal bid limit. A purchase order under the formal bid limit only requires approval by one of the authorized district officers, and does not require approval by the Board to be legally enforceable. Purchase orders for contracted ERP catalog vendors are considered approved at the time of purchase order creation, with no additional authorization required.

Any purchase request which meets or exceeds the formal bid limit set annually by the Board of Governors requires approval by the Board of Trustees to constitute an enforceable agreement.

Only an approved purchase order authorizes the vendor to deliver the supplies/equipment or provide the service requested. No vendor has authority to provide materials or services until an approved purchase order has been issued, signed and received by the vendor.

G. Change Orders

A change order may be required if there are material changes to the purchase order. The requisitioning department must submit a purchase order change notice form to the Purchasing Department to request a change order. A proper request will include the purchase order number, vendor name, the cause of the change order, a detailed description of the changes to be made on the purchase order, and the budget codes affected, if applicable.

H. Emergencies

In the event of a health and safety emergency, authority to purchase may be obtained from the Purchasing Department and a purchase order can be issued without a fully authorized purchase requisition. Such approval must be obtained from the Purchasing Department in advance of the purchase.

I. Procurement Card Program

The District administers a Procurement Card Program, which provides a simplified method for end-users to procure low-value purchases of authorized commodities and services using a specialized credit card. Refer to the Procurement Card Document Library located on the Business Services webpage, for information on eligibility, rules and restrictions.

J. Fuel Card Program

The District also administers a Fuel Card Program, which provides a simplified method for end-users to procure fuel for District-owned vehicles using a specialized credit card.

K. Policy and Procedural Violations

Any violation of purchasing policies and/or procedures, whether contained in this or other administrative procedures, board policies, or document libraries, will require ~~the documentation by way of -submittal of-~~ an audit exception memo ~~to Business Services~~. Violations deemed serious enough may result in disciplinary action up to and including termination of employment.

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References:

Education Code Section 81656;
Public Contract Code Sections 20650 and 20651
Code of Federal Regulations, Title 2, 200.318, 200.319, 200.320

End Recommendation

Administrative Procedure | 6330 Purchasing

Board Policy

7120 Recruitment and Hiring

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards and add an Education Code section to the references.

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

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback - *Lisa advised that she had nothing to report on behalf of the SBVC*

Academic Senate while Brandi advised that the CHC Academic Senate had been unable to review this one. There was no other feedback.

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

PPAC members reviewed the recommendation. It was confirmed that the highlighted text indicates that the CCLC is recommending an organization name be inserted. Kristina Hannon recommended using the term "classified professionals." Ernest Guillen expressed support of this choice since it includes both the Classified Senate and CSEA. Lisa made a motion to move this item forward reflecting the addition of the phrase "classified professionals" to replace the highlighted text. Ernest seconded this motion which was approved by a majority vote.

05/09/2024 BOT First Reading

Updated between BOT First Reading and Final Approval to update legal citations per CCLC Legal Update 44.

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 7120 Recruitment and Hiring

(Replaces current SBCCD BP 7120)

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and Board Policy 3420 titled Equal Employment Opportunity.

All District employees shall demonstrate the ability to work with and serve individuals within a diverse community college campus environment.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring instructional/non-instructional academic employees shall be established and implemented in accordance with board policies and administrative procedures regarding the Academic Senate's role in local decision-making.

Board Policy

7120 Recruitment and Hiring

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



The criteria and procedures for hiring classified employees shall be established by the Board of Trustees.

The criteria and procedures for hiring classified employees shall be established after first affording the [classified organization] classified professionals an opportunity to participate in the decisions under the Board's policies regarding local decision making.

References:

Education Code Sections 70901.2, 70902 subdivisions (b)(7) & (d), and 87100 et seq.; and 87458; Title 5 Sections 51023.5 and 53000, et seq. and 51023.5;
ACCJC Accreditation Standard III.A.4.3

End Recommendation

Board Policy | 7120 Recruitment and Hiring

Administrative Procedure

7120 Recruitment and Hiring

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason for Review

> Legal Update 44 - Updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level
 03/06/2024 Level 3 First Anticipated AS Review
 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 04/03/2024 Level 3 Second Anticipated AS Review
 04/08/2024 PPAC Reviews Second AS Feedback
 05/09/2024 BOT First Reading
 06/13/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 7120 Recruitment and Hiring

The District employs persons for positions categorized as Faculty, Classified, Confidential, Educational Administrators, and Classified Administrators as outlined in corresponding board policies and administrative procedures:

BP/AP 7210 titled Faculty
 BP 7230 titled Classified Employees
 BP/AP 7240 titled Confidential Employees
 BP/AP 7250 titled Educational Administrators
 BP/AP 7260 titled Classified Administrators

The information in this procedure does not apply to the recruitment and hiring for the position of Chancellor (see AP 2431 Chancellor Selection).

Position Approval Process

Every department, program, or discipline in the District, whether associated with a District function or on a campus/college, completes an annual program review, identifying needed positions for the coming fiscal year. Needed positions could be new positions or positions that are vacant at the time of the review. Once the positions are identified, they are submitted to the strategic planning process for review. The various strategic planning committees make recommendations to the site manager. All positions are subject to funding.

Job Opening/Application Processes

The District utilizes a completely electronic process for posting all job openings and the application process. The online applicant tracking system serves as the mechanism for submittal of recruitment requests, routes them through approval process and serves

Administrative Procedure

7120 Recruitment and Hiring

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



as the tool for job posting and application submittal. Initial screening is coordinated between Human Resources and screening committee members. Application materials may be submitted to the District Office during regular business hours.

Job Postings

When a position is approved for recruitment, the job is posted on the District's Human Resources webpage, and advertised in other appropriate venues.

Applying for a Job

Applicants can apply for any open position by logging onto the District's Human Resources webpage. Applicants will be expected to electronically attach all required documentation, such as, but not limited to: resume, cover letter, transcripts, certifications, etc., to the application.

The District has established the following hiring qualifications for all educational administrator positions:

- A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.
- B. Meet the minimum qualifications as stated in the job description.
- C. Commitment to participate in the collegiate consultation process of the College and the District.
- D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.

Recruitment

The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications including any "required", "desired" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize shall be reviewed by the appropriate administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements of Title 5 (53022) and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the appropriate administrator and the Office of Human Resources and must be approved by the Executive Director of Human Resources or Designee.

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum qualifications;
3. Additional desirable qualifications that are job related and support the responsibilities of the position;
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing if required; and
6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. Title 5, Title VII, EEO and ADA).

Pre-Screening Process

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement, will consult expertise as needed, and, on that basis, will certify the "qualified" pool of applicants. The District's Office of Human Resources shall conduct applicant pool reviews and take appropriate

Administrative Procedure

7120 Recruitment and Hiring

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



action as necessary consistent with all of the requirements set forth in Section 53023 of Title 5 of the California Code of Regulations. The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in section 53006(a).

The Screening Committee

1. The appropriate administrator in consultation with the Office of Human Resources will designate the composition of the Screening Committee to ensure appropriate representation from the affected department.
2. The Screening Committee make up can be found in the Screening Committee Guidelines and in accordance the EEO Plan.
3. All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources.
4. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.
5. Every Screening Committee shall have at least one management member and one California Schools Employee Association (CSEA) appointee and when appropriate, an appointee from the Academic Senate.
6. The administrator of the vacant position will appoint the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.
7. The Equal Employment Opportunity representative's role and responsibility is to maintain confidentiality and ensure the hiring process remains fair and equitable.
8. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
9. The appropriate administrator of the vacant position submits the membership of the Screening Committee to the Office of Human Resources for approval.

Interview Process

1. In cases where fewer than three (3) candidates are selected for a first level interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources for approval.
2. The screening Committee develops job related interview questions. All questions will be reviewed by the Executive Director of Human Resources or designee. All Interview questions are confidential.
3. The Screening Committee will determine the candidates, date, and time to interview.
4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
6. All Screening Committee members must sign a confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.

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7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation unless otherwise determined by the Human Resources Department.
8. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to 2nd level interviews.
9. The supervisor may participate on the 1st level interviews on recommendation of the appropriate administrator. In unique situations where the only representative of the affected department is the supervisor, the Office of Human Resources will assess the particular circumstance.
10. The Screening Committee will recommend at least three (3) candidates to the appropriate administrator for 2nd level interviews. The Screening Committee shall recommend no less than three (3), unless fewer were interviewed or unless the Screening Committee Chair presents written justification for submitting fewer than three (3) for 2nd level interview.
11. Second level interviews will be convened for all finalists by the appropriate administrator or designee. An EEO representative will be present for second level interviews.
12. The Office of Human Resources will contact the finalists to be interviewed at 2nd level and communicate the arrangements for the time and place for the interview, as determined by the appropriate administrator or designee.

Selection Process

The appropriate administrator and designee shall select one of the finalists, who is best qualified to fill the position and shall recommend such person to the Chancellor. An eligibility list can be established for multiple non academic positions.

The appropriate administrator will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

Reference Check

Upon receipt of the selected candidate, the Office of Human Resources or the College President will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.

The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.

Once the successful candidate has accepted the offer, the Office of Human Resources will notify the unsuccessful candidates in writing of non-selection. If an eligibility list is established, candidates will be informed of their rank and duration.

Loyalty Oath

All management personnel will be required to sign the legally prescribed oath of allegiance upon employment with the District.

Scheduling of Interviews

Applicants who are invited for an initial interview and who live more than 100 miles away will be scheduled for an interview with the college president or chancellor, if possible, in addition to the committee interview on the same day as the initial interview.

Finalists who are invited for a second interview and live more than 200 miles away will be reimbursed for actual travel and meal expenses incurred as set forth in the Employee Travel Policy.

Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; and AP 7126 Applicant Background Checks

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References:

Education Code Sections 87100 et seq., 87400, 87604.5 and 88003;
ACCJC Accreditation Standard III.A.1 (formerly III.A.) 3

End Recommendation

Administrative Procedure | 7120 Recruitment and Hiring

Administrative Procedure

7145 Personnel Files

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 2	No	K Hannon	No matching BP exists

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to provide a process for staff and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.

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

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

02/27/2024 Levels 2 & 3 to Constituents for Feedback

03/11/2024 Level 2 PPAC Hears Constituent & AS Feedback - Committee members discussed concerns over the timeline of the implementation of the system described in the first sentence of the new paragraph and recommend language change highlighted below. Based on the conversation, the recommendation will be returned to Chapter Lead Kristina Hannon with the committee's feedback.

4/3/2024 Chapter Lead Response – HR confirmed that the process whereby employees can declare an affirmed name, gender, or both is available to employees through the District's online name/address change form. In addition, outdated language regarding the timing of personnel record inspection is being removed.

04/08/2024 PPAC Hears Chapter Lead Response to 3/11/2024 PPAC comments

The PPAC members reviewed this P&P schedule and recommendation with no feedback. Keith made a motion to move it through the process which Lisa Henkle seconded. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation**Administrative Procedure | 7145 Personnel Files**

Personnel records are private, accurate, complete, and permanent.

Every employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

~~The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.~~

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that were:

- obtained prior to the employment of the person involved,
- prepared by identifiable examination committee members,
- obtained in connection with a promotional examination or interview.

~~"The Chancellor shall notify campuses once a year as to the process implemented whereby an~~

Administrative Procedure

7145 Personnel Files

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4/16/2024



Using the online Name/Address Change Form, District ~~employees~~ ~~system by which staff and faculty~~ can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon ~~the such request of a staff or faculty member~~, the District shall update any records for the ~~individual employee~~ to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, employee identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records."

References:

Education Code Section 87031;

Labor Code Section 1198.5

End Recommendation

Administrative Procedure | 7145 Personnel Files

Board Policy

7210 Academic Employees

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason(s) for Review/Changes

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

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

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback - SBVC Academic Senate had not had the opportunity to review this recommendation. Ryan commented that they did not either.

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

Committee members reviewed this recommendation. There was no feedback. Lisa made a motion to approve this item through the process which Keith seconded. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 7210 Academic Employees

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which the Board of Governors has established minimum qualifications for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, SAS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure. [The evaluation of academic employees, including tenure review, 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.](#)

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and the for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

References:

Education Code Sections 87400 et seq; 87419.1; 87482.8, and 87600 et seq;
Title 5, Sections [51025](#) and [53602](#)

End Recommendation

Board Policy | 7210 Academic Employees

Administrative Procedure

7210 Academic EmployeesSan Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> Minor clerical correction

Begin Recommendation

Administrative Procedure | 7210 Academic Employees

ACADEMIC EMPLOYEES, NON-MANAGEMENT**HIRING OF FULL-TIME FACULTY**

The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students. The hiring process for full-time faculty also focuses on candidates who will develop and maintain inclusive curriculum and environments that represent the ethnic and socioeconomic demographic of the college's student population.

The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty that will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.

Hiring faculty, classified staff, and administrators is accomplished through selection committees, which produce a recommendation of a final candidate from the President, or other appropriate administrator, to the Chancellor to recommend to the Board for employment.

HIRING QUALIFICATIONS**Minimum Qualifications**

The San Bernardino Community College District has established the following hiring qualifications for all faculty positions:

1. For faculty and administrative positions, job requirements shall include (A) a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as demonstrated by skills and abilities in cultural responsiveness and cultural humility; and (B) a demonstrated commitment to recognizing patterns of inequity in student outcomes, taking personal and institutional responsibility for the success of students, engaging in critical assessment of own practices, and applying a race-conscious awareness of the social and historical context of exclusionary practices in American Higher Education.
2. The Minimum Qualifications for discipline expertise adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.
3. All applicants will be provided the opportunity to have qualifications for discipline expertise reviewed and considered for meeting minimum qualifications that meet or exceed those listed adopted by the Board of Governors through alternate means.

Application Procedure

1. The Human Resources Office will determine which applicants meet minimum education and expertise qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures. Human Resources will also evaluate the diversity of the pool of applicants to determine if further outreach is required before proceeding.

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2. The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the selection committee. The selection committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. Human Resources will forward candidates to the Equivalency Committee for final confirmation of meeting MQs when appropriate. A list of candidates who did not meet MQs will be provided to the hiring manager and/or selection committee by request. Should the selection committee have any concern about the pool or process, the selection committee chair may confer with the Vice Chancellor of Human Resources and Police Services or designee regarding these concerns.
3. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), a "year of professional experience" shall be considered the period of time which the District accepts as a regular work year on a full-time basis. One year of professional experience must have been completed within the three years prior to the closing date for applications for the position. The minimum qualifications listed on the job announcement should identify the specific types of professional experience required for the position.
4. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), the appropriate, valid certification or license to practice shall be stipulated based on the instructional responsibilities of the position. If no certificate or license is appropriate to the position, no certificate or license will be listed as a minimum qualification.

Desirable Qualifications

1. Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable qualifications should be approved by discipline faculty and describe characteristics that support the responsibilities of the position.
2. The combination of the minimum qualifications and the job-related desirable qualifications will be used as the basis for decision-making throughout the selection, interview, and recommendation of applicants.

Establishing Minimum and Desirable Qualifications

1. The minimum and desirable qualifications will be reviewed and edited by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator. When no full-time faculty member is employed in the discipline, at least two full-time faculty in a reasonably related discipline will write the desirable qualifications in consultation with the Division/Department Dean or appropriate administrator. The academic senate may elect to recommend additional qualifications related to the ability to serve our diverse students well in any faculty position.
2. The Vice Chancellor of Human Resources and Police Services or their designee will monitor the minimum and desirable qualifications for adverse impact on groups that have been historically under-represented. If the Vice Chancellor of Human Resources and Police Services or their designee believes the qualifications appear to be too restrictive, they will meet with the discipline faculty and the Division/Department Dean or appropriate administrator to review the qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of Human Resources and Police Services or their designee shall confer with the appropriate Vice President and the Academic Senate President to determine necessary remedies.

PROCEDURES

The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.

Establishing the Position

Any request to fill new or vacant positions must be processed through the appropriate Manager and the Human Resources Office, and must receive approval by the Chancellor before any position announcement is made.

1. Faculty positions are identified by a process established by each College and Fiscal Services.
2. Chancellor approves faculty positions from those requested by the Colleges.
3. Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.

Position Announcement

1. The Announcement of a Position will be drafted by the faculty of the discipline and the Division/Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See "Establishing Minimum and Desirable Qualifications") in consultation with the Vice Chancellor of Human Resources and Police Services or designee and the appropriate Vice President. The final job announcement as seen by applicants will not be posted until reviewed and approved by all parties.

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Job announcements shall clearly state job specifications setting forth the minimum and desired qualifications for the position. Job announcements including any "desired" qualifications beyond the minimums shall be reviewed by Human Resources before the position is announced to ensure conformity with the guidelines of the Board of Governors for the California Community Colleges, the requirements of Title 5 and State and Federal non-discrimination laws.

2. Position announcements will include the following sections:

- a. Position Title
- b. Application Deadline or Initial Review Date
- c. Introduction: A brief description of the position and the relationship of the position to college offerings and activities. This includes a brief description of the college and the community served.
- d. Minimum Qualifications: A statement including the established minimum qualifications, the appropriate valid credential(s), and the provision for equivalencies.
- e. Desirable Qualifications: Those job-related qualifications that are desirable but not essential to perform the job.
- f. Duties of the Position in accordance with the CBA: A list of typical duties including the following:
 - A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus). Faculty will facilitate learning through a variety of modalities to maximize the success of our diverse student population,
 - A description of any co-curricular responsibilities (e.g. coaching, directing).
 - Reference to scheduling considerations (e.g. assignment to evening duties).
 - Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).
 - A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).
 - A commitment to ongoing professional development that includes cultural responsiveness, inclusiveness, and equity, as well as disciplinary relevance.
 - A description of any other duties unique to the position.
- g. Salary and Benefits: A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.
- h. Closing Date, Address for Submission of Application Materials, and Deadline for Equivalency requests.
- i. Application Process: Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee. In addition, instructions will also include the need for the candidate to address how the desired qualifications have been met by the candidate in the cover letter or in the supplemental questions. The application process will include the following:
 - An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position. Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.
 - A Letter of Application (A cover letter indicating explicitly how each of the minimum and desired qualifications are met.)
 - Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).
 - A curriculum vitae or resume.
 - When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or

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license).

- When appropriate, verification of “professional experience” as articulated in the minimum and desirable qualifications.
- When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videos, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.

j. Selection Process: A brief description of the selection process including:

- The review by a selection committee to select candidates for interviews
- An interview of candidates by the selection committee that may be comprised of faculty, administration, academic senate representatives, associated student government representatives, and other appropriate district personnel. Candidates are advised that all interview questions will be evaluated through the lens of both minimum qualifications and the desired qualifications.
- A list of sample 1st level interview questions and an explanation of the panels function and limited ability to naturally interact with the candidate.
- An interview of finalists by the President and Academic Senate President (and additional interviewers if selected by the President) or designee
- A list of sample 2nd level interview questions and an explanation of the interactions available at the 2nd level.
- Final recommendation to the Board of Trustees by the Chancellor of the District
- A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, guest lecture, role playing, sample assignments, a questionnaire or impromptu writing sample)

k. Notice to All Candidates:

- The requirements of the Immigration Reform and Control Act of 1987
- Initial assignment information
- A reasonable accommodation notice will be included in each job announcement.

l. Statement of Equal Employment Opportunity including reference to “encouraging applications from underrepresented groups.”

3. The Vice Chancellor of Human Resources and Police Services or their designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of “Establishing Minimum and Desirable Qualifications.”
4. The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources. The discipline faculty and Division/Department Dean or appropriate administrator will make the final decision on the desired qualifications prior to submitting the DQs to Human Resources.
5. Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Selection committee orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources and Police Services or their designee and the appropriate Vice President.

Applications

Human Resources accepts applications and supplemental materials until 11:59 pm on the closing date.

Human Resources will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary to establish an adequate and representative pool, the application closing date shall be extended and additional recruitment shall be conducted. (A “monitored group” means those groups identified by state and federal regulations for which monitoring and reporting are required. According to the provisions of Title 5 53004 (B), each applicant shall be afforded the opportunity to identify his or her gender, ethnic group identification, and if applicable, his or her disability.) After the pool is

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approved, all complete applications will be forwarded to the selection committee for consideration.

Recruitment and Advertising

Faculty positions are advertised for a minimum of thirty (30) days. Extensions to the deadline will be discussed with the discipline faculty and hiring dean both before the posting and during the posting.

An email notification of the posting will be sent to the discipline faculty, Dean and/or appropriate administrator.

Any ads placed in publications will contain the statement "An Equal Opportunity Employer."

New faculty will be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. These efforts will be reviewed with the discipline faculty and hiring dean for input on increasing the hiring pool. This dissemination will be the responsibility of the Office of Human Resources in accordance with the EEO Plan.

A complete record will be maintained of all efforts to disseminate information and the response regarding the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of applicants.

Notification of position openings will be mailed by Human Resources to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended by the appropriate Division/Department Dean or a Vice President.

SCREENING COMMITTEE**Membership**

Screening committees for faculty positions will be established and convened by the Division/Department Dean or other appropriate administrator or their designee.

- The Division/Department Dean or appropriate administrator for the position may formulate a preliminary list of candidates to serve as screening committee members.
- The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint at least 3 faculty to serve on the selection committee.
- An Equal Opportunity Representative from the District HR-DEIA Committee shall be appointed to the Committee by the Vice Chancellor of Human Resources and Police Services or their designee. The Equal Opportunity Representative is a non-voting member.
- The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position. If a classified employee is selected to serve on the committee, the President of CSEA will provide the names of individuals nominated to serve as the representative from the unit. The hiring supervisor will select appropriate committee member(s) from those nominees.
- The Screening Committee should normally have no fewer than five (5) and no more than nine (9) members.
- A majority of the membership of the selection committee shall be faculty.
- Every screening committee will include the Division/Department Dean or appropriate administrator or their designee
- The chair of the Committee will be chosen by a majority vote of the committee.
- When possible, every effort will be made, within the limits allowed by federal and state law, to ensure screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Selection/screening committees will be encouraged to include members from monitored groups and may include members from other colleges to include members from monitored groups.
- Human Resources will provide clerical/technical support and coordination.
- If unusual circumstances prevent the formation of a screening committee as described herein, the Division/Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Police Services or their

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designee to determine a reasonable representation. However, the final composition of the screening committee shall remain confidential.

- The Vice Chancellor of Human Resources and Police Services or their designee will approve all screening committee members to ensure diversity.

Second-Level Interview Procedures

Second level interviews will be conducted on all finalist by the College President or their designee with additional interviewers of their choice, and the Academic Senate President or their designee acting in an advisory capacity. In the case of District Office, second level interviews will be conducted by the appropriate administrator. Second -level interviews will also include an EEO Representative.

Training

All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by the Office of Human Resources at the first meeting of the Committee to ensure that each Committee member receives the required training that includes:

- Discussion of District commitment to equal opportunity, diversity, and student success
- The search and selection process
- Role of the selection committee
- Development of selection criteria
- Writing effective interview questions
- Development of selection criteria including DQ's as part of the job posting process
- Role of the Equal Opportunity Representative
- Confidentiality
- Effective reference checks (administrators only)

~~Pending Revision Approval: June 9, 2022~~

~~Approved: January 11, 1990~~

End Recommendation

Administrative Procedure | 7210 Academic Employees

Administrative Procedure

7216 Academic Employees: Grievance Procedure for Contract DecisionsSan Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	No matching BP exists

Reason(s) for Review/Changes

> Legal Update 41: The Service updated this procedure to clarify how a district processes grievance procedures and the requirement for the faculty union, if any, to consult with the Academic Senate regarding the faculty grievance procedure.

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

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level - > Chapter Lead advises the current review for legal update purposes only; P&P is undergoing an internal review and other changes will be brought to PPAC 2024 25.

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback - > 3/11/2024 PPAC - SBVC Academic Senate had not had the opportunity to review this recommendation.

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

PPAC members reviewed this recommendation. It was commented that the highlights in this item indicate optional CCLC legal update language which was approved by the Chapter Lead. Lisa made a motion to approve this item through the process which Christopher seconded. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 7216 Academic Employees: Grievance Procedure for Contract Decisions

Allegations that the District in a decision to not reappoint a probationary employee violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of probationary employees shall be classified and procedurally addressed as grievances.

Allegations that the community college district, in denying tenure, made a negative decision that to a reasonable person was unreasonable, or violated, misinterpreted, or misapplied, any of its policies and procedures concerning the evaluation of probationary employees shall be classified and procedurally addressed as grievances.

Unless noted otherwise in the collective bargaining agreement, probationary faculty members who wish to challenge a decision not to grant a second or third contract must follow the established grievance process outlined in the collective bargaining agreement. The employee after completing this process may proceed to a hearing in accordance with Education Code Section 87740, which is before an Administrative Law Judge appointed by the Office of Administrative Hearings.

Pursuant to Education Code Section 87610.1 subdivision (a), the faculty union must consult with the Academic Senate prior to bargaining the faculty grievance procedure.

Reference:

Education Code Section 87610.1

End Recommendation

Administrative Procedure | 7216 Academic Employees: Grievance Procedure for Contract Decisions

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: June 13, 2024

SUBJECT: Consideration of Approval of the College and Career Access Pathways Partnership Agreement with San Bernardino City 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 San Bernardino City 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 San Bernardino City 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 San Bernardino City 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 East Hospitality Lane, Suite 200, San Bernardino, California 92408, on behalf of one of its colleges, San Bernardino Valley College ("COLLEGE"), and San Bernardino City Unified School District ("SCHOOL DISTRICT"), 4030 Georgia Blvd, San Bernardino, CA 92407.

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

- 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 under-represented 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 under - represented 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 policy.

- 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 will not count for High School Physical Education credit) 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.

Note: All referenced Sections from AB 288 (Education Code 760

- 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 shall 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)(l)
- 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 are 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)(I)
- 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 SBCCD 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 be 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 provided by COLLEGE 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)(l)(A-O)
- 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)(l)(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)(l)(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)(C)

- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(I)(D)

10. APPORTIONMENT

- 10.1 SBCCD shall include the students enrolled in a CCAP Agreement course in its reports 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)(l)
 - 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

- 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 the

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 mutual 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 insured 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 agree 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
San Bernardino Community College District
550 East Hospitality Lane, Suite 200,
San Bernardino, California 92408
Attn: Steven Sutorous

SCHOOL DISTRICT
San Bernardino City Unified School District
777 North F Street
San Bernardino, CA 92410
Attn: Dr. Agnes Asiedu Kumi
Attn: Dr. Alan Kay

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: _____

Terry Connick
Associate Superintendent Business
San Bernardino City Unified School District
777 N "F" St.
San Bernardino, CA 92410

By: _____

Steven Sutorous
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 Lane, San Bernardino, California 92408 and San Bernardino City Unified School District ("SCHOOL DISTRICT"), 4030 Georgia Blvd, San Bernardino, CA 92407.

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)(l)

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)(l)

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

- a. 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)
- b. 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)
- c. 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.
- d. 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
SCHOOL DISTRICT	l. Agnes Asiedu Kumi	909-473-2077	agnes.asiedukumi@sbcusd.k12.ca.us

	2. Alan Kay	909-473-2084	alan.kay@sbcusd.k12.ca.us
	3. Sudha Venkatesan	909-473-2077	sudha.venkatesan@sbcusd.k12.ca.us

2. STUDENT SELECTION

- a. 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.
- b. 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)
- c. 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)
- d. 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)

- a. 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 2024-2029** - 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: COLLEGE: 2024-2029
 EDUCATIONAL PROGRAM: San Bernardino Valley College
 SCHOOL DISTRICT:
 HIGH SCHOOL(S): San Bernardino City Unified School District
 Arroyo Valley HS, Cajon HS, Indian Springs
 HS, Pacific HS, San Bernardino HS, San
 Gorgonio HS, San Andreas HS, Sierra HS,
 Virtual Academy, and Middle College HS.

TOTAL NUMBER OF STUDENTS TO BE SERVED: 1025

TOTAL PROJECTED FTES: 102.7142857

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
SDEV	102	2024SM	1	2:45 - 3:35 pm	MTWR	TBD	SBCCD	Arroyo Valley High School
ADJUS	101	2024FA	1	11:15-12:15 pm	TWRF	TBD	SBCCD	Pacific High School
ANTHRO	102	2024FA	1	1:49-2:39 pm	TWR	TBD	SBCCD	San Geronio High School
ART	107	2024FA	1	2:45-3:35 pm	TWR	TBD	SBCCD	Cajon High School
ASL	109	2024FA	1	2:45-4:00 pm	TWR	TBD	SBCCD	Cajon High School
ASL	109	2024FA	1	8:00 - 9:20 am	TWRF	TBD	SBCCD	Indian Springs High School

**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.

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
ASL	109	2024FA	1	TWRF	8:30 - 9:20 am	TBD	SBCCD	Pacific High School
FTVM	103	2024FA	1	TWR	2:45 - 3:35 pm	TBD	SBCCD	Arroyo Valley High School
HIST	100	2024FA	1	TWR	2:45 - 3:35 pm	TBD	SBCCD	Arroyo Valley High School
HMDT	021	2024FA	1	TWRF	2:46-3:35 pm	TBD	SBCCD	Pacific High School
POLIT	100	2024FA	1	TWRF	2:45 - 3:35 pm	TBD	SBCCD	Arroyo Valley High School
SDEV	001	2024FA	1	TBD	TBD	TBD	SBCCD	Middle College High School

**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.

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
SDEV	102	2024FA	1	TWRF	8:30 - 9:20 am	TBD	SBCCD	Indian Springs High School
SDEV	102	2024FA	1	MWR	11:45-1:05pm	TBD	SBCCD	San Andreas High School
SDEV	102	2024FA	1	TWR	8:30-9:20 am	TBD	SBCCD	San Bernardino High School
SDEV	102	2024FA	1	MWR	11:45-1:30 pm	TBD	SBCCD	Sierra High School
SDEV	102	2024FA	1	TWR	8:30-9:20 am	TBD	SBCCD	Virtual Academy
ADJUS	102	2025SP	1	TWR	1:15-12:16 pm	TBD	SBCCD	Pacific High School

**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.

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
ART	103	2025SP	1	11:45 -1:30pm	MWR	TBD	SBCCD	San Andreas High School
ASL	110	2025SP	1	8:00-9:20am	WF	TBD	SBCCD	Indian Springs High School
ASL	110	2025SP	1	2:45-4:00	TWR	TBD	SBCCD	Cajon High School
CIT	101	2025SP	1	2:45-3:35pm	TWR	TBD	SBCCD	Cajon High School
FTVM	103	2025SP	1	TBD	TBD	TBD	SBCCD	Middle College High School
HIST	101	2025SP	1	2:45- 3:35 pm	TWR	TBD	SBCCD	Arroyo Valley High School

**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.

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
HIST	100	2025SP	1	8:30-9:20 am	TWR	TBD	SBCCD	Virtual Academy
HMDT	024	2025SP	1	2:46-3:35 pm	TWRF	TBD	SBCCD	Pacific High School
HMDT	021	2025SP	1	2:46-3:35 pm	TWRF	TBD	SBCCD	Pacific High School
MUS	100	2025SP	1	2:45 - 3:35 pm	TWR	TBD	SBCCD	Arroyo Valley High School
MUS	101/101L	2025SP	1	8:00 - 9:20am	TR/WF	TBD	SBCCD	Indian Springs High School
MUS	108	2025SP	1	8:30 - 9:20am	TWRF	TBD	SBCCD	Pacific High School

**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.

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
PSYCH	100	2025SP	1	2:45-3:35 pm	TWRF	TBD	SBCCD	Arroyo Valley High School
SDEV	102	2025SP	1	TBD	MWR	TBD	SBCCD	Sierra High School
SDEV	103	2025SP	1	2:45-3:35 pm	TWR	TBD	SBCCD	Arroyo Valley High School
SDEV	103	2025SP	1	8:30-9:20 am	TWR	TBD	SBCCD	San Bernardino High School
SOC	100	2025SP	1	1:49-2:39 pm	TWR	TBD	SBCCD	San Geronio High School
ANTHRO	102	2025FA	1	TBD	TWR	TBD	SBCCD	San Geronio High School

**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.

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
HIST	145	2025FA	1	TBD	TWR	TBD	SBCCD	San Gorgonio High School
SDEV	102	2025FA	1	TBD	MWRF	TBD	SBCCD	San Andreas High School
COMMST	111	2026SP	1	TBD	MWRF	TBD	SBCCD	San Andreas High School
GEOG	110	2026SP	1	TBD	TWR	TBD	SBCCD	San Gorgonio High School
SOC	100	2026SP	1	TBD	TWR	TBD	SBCCD	San Gorgonio High School

**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.

5. MANDATED ANNUAL STATE REPORTING

- a. 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.
- b. 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. SBCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. Sec. 2 (t) (l)(A)
- c. 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) (l)(B)
- d. 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)(l)(C)
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full--time equivalent students generated by this CCAP Agreement. Sec. 2 (t)(l)(D)
- f. 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.

6. CCAP AGREEMENT DATA MATCH AND REPORTING

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

7. PRIVACY OF STUDENT RECORDS

- a. 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.)

- b. 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.)
- c. 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.
- d. 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.

FACILITIES USE

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

INSURANCE

- a. 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.
- b. 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: Dr. Nohemy Ornelas, VC of Education and Student Support Services

PREPARED BY: Luke Bixler, Chief Technology Officer

DATE: June 13, 2024

SUBJECT: District Technology Master Plan (DTMP) 2023-2028

RECOMMENDATION

It is recommended that the Board of Trustees approve the District Technology Master Plan (DTMP) 2023-2028

OVERVIEW

The District Technology Master Plan (DTMP) is a strategic planning document designed to address the current and future technological needs of SBCCD. It aligns with the organization's Strategic Plan, College Educational Master Plans, and the California Community Colleges Chancellor's Office Vision 2030.

ANALYSIS

The DTMP aims to involve all District constituents in assessing technology needs, creating a vision, prioritizing solutions, and ensuring alignment with Educational Master Plans and the District Strategic Plan. It also supports data-driven decision-making, compliance with accreditation and reporting requirements, and the review of business practices and technologies to enhance operational efficiencies and maximize technology investments.

INSTITUTIONAL VALUES

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 SBCCD's Fiscal Accountability/Sustainability.

FINANCIAL IMPLICATIONS

There are no financial implications.





2023 – 2028

TECHNOLOGY MASTER PLAN

Enhancing Student Access and Success

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OVERVIEW OF THE DISTRICT TECHNOLOGY MASTER PLAN

The District Technology Master Plan (DTMP) is a comprehensive and macro-level strategy that envisions the District's technology needs. It anticipates the emerging technological requirements of all District entities and ensures compliance with federal, state, and local regulations. The DTMP provides a long-term perspective that enables other planning documents at the District and Colleges to reach the planned outcome. Additionally, it establishes a continuous, two-way collaboration with the Colleges Technology Plans to support instructional and student-focused services. The DTMP is a key enabler of the District's technology landscape, providing a roadmap for meeting future needs in a rapidly evolving technological environment.

The DTMP aligns with the California Community Colleges Chancellor's Office Vision 2030 initiative, which builds on the Vision for Success and Governor's Roadmap. By doing so, we will ensure its success by supporting statewide, regional, and local efforts to assist students in achieving their goals.



DISTRICT MISSION STATEMENT

San Bernardino Community College District (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.

TECHNOLOGY MISSION STATEMENT

To support the SBCCD by providing secure technology that helps the District transform the lives of our students.

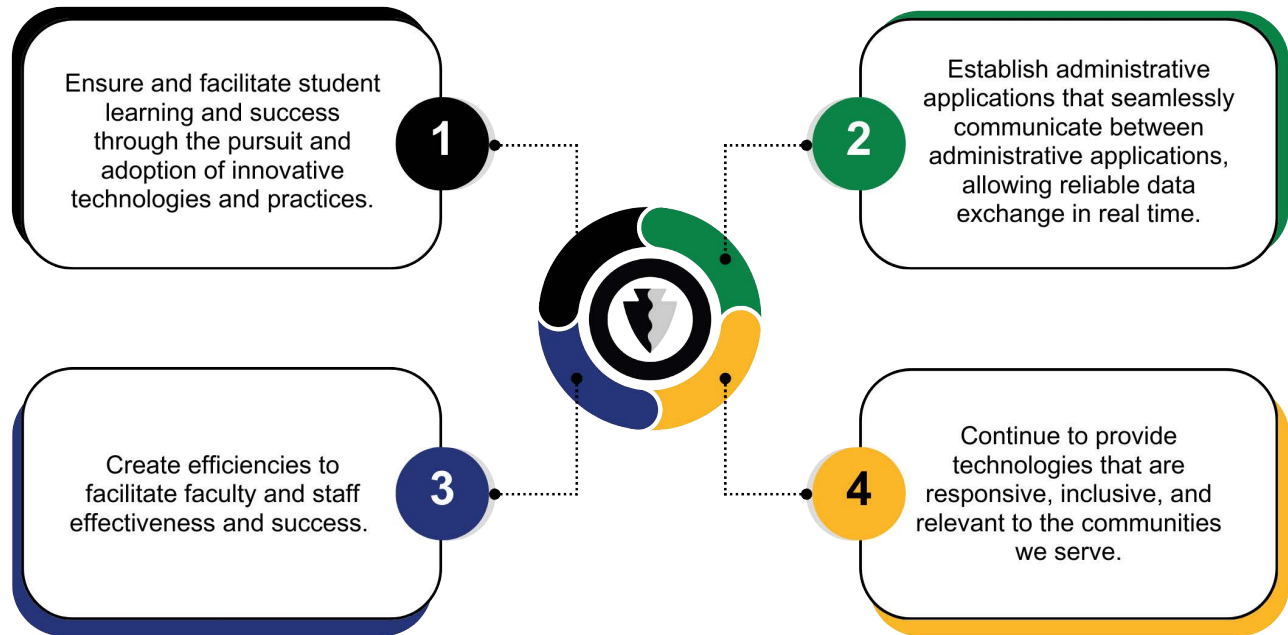
Technology Vision

Our Technology Vision:

- Technologies will enable and enhance collaboration, communication, and partnerships within the District, and with federal, state, local, and community partners;
- Technologies will enable and enhance support towards academic and student success;
- Administrative applications will communicate seamlessly, enabling real-time exchange of reliable data between systems;
- Information systems will expand and enhance services while maintaining forward and backward compatibility;
- Students, faculty, and staff will have an environment that is technologically current;
- The privacy and security of information within our technology systems will be ensured.

Guiding Principles

Technology and Educational Support Services (TESS) strives to provide appropriate support by adhering to these principles:



TECHNOLOGY PLANNING

SBCCD holds that the efficacy and relevance of planning documents are contingent upon certain key features and characteristics. These attributes increase the likelihood of success and ensure the documents are meaningful to stakeholders. Progress towards meeting planned goals should be reviewed annually, and the entire DTMP process should be evaluated every five years. To this end, SBCCD emphasizes the importance of incorporating these essential elements in all planning documents.

Accessibility

- Input is invited and encouraged from all stakeholders, representing all areas of the District, Colleges, and communities we serve.

Transparency

- The planning process must be clearly defined and made public. It should address concerns raised during planning, and any modifications must be communicated and approved by the TESS Planning Team.

Flexibility

- Changes in other District and College plans, Board Imperatives, accreditation and licensing requirements, and technology are reflected in our ability to accommodate the evolving needs of the District, Colleges, and the communities we serve.

Collaboration

- The plan must have a clear focus for the next 3-5 years. To achieve this, a collective vision, mission, purpose, goals, objectives, and guiding principles are necessary. Successful accomplishment requires collaboration and distribution.

Fiscal Responsibility

- Each objective should be quantifiable, realistic, and ensure SBCCD's fiscal accountability and sustainability.

SBCCD DISTRICT TECHNOLOGY MASTER PLAN

The purpose of SBCCD's District Technology Master Plan (DTMP) is to encourage and enable all District constituencies to participate in the assessment of technology needs and the development of the vision, direction, and prioritization of solutions to address those needs. It ensures ongoing focus and two-way alignment with the Educational Master Plans of the Colleges, the District Strategic Plan, and provides a guiding framework for site-level planning and expenditures.

The plan enables all District entities to utilize data in decision-making processes through the meaningful integration of disparate information systems and training; and provides the technology necessary to enable College and District entities to respond to federal, state, and local accreditation, licensing, and reporting requirements; as well as maintain technological currency through the ongoing review of effective practices, emerging technologies, and the provision of training to technical staff and end-users.

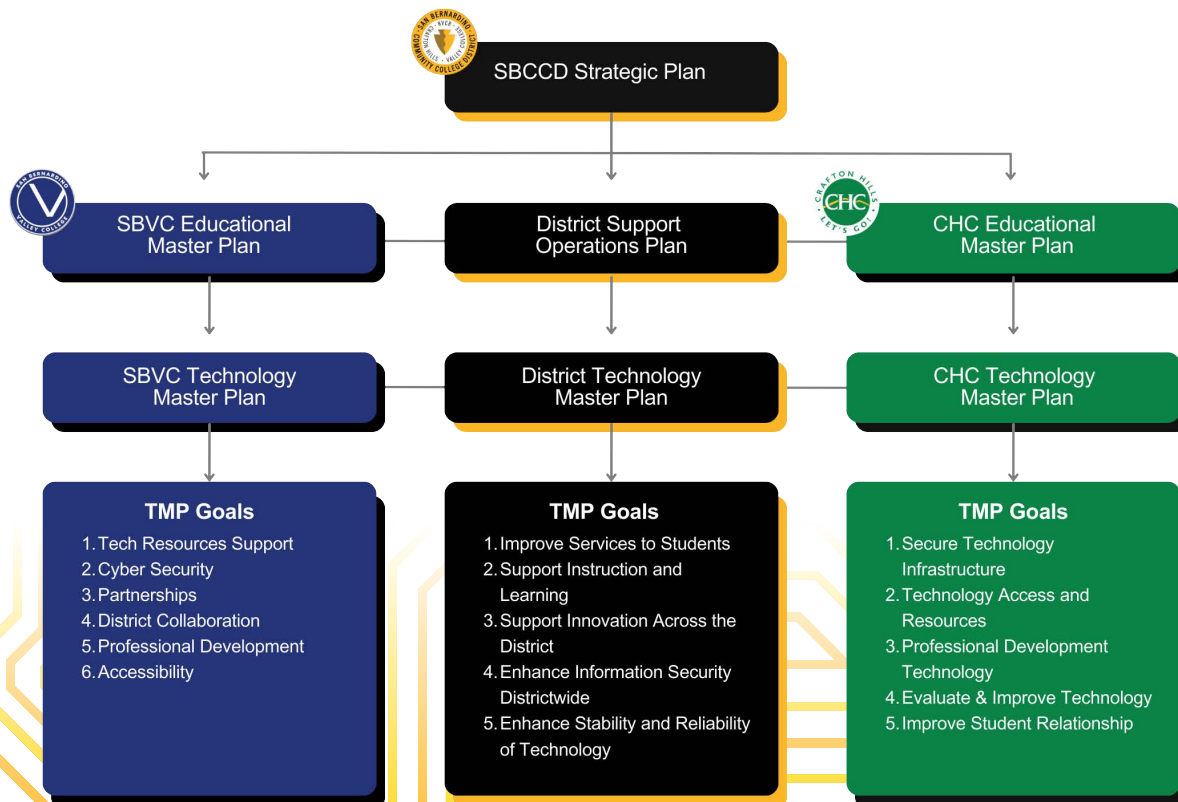
The DTMP encourages regular review of business practices, technologies, and strategies to find new and innovative ways to enhance operational efficiencies, maximize the dollar's value in procuring new technologies, and ensure that a Total Cost of Ownership (TCO) model is followed.

Planning Process and Budget

The development of the DTMP was initiated by reviewing the District Support Operations Plan and the College Technology Plans. The planning process involved active participation by all District stakeholders in the following District-wide committees and working groups: Institutional Effectiveness Advisory Committee, Distance Education Coordination Council, District Applications Work Group, TESS Managers, the SBVC Campus Technology Committee, and the CHC Campus Technology Committee.

While this plan is intended to provide a five-year direction, this latest version of the DTMP builds upon the progress made in the previous DTMP. It is intended to be dynamic and will be updated as necessary to accommodate the emerging needs of the District and the two Colleges. The budget for these projects that are identified through the planning process is identified in the annual budget process and the program review process.

The graphic below highlights the integration of the planning process.



Annual Planning Timeline

The model below depicts the planning timeline which identifies the major initiatives that the District will utilize in support of the technology planning. This timeline is designed to align with the District's budget and strategic planning processes. The planning process will ensure that new strategies and objectives for the next fiscal year will be in place prior to the budget and program review processes. Although the planning process is able to support new initiatives as they are received, the flow chart below represents the key milestones in the planning process.



DISTRICT TECHNOLOGY GOALS AND INITIATIVES

The District Technology Goals were developed after a thorough review of the Goals outlined in the District Strategic Plan, the Crafton Hills College Technology Plan, the Crafton Hills College Educational Master Plan, and the San Bernardino Valley College Technology Plan and San Bernardino Valley College Educational Master Plan. To complement these plans, the District has established five main goals, which along with their respective strategies, will reinforce the goals outlined in the aforementioned plans across the District.

GOAL 1: IMPROVE SERVICES TO STUDENTS

The following strategies will be used to meet the goal of improving services to students across the District:

1.1	New Technology: Evaluate technologies that can improve the student experience.
1.2	Process Alignment: Work with both Colleges to ensure the processes for students provide a consistent and efficient user experience.
1.3	State Initiatives: Partner with the administrative staff at the Colleges to review student-facing solutions offered by the state.
1.4	Distance Education: Partner with the Distance Education Coordination Council to identify changes and enhancements that will improve the student experience.
1.5	Campus Technology Committees: In collaboration with the Campus Technology Committees at each College, obtain feedback on technologies that will improve the student experience.
1.6	Accessibility: Ensure that the appropriate accessibility training and technology is available to align with accessibility regulations and to meet the needs of our students.

GOAL 2: SUPPORT INSTRUCTION AND LEARNING

The following strategies will be used to meet the goal of supporting instruction and learning across the District:

2.1	Research New Software: Work closely with the instructional offices at each of the Colleges to identify and implement solutions that will support instruction and learning.
2.2	System Upgrades: Review and upgrade existing software implementations to take advantage of new features and functionality.
2.3	Project Management Procedures: Establish project management procedures so that instructional projects are completed on time and under budget.
2.4	Learning Management System: Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify changes and enhancements to our Learning Management System.
2.5	Campus Technology Committees: Partner with the Campus Technology Committees at each College to get feedback on instructional areas that can be improved across the District.

GOAL 3: SUPPORT INNOVATION ACROSS THE DISTRICT

The following strategies will be used to meet the goal of supporting instruction and learning across the District:

3.1	Technology Research: Review innovative technology solutions, such as Customer Relationship Management systems, Artificial Intelligence, Machine Learning, and other innovative technologies.
3.2	Infrastructure: Research and implement infrastructure and innovative cloud technologies.
3.3	Technology Trends: Review Educause Core Data, Gartner/Tambellini Trend Data, ACCJC Accreditation Standards, CCCO Vision 2030, and other external higher education trend data.
3.4	Learning Management System: Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify new software or plugins that work with the Learning Management System.
3.5	Campus Technology Committees: Partner with the Campus Technology Committees at each College to get feedback on technologies that can lead to innovation across the District.

GOAL 4: ENHANCE INFORMATION SECURITY

The following strategies will be used to meet the goal of enhancing Information Security across the District:

4.1	Information Security Plan: Develop an information security plan that provides the strategies, protocols, and safeguards to protect the District's sensitive data and digital assets.
4.2	Update Security Policies: Develop a comprehensive set of cybersecurity policies to safeguard sensitive data, and maintain the integrity of academic and administrative systems.
4.3	Data Governance: Establish a data governance framework that establishes clear responsibilities, processes, policies, and data categorization to ensure the proper collection, storage, usage, and security of data across the District.
4.4	Data Loss Prevention: Implement a set of technologies aimed at identifying, monitoring, and preventing unauthorized and accidental data leaks by monitoring data in motion, at rest and in use.
4.5	Risk Assessment: Review the Information Security Risk Assessment and prioritize new initiatives.

GOAL 5: ENHANCE THE STABILITY AND RELIABILITY OF TECHNOLOGY

The following strategies will be used to meet the goal of enhancing Information Security across the District:

5.1	Cloud Strategy: Implement the cloud migration by migrating work loads from on premise to the cloud. This includes research for leveraging cloud services to replace the need for dedicated servers.
5.2	Disaster Recovery Plan: Develop a Business Impact Analysis to guide the Business Continuity and Disaster Recovery Plan, to cover all areas of technology at the District and at the Colleges.
5.3	Fault Tolerance: Create redundant pathways to create fault tolerance for internet and voice circuits at the District and the Colleges.
5.4	Redundancy: Evaluate, document, and make recommendations for full redundancy in server rooms, core network and WAN environments.
5.5	Test Plans and Procedures: Establish and execute annual and semi-annual test plans to ensure disaster recovery procedures work properly and systems are operating as expected.

TECHNOLOGY MASTER PLAN GOALS AND TIMELINE SUMMARY

This table shows the timeline for the SBCCD Technology Master Plan Goals

SBCCD Technology Goals		Timeline		
2023 - 2028 District Technology Goals		FY 23-24	FY 24-25	FY 25-28
1.0	Improve Services to Students	X	X	X
1.1	New Technology	X	X	X
1.2	Process Alignment	X	X	X
1.3	State Initiatives	X	X	X
1.4	Distance Education	X	X	X
1.5	Campus Tech Committees	X	X	X
2.0	Support Instruction and Learning	X	X	X
2.1	Research New Software	X	X	
2.2	System Upgrades	X	X	X
2.3	Project Management	X	X	X
2.4	Learning Management System	X	X	X
2.5	Campus Tech Committees	X	X	X
3.0	Support Innovation Across District	X	X	X
3.1	Technology Research	X	X	X
3.2	Infrastructure	X	X	X
3.3	Technology Surveys	X	X	X
3.4	Learning Management System	X	X	X
3.5	Campus Tech Committees	X	X	X
4.0	Enhance Information Security	X	X	X
4.1	Information Security Plan	X	X	
4.2	Security Policies	X		
4.3	Data Governance	X		
4.4	Data Loss Prevention		X	
4.5	Risk Assessment	X	X	X
5.0	Enhance Stability and Reliability	X	X	X
5.1	Cloud Strategy	X		
5.2	Disaster Recovery	X	X	
5.3	Fault Tolerance	X	X	
5.4	Redundancy	X	X	
5.5	Test Plans and Procedures		X	X

ALIGNMENT OF TECHNOLOGY GOALS WITH DISTRICT STRATEGIC PLAN

This table demonstrates the alignment of the SBCCD Technology Master Plan Goals with the Districts Strategic Plan Goals

SBCCD Technology Goals		SBCCD Strategic Plan Goals			
2023 - 2028 District Technology Goals		Eliminate Barriers to Student Access & Success	DEIA	Leader and Partner in Region	Fiscal Accountability/ Sustainability
1.0	Improve Services to Students	X	X	X	X
1.1	New Technology	X	X		X
1.2	Process Alignment	X	X		X
1.3	State Initiatives			X	X
1.4	Distance Education	X	X		X
1.5	Campus Tech Committees	X	X		X
2.0	Support Instruction and Learning	X	X	X	X
2.1	Research New Software	X	X		X
2.2	System Upgrades	X	X		X
2.3	Project Management			X	X
2.4	Learning Management System	X	X	X	X
2.5	Campus Tech Committees			X	X
3.0	Support Innovation Across District	X	X	X	X
3.1	Technology Research	X	X		X
3.2	Infrastructure	X	X		X
3.3	Technology Surveys	X	X	X	X
3.4	Learning Management System			X	X
3.5	Campus Tech Committees			X	X
4.0	Enhance Information Security	X	X	X	X
4.1	Information Security Plan	X	X		X
4.2	Security Policies				X
4.3	Data Governance	X	X		X
4.4	Data Loss Prevention	X		X	X
4.5	Risk Assessment			X	X
5.0	Enhance Stability and Reliability	X	X	X	X
5.1	Cloud Strategy	X	X		X
5.2	Disaster Recovery	X	X		X
5.3	Fault Tolerance	X	X		X
5.4	Redundancy	X	X		X
5.5	Test Plans and Procedures			X	X

ALIGNMENT OF TECHNOLOGY GOALS WITH CRAFTON HILLS COLLEGE TECHNOLOGY PLAN

This table demonstrates the alignment of the SBCCD Technology Master Plan Goals with the CHC Technology Plan

SBCCD Technology Goals		CHC Technology Plan Goals				
2023 - 2028 District Technology Goals		Secure Technology Infrastructure	Technology Access and Resources	Professional Development Technology	Evaluate & Improve Technology	Improve Student Relationship
1.0	Improve Services to Students		X		X	X
1.1	New Technology		X	X	X	X
1.2	Process Alignment		X		X	X
1.3	State Initiatives		X	X	X	X
1.4	Distance Education		X		X	X
1.5	Campus Tech Committees		X		X	X
2.0	Support Instruction and Learning		X	X	X	X
2.1	Research New Software		X	X	X	X
2.2	System Upgrades		X		X	X
2.3	Project Management		X		X	X
2.4	Learning Management System		X	X	X	X
2.5	Campus Tech Committees		X	X	X	X
3.0	Support Innovation Across District		X	X	X	X
3.1	Technology Research		X	X	X	X
3.2	Infrastructure		X	X	X	X
3.3	Technology Surveys		X		X	X
3.4	Learning Management System		X		X	X
3.5	Campus Tech Committees		X	X	X	X
4.0	Enhance Information Security	X				
4.1	Information Security Plan	X				
4.2	Security Policies	X				
4.3	Data Governance	X				
4.4	Data Loss Prevention	X				
4.5	Risk Assessment	X				
5.0	Enhance Stability and Reliability		X	X	X	X
5.1	Cloud Strategy		X		X	X
5.2	Disaster Recovery		X		X	X
5.3	Fault Tolerance		X		X	X
5.4	Redundancy		X		X	X
5.5	Test Plans and Procedures		X		X	X

ALIGNMENT OF TECHNOLOGY GOALS WITH SAN BERNARDINO VALLEY COLLEGE TECHNOLOGY PLAN

This table demonstrates the alignment of the SBCCD Technology Master Plan Goals with the SBVC Technology Plan

SBCCD Technology Goals		SBVC Technology Plan Goals					
2023 - 2028 District Technology Goals		Tech Resources Support	Cyber-Security	Partnerships	District Collaboration	Professional Development	Accessibility
1.0	Improve Services to Students	X			X	X	X
1.1	New Technology	X			X	X	X
1.2	Process Alignment	X			X		
1.3	State Initiatives	X		X	X	X	X
1.4	Distance Education	X		X	X	X	
1.5	Campus Tech Committees	X		X	X	X	
2.0	Support Instruction and Learning	X			X	X	X
2.1	Research New Software	X		X	X		X
2.2	System Upgrades	X			X	X	
2.3	Project Management	X			X	X	
2.4	Learning Management System	X			X	X	X
2.5	Campus Tech Committees	X		X	X	X	X
3.0	Support Innovation District	X		X	X	X	X
3.1	Technology Research	X			X	X	
3.2	Infrastructure	X			X		
3.3	Technology Surveys	X			X		
3.4	Learning Management System	X			X	X	X
3.5	Campus Tech Committees	X		X	X	X	X
4.0	Enhance Information Security	X	X		X		
4.1	Information Security Plan	X	X		X		
4.2	Security Policies	X	X		X		
4.3	Data Governance	X	X		X		
4.4	Data Loss Prevention	X	X		X		
4.5	Risk Assessment	X	X		X		
5.0	Enhance Stability and Reliability	X			X		
5.1	Cloud Strategy	X			X		
5.2	Disaster Recovery	X			X		
5.3	Fault Tolerance	X			X		
5.4	Redundancy	X			X		
5.5	Test Plans and Procedures	X			X		

PLANNING TEAMS

Institutional Effectiveness Advisory Committee

Charge: The Institutional Effectiveness Advisory Committee (IEAC) aids in the district-wide integration of institutional planning that will incorporate diversity, equity, and inclusion into resource allocation, program review, and the technology master plan.

- Nohemy Ornelas – VC, Educational and Student Support Services (**Quad-Chair**)
- Christopher Crew – Executive Director Research, Planning & Institutional Effectiveness (**Quad-Chair**)
- Luke Bixler – Chief Technology Officer
- Giovanni Sosa – Dean of Institutional Effectiveness, Research, and Planning, CHC
- Joanna Oxendine – Dean of Institutional Effectiveness, Research, and Planning, SBVC
- Aysia Brown – Human Resources EEO Representative
- Brandi Bailes – Faculty, CHC
- Davena Burns-Peters – Faculty, SBVC
- Keith Wurtz – Management, CHC
- Dina Humble – Management, SBVC
- Celia Huston – Accreditation Committee Chair, SBVC (**Quad-Chair**)
- Ola Sabawi – Classified, CHC
- John Feist – Classified, SBVC
- Kashaunda Harris – Professional Development Coordinator or designee, CHC
- Rania Hamdy – Professional Development Coordinator or designee, SBVC
- Heather Ford – Confidential Group
- Ruby Zuniga – CSEA Representative, CHC
- Christie Gabriel-Millette – CSEA Representative, SBVC (**Quad-Chair**)
- Myung Koh – CSEA Representative, DSO
- Julie McKee – CTA
- Allan Erving & Ariel Davis – Black Faculty & Staff Association
- Diana Vaichis – Latino Faculty, Staff, & Administrators Association
- Enggie Ocampo – Associated Student Government President or designee, CHC
- Nelva Ruiz Martinez – Associated Student Government President or designee, SBVC
- Jimmy Grabow – Asian Pacific Islander Association
- James Quigley (proxy: Angelica Arechavaleta) – Police Officer Association

Distance Education Coordination Council (DECC)

Charge: The Distance Education Coordination Council (DECC) has the charge to develop guidelines and recommendations to the colleges regarding distance education issues. This committee shall have the added responsibility of coordinating District support for distance education offered at Valley College and Crafton Hills College. All programs offered in the District through distance learning shall be a part of one of the two colleges with the appropriate review, and evaluation by the Academic Senate and the discipline being offered.

Membership:

- Andy Chang – Director, Administrative Application Systems (**Co- Chair**)
- Luke Bixler – Chief Technology Officer
- Davena Burns-Peters – Faculty, ESL and DE Lead
- Cherishea Coats – Instructional Technology Specialist (**Co- Chair**)
- Rania Hamdy – Professional Development Coordinator
- Cynthia Hamlett – Faculty, English and DE Lead
- Kashuanda Harris – Counselor, EOPS
- Illaria Henein – DE Systems Administrator
- Stephanie Lewis – Dean, Math
- Brandice Mello – Instructional Technology Specialist
- Kathryn Weiss – Dean, Letters, Arts & Mathematics
- Margaret Worsley – Faculty, Music and DE Lead
- T.L. Brink – Faculty, Psychology and DE Lead

District-wide Applications Work Group (DAWG)

Charge: The purpose of the District Applications WorkGroup (DAWG) is to:

- Provide a communication conduit and working environment.
- Bring and discuss current issues related to District applications and College services, including:
 - New and changing State and Federal Mandates.
 - New and changing College(s)/District policies and procedures.
- Bring stakeholders together to complete tasks and resolve issues related to approved projects and operational tasks.

Membership:

- Andy Chang – Director, Administrative Application Systems (**Chair**)
- Kristi Simonson – CHC Web Developer
- Jason Brady – Sr. Web Developer
- Arlene McGowan – Systems Analyst
- Dianna Jones – Sr. Programmer Analyst
- Esmi Nolasco – Sr. Programmer Analyst
- DyAnn Walter – Systems Analyst
- Mike Tran – Sr. Programmer Analyst
- Joe Ho – Sr. Programmer Analyst
- Delmy Spencer – CHC Vice-President Student Services
- Keith Wurtz – CHC Vice-President Instruction
- Ivan Pena – CHC Dean of Student Equity
- Willie Blackmon – CHC Dean of Student Services
- Joanna Oxendine – SBVC Dean of Research and Planning

- Tenille Norris – SBVC Vice-President Administrative Services
- Marco Cota – SBVC Dean of Student Services
- Christie Gabriel-Millette – SBVC Sr. Researcher
- Maria Rodriguez – SBVC Dean of Student Equity and Success
- Michael Strong – CHC Vice-President Administrative Services
- Veada Benjamin – SBVC Admissions Coordinator
- Steven Silva – SBVC Admissions Evaluator
- Robert McAtee – CHC Counselor
- April Dale-Carter – SBVC Director of Admissions and Records
- Corrina Baber – Data Analyst
- Larry Aycock – CHC Director of Admissions and Records
- Herlinda Molina – SBVC Admissions
- Sophin Im – SBVC Clerk
- Julie Ulloa – SBVC Admissions
- Ailsa Aguilar-Ktibutr – SBVC Counselor
- Lidya Alamsyah – Fiscal Services Accountant
- Soutsakhone Xayaphanthong – Interim Director Promise Program
- Noemi Elizalde – Fiscal Services Accountant
- Lawrence Strong – District Director Fiscal Services
- Kristin Flores – CHC Admissions Evaluator
- Kristina Heilgeist – CHC Catalog specialist
- Veronica Lehman – CHC Financial Aid Director
- Elizabeth Lopez – CHC Catalog Specialist
- Kay Dee Yarbrough – SBVC Catalog Specialist
- Patricia Quach – SBVC Dean of the Academic Success and Learning Services Division
- Janice Wilkins – SBVC Counselor
- Michael Aquino – Sr. Programmer Analyst
- Robert Scudder – User Liaison
- Reyna Uribe – CHC Admissions Technician
- Giovanni Sosa – CHC Dean of Institutional Effectiveness, Research, and Planning
- Yancie Carter – SBVC Counselor
- Olivia Rosas – SBVC Interim Vice President Student Services
- Delmy Spencer – CHC Vice-President Student Services
- Christopher Crew – Executive Director Research, Planning & Institutional Effectiveness
- Sharaf Williams – SBVC Director First Year Experience
- Luke Bixler – Chief Technology Officer
- Dina Humble – SBVC Vice-President of Instruction
- Breanna Curry – SBVC Schedule Catalog Specialist

CHC College Technology Committee

CHC Charge: The Technology Planning Committee uses research and evidence to develop and oversee a comprehensive technology plan for the college, identify and troubleshoot technology issues at a strategic level and evaluate technology opportunities.

CHC Membership:

- Aaron Oxendine – CHC Director, Technology Services (**Chair**)
- Nicholas Reichert – Tutoring Coordinator
- Jeff Smith – Dean of Social, Information and Natural Sciences
- Alan Oshiro – Sr. Technology Support Specialist
- Kristi Simonson – Web Developer
- Larry Cook – Director Facilities
- Roger Robles – District Director of Technology Services
- Luke Bixler – Chief Technology Officer
- Rosemarie Hansen – Lab Technician, Anatomy and Physiology
- Cynthia Hamlett – Faculty, English and DE Lead
- Iris Kern-Foster – Assistant Professor of Computer Science
- Michelle Riggs – Director, Marketing & Public Relations
- Krista Ivy – Librarian
- Ericka Paddock – Director, Student Life
- Sandra Ruiz – Adjunct Faculty
- Michelle Ly – Student Representative
- Nikki Baugh – Student Representative
- Ivan Pena – Dean of Student Equity

SBVC College Technology Committee

SBVC Charge: Provide the campus with a plan for implementing current technologies. Provide Campus Technology staff with effective training that allows them to meet the technology needs of the campus. Provide our students with current technology resources to help them achieve their educational goals. Make a positive impact in our community. Cultivate partnerships that allow us to continue to serve and benefit our community. Effectively manage technology resources for the campus. Obtain revenue resources to adequately support technology initiatives. Provide universal accessibility to technology resources for constituents.

SBVC Membership:

- Aldo Sifuentes – SBVC Director of Campus Technology Services (**Co-Chair**)
- Rania Hamdy – Associate Professor Coordinator, Professional & Organizational Development (**Co-Chair**)
- Dave Bastedo – Faculty Science
- Mandi Batalo – Faculty Arts & Humanities
- Anna Bojorquez – Assistive Technology Specialist
- Andy Chang – Director, Administrative Application Systems
- Alexander Cruz – Faculty, Automotive Technician
- John Feist – Classified Senate, Technology Support Specialist II
- Jonathan Flaa – Technology Support Specialist II
- Rania Hamdy – Professional and Organizational Development Coordinator
- Ron Hastings – Director of Library and Learning Support Services
- Riase Jakpor – Instructor, Political Science
- Joel Lamore – Instructor, English
- Marie Lopez – Counselor
- Roger Robles – Interim District Director of Technical Services
- Bruce Underwood – Faculty Accounting
- Manny Rosales – Interim Sr. Technology Support Specialist
- Nathan Yearyea – Technology Support Specialist II

TESS Management Team

Membership:

- Vacant – Director ATPC
- Luke Bixler – Chief Technology Officer
- Andy Chang – Director, Administrative Applications Systems
- Aldo Sifuentes – SBVC Director of Campus Technology Services
- Anna Mendez – Supervisor Printing Services
- Vacant – CHC Director, Technology Services
- Vacant – Director Security and User Services
- Roger Robles – District Director of Technical Services
- Yvette Tram – Business Systems Administrator

APPENDIX:

Revision History:

Date	Event
August 24, 2023	Initial draft
September 6, 2023	Added additional strategies based on input from committees
October 12, 2023	Added Revision History to track changes
November 16, 2023	Updated committee membership based on input from committees
March 26, 2024	Updated committee membership for the Institutional Effectiveness Advisory Committee
March 29, 2024	Updated graphics and applied new design to the document
May 2, 2024	Updated document with minor edits, punctuation, and formatting



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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: Jose F. Torres, Executive Vice Chancellor

DATE: June 13, 2024

SUBJECT: 2024 District Support Operations Reorganization

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed 2024 District Support Operations Reorganization effective July 1, 2024, as presented.

OVERVIEW

A reorganization is called for when there are changes in the operational needs and functions of an organization. This proposed reorganization of SBCCD District Support Operation (DSO) is based on present and future needs of SBCCD as a whole, and includes built-in succession planning, alignment of work, and a vision of future requirements for each department.

Personnel implications, salary schedules, and job descriptions are included in the attached.

ANALYSIS

The proposed changes align with prior structures in the District and most multi-college districts, and will result in a modest savings. Other benefits include the following:

- Streamlining operations to eliminate redundancies and improve efficiency.
- Enhancing alignment of departments and functions to enrich communication and collaboration.
- Increasing ability to serve students, staff, and community.
- Addressing succession planning for Human Resources, Fiscal Administrative & Media, Government Relations & Strategic Communications, and Educational & Student Support Services.

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 reorganization will result in a modest savings for the District.

Division	Current Cost	Proposed Cost	Difference
Fiscal, Administrative & Media	2,038,851	1,997,872	(40,979)
Educational & Student Support Services	441,937	311,356	(130,581)
Government Relations & Strategic Communication	406,807	454,720	47,912
Human Resources, Payroll & Police Services	2,180,689	1,893,570	(287,119)
Subtotals - General Fund	5,068,284	4,657,518	(410,766)
Fiscal, Administrative & Media	417,328	396,669	(20,659)
Subtotals - Bond	417,328	396,669	(20,659)
Fiscal, Administrative & Media	181,786	185,314	3,528
Educational & Student Support Services	0	139,720	139,720
Government Relations & Strategic Communication	139,720	265,388	125,667
Subtotals - Categorical	321,506	590,422	268,916
	5,807,118	5,644,610	(162,509)



Proposed 2024 DSO REORGANIZATION

Submitted for Approval June 13, 2024

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.



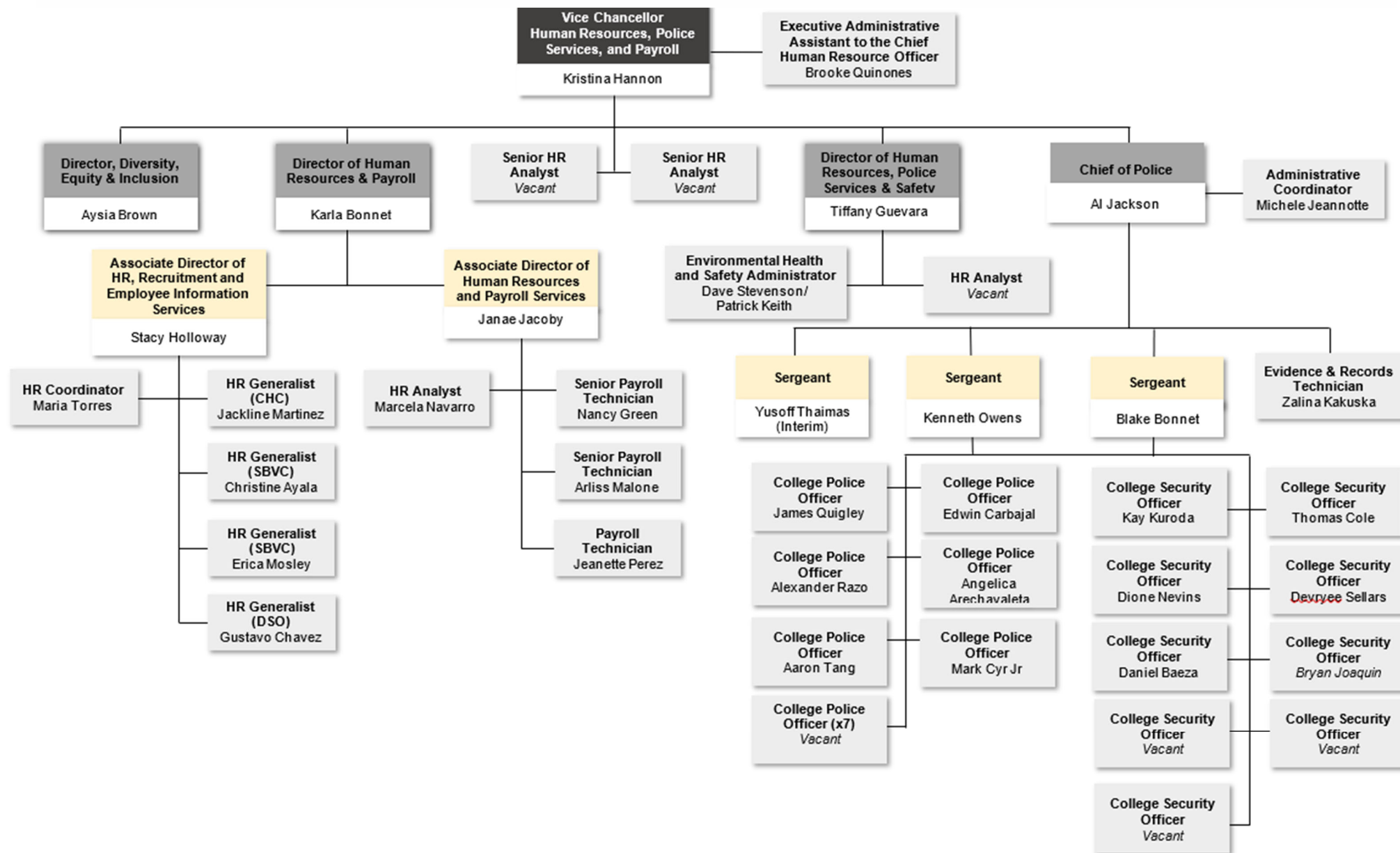
SBCCD | Vision

Inspiring possibilities for bright futures
and a prosperous community

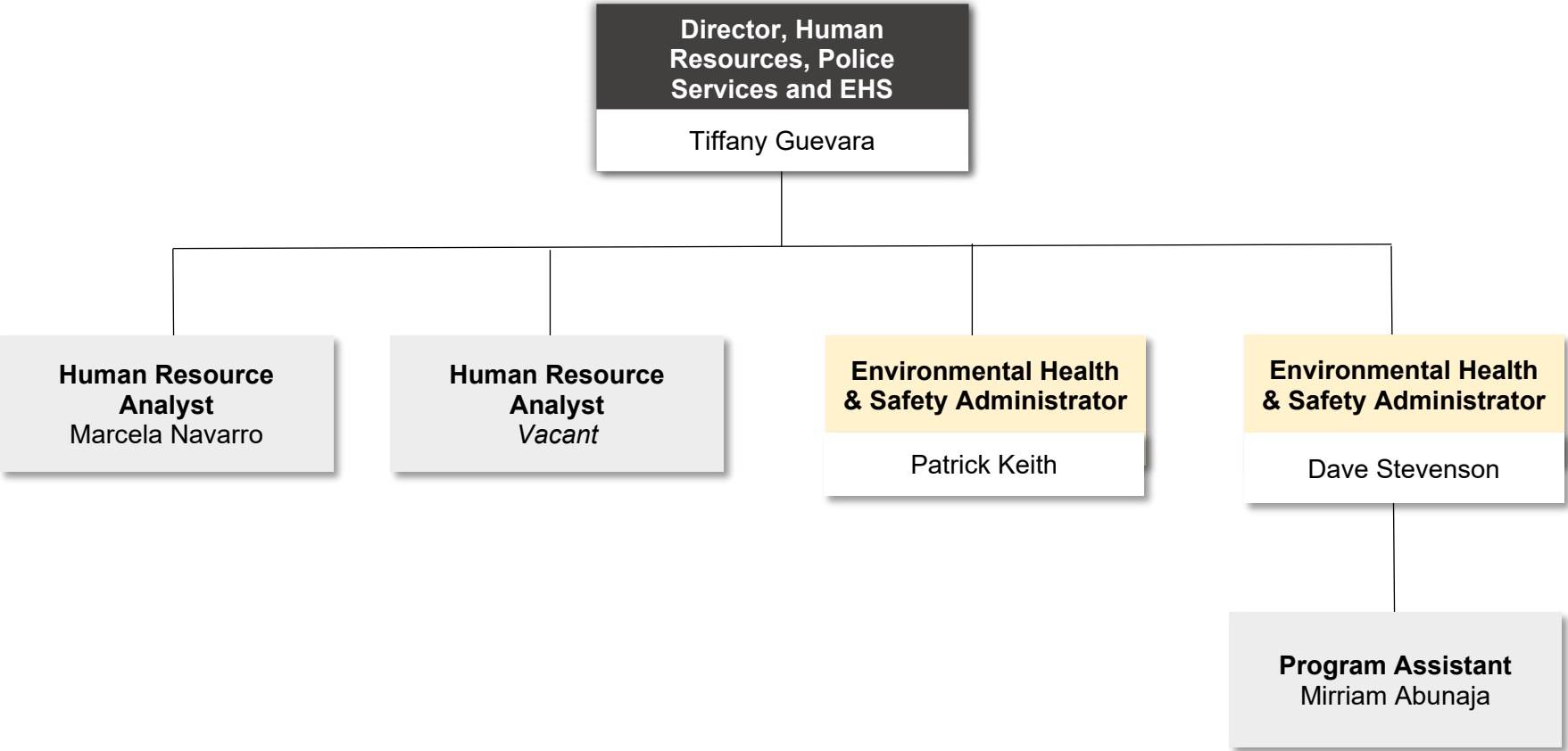
OVERALL BUDGET IMPACT

Division	Current Cost	Proposed Cost	Difference
Fiscal, Administrative & Media	2,038,851	1,997,872	(40,979)
Educational & Student Support Services	441,937	311,356	(130,581)
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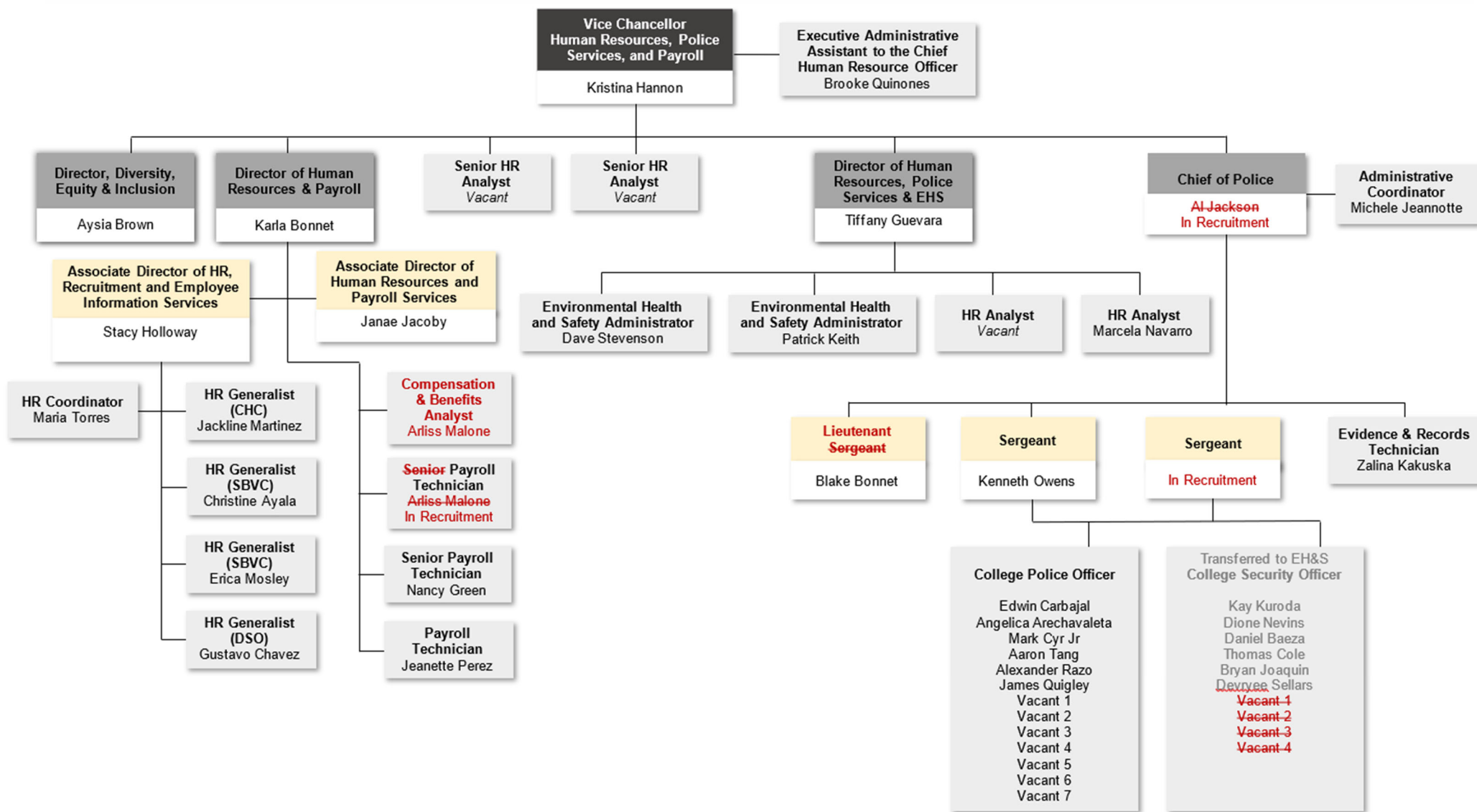
HUMAN RESOURCES | CURRENT



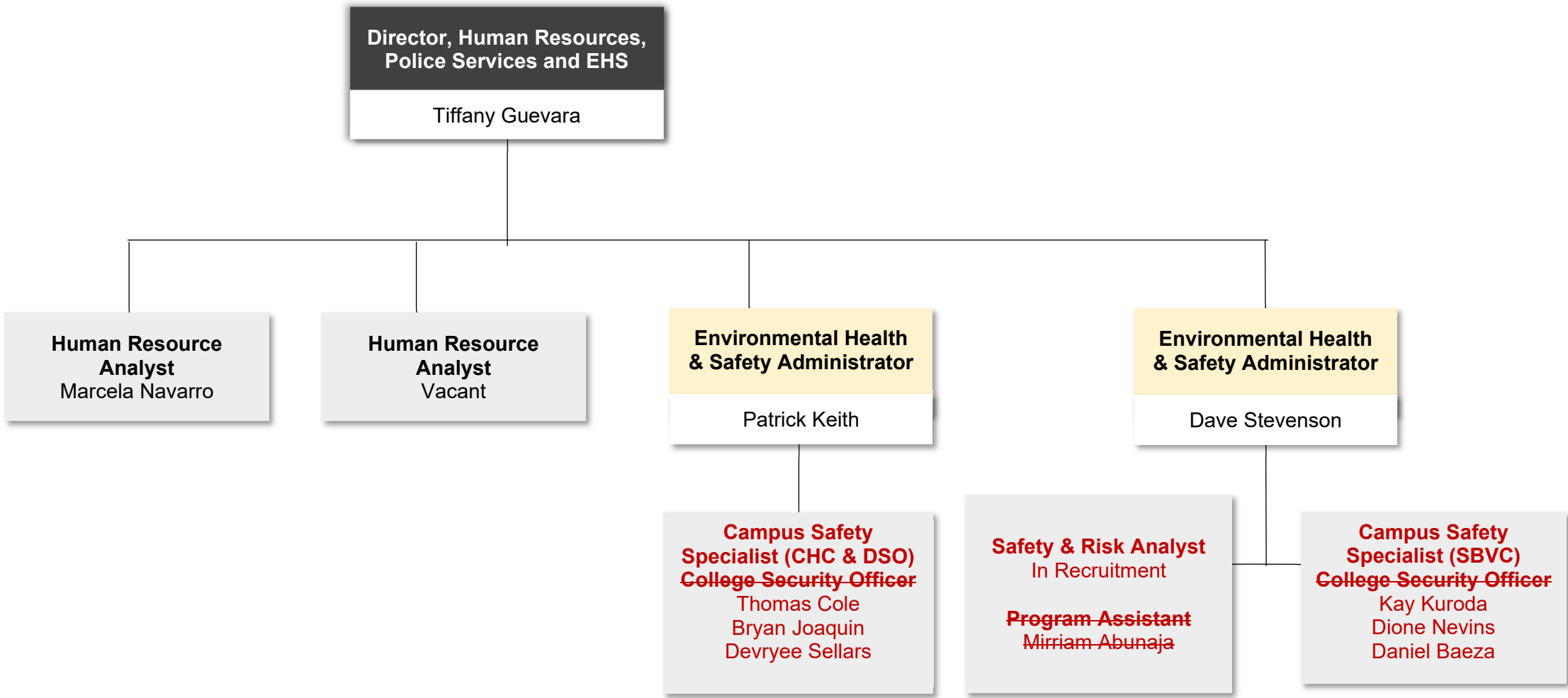
HUMAN RESOURCES (EH&S) | CURRENT



HUMAN RESOURCES | PROPOSED



HUMAN RESOURCES (EH&S) | PROPOSED



HUMAN RESOURCES | PERSONNEL & BUDGET IMPACT

Item	Division	Department	Existing Position	Current Employee	Current Cost	Proposed Change	Proposed Position	Proposed Employee	Proposed Cost	Difference
1	HR	EH&S	Program Assistant	Mirriam Abunaja	123,968	Add position (new Job Description) and eliminate PE	Safety and Risk Analyst	Recruit	133,947	9,979
2	HR	HR	Human Resources Analyst	Vacant	158,989	Fill vacancy	Same	Recruit	140,766	(18,223)
3a	HR	Payroll	None	None	0	Add position (new Job Description) and fill from within	Compensation and Benefits Analyst	Arliss Malone	142,377	142,377
3b	HR	Payroll	Senior Payroll Technician	Arliss Malone	128,648	Underfill existing position vacancy	Payroll Technician	Recruit	89,071	(39,577)
4	HR	HR	HR Generalist	Gustavo Chavez	132,987	Recassify Position	Senior HR Generalist	Gustavo Chavez	139,681	6,694
5	HR	Police	Chief of Police	Alvin Jackson (retiring)	296,531	Update Job Description	Chief of Police	Recruit	268,580	(27,951)
6	HR	Police	College Security Officer (5 positions)	Vacant	423,351	Admin Hold	None	None	0	(423,351)
7	HR	Police	College Security Officer	Kay Kuroda	80,517	Revised Job Description and transfer position to EH&S	Campus Safety Specialist	Same	84,543	4,026
8	HR	Police	College Security Officer	Daniel Baeza	96,106	Revised Job Description and transfer position to EH&S	Campus Safety Specialist	Same	100,912	4,805
9	HR	Police	College Security Officer	Dione Nevins	96,106	Revised Job Description and transfer position to EH&S	Campus Safety Specialist	Same	100,912	4,805
10	HR	Police	College Security Officer	Bryan Joaquin	76,798	Revised Job Description and transfer position to EH&S	Campus Safety Specialist	Same	80,638	3,840
11	HR	Police	College Security Officer	Devvyree Sellars	96,106	Revised Job Description and transfer position to EH&S	Campus Safety Specialist	Same	100,912	4,805
12	HR	Police	College Security Officer	Thomas Cole	96,106	Revised Job Description and transfer position to EH&S	Campus Safety Specialist	Same	100,912	4,805
13	HR	Police	Police Sergeant	Blake Bonnet	187,238	Reclass position	Police Lieutenant	Blake Bonnet	238,969	51,731
14	HR	Police	Police Sergeant	Yusoff Thaimas (Interim)	187,238	Fill vacancy	Police Sergeant	Recruit	171,351	(15,886)
Subtotals - General Fund					2,180,689				1,893,570	(287,119)
Total Impact Overall					2,180,689				1,893,570	(287,119)

HUMAN RESOURCES | JOB DESCRIPTIONS

1. Associate Director Employee Wellness – new
2. Director, DEIA – revised
3. Director, HR – revised
4. Director, HR – revised
5. Senior HR Generalist - new
6. HR Payroll Analyst – new
7. Safety and Risk Analyst – new
8. Police Chief – revised
9. Police Lieutenant – revised
10. Police Sergeant – revised



Associate Director, Employee Health and Wellness, Compliance, and College Support Services

Management Range: 17

Board Approved 10/19/23

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

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Associate Director, Employee Health and Wellness, Compliance, and College Support Services is responsible for managing, planning, coordinating and implementing a comprehensive Health and Wellness program District-wide, as well as providing support for the colleges and assisting in the coordination of the District Title IX program.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Employee Health and Wellness Functions

1. Oversees the administration of health and welfare benefit administration and the employee leave program.
2. Assists in the design and implementation of a comprehensive employee wellness program that addresses physical, mental, and emotional health.
3. Develops educational materials and resources to promote healthy behaviors and lifestyle choices.
4. Assists in coordinating health fairs and workshops to educate employees about wellness topics.
5. Establishes partnerships with external health organizations, vendors, and consultants to enhance wellness offerings.
6. Collects and analyzes data related to employee health and wellness to assess employee needs and program effectiveness; prepares reports on program outcomes.
7. Ensures compliance with relevant health and safety regulations and guidelines.
8. Communicates and promotes wellness program goals and activities to employees through various channels.

Compliance Functions

1. Ensures the colleges compliance with Title IX regulations and guidance; serves as a point of contact for Title IX matters on campus.
2. Assists in Title IX investigations; facilitates informal resolutions when appropriate.
3. Develops educational materials to raise awareness about Title IX; updates website as needed.
4. Maintains accurate and confidential records of Title IX complaints and investigations.
5. Assists in the preparation and submission of Title IX compliance, complaint statistics, and outcomes to District leadership and relevant authorities.

College Support Services Functions

1. Provides consultation and technical expertise concerning human resources operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information and assure



Associate Director, Employee Health and Wellness, Compliance, and College Support Services

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proper and timely resolution of related issues, conflicts and discrepancies to managers, staff, the public and others and necessary.

2. Provides consistent interpretation/application of human resources policies and procedures.
3. Collects and analyzes data related to employee turnover, satisfaction, and engagement; identifies trends, patterns, and root causes of employee attrition.
4. Develops and administers employee satisfaction and engagement surveys; analyzes results to inform retention strategies.
5. Evaluates the District's onboarding processes for effectiveness; collaborates with the colleges to ensure new employees are effectively onboarded.
6. Establishes regular channels for employee feedback, conducts retention interviews; provides feedback and recommendations to District and College leadership.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of human resources administration and practices in a public higher education setting.
- Principles and practices of job development, evaluation, and classification techniques.
- Compensation principles, practices, methods and techniques.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principle and practices of records and personnel file management.
- Pertinent federal, state, and local laws, codes and regulations, relating to California Education Code, and Title 5.

Ability to:

- Oversee and participate in the management of a comprehensive human resources management program.
- Oversee, direct, and coordinate the work of lower-level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title IX, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.



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

Education/Training:

- A bachelor's degree in public administration, human resources, business administration or a related field.

Required Experience:

- Four (4) years of professional human resources experience including two (2) years in a lead or supervisory capacity.

- **License and Certification:**

Valid California Driver's License.

Preferred Experience:

- Master's degree in human resources, public administration, or business from an accredited college or university.
- Experience in the California Community College system or in public higher education.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



District Director of Diversity, ~~Equity and Inclusion~~EEO, Employee Wellness, and Compliance

Management Salary Schedule: ~~2123~~

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

SUMMARY DESCRIPTION

Reporting to the Vice Chancellor of Human Resources, Environmental Health and Safety, Police, and Payroll Services, the Director of Diversity, ~~Equity and Inclusion~~EEO, Employee Wellness, and Compliance is a Management position charged with overseeing and leading the District's commitment to advance diversity and inclusive practices. The Director of Diversity, ~~Equity and Inclusion~~EEO, Employee Wellness and Compliance will serve as a strategic thought partner and provide advisory services with organizational learning and development, talent acquisition and engagement, culture, and change management. This position will demonstrate collegial communication skills and collaborate at all levels throughout the organization to ensure seamless integration of new programs and tools that enhance and reinforce a high-performance, diverse and inclusive culture aligned with the District's values. The role ~~will also assist in the coordination the district's Title IX program~~ also serves as the District's Title IX Compliance Officer.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Diversity and ~~Inclusion~~EEO

1. Leads, plans and advises on diversity, inclusion, and equity efforts for the District.
2. Creates and implements ~~training~~training and education for search committees on diversity outreach; develops awareness of ~~implicit~~ biases, cultural wealth and how to work effectively in a diverse environment; Advancing non-discrimination and promoting inclusiveness.
3. Works collaboratively with campus professional development to provide support and training for faculty on matters involving culturally competent teaching and other faculty needs related to equity and inclusion.
4. ~~Works closely with Director of Human Resources on~~Evaluates processes for recruitment, selection, job classification, compensation, personnel action, labor relations, and other areas of responsibility to ensure compliance with federal, state, and local laws, Board policies, collective bargaining agreements and the District's EEO Plan.
5. Assists with monitoring, evaluating, and assessing the adequacy of diversity of candidates in the hiring and screening process. Develops recruitment strategies that attract underrepresented candidates.
6. Partners with and advises the appropriate stakeholders regarding measurable retention strategies particularly as it relates to faculty from underrepresented or marginalized identities.
7. Responsible for collecting and analyzing data related to the implementation and outcomes related to any of the recruitment and retention strategies or initiatives.
8. Promotes District commitment to a climate of equity and inclusion through interaction with individuals and agencies inside and outside the college district.



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9. Coordinates the Bias Response Team.

10. Provides support to campus and district-wide Diversity Councils and Multicultural event programming. Communicates and articulates Equal Employment Opportunity and Management Training Plan for the District and community group leaders.

Employee Wellness

1. Creates and oversees the strategic plan for the District's Employee Wellness Program; sets goals, objectives, and benchmarks to measure the effectiveness and impact of wellness initiatives.
2. Designs and implements comprehensive employee wellness programs that address physical, mental, and emotional health.
3. Develops initiatives such as fitness programs, stress management workshops, health screenings, and nutrition education.
4. Develops and implements policies that support employee wellness.
5. Monitors and evaluates the effectiveness of wellness programs using metrics and feedback.

Title IX Compliance

1. Serves as the District's Title IX Compliance Officer; oversees and/or conducts Title IX investigations.
- ~~1-2.~~ Oversees, trains, leads, and collaborates with investigators on discrimination, harassment and sexual misconduct matters.
- ~~2-3.~~ Develops and plans for programs, services, education and assessment of Title IX program and prevention efforts including sexual misconduct prevention training for students, faculty, and staff.
- ~~3-4.~~ Develops, interprets, revises, and implements Human Resources Board policies and procedures, including but not limited to benefits, discrimination, harassment, diversity, Title IX compliance, disabled populations, and/or Vietnam-era veterans.
- ~~4-5.~~ Collaborates with College management to create, implement and monitor programs designed to ensure fair and equitable treatment of students, faculty, and staff.
- ~~5-6.~~ Serves as liaison for the District to various agencies and governmental units; assists in-with internal and external auditing processes by providing confidential data and reports; prepares reports for internal use and or external federal and state agencies.

Leadership

1. Works as a strategic partner with various groups and committees to develop and implement specific programs and initiatives aligned with policy and procedures in the areas of talent acquisition; retention; individual, team and organizational development; performance management; compensation, and employee relations.



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2. Participates in the District's strategic planning process; ensures alignment with the District's goals and objectives with its mission and vision.
3. Participates and represents the department in the District's Program Review process; analyzes data and assessment results from program reviews to identify trends, strengths, weaknesses, and opportunities.
4. Assists with planning, implementing, and evaluating orientation and mentoring programs for new employees.
5. Works in a collaborative process to develop and review related District policies and administrative regulations and procedures in accordance with legal obligations and best practices.
6. Works with research and planning to conduct needs assessment annually of all employees as part of long-range staff development.
7. Regularly attends meetings of local, statewide, and national staff development groups.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

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

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of and experience with driving the talent agenda across functions.
- Proven experience developing high performing teams.
- Past working experience in dealing with change management, culture and employee engagement principles and processes.
- Demonstrated goal measurement, coaching and team development, problem solving/issue resolution, collaboration and leadership skills.
- Demonstrated ability to establish and maintain effective working relationships with all levels of employees.
- Extensive knowledge of employment, employee relations, organizational development, training (design and delivery), succession planning, retention and developing Diversity & Inclusion strategies.
- Working knowledge of California and federal labor laws and regulations.
- Title IX certified or the ability to become Title IX certified.
- Exceptional verbal and written communication and presentation skills, with demonstrated ability to clearly articulate messages to a variety of audiences.



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- Excellent active listening skills.
- Able to build and maintain relationships, working effectively at all levels of the organization.
- Skilled at influencing others, building consensus, and moving toward a common vision or goal.
- Curious, creative problem solver and collaborative team player.
- Strong data and talent analytic skills/ mindset, with experience measuring impacts and outcomes of major initiatives.
- Action oriented, self-starter who is organized and resourceful, with superb attention to detail and without supervision.

Education and Experience Guidelines:

Required Education and experience:

- Bachelor's degree from an accredited institution of higher education in social justice, ethnic studies, higher education, sociology, social anthropology, cultural history, labor studies, law, urban communities, human resources, or a closely related area.
- Six years of related work experience with students or staff in an educational institution.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty, administrators and personnel.

Or

- A Master's degree from an accredited institution of higher education in social justice, ethnic studies, higher education, sociology, social anthropology, cultural history, labor studies, law, urban communities, human resources, organizational development, organizational leadership, or a closely related area.
- Four years of related work experience with students or staff in an educational institution.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability gender identity, sexual orientation and ethnic backgrounds of community college students, faculty, administrators and personnel.

Desired Qualifications:

- Master's degree from an accredited institution of higher education in social justice, ethnic studies, higher education, sociology, social anthropology, cultural history, labor studies, law, urban communities, human resources, organizational development, organizational leadership, or a closely related area.
- Strong written and oral communication skills.
- Knowledge of and certification to conduct a variety of training programs to include teaching/learning strategies.



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- Experience reviewing or overseeing investigations alleging discrimination, harassment or sexual misconduct.
- Broad understanding of organizational development as it applies to education.
- Broad understanding of cultural competency as it applies to educational ~~institutes~~institutions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting; occasionally travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



District Director, Human Resources, Retirement, and Payroll Services

Management Range: 21-23

Board Approved: 10/19/23 revised 06/13/2024

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

SUMMARY DESCRIPTION

Under the general direction of the Vice Chancellor, Human Resources, Environmental Health and Safety, Police, and Payroll Services, plans, organizes, controls, directs, and evaluates District-wide employee services, functions, programs, and services, including benefits, Payroll operations and reconciliation, employee records administration, retirement reporting, human resources computerized systems, and business processes, and Police operations. Responsible for ensuring the continuity, effectiveness, and successful delivery of Human Resources employee services to district employees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Human Resources Functions

1. Oversees and provides leadership for human resources operations, activities, and support services involved in the processing, recruitment, screening, selection, orientation, classification, development, evaluation, and compensation of classified and academic district employees; assist with establishing and maintaining related time lines and priorities; assure related activities comply with applicable standards, requirements, laws, codes, rules, regulations, laws, codes, rules, regulations, policies and procedures.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Leads and directs activities to support integration of HR Management Information Systems (MIS) technology and business processes to ensure a systems approach to implementation. Ensures customer service/employee services needs are met.
5. Recommends the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Responsible for operational efficiency, utilizing all HR systems' capabilities to maximize the effectiveness of Human Resources business processes. Identifies local, State, and national trends in human resources administration; develops and recommends new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's Human Resources employee services projects and programs; oversees the maintenance of the HR Procedures Manual.
7. Represents the District in matters pertaining to EEO and Diversity; prepares cases and represents the District in fact-finding hearings concerning EEO before State and federal regulatory agencies.
- 7-8. Participates in collective bargaining negotiations and contract management for the District and advises managers on matters relating to labor/employee relations; provides data as needed for decision-making.
- 8-9. Counsel district managers, supervisory personnel, and others on interpretation and clarification of



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collective bargaining agreements; conduct in-service training for managers and supervisors on contract provisions, policies, and procedures, as needed.

Employee Relations Functions

- ~~1. Oversees and conducts investigations of employee complaints relating to harassment, unlawful discrimination, and employee conduct. Receives complaints, determines the appropriate course of action. Conducts interviews and fact finding; analyzes data and evidence to assess validity of allegations; recommends appropriate resolutions, outcomes, and actions to complex and sensitive employee relations issues.~~
- ~~2. Directs the collective bargaining negotiations and contract management for the District and advises management on all matters relating to labor/employee relations.~~
- ~~3. Provides guidance to management personnel in the administration of collective bargaining contracts; resolution of personnel issues, grievances and disciplinary action.~~
- ~~4. Investigates and find resolution of discrimination and sexual harassment complaints.~~

Risk Management and Safety Functions

- ~~1. Oversees and manages risk management, health and safety, Worker's Compensation, and ADA compliance.~~
- ~~2. Oversees District safety training and mandated training programs in compliance with local, state, and federal laws.~~
- ~~3. Oversees the processing of worker's compensation claims; coordinates and participates in the interactive process; assists campuses in accommodating injured workers; oversees ergonomic requests and studies.~~
- ~~4. Reviews, revises, updates, and maintains safety record keeping methods and systems with a focus on computerization of records, confidentiality and efficient access to records. Develops individual department-specific safety record keeping systems when necessary, and instructs department personnel in their use. Develops web-based communications systems for dissemination of health and safety information.~~

Retirement Administration Functions

1. Provides oversight and performs a variety of complex tasks for the District's Retirement reporting functions to ensure compliance.
2. Conducts internal audits and reviews of retirement reporting to ensure accuracy and compliance; participates in external audits and ensures accurate and timely completion.
3. Resolves discrepancies related to retirement reporting and benefit calculations.
4. Stays current with changes in laws, regulations, and policies affecting retirement benefits and administration.

Payroll and Health and Welfare Benefit Administration Functions

1. Provides oversight and leadership for the District's payroll functions to ensure compliance and the integrity of the payroll processing systems.
- 1-2. Provides oversight and leadership for the District's Health and Welfare Benefit program administration.



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- ~~2.3.~~ Assists in legal issues related to employee benefits and payroll operations. Administers collective bargaining agreements to ensure consistent District-wide implementation on issues related to benefits and payroll.
- ~~3.4.~~ Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to payroll, benefit, and leave administration programs, policies, and procedures as appropriate.
- ~~4.5.~~ Stays current on all pertinent legislation, rules, regulations and court decisions affecting the District's payroll operations and benefits administration.
- ~~5.1.~~ Maintains familiarity with all aspects and procedures of the District's payroll office, including compliance with Budget and Accounting Manual.
- ~~6.2.~~ Participates in year-end closing of the general ledger for year-end financial reporting.
- ~~7.3.~~ Participates in annual audit with internal and external auditors; ensures audit is completed within District timelines.

Police Services Functions

- ~~1. Provides Human Resources support to Police department management.~~
- ~~2. Identifies recruitment and retention strategies for police department personnel.~~
- ~~3. Provides input into evaluation, discipline, and other personnel matters, and resolves problems or issues arising from such inquiries.~~
- ~~4. Assists Chief of Police or area administrator in ensuring sworn staff and appropriate stakeholders are informed of any required policy changes or updates.~~

General Functions

1. Plans, directs, coordinates, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
2. Counsel district managers, supervisory personnel, and others on the relevance of federal and State laws affecting assigned functional areas.
3. Participates in the development of the human resource department's budget process.
4. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
- 4.5. Develops and administers the budget for assigned areas; may participate in the development and administration of grants related to assigned areas/programs.
- ~~5.6.~~ Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resource and personnel administration programs, policies, and procedures as appropriate.
- ~~6.7.~~ Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.



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7-8. Represents the district at professional meetings, public functions and maintains involvement in community activities.

8-9. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.

9-10. Performs related duties as required.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of a human resource administration program.
- Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, workers compensation, training/employee development.
- Principles and practices of program development and administration.
- Methods and techniques of collective bargaining and contract negotiation.
- Principles and applications of recruitment and equal employment opportunity.
- Operational characteristics of human resource information systems.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.

Ability to:

- Oversee and participate in the management of a comprehensive human resource management program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Provide leadership for the successful implementation of a new Human Resources Information System.
- Gather and analyze data and situations and make appropriate decisions.
- Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Participate in collective bargaining negotiations and contract administration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.



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- Provide leadership based on ethics and principles as they relate to Human Resources functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work preferably in human resources, personnel administration, business administration or a related field.

Required Experience:

Five years of increasingly responsible professional human resource experience and three years supervisory/management experience.

Preferred Experience:

1. Human Resources experience in the California Community College System.
2. Knowledge of the California Education Code, Government Code, Title 5 and/or other state regulations applicable to the human resources functions for community colleges.
3. Demonstrated sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



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Board Approved: 10/19/23 revised 06/13/2024

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

SUMMARY DESCRIPTION

Under the general direction of the Vice Chancellor, Human Resources, Environmental Health and Safety, Police, and Payroll Services, plans, organizes, controls, directs, and evaluates District-wide employee services, functions, programs, and services, ~~including benefits, Payroll operations and reconciliation, employee records administration, retirement reporting, human resources computerized systems~~, business processes, Environmental Health and Safety Administration, and Police operations. Responsible for ensuring the continuity, effectiveness, and successful delivery of Human Resources employee services to district employees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Human Resources Functions

- ~~1. Oversees and provides leadership for human resources operations, activities, and support services involved in the processing, recruitment, screening, selection, orientation, classification, development, evaluation, and compensation of classified and academic district employees; assist with establishing and maintaining related time lines and priorities; assure related activities comply with applicable stands, requirements, laws, codes, rules, regulations, laws, codes, rules, regulations, policies and procedures.~~
- ~~2.1.~~ Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
- ~~3.2.~~ Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- ~~4. Leads and directs activities to support integration of HR Management Information Systems (MIS) technology and business processes to ensure a systems approach to implementation. Ensures customer service/employee services needs are met.~~
- ~~5.3.~~ Recommends the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- ~~6.4.~~ Responsible for operational efficiency, utilizing all HR systems' capabilities to maximize the effectiveness of Human Resources business processes. Identifies local, State, and national trends in human resources administration; develops and recommends new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's Human Resources employee services projects and programs; oversees the maintenance of the HR Procedures Manual.
- ~~7.5.~~ Represents the District in matters pertaining to EEO and Diversity; prepares cases and represents the District in fact-finding hearings concerning EEO before State and federal regulatory agencies.
- ~~8.6.~~ Counsel district managers, supervisory personnel, and others on interpretation and clarification of collective bargaining agreements; conduct in-service training for managers and supervisors on contract provisions, policies, and procedures, as needed.



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Employee Relations Functions

1. Oversees and conducts investigations of employee complaints relating to harassment, unlawful discrimination, and employee conduct. Receives complaints, determines the appropriate course of action. Conducts interviews and fact-finding; analyzes data and evidence to assess validity of allegations; recommends appropriate resolutions, outcomes, and actions to complex and sensitive employee relations issues.
2. Directs the collective bargaining negotiations and contract management for the District and advises management on all matters relating to labor/employee relations.
3. Provides guidance to management personnel in the administration of collective bargaining contracts, resolution of personnel issues, grievances and disciplinary action.
4. Investigates and find resolution of discrimination and sexual harassment complaints.

Risk Management, Environmental Health, and Safety Functions

1. Provides leadership and participates in the development, implementation, and coordination of the District's environmental health and safety training programs, including illness and injury prevention, hazardous materials, and emergency response; ensures compliance with federal and state laws and regulations.
- ~~1-2.~~ Oversees and manages risk management, health and safety, Worker's Compensation, and ADA compliance.
- ~~2-3.~~ Oversees District safety training and mandated training programs in compliance with local, state, and federal laws.
- ~~3-4.~~ Oversees the processing of worker's compensation claims; coordinates and participates in the interactive process; assists campuses in accommodating injured workers; oversees ergonomic requests and studies.
5. Reviews, revises, updates, and maintains safety record keeping methods and systems with a focus on computerization of records, confidentiality and efficient access to records. Develops individual department-specific safety record keeping systems when necessary, and instructs department personnel in their use. Develops web-based communications systems for dissemination of health and safety information.

~~4.—~~

Payroll Functions

- ~~1. Provides oversight and leadership for the District's payroll functions to ensure compliance and the integrity of the payroll processing systems.~~
- ~~2. Assists in legal issues related to employee benefits and payroll operations. Administers collective bargaining agreements to ensure consistent District-wide implementation on issues related to payroll.~~
- ~~3. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to payroll and leave administration programs, policies, and procedures as appropriate.~~
- ~~4. Stays current on all pertinent legislation, rules, regulations and court decisions affecting the District's payroll operations.~~
- ~~5. Maintains familiarity with all aspects and procedures of the District's payroll office, including compliance~~



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Health and Safety Administration, and Police Services**
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~~with Budget and Accounting Manual.~~

~~6. Participates in year-end closing of the general ledger for year-end financial reporting.~~

~~7. Participates in annual audit with internal and external auditors; ensures audit is completed within District timelines.~~

Police Services Functions

1. Provides Human Resources support to Police department management.
2. Identifies recruitment and retention strategies for police department personnel.
3. Provides input into evaluation, discipline, and other personnel matters, and resolves problems or issues arising from such inquiries.
4. Assists the Chief of Police or area administrator in ensuring sworn staff and appropriate stakeholders are informed of any required policy changes or updates.

General Functions

1. Plans, directs, coordinates, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
2. Counsel district managers, supervisory personnel, and others on the relevance of federal and State laws affecting assigned functional areas.
3. Participates in the development of the human resource department's budget process.
- ~~4.~~ Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
- ~~4.5.~~ Develops and administers the budget for assigned areas; may participate in the development and administration of grants related to assigned areas/programs.
- ~~5.6.~~ Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resource and personnel administration programs, policies, and procedures as appropriate.
- ~~6.7.~~ Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.
- ~~7.8.~~ Represents the district at professional meetings, public functions and maintains involvement in community activities.
- ~~8.9.~~ Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- ~~9.10.~~ Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a



**District Director, Human Resources, Environmental
Health and Safety Administration, and Police Services**
Management Range: 21-23

Board Approved: 10/19/23 revised 06/13/2024

short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a human resource administration program.
- Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, workers compensation, training/employee development.
- Principles and practices of program development and administration.
- Methods and techniques of collective bargaining and contract negotiation.
- Principles and applications of recruitment and equal employment opportunity.
- Operational characteristics of human resource information systems.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.

Ability to:

- Oversee and participate in the management of a comprehensive human resource management program.
- Oversee, direct, and coordinate the work of ~~lower-level~~lower-level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Provide leadership for the successful implementation of a new Human Resources Information System.
- Gather and analyze data and situations and make appropriate decisions.
- Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Participate in collective bargaining negotiations and contract administration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness, and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to Human Resources functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**District Director, Human Resources, Environmental
Health and Safety Administration, and Police Services****Management Range: ~~21~~23**Board Approved: 10/19/23 revised 06/13/2024**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work preferably in human resources, personnel administration, business administration or a related field.

Required Experience:

Five years of increasingly responsible professional human resource experience and three years supervisory/management experience.

Preferred Experience:

1. Human Resources experience in the California Community College System.
2. Knowledge of the California Education Code, Government Code, Title 5 and/or other state regulations applicable to the human resources functions for community colleges.
3. Demonstrated sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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

**Senior Human Resources Generalist****Confidential/Supervisory Range: I 7**

Board Approved: 06/13/2024

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

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Senior Human Resources Generalist provides a variety of professional level work for human resources services and programs in an assigned area including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, HRIS, benefits, works compensation, and classification and compensation; and performs a variety of human resource functions supporting the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Generalist is distinguished from the Human Resources Generalist classification by the level of responsibility assumed, additional duties assigned and provision of lead support to lower-level department staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Generalist Functions

1. Provides first-level support and serves as the initial point of contact for management and staff at the assigned sites and/or areas; interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public.
2. Coordinates and administers all aspects of the recruitment and selection program for contract positions including, but not limited to, posting, advertising, tracking, screening applications for minimum qualifications, and scheduling of interviews; assesses adverse impact and ensures EEO compliance.
3. Processes and onboards part-time faculty; evaluates applications and transcripts to verify that full-time and part-time academic employees meet state minimum qualifications and faculty service areas; processes faculty requests for salary advancement.
4. Extends offers of employment; conducts reference checks; conducts new employee orientation sessions; assists employees in completing new hire paperwork, benefit enrollment forms and other pre-employment requirements.
5. Prepares and administers the Districts pre-employment and bilingual/bi-literate assessments.
6. Performs job audits and reclassification request analyses of individual positions, classes, and series of classes.; assists in compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.
7. Assists with and participates in human resources events such as open enrollment, health fairs, job fairs, and career development activities.
8. Provides information for board items; reviews and processes board actions items as assigned.
9. Creates and maintains human resources office records and files, including confidential personnel files and records; purges files in accordance with the District regulations.
10. Updates and maintains employee information on the District's computerized HRIS, including retirement enrollment changes; generates reports and responds to requests for information as requested; collaborates

**Senior Human Resources Generalist****Confidential/Supervisory Range: I 7**

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with payroll to audit and ensure accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.

11. Evaluates human resources policies and procedures; recommends and implements changes to improve efficiency or ensure compliance with guidelines, laws, or regulations.
12. Provides information and support for collective bargaining activities and participates in strategy sessions as needed.
13. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested.
14. Attends and participates in group meetings; stays current with new trends and innovations in the field of human resources administration.
15. Performs related duties as required.

Senior Generalist Functions

1. Acts as a resource for addressing and resolving more complex human resources issues.
2. Responsible for ensuring compliance with employment requirements, including but not limited to, I-9 documentation, tuberculosis clearance, and vaccination requirements.
3. Manages the District's performance management program.
4. Assists in the fiscal year end process, including work year calendar and salary schedule maintenance.
5. Updates and maintains seniority lists for different employee groups within the District.
6. Verifies accuracy of faculty salary placement in accordance with the collective bargaining agreement.
7. Compiles and submits data for various reports such as MIS, IPEDS, and public information requests.
8. Configures and performs periodic audits to ensure data integrity throughout all Human Resources software and programs.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Principles and practices of public human resources administration.
- Methods and techniques for recruiting and testing in the public sector.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.
- English usage, grammar, spelling, punctuation and vocabulary.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

**Senior Human Resources Generalist****Confidential/Supervisory Range: I 7**

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Ability to:

- Perform a variety of para-professional human resources functions with minimal guidance and supervision.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of human resource rules, laws and policies.
- Implement and maintain standard filing systems.
- Operate a computer using word processing, applicant tracking and spreadsheet software applications.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews and negotiations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contact in the course of work.

Education and Experience Guidelines**Education/Training:**

- A Bachelor's degree in public administration, human resources, business administration or a related field.

Experience:

- Four (4) years of broad human resources administration experience.

Equivalency Provision:

- In the absence of a Bachelor's degree in public administration, human resources, business administration or a related field, completion of at least sixty (60) college-level semester units and six (6) years of human resources administration experience is qualifying.

Preferred Experience:

- Experience in a public agency preferably in the California Community College system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



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

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, Human Resources and Payroll Analyst performs analytical and specialized functions to support the administration of comprehensive human resources and payroll programs for academic and classified employees.

The Human Resources and Payroll Analyst requires in-depth knowledge of the organizational structure, health and welfare plan administration, leaves of absence administration, District policies, regulations, procedures, union contract provisions, human resources and employer-employee relations processes and practices, legal affairs, resource utilization, and worker's compensation.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs complex and highly technical duties related to financial record keeping and accounting duties for payroll district operations and services including financial reporting, year-end, and other disbursements.
2. Responsible for position control within the HRIS; performs audits of the HRIS, Payroll, and Leave Tracking systems to ensure data integrity.
3. Provides data as requested to departments regarding pay and benefit expenditures.
4. Monitors and analyzes payroll expenditures; provides data and reports to leadership for decision-making processes.
5. Serves as liaison for the San Bernardino County Superintendent of Schools and the District to ensure accurate and efficient processing of retirement and employee information.
6. Processes and responds to information requests regarding Unemployment Insurance.
7. Responsible for entering and monitoring employee release and reassigned time.
8. Assists in the administration of the Affordable Care Act program, policies, procedures, and processes; ensures compliance with laws, rules and regulations; inputs data and compiles reports.
9. Responsible for retirement reporting, member requests, retirement audits, and responding to information requests.
10. Prepares District invoices and maintains records for reimbursement of payroll and benefit expenses.
11. Assists in job classification and compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.
12. Prepares presentations and participates in the development of training and staff development programs.
13. Maintains records and files in accordance with the District regulations related to area of assignment.
14. Updates and audits information on the District's computerized payroll system and HRIS; ensures proper interface with benefits and payroll functions; generates reports and responds to requests for information as requested.
15. Interprets and explains human resources and payroll issues, collective bargaining agreements, policies, and



Human Resources and Payroll Analyst

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procedures to employees, management, outside agencies, and the public.

16. Provides support for collective bargaining activities and participates in strategy sessions as needed.
17. Monitors due dates, compiles, and reports data for State collective bargaining mandated cost reimbursement.
18. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested and to comply with local, state and federal reporting requirements.
19. Provides information for board agenda items; reviews and processes action items as assigned.
20. Attends and represents the department in group meetings; stays current with new trends and innovations in the field of human resources administration.
21. Performs related duties as required.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Human Resources, Payroll, and Leave Tracking programs and processes.
- Current relevant federal and state laws and regulations related to Payroll and Retirement Reporting.
- Principles and practices of payroll and public human resources administration.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.
- English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Equal Employment Opportunities guidelines.
- Research methodologies appropriate for human resources functions.
- Job analysis methodologies and application.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

Ability to:

- Perform a variety of para-professional human resources functions with minimal guidance and supervision.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of human resource rules, laws and policies.
- Compile detailed information and prepare clear and concise reports.



- Operate a computer using word processing, applicant tracking and spreadsheet software applications.
- Maintain confidential records and reports.
- Prepare clear and concise memoranda.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in public administration, human resources, business administration or a related field.

Experience:

- Three (3) years of broad payroll, accounting, and/or human resources administration experience.

Equivalency Provision:

- In the absence bachelor's degree in public administration, human resources, business administration or a related field, completion of at least sixty (60) college-level semester units with major coursework in public administration, human resources, business administration or a related field and six (6) years of broad payroll, accounting, and/or human resources administration is qualifying.

Preferred Experience:

- Experience in a public agency, preferably in the California Community College system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting with occasional travel between sites.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



Safety & Risk Management Analyst

Confidential/Supervisory Range: 19

Board Approved: 06/13/2024

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

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Safety & Risk Management Analyst, performs analytical and specialized functions to support comprehensive human resources and safety & risk management programs for academic and classified employees; performs related duties as required.

The Safety & Risk Management Analyst requires in-depth knowledge of organizational structure, risk management, employee safety training programs, environmental and occupational health and safety management programs, workplace violence processes and practices, District policies and procedures, regulations; exercise of discretion and maintenance of confidentiality. This incumbent is required to be self-directed and may provide work direction, supervision, and guidance to personnel assigned to the area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs specialized duties related to the planning, implementation, and coordination of a variety of environmental health and safety, emergency preparedness, safety, and risk management programs and activities, including but not limited to, accident or injury prevention and control, workplace violence prevention and investigation, safety education, analysis and reporting, industrial hygiene, and occupational health.
2. Participates in the application of related programs, plans, and procedures, such as the medical waste plan development, hazardous waste reporting, hazardous materials inventory and relevant reporting processes or procedures.
3. Performs duties related to the District's infectious disease reporting and tracking policies; conducts contact tracing, provides resources, and reports cases to relevant agencies.
4. Serves as a point of contact for employees who have concerns or complaints related to workplace violence incidents and ensuring clear communication throughout the process.
5. Implements and coordinates protocols for responding to workplace violence incidents, including emergency response procedures and support for affected individuals.
6. Assists in conducting job hazard and risk analysis; schedules, conducts, and/or assists in evaluations and inspections to ensure compliance and identify environmental, occupational health and safety hazards; provides recommendations for corrective action.
7. Assists in conducting investigations into complaints, gathers information regarding workplace accidents, hazards, and workplace violence incidents; prepares investigations report and provides high level information pertaining to resolution.



Safety & Risk Management Analyst

Confidential/Supervisory Range: 19

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8. Coordinates medical evaluations appointments for employees as required by environmental and occupational health and safety programs; coordinates monitoring for environmental hazards as to ensure the health and safety for employees.
9. Coordinates and administers ergonomic evaluations for employees; makes recommendations for suitable equipment or workstation modifications to minimize the risk of injuries related to posture or workspace design; prepares related reports for internal use and regulatory compliance.
10. Assists in budget preparation and administration, including creating cost estimates, creation of purchase requisitions, and expenditure tracking; provides regular budget reports and assists in addressing budget-related issues.
11. Assists in the maintenance of the District's Online Safety Data Sheet (SDS) database and the online safety training database by running reports, updating user data/rights and the assignment of online safety training modules in conjunction with the assigned employees in the Human Resources Office.
12. Develops educational, technical, and promotional materials such as posters, brochures, newsletters, to create and increase the District's Safety & Risk Management Department and programs; assists in maintaining the department's website.
13. Prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff safety complaints.
14. Compiles, review and analyzes data; prepares a variety of reports using statistical and historical data; maintains files and related records.
15. Serves as liaison for District vendors, and government agencies involved with safety and risk management; assures compliance with applicable laws and regulations.
16. Attends and represents the department at events and/or meetings; stays current with new trends and innovations related to safety and risk management.
17. Performs related duties as required.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Current relevant federal and state laws and regulations related to safety and risk management.
- Knowledge of Clery Act and Title IX regulations as they pertain to campus safety.
- Principles and practices of safety and risk management program administration.
- Environmental health standards and practices, including hazardous materials management, waste disposal, and pollution prevention.
- Methods, terminology and procedures used in safety and risk management program administration.
- Risk management principles and practices, including risk assessment, mitigation strategies, and insurance management.



Safety & Risk Management Analyst

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- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.

Ability to:

- Perform a variety of para-professional safety and risk management program administration functions with minimal guidance and supervision.
- Analyze and interpret data, identify trends, and develop actionable insights.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of rules, laws and policies.
- Compile detailed information and prepare clear and concise reports.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
- Communicate clearly and concisely, both orally and in writing to effectively convey safety information, policies, and procedures to diverse audiences.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university in science, occupational health, public health, public administration or a related field.

Experience:

Three (3) years of experience in health and safety management programs and/or working with hazardous materials (HAZMAT).

Desired Education and Experience

- Possession of a HAZWOPER certification, OSHA 10 or 30-hour training for construction or general industry.

EQUIVALENCY PROVISION

In the absence of a Bachelor's degree, an Associate's degree or sixty (60) semester units from an accredited college or university with major course work in environmental science, occupational or public health, public administration or a related field and five (5) years of experience in health and safety management programs and/or working with hazardous materials (HAZMAT).



Safety & Risk Management Analyst

Confidential/Supervisory Range: 19

Board Approved: 06/13/2024

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting and travel from site to site; exposure to fumes and hazardous/toxic materials.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



Chief of Police

Management Range: **2023**

Board Approved: 6/20/2019 Revised 06/13/2024

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

SUMMARY DESCRIPTION

Under the administrative direction of the ~~Chancellor~~appropriate administrator, the Chief of Police plans, directs, manages, and oversees the activities and operations of the San Bernardino Community College District Police Department ~~including safety and security services~~ at each campus and all District locations in order to preserve order, prevent crime and protect life and property, and enforce laws and regulations in accordance with the laws of the State of California. The Chief of Police is the District's chief law enforcement officer.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provides leadership and direction to the District's Police Department.
2. Advises college administrators on police and security matters.
3. Responsible for developing, recommending and implementing long and short-range goals, objectives policies and procedures in the law enforcement area.
4. Develops department rules and regulations that are consistent with local, state and federal legal mandates for community college police departments.
5. Interprets and adheres to laws, rules and regulations affecting community college police departments including but not limited to the California Government, Education, Penal, Vehicle, Business and Professional, Health and Safety Codes and provides guidance to District personnel.
6. Ensures ~~the District complies~~compliance with mandated disclosure and information dissemination activities, including but limited to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."
7. ~~Ensures the department complies with state and federal crime data reporting mandates.~~ Ensures the department complies with mandates to maintain POST certification; consults with and makes recommendations to the Director of the Police Academy to ensure POST requirements in training are being met.
8. As necessary, responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as Incident Commander or other roles as needed for the situation and works closely with the District assigned emergency preparedness coordinator; and consults with representatives of law enforcement, safety and disaster preparedness to improve interagency cooperation.
9. Ensures compliance with the San Bernardino Community College District Board Policy and Administrative Regulation's. Ensures compliance with rules, policies, and procedures of each campus.
10. Supervises investigation of District crimes and identification and recovery of District property.
11. Reviews and recommends selection of District intrusion, fire alarm and communication systems.
12. Develops and administers department budget.



Chief of Police

Management Range: **2023**

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13. Develops and implements a training program for all staff in a variety of areas, including but not limited to jurisdiction, reporting procedures, use of force, weapons, laws of arrest and radio procedures.
14. Testifies in court and may testify as an expert.
15. Meets with a variety of governmental and private agencies and ~~serves-participates~~ on a variety of committees and boards.
16. Prepares special studies and reports and reviews reports of subordinates.
17. Conducts performance evaluation and counseling of lieutenants and sergeants.
18. Participates in the evaluation of police officers, ~~campus security officers~~ and other police department employees.
19. Oversees and may conduct investigations of citizen complaints on employee conduct and prepares related reports.
20. Reviews effectiveness of operating procedures and makes appropriate recommendation.
21. Develops and implements department goals and objectives.
22. Works effectively with people at all levels of the organization including management, faculty, staff, and students; and is sensitive to and understands the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
- ~~23.~~ Represents the department with other law enforcement services and allied agencies, other District departments, civic groups, and the public; plans and facilitates the conduct of special campus/District events requiring law enforcement and crime prevention; incorporates new developments as appropriate. ~~Participates in a variety of committees and boards.~~
- ~~24-23.~~ Attends and participates in a variety of committees and boards,
- ~~25-24.~~ Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- ~~26-25.~~ Performs related duties as assigned.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Knowledge of public safety, law enforcement and modern police methods.
- Operational characteristics, services and activities of a comprehensive law enforcement program.
- Principles and practices of law enforcement administration, organization and management.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Methods, procedures and practices, including investigation and crisis/emergency management; intrusion, fire alarm and communication systems.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities.
- Principles and practices of program development, budget preparation, and administration.
- Principles of supervision, training, and performance evaluation.
- Care, maintenance, and operation of firearms and other modern police equipment.



Chief of Police

Management Range: **2023**

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- Pertinent federal, state, and local laws, codes, and regulations including applicable section of California Pertinent federal, state and local laws, codes, and regulations including applicable section of California Education Code, Government, Vehicle, Penal, Business and Professional and Safety Codes, and juvenile law.
- Recent court decisions and how they affect department operations.
- Applicable court procedures.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Principles and practices of data collection and analysis.
- Conflict resolution skills and techniques and investigative procedures.
- Methods and techniques of report preparation and business letter writing.
- Occupational hazards and standard safety practices.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of law enforcement information systems including applicable computer software.

Ability to:

- ~~Plan, organize, supervise, and evaluate the performance of District Police Department personnel and manage a variety of security and safety programs.~~
- ~~Manage and direct a comprehensive law enforcement program.~~
- ~~Develop and administer goals, objectives, and procedures for assigned area.~~
- Exercise sound judgment in handling emergency situations; interrogating suspects and interviewing victims and witnesses.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- ~~Plan, organize, direct, and coordinate the work of lower level staff.~~
- ~~Participate in the selection and recommendation, supervision, training, and evaluation of staff.~~
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.
- Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
- Think clearly and act quickly in emergency situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.



Chief of Police

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- Maintain high ethical standards and behavior.
- ~~Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to law enforcement functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree from an accredited college or university with major coursework preferably in criminology, criminal justice, police science, law enforcement, business administration, public administration or related field or any equivalent combination of education and experience.

Required Experience:

- Ten (10) years of full-time employment as a peace officer of which five (5) years shall be commensurate with a position at the senior level in the California POST-approved police department.

License and Certification:

- Possession of a valid POST Management or Supervisory certificate.
- Possession of a valid First-Aid/CPR certification.
- Current and valid California driver's license.

Preferred Experience:

- Experience in a California Community College System.

Conditions of Appointment:

Appointment to this condition is contingent upon satisfactory completion of a background investigation by and independent investigator including but not limited to investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and interviewed by investigator as a condition of employment.

Working Conditions:

Incumbent must be physically able to react appropriately in emergency situations. Incumbents must be available on call 24 hours a day, if necessary.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the



Chief of Police

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essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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

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

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

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



Police Lieutenant

Management Range: ~~1521~~

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SUMMARY DESCRIPTION

Under the direction of the Chief of Police, the Police Lieutenant oversees, plans, directs, and supervises the activities of sworn and non-sworn police department personnel in the day-to-day operations of the San Bernardino Community College District Police Department including crime prevention, patrol, property protection, criminal investigations, dispatch, training, parking and traffic operations; coordinates public safety activities with other district departments; and assumes full command responsibility for the District Police Department in the absence of the Chief of Police.

DISTINGUISHING CHARACTERISTICS

The Police Lieutenant is distinguished from the Police Sergeant by its responsibility for assisting the Chief of Police with administrative functions such as development and implementation of policies, procedures, goals and objectives.

EXAMPLES OF REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

~~Duties may include, but are not limited to, the following:~~ _____

1. Plans, manages, and oversees the day-to-day operations and activities of the Police Department; supervises all assigned personnel for the protection of life and property and enforcement of all pertinent laws within the jurisdiction of the San Bernardino Community College District.
- ~~1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, which includes selecting, counseling and training new and tenured employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.~~
2. Assists in planning, organizing and directing the law enforcement and management functions of the District Police Department; assists with the implementation of policies, procedures, and/or agreements pertaining to departmental operations.
3. Participates in the development and administration of the District Police Department's budget; ~~participates~~ assists in the forecasting of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements necessary adjustments.



Police Lieutenant

Management Range: ~~1521~~

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4. Assists the Chief of Police with ensuring the District complies with mandated disclosure information dissemination activities, including but not limited to the ~~"Jeanne Clery Act"~~ and other applicable state and federal crime data reporting mandates.
5. Oversees the maintenance of records of training and other applicable Peace Officer Standards and Training (POST) requirements and control of property and evidence.
6. Oversees department training to assure compliance with POST requirements; attends training programs on crime prevention, drug and alcohol trends, defense and de-escalation tactics, traffic stops, report writing and legal updates as needed.
7. Assists the Chief of Police with developing ~~and implementing~~ long and short ~~range term~~ goals, objectives, policies, and procedures in the law enforcement area; assists with developing police department rules and regulations that are consistent with local, state, and federal mandates for community college police departments.
- 7.8. Develops strategies, standards, methods, and systems for the successful implementation of department goals in a manner consistent with the mission of the department and District.
- 8.9. Participates in crime prevention and community policing programs; prepares and delivers presentations on campus safety to students, faculty and staff and the public; reviews, interprets, updates and recommends the purchase of crime prevention materials; investigates crime prevention methods and training materials for department personnel.
- 9.10. Responds to major incidents reported to the District Police Department and ensures the incident commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as incident commander or other roles as needed for the situation and works closely with the District assigned emergency preparedness coordinator; and consults with representatives from law enforcement, safety and disaster preparedness to improve interagency cooperation.
- 10.11. Interprets and adheres to laws, rules, and regulations affecting the District's Police Department, including but not limited to the California Government, Education, Penal, Vehicle, Business and Professions, Health, and Safety Codes, and provides guidance to District Police Department personnel.
- 11.12. Testifies in court and may testify as an expert.



Police Lieutenant

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~~12.13.~~ Works closely with other law enforcement agencies; serves as a liaison between law enforcement agencies, administration, faculty and staff; maintains professional relationships with other law enforcement and professional agencies through planning and coordination of mutual, available resources; represents the department before media or special interest groups.

~~13.14.~~ Leads-Provides leadership to District Police Department personnel in patrolling District buildings, parking areas and grounds to prevent theft or vandalism; prepares roll call briefings and provides the latest information on campus conditions and current crime trends.

~~14.15.~~ Ensures enforcement of applicable federal, state, and local codes, laws, and statutes; and ensures compliance with San Bernardino Community College District Board and Administrative Policies.

~~15.16.~~ Prepares and/or reviews all written reports on theft, vandalism and other related incident or crimes; makes arrests when warranted; books, suspects and completes reports as necessary; assists with the presentation of investigative findings to the District Attorney for prosecution.

~~17.~~ Oversees and reviews use of force incidents, vehicle pursuits and officer involved traffic collisions; investigates citizen complaints on employee conduct; conducts sensitive internal investigations and prepares related reports.

~~16.18.~~ Consults with and makes recommendations to the Director of the Police Academy to ensure POST requirement in training are being met.

~~17.19.~~ Represents or serves as department head in the absence of the Chief of Police.

~~18.20.~~ Works effectively with people at all levels of the organization including management, faculty, staff, and students; and is sensitive to and understands the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

~~19.21.~~ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience Guidelines - A typical way to obtain the knowledge and abilities would be:

Education/Training:



Police Lieutenant

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- A Bachelor's degree from an accredited college or university with major course work in a related field.
- 60 units from an accredited college or university with major course work in a related field with seven (7) years of full-time employment as a peace officer, including three (3) years at the rank of police sergeant or above in a California POST-approved police department can be used in the absence of a Bachelor's degree.

Required Experience:

- Five (5) years of full-time employment as a peace officer, including three (3) years at the rank of police sergeant or above in a California POST-approved police department.

License or Certificate:

- Possession of a valid POST Management or Supervisory certificate. Must be able to obtain management POST certification within two (2) years (24 calendar months) of hire.
- Possession of a valid First-Aid/CPR certification.
- Possession of a valid California Class "C" Driver's license prior to appointment and maintain a safe driving record during the course of employment.

SPECIAL REQUIREMENTS

1. Must be a U.S. Citizen of the United States or a permanent resident alien.
2. Must meet all of the minimum standards set forth in California Government Code Section 1031 and not be disqualified by any factor set forth in California Government Code Sections 1029 and 1031.5. These include, but are not limited to, the highest standards of personal integrity and honesty.
3. Successful completion of a POST certified Campus Law Enforcement Course within two (2) years of appointment as per PC 832.3(g).

Appointment to College Police Lieutenant Position

Appointment to this position is contingent upon satisfactory completion of a background investigation by an independent investigator including but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

KNOWLEDGE AND ABILITIES:

Knowledge



Police Lieutenant

Management Range: ~~1521~~

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- Operational characteristics, services, and activities of a comprehensive law enforcement program.
- Principles and practices of law enforcement administration, organization and management.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Sound leadership, management, supervisory methods and practices.
- Community policing principles and interpersonal relationships in order to interact with faculty, staff, students and the public.
- Methods, procedures, and practices, including investigation and crisis/emergency management; intrusion, fire alarm and communication systems.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities.
- Principles and practices of program development, budget preparation, and administration.
- Principles of supervision, training, and performance evaluation.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of California Education Code, Government, Vehicle, Penal, Business and Professions, Health and Safety Codes, and juvenile laws.
- Recent court decisions and how they affect department operations; applicable court procedures.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Principles and practices of data collection and analysis.
- Conflict resolution skills, techniques, and investigative procedures.
- Methods and techniques of report preparation and business letter writing.
- Occupational hazards and standard safety practices.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of law enforcement information systems, including applicable computer software.

Abilities

- Plan, organize, supervise, direct, and evaluate the performance of District Police Department personnel and manage a variety of security and safety programs.
- Provide strong leadership, manage, and direct comprehensive law enforcement programs.
- ~~Assist with developing and administering goals, objectives, and procedures for assigned area.~~
- Exercise sound judgment in handling emergency situations; interrogating suspects and interviewing victims and witnesses.
- ~~Identify and respond to sensitive community and organizational issues, concerns, and needs utilizing effective community policing strategies~~
- ~~Plan, organize, direct, and coordinate the work of subordinate personnel.~~
- ~~Participate in the selection and recommendation, supervision, training, and evaluation of staff.~~
- Gather and analyze data and situations and make appropriate decisions.
- Communicate clearly and concisely; prepare and present comprehensive, oral and written reports.



Police Lieutenant

Management Range: ~~1521~~

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- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, less lethal weapons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, and video systems.
- Operate office equipment including computers and supporting work processing, spreadsheet, and database applications.
- Maintain high ethical standards and behavior.
- ~~Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to law enforcement functions and operations.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

The District Police Department is a 24-hour-per-day, 7-days-a-week operation, which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens; incumbents required to work various shifts, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.



Police Lieutenant

Management Range: ~~1521~~

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

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



Police Sergeant

Management Range: 16

Board Approved: 04/13/23 Revised

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

SUMMARY DESCRIPTION

Under the general supervision of the ~~Chief of Police~~Police Lieutenant, trains, assigns, directs, and supervises the activities of sworn, non-sworn, and other police department employees in the day-to-day police and security operations of the San Bernardino Community College District Police ~~and Security~~ Department; completes assignments requiring the integration of law enforcement and technical skills, knowledge, and abilities, performs difficult investigations; participates in disaster preparedness planning; and performs related duties as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Exercises first-level supervision over the district police department's sworn, non-sworn and other police department employees, engaged in patrol, traffic or parking enforcement, training administrative support, investigations, district security functions or other assigned activities.
2. Participates in crime prevention and community policing programs; ~~prepares and delivers~~assists in delivering presentations on campus safety to students, faculty, ~~and staff,~~ and the public; ~~reviews, interprets, updates and recommends the purchase of crime prevention materials; investigates crime prevention methods and training materials for department personnel.~~
3. Coordinates shift and training schedules to ensure adequate coverage; prepares and conducts briefings and serves as a reference for subordinates.
4. Performs duties of College Police Officer as a regular part of assignment.
5. Conducts investigations; interviews and interrogates witnesses, victims, and suspects; takes charge of investigations as assigned; prepares detailed reports on investigation findings and action taken. Testifies in court and may testify as an expert.
6. Prepares and/or reviews all written reports on theft, vandalism and other related incident or crimes; makes arrests when warranted; books suspects and completes reports as necessary; assists with the presentation of investigative findings to the District Attorney for prosecution.
7. Reviews, analyzes, and evaluates reports and records; discusses reports with subordinates to ensure accuracy and completeness; assists subordinates in writing reports.
8. Responds to and resolves on-site problems as they occur and advises ~~Chief of Police~~Police Lieutenant and/or appropriate administrator on police and security matters.
9. Assists officers and others in handling police/security problems, responds to call for service, and performs watch commander duties.
10. Conducts first level supervision of emergency operations, crime scenes and investigations as assigned.
11. ~~Serves as liaison with external law enforcement agencies and officials; participates~~Participates in county, regional and state disaster, emergency preparedness, and responses.
12. ~~Oversees~~Assists with department training to ensure compliance with POST requirements; attends training programs on crime prevention, drug and alcohol trends, defense and de-escalation tactics, traffic stops, report writing, and legal updates as needed; ~~;~~



Police Sergeant

Management Range: 16

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13. Establishes training programs, schedules and instructs various courses, and plans scenario-based training.

~~14. Reviews effectiveness of operating procedures and makes recommendations for improvement.~~

~~15.~~ 14. Oversees/Investigates use of force incidents, vehicle pursuits and officer involved traffic collisions; investigates citizen complaints on employee conduct; conducts sensitive internal investigations and prepares related reports.

~~16.~~ 15. Participates in the development and implementation of the District's disaster, emergency preparedness and response program and activities, including training and coordination of all emergency planning efforts with medical, health, and public safety agencies throughout the city, county, state, and federal governments.

~~17.~~ 16. Coordinates and participates in disaster preparedness planning and training; makes recommendations for equipment and revision of departmental and District procedures and policies.

~~18.~~ 17. Advises management on technical and administrative matters related to disaster, emergency preparedness and response management programs.

~~19. Participates in the development of the District Police Departments budget; provides information for budget proposals for funding, staffing, and supplies, including disaster equipment and supplies; implements a system to maintain adequate inventory of equipment and supplies.~~

~~20. Collaborates with the Environmental Health & Safety Administrator identify availability of state and federal funds; researches, prepares, and assists in writing grant proposals and reports.~~

~~21.~~ 18. Participates in the assignment of campus/District Office Community Emergency Response Training (CERT) teams and building captains for each site; coordinates and facilitates assists in coordinating and facilitating training and exercises.

~~22. Responds to and assists in the management of events leading up to and including Emergency Operations Center (EOC) activations; serves as EOC Coordinator in an advisory capacity providing technical assistance and support for the Chancellor or designee during emergency and EOC operations.~~

~~23. Identifies external disaster/emergency preparedness resources and builds relationships with external stakeholders and advocates for those resources for the District.~~

~~24.~~ 19. Organizes, directs, and coordinates the department's Field Training Officer's program.

~~25.~~ 20. Interprets and adheres to laws, rules, and regulations affecting the District's Police Department, including but not limited to the California Government, Education, Penal, Vehicle, Business and Professions, Health, and Safety Codes, and provides guidance to District Police Department personnel.

~~26.~~ 21. Ensures compliance with state and federal crime data reporting mandates, including Clery Act, district rules, policies, and procedures.

~~27.~~ 22. Stays current with and ensures compliance with mandates to maintain POST certification and POST Continuing Professional Training requirements for peace officers. Oversees the maintenance of Maintains records of training and other applicable POST requirements and control of property and evidence; stays current with and ensures compliance with mandates to maintain POST certification and POST Continuing Professional Training requirements for peace officers.

~~28.~~ 23. Participates in the selection, performance, evaluation, and counseling of sworn, and non-sworn and other police department employees.



Police Sergeant

Management Range: I 6

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29-24. Conducts personnel and equipment inspections. Assists officers and others in handling police/security problems and responds to calls for service. May conduct special studies on police problems.

30-25. Prepares reports for department and/or District use as requested.

31-26. Participates in the formulation and implementation of department goals and objectives.

32-27. Represents or serves as department head ~~in the absence of the Chief of Police or~~ when assigned.

33-28. Travels to all sites where ~~is~~ presence is required.

34-29. Works effectively with people at all levels of the organization including management, faculty staff and students; and is sensitive to and understands the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of the campus community and the public.

35-30. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Operations, services and activities of law enforcement program.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of state Education Code, Government, Vehicle, Penal, Health & Safety Codes, and juvenile laws.
- Annual Security Report and ~~Cleary~~ Act.
- Rules of evidence pertaining to search, seizure, and preservation of evidence.
- Police methods and procedures including patrol, crime prevention, traffic control, investigation, and identification procedures and techniques.
- Applicable court procedures.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Sound supervisory methods and practices.
- Methods and techniques used in interviewing witnesses, victims or suspects.
- Principles or practices of data collection and analysis.
- Methods and techniques of report preparation and writing.
- Report writing techniques and basic budgetary principles.
- Police administration principles and practices.
- Crowd control techniques, with particular emphasis on a college environment.
- Principles and procedures of record keeping and filing.
- Principles and applications of public relations
- English usage, spelling, grammar, and punctuation.
- Police administration principles and practices.
- Crowd control techniques, with particular emphasis on a college environment.

Ability to:



Police Sergeant

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- Plan, organize and direct Police operations.
- ~~Perform the administrative tasks required of supervisors.~~
- ~~Supervise a staff including sworn and non-sworn employees.~~
- ~~Enforce pertinent laws, rules and regulations, develop and implement security procedures and method.~~
- Detect and analyze situations accurately and adopt an effective course of action.
- ~~Train, supervise and evaluate subordinate personnel.~~
- ~~Speak and write effectively.~~
- ~~Interrogate suspects an interview victims and witnesses.~~
- Prepare clear and concise reports and records.
- Interact with others with courtesy and respect.
- Establish and maintain cooperative working relationships with persons contacted during the course of the work.
- ~~Conduct investigations.~~
- ~~Participate in planning and conducting training.~~
- Collect, organize analyze and evaluate data.
- ~~Perform vehicular pursuit of persons in vehicle or on foot.~~
- Perform duties involving strenuous physical activity.
- ~~Exercise sound judgment.~~
- Perform duties involving intense interpersonal situations.
- Understand and follow oral and written instruction, work rules, regulations and procedures.
- ~~Provide effective supervision.~~
- Communicate effectively, both orally and in writing.
- ~~Accept supervision and constructive criticism.~~
- ~~Appear for work on time.~~
- ~~Work in a culturally diverse environment sensitivity to and understanding of the diverse academic socio-economic, disability, and ethnic background of community college students.~~
- ~~Work in a collegial environment and shared governance structure.~~

Education and Experience Guidelines

Education/Training:

- High School Graduate or the equivalent.

Experience:

- Three (3) years of full-time employment as a peace officer.

License or Certificate:

- Possess valid California POST Basic or academy certificate issued by an accredited California law enforcement institution.
- Proof of completing of College Police Officers' Training as required by Penal Code 832.3 (g) (h) within two ~~one~~ (2) years of the date of first employment.
- Possess valid First Aid and CPR Certificates prior to employment.



Police Sergeant

Management Range: I6

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- Successful completion of a P.O.S.T. certified Supervisory Course within one (1) year of appointment.
- Possess a valid California Driver's License prior to appointment and maintain a safe driving record during the course of employment.

SPECIAL REQUIREMENTS

1. Must be a U.S. Citizen of the United States or a permanent resident alien.
2. Must meet all of the minimum standards set forth in California Government Code Section 1031 and not be disqualified by any factor set forth in California Government Code Sections 1029 and 1031.5. These include, but are not limited to, the highest standards of personal integrity and honesty.
3. Successful completion of a POST certified Campus Law Enforcement Course within two (2) years of appointment as per PC 832.3(g).

WORKING CONDITIONS

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

The District Police Department is a 24-hour-per-day, 7-days-a-week operation, which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site, regular exposure to outside weather conditions occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration, exposed to potentially hostile, environments, extensive public contact; the noise level is usually moderate; however, the noise level is occasionally very loud due to sirens; incumbents required to work various shifts, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting, restrain or subdue individuals, walk, stand, sit or run for prolonged periods of time, occasionally stoop. Bend, kneel, crouch, reach, and twist, occasionally climb and balance, regularly push, pull, lift and/or carry light to moderate weights up to 50 pounds; occasionally lift and/or move heavy weights with or without assistance; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle, and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

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

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

APPOINTMENT TO POLICE SERGEANT POSITION



Police Sergeant

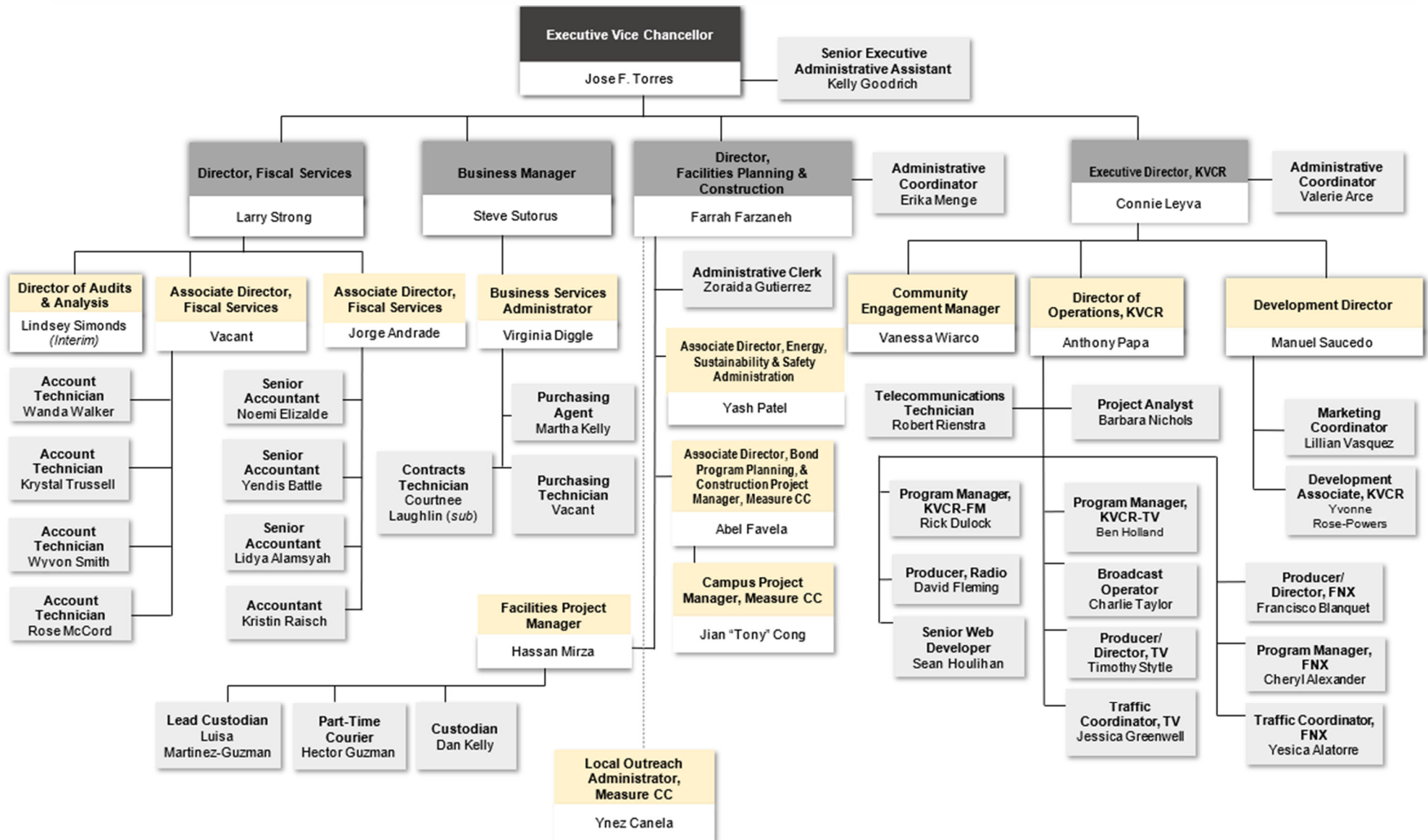
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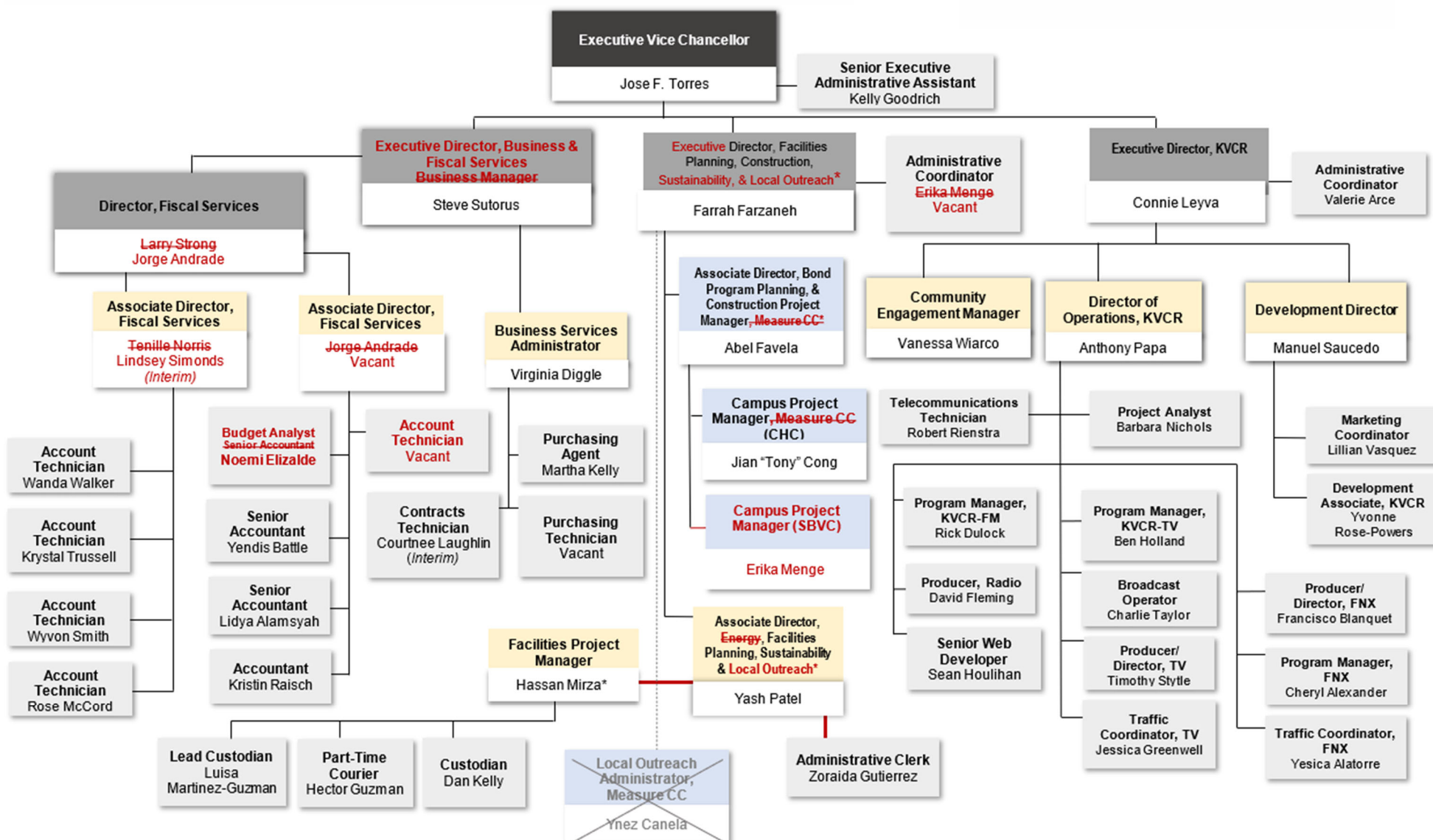
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Appointment to this position is contingent upon satisfactory completion of a background investigation by an independent investigator including, but not limited to, investigation of a past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

FISCAL, ADMINISTRATIVE & MEDIA | CURRENT



FISCAL, ADMINISTRATIVE & MEDIA | PROPOSED



FISCAL, ADMINISTRATIVE & MEDIA | PERSONNEL & BUDGET IMPACT

Item	Division	Department	Existing Position	Current Employee	Current Cost	Proposed Change		Proposed Position	Proposed Employee	Proposed Cost	Difference
1	FAM	Fiscal	Associate Director, Fiscal Services	Tenille Norris (resigned April 2024)	243,958	Fill with interim and recruit	Same		Lindsey Simonds (Interim)	190,872	(53,086)
2	FAM	Business	Business Manager	Steve Sutorus	296,531	Reclass existing employee (new Job Description)		Executive Director, Business & Fiscal Services	Same	299,186	2,655
3	FAM	Fiscal	Associate Director, Fiscal Services	Jorge Andrade	196,600	Vacant	Same		Recruit for new employee	190,872	(5,728)
4	FAM	Fiscal	Director, Fiscal Services	Larry Strong (retiring June 2024)	296,531	Fill with existing employee	Same		Jorge Andrade	218,690	(77,841)
5	FAM	Fiscal	Senior Accountant	Noemi Elizalde	132,491	Reclass existing employee		Budget Analyst	Same	135,404	2,913
6	FAM	Fiscal	None	None	0	Add position & recruit		Account Technician	Recruit	86,778	86,778
7	FAM	Facilities	Associate Director of Energy, Sustainability & Safety Administration	Yash Patel	214,831	Reclass existing employee (new Job Description)		Associate Director of Facilities Planning, Sustainability, & Local Outreach	Same	216,752	1,921
8a	FAM	Facilities	None	None	0	Split funding 95/5 General/Categorical (Bond)		Associate Director of Facilities Planning, Sustainability, & Local Outreach	Same	(10,838)	(10,838)
9	FAM	Facilities	Administrative Coordinator	Erika Menge	129,361	None	Same		Recruit	113,865	(15,496)
10	FAM	Facilities	Director, Facilities Planning & Construction	Farrah Farzaneh	246,139	Reclass existing employee (new Job Description)		Executive Director, Facilities Planning, Construction, Sustainability & Local Outreach	Same	265,820	19,681
11	FAM	KVCR	Executive Director of KVCR	Connie Leyva	282,410	Update Job Description & increase salary range	Same		Same	290,471	8,061
Subtotals - General Fund					2,038,851					1,997,872	(40,979)
8b	FAM	Facilities	None	None	0	Split Funding 95/5 General/Categorical (Bond)		5% Associate Director of Facilities Planning, Sustainability, & Local Outreach	Yash Patel	10,838	10,838
12	FAM	Facilities	None	None	0	Add position, fill with existing		Campus Project Manager (SBVC)	Erika Menge	179,918	179,918
13	FAM	Facilities	Local Business Outreach Administrator, Measure CC (50%)	Ynez Canela	202,497	Eliminate from Bond	None		Eliminate	0	(202,497)
14	FAM	Facilities	Associate Director of Bond Program Planning & Construction	Abel Favela	214,831	Update Job Description & increase salary range		Associate Director of Bond Program Planning & Construction	Same	216,752	1,921
Subtotals - Bond					417,328					396,669	(20,659)
15	FAM	Facilities	Facilities Project Manager	Hassan Mirza	181,786	Update Job Description & increase salary range		Facilities Project Manager & Commercial Property	Same	185,314	3,528
Subtotals - Categorical					181,786					185,314	3,528
Total Impact Overall					2,637,965					2,579,856	(58,109)

FISCAL, ADMINISTRATIVE & MEDIA| JOB DESCRIPTIONS

- 1. Associate Director, Bond Program - revised
- 2. Associate Director Energy/Sustainability – revised
- 3. Campus Project Manager – revised
- 4. Facilities Project Manager - revised
- 5. Executive Director Facilities – revised
- 6. Executive Director KCVR – revised
- 7. Executive Director Business – new



Associate Director of Bond Program Planning and Construction

Management Range: ~~1719~~

Board Approved: 09/09/2021 P. 1|6

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

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Associate Director of Bond Program Planning and Construction oversees and implements District's functions associated with ~~Measure CC~~ the Bond Program for the campuses; provides management oversight in of major and minor capital projects at a campus site; serves as liaison between the program management team, architects, contractors, campus administrative personnel, and maintenance staff; provides technical expertise regarding construction processes and procedures.

Coordinates and implements the District's policies and functions associated with local participation, and raises awareness about various opportunities the District has to offer, local, minority, women, and veteran-owned (Local/MDE/WBE/Veterans) enterprise programs through trade associations, community events, and written communications.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; leads by example; actively participates in and supports Campus-wide participatory governance components and activities and other collaborative processes; encourages professional excellence among the staff and consultants; promotes an organizational culture of customer service, innovation, and quality services; and advocates for the ongoing maintainability, functionality and operability of the Campus during the planning, design, procurement, construction, commissioning and post-construction phase for Campus local bond projects.

This position is a full-time management position, based on the availability of ~~Measure CC~~ Bond Program capital improvement funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serve as district administrator of ~~Measure CC~~ Bond Program facilities improvement projects.
2. Coordinate, assist and participate in the selection process of architects and other consultants, development of plans and specifications and for all assigned facilities improvements, including coordination with district support services, program management team, campus administration and representatives of local, county, state and federal agencies.
3. Manages, supervises, and evaluates Campus Project Manager and other assigned personnel.
4. ~~Assist in~~ Management, supervision, and evaluation of the Program Manager, Program Management Team, as well as the Construction Management Team.
5. Manages and monitors program level and project schedules, budget and change orders; collects related data; and prepares reports and analyses.



Associate Director of Bond Program Planning and Construction

Management Range: ~~17~~19

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6. Works with administration and appropriate committees to identify facility's needs, reconciles planning and construction of Bond Projects with District, Campus, and Educational Master Plans
7. Oversees preparation and management the Five-Year Construction Plans, Quarterly Reports, State Funding Claims and other documents required by the State Chancellor's Office.
8. Oversees composition and implementation of all Bond Program policies, procedures, program level budgets, schedules, and activation.
9. Ensures implementation of district wide sustainability and zero-net energy initiatives for all projects within the Bond program.
10. Closely coordinates activities related to health, safety and emergency management to ensure all needed safety measures are implemented during construction and closeout of projects.
11. Assists in coordination and presentation of Bond Program/Project reports, updates, and presentations to the Executive Vice Chancellor, Committees, Cabinets, and Board of Trustees as assigned.
12. Develop, analyze, and implement of ~~Measure CCBond Program~~ construction projects; monitor and oversee programming, design, and construction-related activities relative to the ~~Measure CCBond Program~~ endowment; Participate and monitor various programming, design, and construction related activities, including the work of architects, contractors, and other consultants.
13. Coordinate and ensure the collaborative development of projects including participation of campus administration, maintenance and operations, and representative departmental stakeholders to include faculty, staff, and management personnel.
14. Ensure project consistency with the needs and expectations of educational programs and services and compliance with the District's ~~Measure CCBond Program~~ Capital Improvement Program.
15. Provide technical expertise, information and assistance to the campus administration regarding construction needs, plans, priorities, and procedures. Assist the Bond Program Manager in the preparation, solicitation, and review of bids, proposals, and administration of contract documents related to capital construction projects; Provide recommendation to multiple concurrent projects, including assisting in the development of project schedules and budgetary cost controls, reviewing architectural drawings and bid documents.
16. Actively participate in and support District-wide participatory governance activities, ~~support~~support the campus administration, as related to facilities capital improvement and maintenance coordination issues.
17. Review and authorize payments, related to construction activities, and maintain project fiscal controls and cost management.
18. Coordinate project review or approval from the Division of the State Architect, local municipal authorities, and the District's Office of Environmental Health & Safety; coordinate permit applications as necessary.
19. Monitor projects to ensure compliance with District and campus standards, specifications, policies, and procedures, including inspection of completed projects for accuracy, completeness, and compliance with established contracts.



Associate Director of Bond Program Planning and Construction

Management Range: ~~17~~19

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20. Review and evaluate project progress and determine necessary actions to resolve problems; assist in the preparation and maintenance of records, reports, and files related to projects, contractors, plans, specifications, financial activity and assigned duties.
21. Assist in preparation of recommendations and justifications regarding facilities improvement budget requests and request authorization for expenditures according to district policies and applicable regulations.
22. Provide on-going assistance of capital improvement projects; monitor document status for all assigned projects including for example submittals, requests for information, field clarifications, change orders, schedules, pay requests and as-built documentation.
23. Assist in administering project budgets, schedules, logistics, status reports and claims; approve expenditures including change orders to ensure construction of new facilities in accordance to plans and specifications within the approved scope, budget and time frame.
24. Monitor and evaluate project design and construction operations and activities and coordinate corrective actions as necessary; evaluate work products and results of supervised consultants and contractors; assess problem projects for recommendation.
25. Coordinate installation of project utility company services including electrical, gas, potable and recycled water; assist with procurement and installation of furniture; assist with move-in of new facility.
26. Coordinate closeout of projects including punch list, submittals, training of maintenance and operations personnel, filing of Notice of Completion, and Division of the State Architect ~~close out~~closeout; and approval of final payment and release of retention monies.
27. Enter data related to capital improvement projects into data management software using specified applications.
28. Ensure the timely and accurate processing and maintenance of records, reports and files related to assigned facilities planning and construction projects, including drawing files of buildings, floor plans and campus site plans to maintain documentation of existing District and campus facilities.
29. In support of BP6610, conducts outreach to Local/MBE/WBE/Veteran-owned enterprises, community groups, business and trade organizations, unions, education agencies, and the public concerning the procurement policies and procedures applicable to doing business with the District.
30. Reports Local/MBE/WBE/Veteran bond program performance to the Board of Trustees, Chancellor, and Executive staff for public distribution.
31. Directs and administers the successful implementation of the District's Community Benefits Agreement.
32. Manages Capital Outlay and Revenue Bond Funds, including the preparation of schedules and reports for the Citizens Bond Oversight Committee, the annual compliance audit and other requirements.
33. Promotes Uniform Cost Accounting Procedures (UCCAP) program participation to local contractors and provides registration assistance.



Associate Director of Bond Program Planning and Construction

Management Range: ~~17~~19

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34. Works with district program manager and other consultants, contractors and sub-contractors ensure public work competencies of local contractor and trade businesses.

35. Performs detailed contract compliance procedures using applicable platforms to monitor prompt payment and the utilization of Local/MBE/WBE/Veterans in all construction contractor, design construction management, and professional services contracts.

36. Develops and cultivates relationships with businesses and program management team to coordinate and leverage resources in support of the District's Local/MBE/WBE/Veterans board policy.

29-37. Assumes additional managerial duties as appropriate to the position; performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of facilities planning and construction programs.
- Principles, practices, method and procedures of facilities planning and construction project management; capital improvement; facilities bond programs and financing; and public contracting.
- State capital planning standards and specifications.
- Building technologies, complex building design and construction standards issues.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Public works bidding process and applicable laws.
- Building codes, construction delivery methods, building methods and materials.
- Principles, practices and procedures involved in public contracts, purchasing and contract administration.
- Principles, practices and procedures of Division of State Architect (DSA) requirements.
- General practices and procedures involved in public contracts, purchasing and contract administration.
- Principles and practices for construction cost controls and document controls.
- Computer systems and software applications related to the design and construction, including but not limited to Computer Aided Design (CAD) and Building Information Modeling (BIM).
- Applicable local, State and Federal laws, codes, ordinances, regulations, policies and procedures.

Ability to:

- Oversee and participate in the management of a comprehensive facilities planning & construction management program and activities.
- Participate in the selection and recommendation for the program consultants and contractors.



Associate Director of Bond Program Planning and Construction

Management Range: ~~17~~19

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- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret building specifications and drawings.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilities planning and construction management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan, organize and direct the preparation, distribution, review and approval of planning, construction, contractual, architectural and engineering documents, correspondence and related materials.
- Analyze problems, identify alternative solutions, project consequences, and implement recommendations effectively.
- Inspect completed projects and contractor work for accuracy, completeness and compliance with established contracts, standards, and specification.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in Engineering, Architecture, Construction, Construction Management, Business Administration from an accredited college or university in a related field.

Required Experience:

- Five years of increasingly responsible experience involving the management of construction projects, including supervisory or lead responsibility and administering/monitoring of construction contracts.

License Requirement:

- Possession of a valid California driver's license.

Preferred Experience:

- Experience in the California Community College facilities planning, construction management and capital improvement or facilities bond and financing experience.
- California registered Architect or Engineer.
- Certified Construction Manager (CCM), Certified Project Manager Professional (PMP), Associate or Certified by Design Build Institute of America (DBIA).



Associate Director of Bond Program Planning and Construction

Management Range: ~~17~~19

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in both indoor and outdoor environments and may be exposed to occasional hazards of constructions sites and extreme weather conditions. Travel between sites is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



Associate Director of ~~Energy, Facilities Planning, Sustainability & Safety Administration~~ Construction

Management Range: ~~4719~~

Board Approved: 02/10/2022 Revised 06/13/2024

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

SUMMARY DESCRIPTION

Under the general supervision of the Executive Director of Facilities Planning, Sustainability & Construction, the Associate Director of Energy, Facilities Planning, Sustainability, & Safety Administration & Construction plans, organizes, oversees, manages, coordinates, and administers district-wide programs related to energy management, sustainability, and safety. will oversee the planning, management of activities and operations of the District's facilities, construction, maintenance and custodial needs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Oversees the full life cycle (identification through verification) of energy, sustainability, efficiency, conservation and other utility conservation and management efforts for bond and non-bond projects.
- ~~2. Oversees the administration of the District's environmental and occupational health, safety, emergency management and loss control management programs; ensures compliance with Cal OSHA and related regulations.~~
- ~~3. Oversees the development and implementation of the District's emergency preparedness and response program; oversees the development, updates, and implementation of the District's business continuity plan.~~
2. Manage and oversee construction projects, scheduled maintenance projects, space inventory assessments, landscaping, and custodial operations.
3. In support of Board Policy 6610 assists with outreach to local, minority, women and veteran-owned enterprises, community groups, business and trade organizations, unions, education agencies, and the public concerning the procurement policies and procedures applicable to doing business with the District.
4. Manages the Uniform Construction Cost Accounting Procedures (UCCAP) program, ensuring adherence to regulatory standards and conducting frequent local contractor outreach to increase local participation.
- ~~4.5.~~ Supports Campus Facilities Maintenance Operations (M&O) staff in developing and implementing operational improvement strategies.
- ~~5.6.~~ Researches and provides technical expertise on utility services, energy consumption, resource reduction and renewable energy sources.
- ~~6.7.~~ Advocates for District's sustainability initiatives and energy efficient projects and goals during capital and operational project development and implementation.
- ~~7.8.~~ Consults with architects, engineers, builders and other departments to incorporate the District's standards on energy efficiency and sustainability; maintains District standards and owner program requirements; serves as an advisor on application and administration of sustainable design standards.
- ~~8.9.~~ Works internally and externally to identify and procure professional services for energy and sustainability-oriented efforts; ensures alignment of District planning strategies and building program



Associate Director of Energy, Facilities Planning, Sustainability & ~~Safety Administration Construction~~
Management Range: ~~1719~~

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implementation; provides required construction administration support with in-house facilities planning and management staff to ensure continuity throughout energy related projects.

- ~~9-10.~~ Assists the in ~~Oversees~~ district-wide capital improvement and scheduled maintenance and special repair programs; plans, organizes, and oversees the maintenance, alteration, construction, and installation/repair of district administrative facilities, systems and equipment.
- ~~10-11.~~ Oversees development and implementation of technical specifications for resource conservation projects and programs; oversees conservation measures and facilitates project development; develops conceptual estimates of project costs, ~~payback~~ payback periods, and return on investment.
- ~~11-12.~~ Assists in the proper management, maintenance and service of the district energy information system infrastructure and software, electrical vehicle charging stations, and other essential equipment, components and materials.
- ~~12. Oversees the assessment of all disaster equipment and supplies and the implementation of a system that maintains adequate inventory of equipment and supplies.~~
13. Assists in negotiations with public utility companies, the California Energy Commission, contractors, and consultants to obtain the ~~next~~ best pricing on fuel sources.
14. Helps develop the basis for the annual utility budgets; tracks energy consumption of buildings district-wide; records the impact of energy and greenhouse gas reduction measures; assists in monitoring and analysis of utility billing records, including invoices.
15. Prepares and presents administrative, statistical, analytical and narrative reports as well as recommendations relating to energy efficiency, waste reduction and sustainability programs; conducts additional research as necessary; makes recommendations on findings.
16. Represents the ~~Facilities Planning & Construction Department~~ District regarding energy and sustainability matters in discussions/meeting with Federal, State, regional, local entities and the public; assists in formulating policy related to energy resources and procurement; serves on committees and task forces both within the department and with local, State and national agencies and organizations as appropriate.
17. Serves as co-chair or chair of the District-wide Sustainability Committee; serves as district-wide point person for sustainability initiatives and primary liaison between District and Campus sustainability committees; coordinates campus sustainability committees' combined efforts; tracks progress against sustainability plan goals; works closely with members of the college community on issues related to energy management, energy conservation, and sustainability.
- ~~18. Serves as co-chair on of the District's Safety~~ Facilities Advisory ~~Committee; participates and assists the chair in campus safety committee meetings as needed.~~
- ~~19-18.~~ preparing the agenda, and supporting documentation.; Oversees District sustainability initiatives, including: Energy Management Strategy, ~~Storm water~~ Stormwater Management Program, Water Efficiency Program, Climate Action Planning, Campus Sustainability Plan Implementation, Solid Waste Reduction Programs, Transportation Management Program, and other initiatives as identified.
- ~~20-19.~~ Assures that the District participates in available grants and utility company incentive and rebate programs; tracks grants, incentives and rebates received and administers the incentive application process.
- ~~21-20.~~ Participates in district-wide department, project, and construction meetings to review designs and activities associated with District facilities and capital improvement projects.



Associate Director of ~~Energy, Facilities Planning, Sustainability & Safety Administration Construction~~
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- 22-21. _____ CoordinatesCoordinate with the campus maintenance & operation director the repairs of energy management systems (EMS) and effectively communicate with campus to promptly address any comfort issues by using EMS trending and data loggers; obtain a current calendar of events of schedules for each facility to ~~insure~~ensure they are operating according to energy guidelines and checks EMS schedules periodically to ensure operating efficiency and updated as necessary.
22. Assists with the budget process and in the development of assigned budget(s); collects and analyzes financial data; reviews and analyzes budget requests; creates data tracking and reporting systems and monitors status.
23. Manages facilities purchasing, contracts administration, insurance and risk management; oversees and provides support in assigned areas and is responsible for ensuring work is completed accurately and in a timely manner; ensures compliance to established policies and procedures.
24. Enhance Standard Operating Procedures for facilities procurement to increase transparency and process efficiency.
25. Lead the development of the Facilities Master Plan for the district, engaging with campuses and the community to ensure alignment with district strategic goals.
26. Manage the coordination of utility service installations for bond and non-bond projects, including electrical, gas, potable and recycled water.
- 23-27. _____ Other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of a public works, building, construction maintenance and facilities program ~~and an environmental and occupational health, safety and loss control management program.~~
- Principles of electricity, energy conservation practices and measures that would apply to commercial, industrial, residential and public customers; principles of heat and heat transfer; general industrial processes involving heating, cooling and process heat; construction and building lighting and HVAC systems; alternative energy sources.
- Relevant Federal, State and local rules, regulations and codes related to energy consumption and conservation, and environmental and occupational health, safety and loss control management programs.
- Utility economics; analytical techniques used in economic analysis; energy auditing and management and energy equipment, products and services.
- Safety procedures, terminology, equipment and supplies applicable to installation, maintenance and repair operations.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.



**Associate Director of ~~Energy, Facilities Planning,~~
Sustainability & ~~Safety Administration Construction~~
Management Range: ~~1719~~**

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- Automated facility management systems and supporting equipment; building operating principles.
- Working knowledge of California Community College and State capital planning standards and requirements.

Ability to:

- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives and procedures for assigned area.
- Assess operating conditions, efficiency, and applicable standards relative to building and infrastructure systems, tools, vehicles and equipment.
- Work cooperatively as part of a customer service team.
- Read and comprehend complex instructions, blueprints and directions.
- Attain required professional certifications, workshops, seminars and conferences.
- Utilize independent judgment to perform technical and analytical studies of energy usage and electrical demand.
- Conduct energy audits; interpret and apply regulations and standards related to energy conservation measures.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilitates functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's Degree with major course work in Mechanical or Electrical Engineering, Computer Science, Energy Management, Architecture, or Business, or closely related field, from an accredited institution.

Required Experience:

- Five (5) years of progressively responsible experience in the area of energy audit or energy management program development and administration experience, with experience working with commercial/industrial/educational customers or equivalent energy use analysis experience preferred.

License and Certification:

- Current and valid California driver's license and ability to maintain insurability under the District's vehicle insurance policy.

Preferred Experience:



**Associate Director of ~~Energy, Facilities Planning,~~
~~Sustainability & Safety Administration Construction~~
Management Range: ~~1719~~**

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- California registered Architect or Engineer; Leadership in Energy and Environmental Design (LEED) certification preferred; Certified Energy Manager (CEM); Certified Measurement & Verification Professional (CMVP), Envision Sustainability Professional (ENV SP).
- Experience in the California Community College facilities with responsibility for sustainability planning and/or energy efficiency, with demonstrated communication with consensus building in participatory governance environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting. Occasional exposure to risks controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 30 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

Hearing: Hear in the normal audio range with or without correction and may be exposed to moderate noise levels at construction sites.



Campus Project Manager ~~Measure CC~~

Management Range: 17

Board Approved: 04/11/2019 Revised 06/13/2024

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

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Campus Project Manager plans, oversees and implements District's functions associated with ~~Measure CC~~ Bond Program for the campuses; provides management oversight in collaboration with the Campus Vice President of Administrative Services of major and minor capital projects at a campus site; serves as liaison between the program management team, architects, contractors, campus administrative personnel, and maintenance staff; provides technical expertise regarding construction processes and procedures.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; leads by example; actively participates in and supports Campus-wide participatory governance components and activities and other collaborative processes; encourages professional excellence among the staff and consultants; promotes an organizational culture of customer service, innovation, and quality services; and advocates for the ongoing maintainability, functionality and operability of the Campus during the planning, design, procurement, construction, commissioning and post-construction phase for Campus local bond projects.

This position is a full-time management position, based on the availability of Measure CC capital improvement funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serve as district administrator of ~~Measure CC~~the Bond Program facilities improvement projects.
2. Coordinate, assist and participate in the selection process of architects and other consultants, development of plans and specifications and for all assigned facilities improvements, including coordination with district support services, program management team, campus administration and representatives of local, county, state and federal agencies.
3. Develop, analyze, and implement ~~of Measure CC~~Bond Program construction projects; monitor and oversee programming, design, and construction-related activities relative to the ~~Measure CC~~Bond Program endowment; Participate and monitor various programming, design, and construction related activities, including the work of architects, contractors, and other consultants.
4. Coordinate and ensure the collaborative development of projects including participation of campus administration, maintenance and operations, and representative departmental stakeholders to include faculty, staff, and management personnel.
5. Ensure project consistency with the needs and expectations of educational programs and services and compliance with the District's ~~Measure CC~~Bond Capital Improvement Program.



Campus Project Manager ~~Measure CC~~

Management Range: 17

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6. Provide technical expertise, information and assistance to the campus administration regarding construction needs, plans, priorities, and procedures. Assist the Bond Program Manager in the preparation, solicitation, and review of bids, proposals, and administration of contract documents related to capital construction projects; Provide recommendations ~~to~~ for multiple concurrent projects, including assisting in the development of project schedules and budgetary cost controls, reviewing architectural drawings and bid documents.
7. Actively participate in and support District-wide participatory governance activities, supports the campus administration, as related to facilities capital improvement and maintenance coordination issues.
8. Review and authorize payments, related to construction activities, and maintain project fiscal controls and cost management.
9. Coordinate project review or approval from the Division of the State Architect, local municipal authorities, and the District's Office of Environmental Health & Safety; coordinate permit applications as necessary.
10. Monitor projects to ensure compliance with District and campus standards, specifications, policies, and procedures, including inspection of completed projects for accuracy, completeness, and compliance with established contracts.
11. Review and evaluate project progress and determine necessary actions to resolve problems; assist in the preparation and maintenance of records, reports, and files related to projects, contractors, plans, specifications, financial activity and assigned duties.
12. Assist in preparation of recommendations and justifications regarding facilities improvement budget requests and request authorization for expenditures according to district policies and applicable regulations.
13. Provide on-going assistance of capital improvement projects; monitor document status for all assigned projects including for example submittals, requests for information, field clarifications, change orders, schedules, pay requests and as built documentation.
14. Assist in administering project budgets, schedules, logistics, status reports and claims; approve expenditures including change orders to ensure construction of new facilities in accordance to plans and specifications within the approved scope, budget and time frame.
15. Monitor and evaluate project design and construction operations and activities and coordinate corrective actions as necessary; evaluate work products and results of supervised consultants and contractors; assess problem projects for recommendation.
16. Coordinate installation of project utility company services including electrical, gas, potable and recycled water; assist with procurement and installation of furniture; assist with move-in of new facility.
17. Coordinate closeout of projects including punch list, submittals, training of maintenance and operations personnel, filing of Notice of Completion, and Division of the State Architect close out; and approval of final payment and release of retention monies.
18. Enter data related to capital improvement projects into data management software using specified applications.



Campus Project Manager ~~Measure CC~~

Management Range: 17

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19. Ensure the timely and accurate processing and maintenance of records, reports and files related to assigned facilities planning and construction projects, including drawing files of buildings, floor plans and campus site plans to maintain documentation of existing District and campus facilities.
20. Assumes additional managerial duties as appropriate to the position; performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of facilities planning and construction programs.
- Principles, practices, method and procedures of facilities planning and construction project management; capital improvement; facilities bond programs and financing; and public contracting.
- State capital planning standards and specifications.
- Building technologies, complex building design and construction standards issues.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Public works bidding process and applicable laws.
- Building codes, construction delivery methods, building methods and materials.
- Principles, practices and procedures involved in public contracts, purchasing and contract administration.
- Principles, practices and procedures of Division of State Architect (DSA) requirements.
- General practices and procedures involved in public contracts, purchasing and contract administration.
- Principles and practices for construction cost controls and document controls.
- Computer systems and software applications related to the design and construction, including but not limited to Computer Aided Design (CAD) and Building Information Modeling (BIM).
- Applicable local, State and Federal laws, codes, ordinances, regulations, policies and procedures.

Ability to:

- Oversee and participate in the management of a comprehensive facilities planning & construction management program and activities.
- Participate in the selection and recommendation for the program consultants and contractors.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.



Campus Project Manager ~~Measure CC~~

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- Interpret building specifications and drawings.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilities planning and construction management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan, organize and direct the preparation, distribution, review and approval of planning, construction, contractual, architectural and engineering documents, correspondence and related materials.
- Analyze problems, identify alternative solutions, project consequences, and implement recommendations effectively.
- Inspect completed projects and contractor work for accuracy, completeness and compliance with established contracts, standards, and specification.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in Engineering, Architecture, Construction, Construction Management, Business Administration from an accredited college or university in a related field.

Required Experience:

- Five years of increasingly responsible experience involving the management of construction projects, including supervisory or lead responsibility and administering/monitoring of construction contracts.

License Requirement:

- Possession of a valid California driver's license.

Preferred Experience:

- Experience in the California Community College facilities planning, construction management and capital improvement or facilities bond and financing experience.
- California registered Architect or Engineer.
- Certified Construction Manager (CCM), Certified Project Manager Professional (PMP), Associate or Certified by Design Build Institute of America (DBIA).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in both indoor and outdoor environments and may be exposed to occasional hazards of construction sites and extreme weather conditions. Travel between sites is required.



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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



Facilities Project Manager

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

SUMMARY DESCRIPTION

Under the direction of the [Associate](#) Director of Facilities Planning, [Sustainability](#) and Construction, the Facilities Project Manager is responsible for programming efforts to identify scopes of work; managing the design process, soliciting bids, and providing necessary construction administration, closeout and certification. The Facilities Project Manager shall assist district and campus users with developing scopes of work, maintaining project schedules, and adhering to budgets for minor capital outlay, space inventory, scheduled maintenance, special repair, and campus departmental projects.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Collaborates with district users, campus users and external design consultants to define scopes of work, translate the information into complete plans and specifications, assist with the bid process, and provide construction administration assistance to in-house facilities planning and management staff.
2. Collaborates with the [Associate](#) Director of Facilities Planning, [Sustainability](#) and Construction and district program manager to coordinate the implementation of the construction activities related to the district-wide local bond program.
3. Ensures project scopes and schedules are in accordance with Public Contract Code, Campus, and San Bernardino Community College District policy and procedures.
4. Manages external project design consultants in the development of plans and specifications from project inception through bidding. These responsibilities involve managing the development of design documents for compliance with budget, scope, higher education public works, San Bernardino Community College District and campus standards and guidelines.
5. Tracks and controls design costs against the project budget; monitor and maintain assigned project time schedules and budgets, facilitate the bid process; and provide required construction administration with in-house facilities planning and management staff to provide continuity throughout project.
6. Consults with and assists the [Associate](#) Director of Facilities Planning, [Sustainability](#) and Construction and related consultants to develop cost effective design solutions for projects.
7. Provides quality assurance reviews of project documents to minimize potential change orders during construction and initiates revisions to design packages when necessary.
8. Ensures projects are in conformance with applicable building codes and campus design standards; incorporates state, San Bernardino Community College District, and campus standards and allowances into programmatic solutions.



Facilities Project Manager

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9. Solicits fee proposals and initiates contracts for required design activities. Independently manages, schedules and tracks consultant contracts from project inception through construction bid and award associated with approved projects.
10. Collaborates with the Associate Director of Facilities Planning, Sustainability and Construction to interface with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review.
11. Works with campus users on two campuses (Crafton Hills College and San Bernardino Valley College) to provide workable solutions to complex design issues, and project certifications.
12. Manages other facilitates-related projects such as, but not limited to, hazardous materials approval, construction, scheduled and deferred maintenance, annual space inventory, ground keeping, and custodial services.
13. Works and collaborates diligently with the district consultants such as, but not limited to, architects, engineers, construction manager, inspection services and environmental consultants.
14. Reviews and evaluates physical requirements based on facility needs and requests.
15. Manages and monitors project schedules, budgets and change orders; collects related data; and prepares reports and analyses; develops tracking tools and reports to manage project from inception to closeout.
16. Develops programmatic solutions to support projects and requisite funding.
17. Manages maintenance and operations for District Office facilities; and develops and administers related departmental budgets.
18. Obtains all required plan reviews prior to bidding (e.g. State Fire Marshal, Division of the State Architect, plan check agencies for life safety and code compliance).
19. Travels between District Facilitates as necessary for user's meetings, project supervision, in-house construction administration, managing consultants, and other necessary facilities coordination.
20. Assists the Associate Director of Facilities Planning, Sustainability and Construction to manage, supervise and evaluate assigned personnel; and participate in the selection process of personnel in the department.
21. Plans, organizes, and oversees the maintenance, alteration, construction, installation and repairs of district administrative facilities, ground, system and equipment.
22. Manages and supervises the district custodial operations; prioritizes and schedules work and assignment to appropriate personnel as necessary.
23. Oversees the maintenance, improvements, and upkeep of district properties, inclusive of commercial rental properties, district sites, and the district's real estate acquisitions. Regularly monitors properties to ensure they are maintained per lease requirements.



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- ~~24. Works collaboratively with the Executive Director of Facilities Planning and, Sustainability & Construction to address necessary needs on the leasing of properties and tenant improvements. Prepares lease performance reports.~~
- ~~25. Provides local contractors with training on bid platforms and how to complete and submit a bid package.~~
- ~~26. Encourages local contractors to enroll in the Uniform Construction Cost Accounting Procedures (UCCAP) program and provides support with the registration process.~~
- ~~23-27. Reviews UCCAP applications for the District's energy conservation, environmental health, and safety programs completion and approves enrollment in prequalified pools.~~
- ~~28. Supports funding applications with technical analysis, construction scope, and cost.~~
- ~~29. Assists with funding compliance reporting, preparation of bid packages, and management of construction activities.~~
- ~~24-30. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.~~
- ~~25-31. Assume additional managerial duties as appropriate to the position; performs other related duties as needed.~~

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of a public works, building, construction, maintenance and facilities program.
- Principles and practices of public works, building, construction maintenance and facilities.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to public works, building, construction, maintenance and safety.
- Familiarity with CAD software and Microsoft Project scheduling.
- Working knowledge of California Community College and State capital planning standards and requirements.

Ability to:

- Oversee and participate in the management of a comprehensive facilities program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and



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regulations as it relates to the position.

- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilities functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education equivalent to a Bachelor's degree in Engineering, Architecture, Construction Management, or Business, or closely related field, from an accredited college or university.

Required Experience

Three (3) years of progressively responsible experience in the area of project management.

Desired Qualifications

1. California registered Architect or Engineer; Certified Construction Manager (CCM)
2. Experience in the California Community College facilities planning, construction management and capital improvement or facilitates bond-financing experience.

License Requirement

Possession of a valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in both indoor and outdoor environments and may be exposed to occasional hazards of constructions sites and extreme weather conditions. Travel between sites is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

Hearing: Hear in the normal audio range with or without correction and may be exposed to moderate noise levels at construction sites.



Executive Director, Facilities Planning, Emergency Management Sustainability & Construction

Management Range: **24-25**

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

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Executive Director, Facilities Planning, Emergency Management Sustainability, & Construction manages plans, organizes, directs and develops strategies for all District functions associated with facilities planning and construction; emphasizing building and infrastructure sustainability. This role includes overseeing the planning, design, and implementation of local bond bonds, capital outlay and deferred scheduled maintenance programs and

projects; hazardous materials; environmental health; safety; and energy conservation. Develops related funding strategies and requests. The Executive Director, Facilities Planning, Sustainability & Construction is responsible for formulating and administering District policy associated with each function and providing contract administration and support to the colleges. Activities include, but are not limited to planning, organizing, staffing, directing, and controlling personnel and resources, ensuring adherence to sustainability standards and effective local contractor engagement.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Formulates and administers policies and procedures related to facilities planning and construction focusing on sustainable building and infrastructure.
2. In support of Board Policy 6610, oversees outreach to local, minority, women, and veteran-owned enterprises, community groups, business and trade organizations, unions, education agencies, and the public concerning the procurement policies and procedures applicable to doing business with the District.
- ~~2.3.~~ Manages and conducts research, development, and implementation of annual goals and objectives in support of the District's objective and strategic planning priorities, including plans for future facilities development.
- ~~3.4.~~ Works with administration and appropriate committees to identify facility's needs; oversees construction projects; prepares and manages the Five-Year Construction Plans and other documents required by the State Chancellor's Office.
- ~~4.~~ Directs and oversees the District's energy conservation, environmental and occupational health, safety, emergency management and loss control management programs.
5. Coordinates Oversees the Uniform Construction Cost Accounting Procedures (UCCAP) program, ensuring adherence to regulatory standards and conducting frequent local contractor outreach to increase local participation.
- ~~5.6.~~ Oversees the District's local bond program in cooperation with the Associate Director of Bond Program Planning & Construction, College Presidents, Vice Presidents and other administrators, bond program



Executive Director, Facilities Planning, Emergency Management Sustainability & Construction

Management Range: 24-25

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consultants, attorneys, and other professionals.

~~6-7.~~ Assumes responsibility for legal, insurance, financial and other services, as assigned, related to facilities planning, sustainability and construction. Coordinates all leasing activities for the District's real estate portfolio with brokers, leasing agents and property managers.

~~7-8.~~ Pursues and oversees tenant approval process for leasing office/building space.

~~8-9.~~ Directs the development and implementation of the Districtwide Security Facilities Master Plan, Sustainability Plan, Zero Net Energy Plans, Climate Action Plan, focusing on building and Environmental Health infrastructure sustainability and Safety Plans. Oversees and evaluates the effectiveness of the District's emergency preparedness and response program all other plans related to facilities.

~~9-10.~~ Develops and implements strategies for acquiring State funding for capital outlay and campus development projects.

~~10-11.~~ Works with architects to develop specific building projects. Submits State Capital Outlay Budget Change Proposals each year; works with facilities specialists in the State Chancellor's Office and DSA to monitor the progress of proposals.

~~11-12.~~ Prepares annual Space Inventory lists for the campuses and all District facilities in compliance with the State Chancellor's Office reporting requirements.

~~12-13.~~ Updates the State FUSION system, as necessary, to ensure the accuracy of District projects and facilities.

~~13-14.~~ Manages design, bid, and construction phases for approved projects, including coordination of projects with and between contractors, architects, engineers, equipment, vendors, and facilities staff. Maintains blue prints, build digital blueprints, building plans, and other construction records. Directs, understands and negotiates lease agreements and contracts.

~~14-15.~~ Manages and monitors project schedules, budget and change orders; collects related data and prepares reports and analyses; ensures project scopes and schedules are in accordance with Public Contract Codes, Campus, and District policy and procedures.

~~15-16.~~ Manages the State Scheduled Maintenance Program, from application through implementation.

~~16-17.~~ Manages other facilities-related projects such as, but not limited to, hazardous materials removal; Department of Energy and other energy conservation projects; developments of specifications, bids and contracts; and submission of reimbursement claims to the State.

~~17-18.~~ Serves as liaison with the State Chancellor's Office and other governmental agencies, architects, engineers, etc., regarding construction planning and management, construction and facilities management.

~~18-19.~~ Assumes responsibility for District compliance with Federal, State and local governmental requirements regarding facilities, environmental health and safety, energy conservation, Federal and State building and fire codes, health, safety and other facilities-related regulations pertaining to the maintenance of District and college facilities. Prepares and maintains records, reports and applications as required by governmental agencies and the State Chancellor's Office.



Executive Director, Facilities Planning, Emergency Management Sustainability & Construction

Management Range: ~~21-25~~

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- ~~19-20.~~ Manages maintenance and operations for District Office facilities; ~~develops and administers related departmental budgets focusing on sustainable practices and procurement.~~
- 21. Oversees and participates in the development and administration of the Department's annual budget; participates in the forecast of funds needed; monitors and approves expenditures; and implements adjustments.
- 22. Provides oversight for Capital Outlay and Revenue Bond Funds, including the preparation of schedules and reports for the Citizens Bond Oversight Committee, the annual compliance audit and other requirements.
- 23. Serves as the chair of the Facilities Advisory Committee, fostering districtwide collaboration and informed decision making through collegial consultation.
- ~~20-24.~~ Manages, supervises and evaluates assigned personnel; participates in the selection process of personnel in the Facilities Planning & ~~Construction~~ Sustainability Department.
- ~~21-25.~~ Interfaces with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review.
- ~~22-26.~~ Establishes and evaluates District standards for materials, equipment, system, and other items as deemed appropriate and necessary.
- ~~23-27.~~ Develops long range and strategic plans for facilities and operations.
- ~~24-28.~~ Works collaboratively with college campuses and other facilities/sites to evaluate and assess condition needs and develop appropriate budgets, scope of work, and recommendations for delivery to ensure work is ~~complete~~ completed in a timely and cost efficient manner.
- ~~25-29.~~ Provides operational leadership to the District and college staff and consultants in the areas of facilities planning, sustainability, construction, maintenance, grounds keeping and custodial services.
- ~~26-30.~~ Oversees the district-wide sustainability and zero-net energy initiatives with the State Chancellor's Office, college administration, and leasing agents in the acquisition, planning, permitting, construction, and operation of District owned investment properties.
- ~~27-31.~~ Assumes additional managerial duties as appropriate to the position; performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:



Executive Director, Facilities Planning, Emergency Management Sustainability & Construction

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- Operational characteristics, services, and activities of facilities planning, sustainability and construction programs.
- Sustainable buildings and infrastructure principles, including building electrification and water conservation.
- Principles, practices, method and procedures of facilities planning, sustainability and construction project management; capital improvement; facilities bond programs and financing; and public contracting.
- State capital planning standards.
- Building technologies, complex building design and construction standards and issues.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to construction, ~~health~~, fire codes, safety energy conservation, hazardous materials, the American Disabilities Act (ADA) and other related facilities issues.
- Public works bidding process and applicable laws.
- Building codes; construction delivery methods; building methods and materials;₂
- Principles, practices and procedures of Division of State Architect (DSA) requirements.

Ability to:

- Oversee and participate in the management of a comprehensive facilities planning & construction management program and activities.
- Lead sustainability-focused initiatives and integrate them into District operations and planning.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Utilize CADD systems, drawings and plans in the California State Chancellor's Office facility database maintenance stems.
- Interpret building specifications and blueprints.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.



Executive Director, Facilities Planning, Emergency Management Sustainability & Construction

Management Range: ~~24~~25

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- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilities planning and construction management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Master's Degree in Construction Management, Business, Engineering or a related field from an accredited college or university
- A Bachelor's degree in Engineering, Architecture, Construction, Construction Management, Business from an accredited college or university or a related field and seven (7) years of experience can be substituted for the Master's Degree.

Required Experience:

- Five (5) years of experience in supervision.

License Requirement:

- Possession of a valid California driver's license.

Preferred Experience:

- Experience in the California Community College facilities planning, construction management and capital improvement or facilities bond and financing experience.
- California registered Architect or Engineer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed both indoor and outdoor environments and may be exposed to occasional hazards of constructions sites and extreme weather conditions. Travel between sites is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



Executive Director, KVCR TV/FM

Range: ~~21~~25

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

SUMMARY DESCRIPTION

Under the general direction of the Executive Vice Chancellor, plans, organizes, coordinates and directs the operations of the San Bernardino Community college District public radio station, KVCR-FM and the public television station, KVCR-TV. The Executive Director provides leadership and guidance participating in the review and execution of the District policies, programs and concerns as they relate to the stations' fundraising efforts, broadcast operations and the community.

As Executive Director of the District radio and television stations, the incumbent functions as the CEO and the administrator of broadcast operations and programs. In this capacity, the incumbent reports to the Executive Vice Chancellor and is charged with the responsibility of planning, organizing and administering the public service radio and television operations and related activities. Related activities include the oversight of fundraising activities and the planning and coordination of Distance Education delivery systems. Delivery systems include broadcast, satellite, microwave, ITFS and other methods of electronically delivering instructional material from one point to another within the District to serve Crafton Hills College, San Bernardino College, Economic Development & Corporate Training (EDCT), and the District Office.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Ensures broadcast media technologies administered under KVCR, including PBS Television, FNX Channel, NPR Radio, and Empire Digital Media, support and complement strategic decisions and the direction of the District to achieve its mission.
2. Plans, organizes, prepares and administers the budget for the functions and activities of the District radio and television stations.
3. Develops, plans and coordinates community service programming and operations of the radio and television stations resulting in high-quality broadcasting services to the Inland Empire.
4. Prepares, submits and administers state and federal grants for both the public radio and public television stations.
5. Prepares, maintains and submits reports, licenses and applications to state and federal agencies including the Federal Communications Commission, Corporation for Public Broadcasting, Public Telecommunications Facilities Program, National Public Radio and the Public Broadcasting Service.
6. Provides leadership in promoting student access through the application of broadcast media services into District and College marketing initiatives. Ensures the integration of broadcast media resources into applicable college instructional programs and settings to promote student success through student internships and employment in media productions, operations, and programming.



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7. Plans, coordinates and consults with appropriate staff to provide instructional delivery systems including broadcast, microwave, satellite, ITFS and other methods of delivery to and from Crafton Hills College, San Bernardino Valley College, The District Office and other Inland Empire locations.
8. Meets, coordinates and consults with administrators, faculty, staff, students and the general public on radio and television programming and related activities and ensures all are provided technical consultation and advice to capitalize on broadcast media technology resources.
9. Participates in and makes recommendations on the hiring, supervision and evaluation of radio and television classified staff.
10. Oversees, develops, enhances and expands development efforts for both stations in all areas of fundraising.
11. Represents the radio and television stations at professional meetings relating to the programming, funding and operations of public broadcasting entities.
12. Develops and maintains an on-going involvement in the community. Initiates partnerships and linkages to business and industry to enhance the acquisition, access, and efficient use of broadcast media technology resources.
13. Anticipates, prevents, and resolves difficult and sensitive inquiries, conflicts and complaints.
14. Actively seeks, engages, and builds relationships with various stakeholders such as community leaders, local government officials, nonprofit organizations, and other key influencers.
15. Develops and maintains partnerships with local elementary and high schools to foster and encourage interest in various media professions.
16. Serves as the Director of the Inland Futures Foundation (Foundation) and manages the overall function of the Foundation, developing annual goals, training, preparing meeting agendas, Director's handouts, minutes, and other relevant materials, and accountability for the overall operation of the Foundation.
17. Provides leadership in the area of resource development through active participation in the fund-raising efforts of KVCR, and active role in grants development. Works with other District leaders to develop strategies to enhance resources.
18. Attends and participates in professional conferences, workshops and local, state, regional and national activities on behalf of the district.
19. Performs other related duties as may be required or assigned.



Executive Director, KVCR TV/FM

Range: ~~24~~25

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QUALIFICATIONS

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

Knowledge of:

- Thorough knowledge of radio and television programming, operations and fundraising
- FCC rules and regulations pertaining to station operations
- Principles and practices of budget preparation and sound fiscal management as it relates to non-profit organizations
- Principles of supervision
- Copyright laws
- New media technologies in Distance Education and advanced digital television broadcasting.

Ability to:

- Demonstrate expertise in the planning, organization and operation the District radio station and television in accordance with FCC rules and regulations and District policies
- Establish and maintain high broadcasting standards
- Supervise programming, production, development, operations and engineering staff
- Develop and evaluate comprehensive plans and programs to satisfy present and future broadcasting and distance educational needs
- Deal effectively with representatives from public and private agencies and the general public; communicate effectively both orally and in writing.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Bachelor's Degree in Business Administration, Public Administration, Organizational Development, Education, Communications or a related field

Experience:

- Three years in a senior administrative position.

Desired Education/Experience:

- A Master's Degree



Executive Director, KVCR TV/FM

Range: ~~21~~25

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting; occasionally travel from site to site.

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

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

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



Executive Director, Business and Fiscal Services

Management Range: 25

Board Approved: 06/13/2024

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

SUMMARY DESCRIPTION

Under the direction of the Executive Vice Chancellor, is responsible for all areas related to the activities and operations of the Business Services and Fiscal Services Divisions. Directs, manages, coordinates and supervises assigned activities and operations including District-wide budget and accounting functions, control of District budgets, preparation of financial reports, analysis and interpretation of accounting data, purchasing functions and contracts, fixed assets, risk management and various auditing functions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
2. Manages and directs the oversight of the District's accounting operations, including the District-wide budget, maintenance of records of all expenditures and revenues, ensuring fiscal solvency and conformance with generally accepted accounting principles and contract requirements.
3. Manages and directs the oversight of the District's procurement and contracting functions, including fixed assets accounting, procurement card program, surplus and disposal, and risk management.
4. Oversight of operations involved with enterprise resource planning (ERP), including implementation, project management, user support, District-wide training, and maintenance.
5. Reviews and appraises the District systems of internal control and recommends improvements wherever needed to strengthen internal control. Reviews District operations for compliance with federal, State, and District rules and regulations. Performs special audits and projects as assigned.
6. Assists in coordinating Property Management activities, including property manager relations, leasing agreements, and maintenance and improvement of facilities.
7. Assists the Executive Vice Chancellor in construction bond transactions, including preparation for and participation in bond rating assessment interviews with external agencies, and bond program fiscal management.
8. Selects, trains motivates, and evaluates assigned personnel; assigns work activities, projects and programs; reviews and evaluates work products, methods, and procedures; meets with personnel to identify and resolve problems.
9. Serves as the liaison for the Business Services division with other departments; negotiates and resolves sensitive and controversial issues. Serves as the liaison with the business community and local commerce leaders regarding contracting requirements and procedures governing the business services of the District.



Executive Director, Business and Fiscal Services

Management Range: 25

Board Approved: 06/13/2024

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10. Advises the Executive Vice Chancellor in District-wide budget, accounting, legal, contractual, compliance and other business matters.
11. Prepares Board reports with appropriate supporting material for the Executive Vice Chancellor's review and approval.
12. Provides technical advice and information to administrators and staff members on financial and budgeting matters.
13. Prepares, reviews, and analyzes a variety of detailed financial, accounting, and statistical statements, analyses, documents, and reports; gathers and organizes data and participates in the preparation of reports and recommendations.
14. Serves on a variety of committees; serves as liaison for the Fiscal Department with other departments, divisions, and outside agencies.
15. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
16. Attends and participates in professional group meetings and District committees; maintains awareness of new trends and developments in the field of purchasing, contracting, auditing, and risk management.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Principles, practices, policies, and procedures used in fiscal and/or business office operations.
- Principles and practices used in purchasing and contracting.
- Principles and practices used in professional accounting, budgeting and auditing.
- Principles and practices used in financial analysis and research procedures.
- Pertinent laws, regulations, and policies governing the fiscal requirements of the California Community College system.
- Principles and techniques of management, organization, training, performance evaluation and supervision.
- Principles and practices used in risk insurance and liability management.
- Methods and techniques of technical procurement and contract negotiation.
- State accounting and reporting requirements.
- Methods and techniques of statistical and financial reporting.
- Pertinent federal, state and local laws, codes and regulations.
- Operational characteristics, services, and activities of a broad business services program within a community college district.

Ability to:



Executive Director, Business and Fiscal Services

Management Range: 25

Board Approved: 06/13/2024

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- Plan, schedule, and coordinate a variety of financial and business-related activities and meet deadlines.
- Plan, organize schedule, and direct the work of assigned staff.
- Review records and analyze and interpret financial data, draw conclusions and make recommendations.
- Direct and administer the risk, liability and property management program.
- Apply and interpret pertinent laws, regulations, and policies related to risk, accounting financial management systems.
- Provide leadership and technical assistance to others.
- Effectively utilize computer systems and software in the performance of duties.
- Prepare concise reports and accounting and financial statements.
- Train others in specialized financial practices and procedures.
- Learn specialized software applications.
- Select, supervise, train and evaluate staff.
- Prepare clear and concise administrative and financial reports.
- Perform professional accounting, statistical and auditing work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Interpret and apply federal, state, and local policies, laws and regulations.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to business services functions and operations.
- Communicate effectively, clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with co-workers, vendors, District personnel, and campus personnel.

Education and Experience Guidelines

Education/Training:

- A Master's degree from an accredited college or university with major course work in accounting, business administration or a related field.

Experience:

- Five (5) years of increasingly responsible experience in general accounting or fiscal operations, including three (3) years at a managerial/supervisory level in a college or governmental setting.

Equivalency Provision

In the absence of a Master's degree from an accredited college or university with major course work in accounting, business administration or a related field, a Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, or a related field and 7 years of increasingly responsible



Executive Director, Business and Fiscal Services

Management Range: 25

Board Approved: 06/13/2024

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experience in general accounting or fiscal operations, including three (3) years at a managerial/supervisory level in a college or governmental setting is qualifying.

Preferred Experience:

- Experience in budget, accounting, auditing, business operations and/or financial research in a public education institution.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

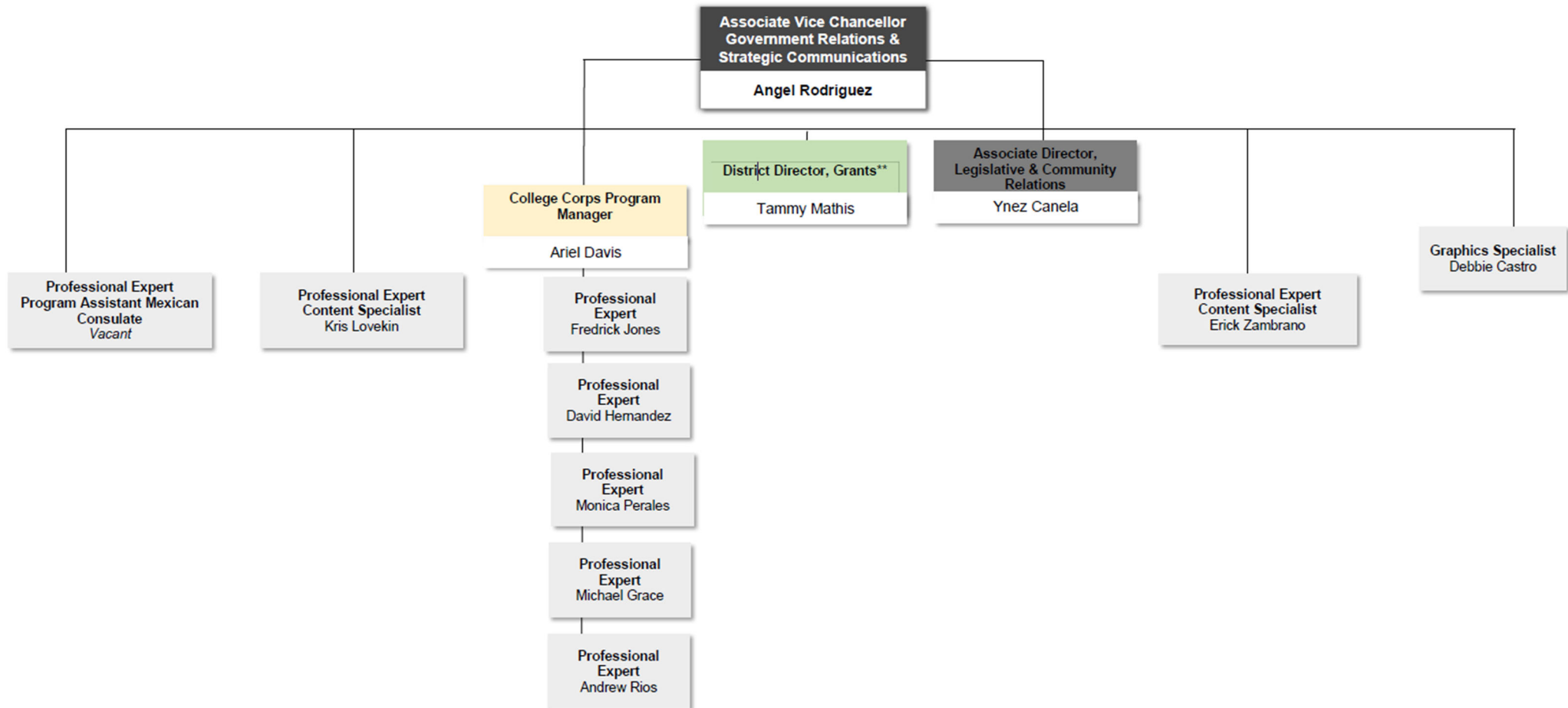
Environment: Work is performed primarily in a standard office setting; occasionally travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

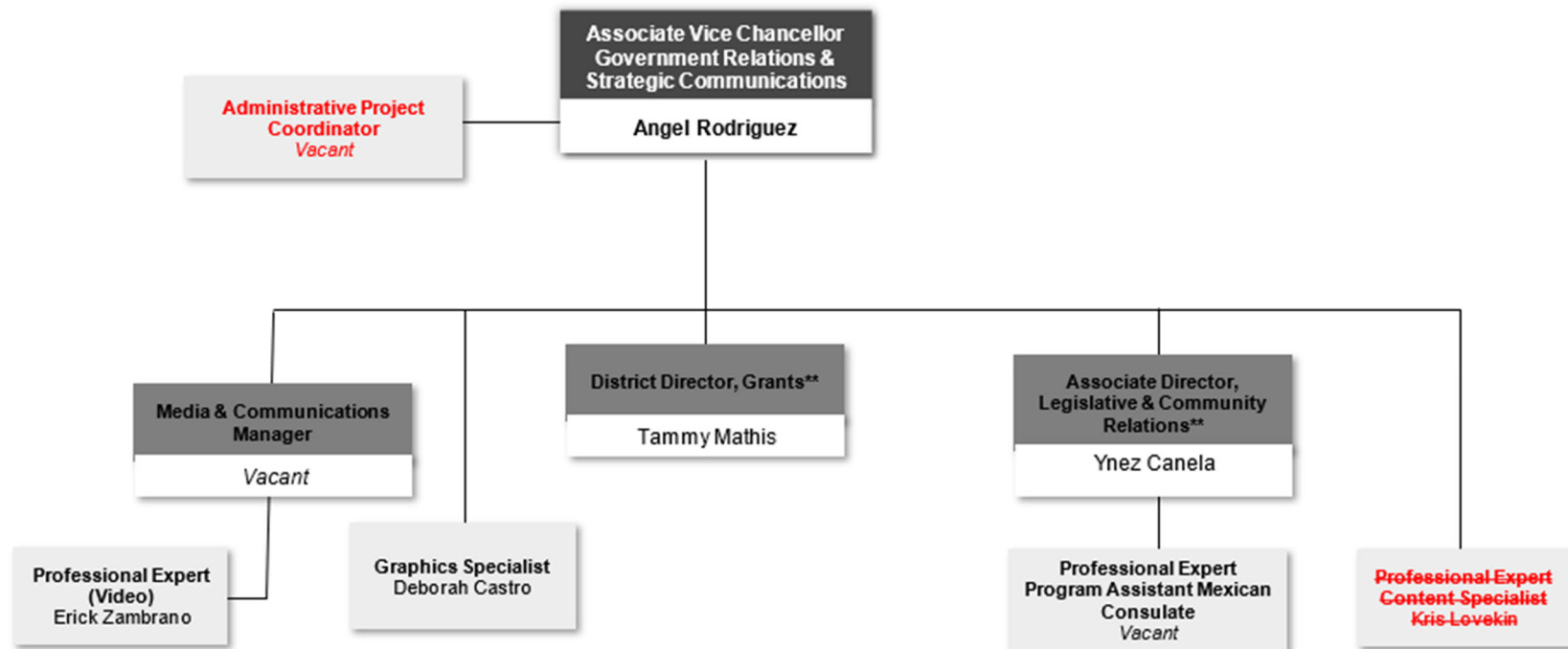
Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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

GOVERNMENT RELATIONS & STRATEGIC COMMUNICATIONS | CURRENT



GOVERNMENT RELATIONS & STRATEGIC COMMUNICATIONS | PROPOSED



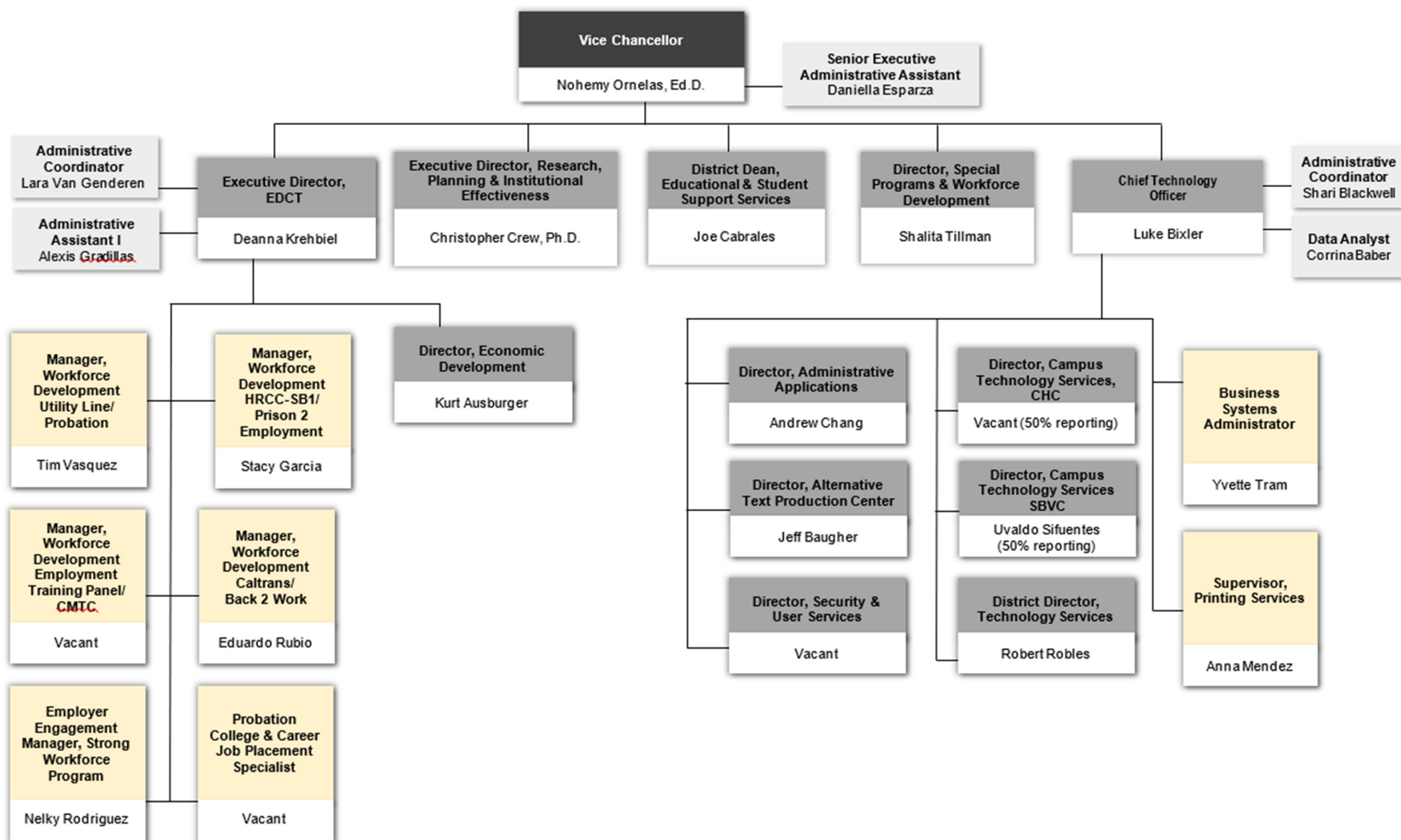
*Categorically
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**Categorically
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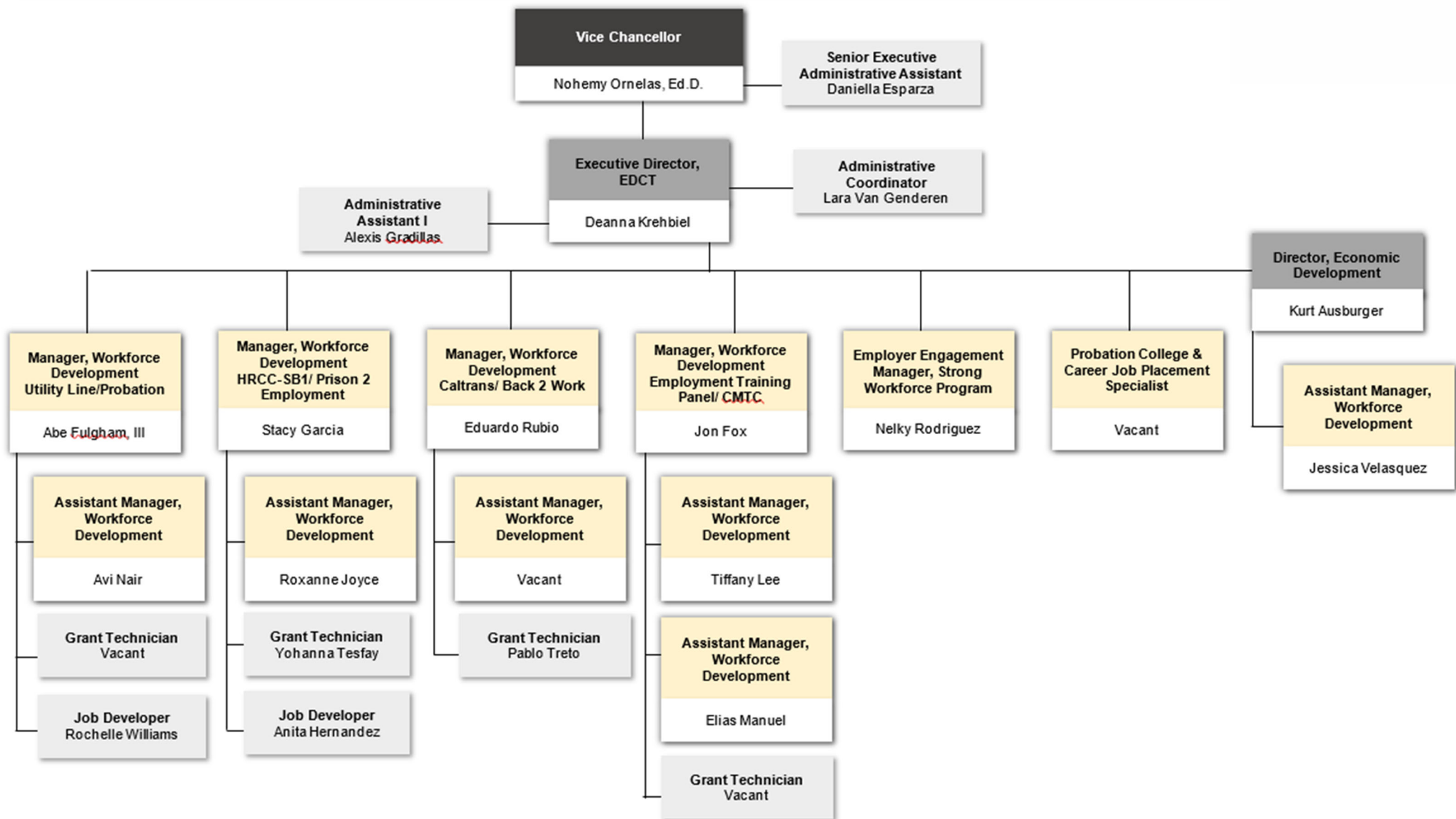
GOVERNMENT RELATIONS & STRATEGIC COMMUNICATIONS | PERSONNEL & BUDGET IMPACT

Item	Division	Department	Existing Position	Current Employee	Current Cost	Proposed Change	Proposed Position	Proposed Employee	Proposed Cost	Difference
1a	GRSC	GRSC	District Director of Grants	Tammy Mathis	204,310	Split funding 50/50 General/Categorical; create Job Description	50% District Director of Grants	Same	102,155	(102,155)
2a	GRSC	GRSC	Associate Director, Legislative & Community Relations	Ynez Canela	202,497	Split funding 50/50 General/Categorical; create Job Description	50% Associate Director, Legislative & Community Relations	Same	101,248	(101,248)
3	GRSC	GRSC	None	None	0	Add new position	Administrative Project Coordinator	Recruit	103,296	103,296
4	GRSC	GRSC	None	None	0	Update Job Description, add position	Marketing & Media Manager	Recruit	148,020	148,020
5	GRSC	GRSC	Content Specialist (Writer)	Kris Lovekin	50,064	Eliminate position	None	None	0	(50,064)
				Subtotals - General Fund	406,807				454,720	47,912
1b	GRSC	GRSC	None	None	0	Split funding 50/50 General/Categorical; create Job Description	50% District Director of Grants	Tammy Mathis	102,155	102,155
2b	GRSC	GRSC	None	None	0	Split funding 50/50 General/Categorical; create Job Description	50% Associate Director, Legislative & Community Relations	Ynez Canela	101,248	101,248
6	GRSC	GRSC	Program Manager, College Corps (Categorical)	Ariel Davis	139,720	Transfer to E&SSS	None	None	0	(139,720)
7	GRSC	GRSC	Program Assistant (Mexican Consulate)	Vacant	0	Fill vacancy	Same	Recruit	61,984	61,984
				Subtotals - Categorical	139,720				265,388	125,667
				Total Impact Overall	546,528				720,107	173,580

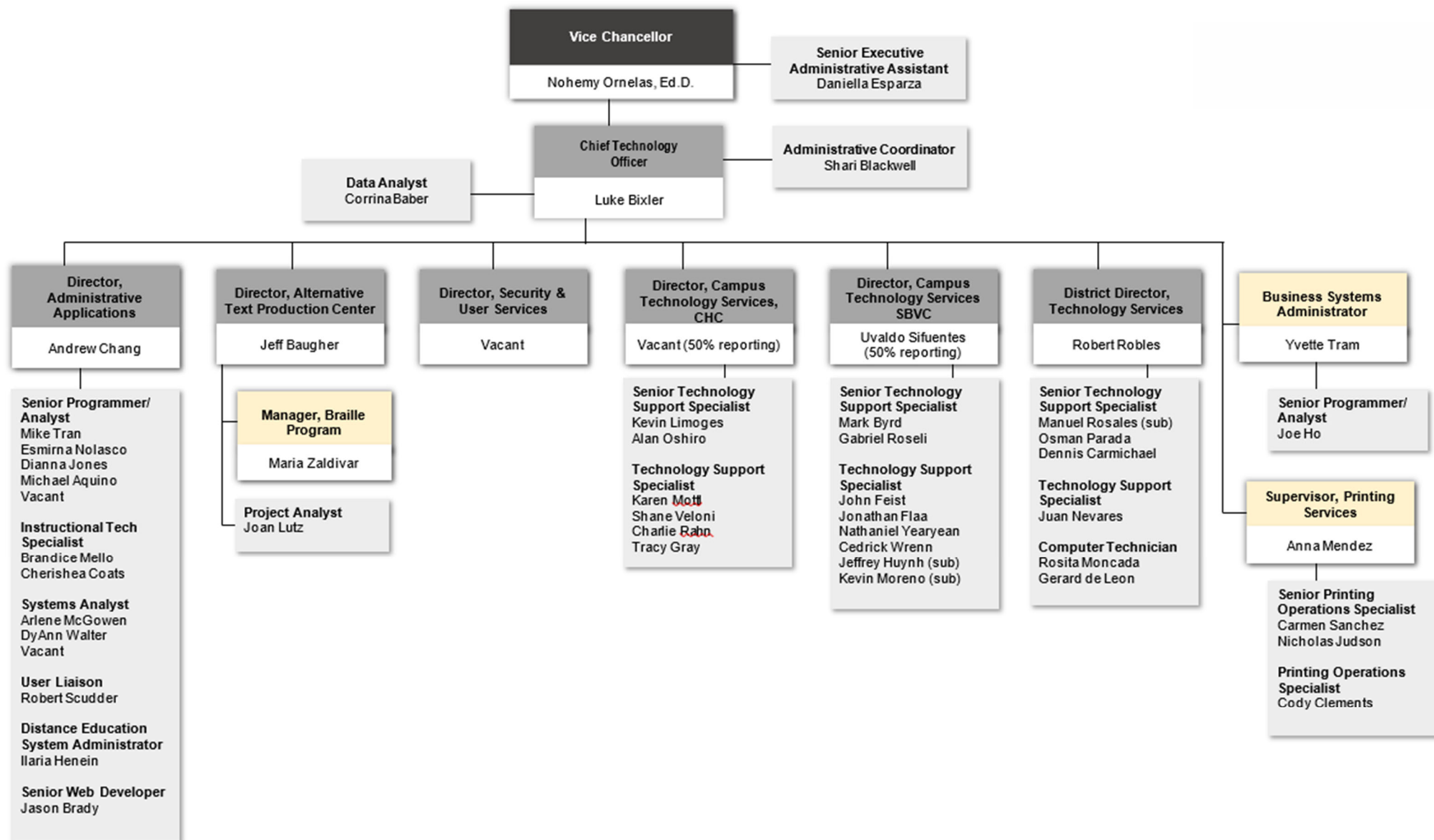
EDUCATIONAL & STUDENT SUPPORT SERVICES | CURRENT



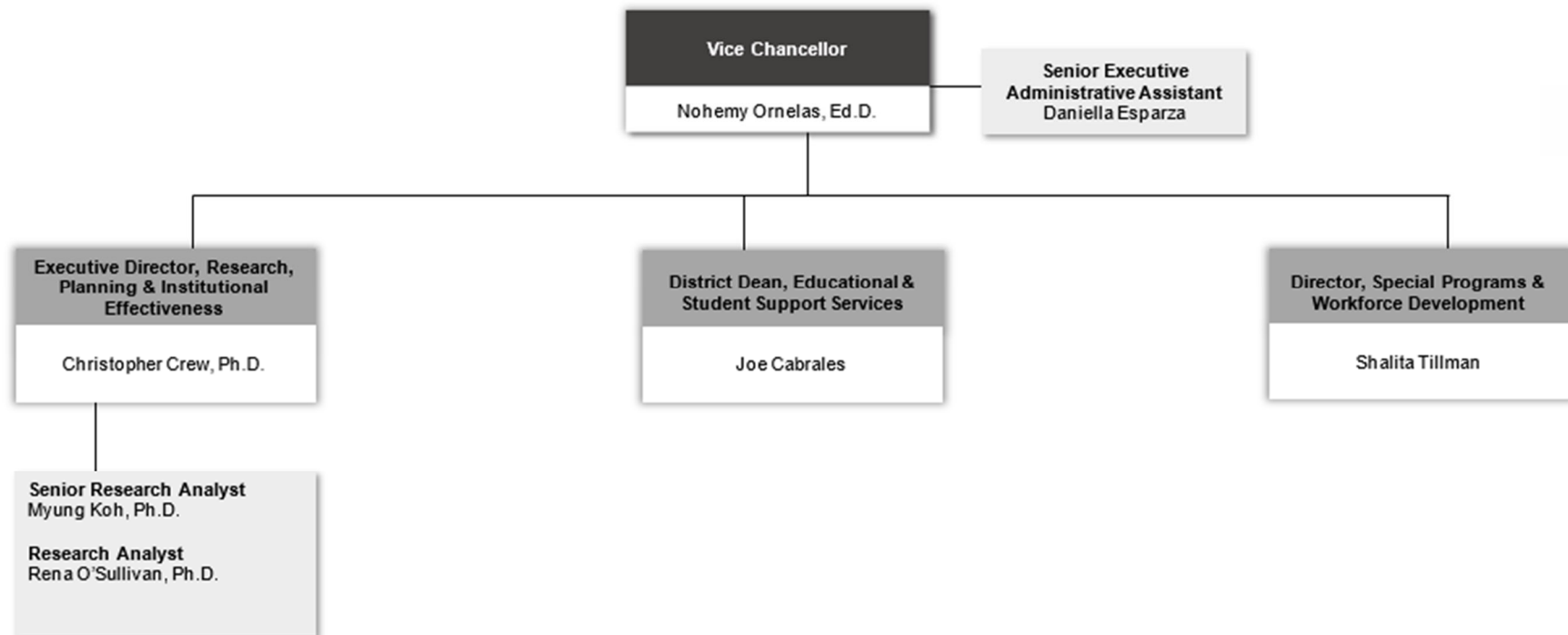
EDUCATIONAL & STUDENT SUPPORT SERVICES (EDCT) | CURRENT



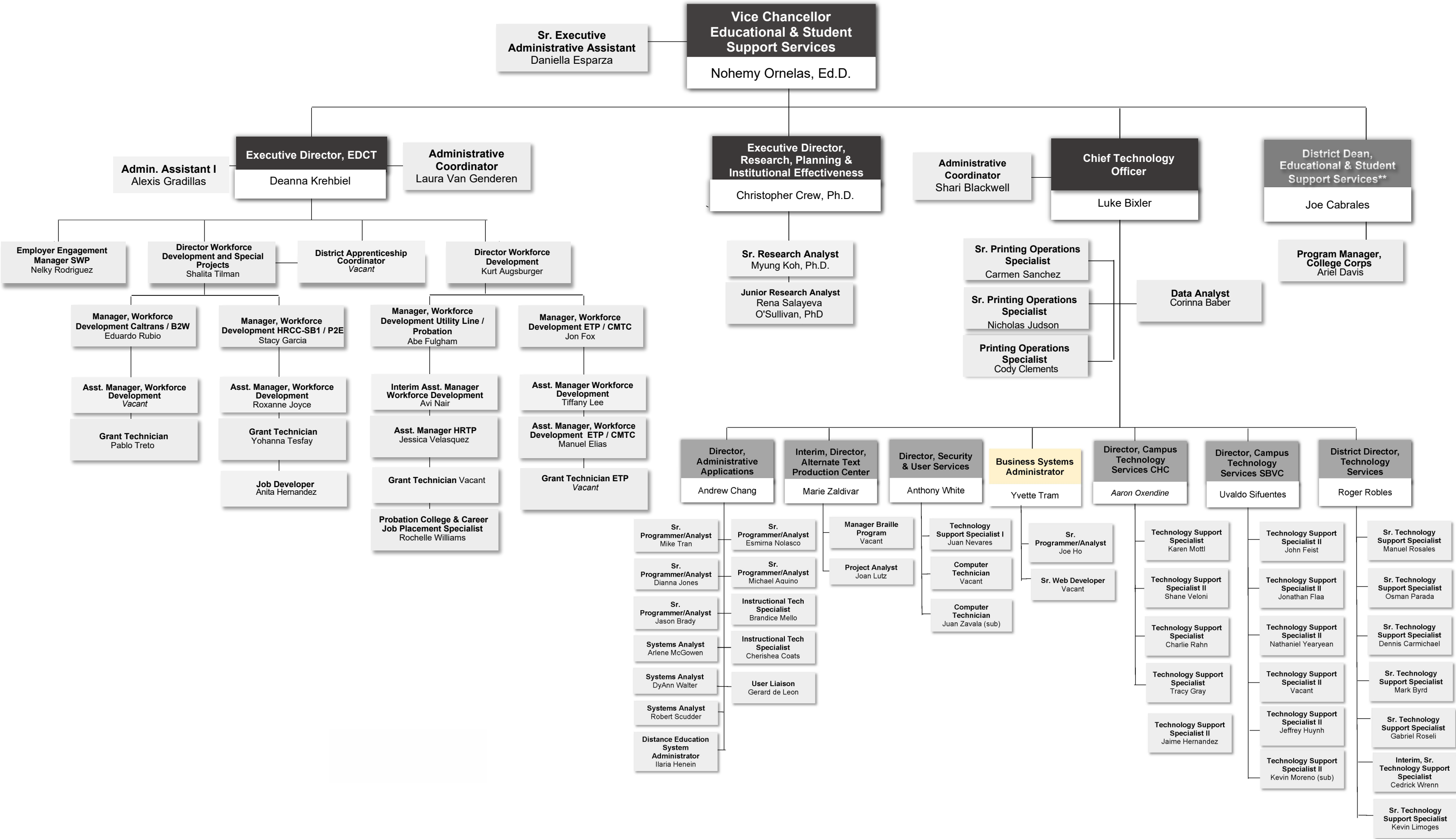
EDUCATIONAL & STUDENT SUPPORT SERVICES (TESS) | CURRENT



EDUCATIONAL & STUDENT SUPPORT SERVICES (INSTITUTIONAL EFFECTIVENESS) | CURRENT



EDUCATIONAL & STUDENT SUPPORT SERVICES | PROPOSED



Item	Division	Department	Existing Position	Current Employee	Current Cost	Proposed Change		Proposed Position	Proposed Employee	Proposed Cost	Difference
1	E&SSS	TESS	Chief Technology Officer	Luke Bixler	296,531	Update Job Description & increase salary range	Same		Same	311,356	14,826
2	E&SSS	TESS	Supervisor, Printing Services	Anna Mendez (retiring October 2024)	145,406	Elimate position	None		None	0	(145,406)
Subtotals - General Fund					441,937					311,356	(130,581)
3	E&SSS	Institutional Effectivess	None	None	0	Transfer from GRSC	Program Manager, College Corps (Categorical)		Ariel Davis	139,720	139,720
Subtotals - Categorical					0					139,720	139,720
Total Impact Overall					441,937					451,077	9,140

EDUCATIONAL & STUDENT SUPPORT SERVICES JOB DESCRIPTION

1. CHIEF TECHNOLOGY OFFICER



Chief Technology Officer

Management Salary Range: **2526**

Board Approved: 10/11/18 **Revised 06/13/2024**

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

SUMMARY DESCRIPTION

Under supervision of the appropriate administrator, the District's Chief Technology Officer, plans, organizes, identifies, directs, administers, reviews, implements and evaluates the overall policies and goals for the information technologies for District-wide, multi-location, and multi-networked administrative systems, classroom instruction, and telecommunications. Develops strategic plans, assesses various technical innovations, negotiates with vendors, prioritizes District-wide Information Technology projects and oversees the project management related to implementation. The Chief Technology Officer is responsible for the Information Technology functional management including procedural analysis, coordination of activities, personnel supervision, budget, procurement, staff training, and long-range planning. The Chief Technology Officer researches new and innovative technologies, assesses and updates the direction of the technology for the District including, but not limited to, voice, data, traditional media services, wireless, library technical, teleconferencing, multimedia and instructional development, cable television, and video capabilities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Direct, administer and supervise the planning, organization and coordination of information systems and technologies to support instructional, student services, and administrative programs. Develop and encourage the adherence to information technology standards. Promote and encourage the development of innovative technology.
2. Develops and recommends short and long-term plans, policies and procedures covering all areas of Information Technologies Services in the District.
3. Develops, maintains, and supports computing and communications services that balance centralized and decentralized approaches to meeting the technology needs of academic and administrative users.
4. Directs through staff, the District's telecommunications programs and other centralized computer services functions.
5. Manages, designs, and maintains major District-wide databases, information and decision support, systems. Direct studies of technological advancements in information technology, evaluation the applicability of new approaches to information systems for the District, and initiation of changes in system design, hardware, capacity of configuration and resource allocation.
6. Coordinates and provides strategic direction to the ongoing development rollout of central administrative applications.
7. Ensures confidentiality, security, and integrity of all electronic information assets and information technology infrastructure.
8. Supports the mission of the District through innovative, secure, and stable technology solutions. Anticipates, prevents and resolves problems and concerns.
9. Confers with and coordinates user groups regarding applications capabilities, feasibility in developing specific



Chief Technology Officer

Management Salary Range: **2526**

Board Approved: 10/11/18 Revised 06/13/2024

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application systems and determining system requirement and modifications for assigned application systems.

10. Maintains a liaison relationship with the District and college user community; acts as a user advocate in the Information Technology department; promotes new systems and services to these user communities.
11. Assures the timely preparation, maintenance and distribution of reports and records as required by Federal, State, local, and District regulations; inform senior administrators and other District staff of the status of assigned functions, programs and services.
12. Communicates complex technology issues clearly to non-technical parties orally or in written format and makes effective presentations; ensures open communications between users and technical groups. Provides senior administrators and other District personnel with regular updates on projects and activities.
13. Coordinates and participates in the training of the users; performs regular workshops and in-services. Trains, evaluates and provides work direction to assigned staff.
14. Participates in the evaluation, costing, selection, testing, and implementation of all applications-related software and hardware; advises on current application technology innovations.
15. Provide on-site leadership, coordination, supervision and technical support for District –wide software applications, technology systems and services.
16. Evaluates emerging and innovative strategies related to area of assignment and makes proposals regarding their strategic use in serving the needs of students, faculty and staff.
17. Participates in the development, interpretation, and communication of departmental standards, goals, objectives, priorities, policies and procedures, within District quality guidelines, ensures all projects and assignments comply and are understood by all technical and user groups.
18. Participates in establishing and maintaining the creative vision and direction for online services, products and programs related to area of assignment; consults with students, faculty, staff and administration on the development and delivery use of assigned technology systems and services; convene or serve on design teams as appropriate.
19. Responsible for the documentation of systems.
20. Reviews, evaluates and selects contract firms and conducts research on potential suppliers. Confers with hardware and software vendors to obtain information, resolves problems, and arranges and conducts demonstrations and evaluations.
21. May represents the District at Information Technology department meetings related to area of assignment; promotes the District's position related to Information Technology.
22. Performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Principles, practices and techniques of information systems management, including applications



Chief Technology Officer

Management Salary Range: ~~2526~~

Board Approved: 10/11/18 Revised 06/13/2024

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design, hardware and software options for administrative, business and academic functions and the cost-benefit of systems alternatives.

- Principles and methods of systems and business process analysis and project management.
- Applications design principles and development methodologies and tools.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to information systems management.

Ability to:

- Ability to build team support.
- Communicate effectively both orally and in writing, work collaboratively with faculty, staff, and administrators; supervise and direct staff, manage the budget effectively, work with students, faculty, and staff from diverse academic, cultural, ethnic, and socioeconomic backgrounds.
- Develop cooperative working relationships in a highly diverse environment.
- Provide leadership in planning and implementing effective and efficient information management systems.
- Concurrently direct multiple projects related to applications, programming, and user training.
- Work effectively with user groups to determine and develop solutions to administrative issues and information needs.
- Oversee, direct, and coordinate the work of staff.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Education and Experience Guidelines

Education/Training:

A Master's Degree from an accredited college or university.

Required Experience:

Four years of experience in information systems which should include:

1. Project management, network administration, and system analysis.
2. Three years of experience at a management level with supervisory, team leadership, and workload management responsibilities.



Chief Technology Officer

Management Salary Range: **2526**

Board Approved: 10/11/18 Revised 06/13/2024

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3. Experience that indicates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning disabilities.

Preferred Education and Experience:

1. A Doctorate degree from an accredited college or university.
2. Experience in the California Community College System.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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

SALARY SCHEDULES

1. CONFIDENTIAL/SUPERVISORY
2. MANAGEMENT

Confidential/Supervisory Salary Schedule
Submitted for Board Approved 6/13/2024

Effective 07/01/24

[v.6/3/2024.p.1|1]

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1		\$ 27.71	\$ 28.57	\$ 29.46	\$ 30.37	\$ 31.31	\$ 32.27	\$ 33.27	\$ 34.27	\$ 35.30	\$ 36.37
2		\$ 28.40	\$ 29.28	\$ 30.20	\$ 31.13	\$ 32.08	\$ 33.08	\$ 34.10	\$ 35.12	\$ 36.18	\$ 37.26
3		\$ 29.12	\$ 30.02	\$ 30.94	\$ 31.90	\$ 32.90	\$ 33.91	\$ 34.96	\$ 36.00	\$ 37.09	\$ 38.19
4	▪ Recruitment Specialist	\$ 29.85	\$ 30.76	\$ 31.73	\$ 32.70	\$ 33.72	\$ 34.76	\$ 35.83	\$ 36.90	\$ 38.01	\$ 39.15
5		\$ 30.59	\$ 31.54	\$ 32.51	\$ 33.52	\$ 34.55	\$ 35.62	\$ 36.72	\$ 37.83	\$ 38.97	\$ 40.14
6		\$ 31.36	\$ 32.32	\$ 33.33	\$ 34.36	\$ 35.42	\$ 36.51	\$ 37.65	\$ 38.78	\$ 39.94	\$ 41.13
7		\$ 32.13	\$ 33.14	\$ 34.16	\$ 35.23	\$ 36.30	\$ 37.43	\$ 38.59	\$ 39.74	\$ 40.94	\$ 42.17
8		\$ 32.94	\$ 33.96	\$ 35.02	\$ 36.10	\$ 37.21	\$ 38.36	\$ 39.55	\$ 40.74	\$ 41.96	\$ 43.22
9		\$ 33.77	\$ 34.82	\$ 35.90	\$ 37.00	\$ 38.14	\$ 39.32	\$ 40.55	\$ 41.75	\$ 43.01	\$ 44.30
10	▪ Human Resources Coordinator	\$ 34.61	\$ 35.69	\$ 36.79	\$ 37.92	\$ 39.09	\$ 40.31	\$ 41.55	\$ 42.80	\$ 44.09	\$ 45.41
11		\$ 35.48	\$ 36.58	\$ 37.70	\$ 38.87	\$ 40.08	\$ 41.31	\$ 42.59	\$ 43.87	\$ 45.19	\$ 46.54
12		\$ 36.37	\$ 37.49	\$ 38.64	\$ 39.85	\$ 41.08	\$ 42.34	\$ 43.66	\$ 44.97	\$ 46.31	\$ 47.70
13		\$ 37.28	\$ 38.42	\$ 39.62	\$ 40.84	\$ 42.10	\$ 43.41	\$ 44.75	\$ 46.09	\$ 47.47	\$ 48.90
14		\$ 38.21	\$ 39.40	\$ 40.61	\$ 41.86	\$ 43.16	\$ 44.50	\$ 45.87	\$ 47.24	\$ 48.67	\$ 50.12
15	▪ Human Resources Generalist	\$ 39.16	\$ 40.37	\$ 41.62	\$ 42.91	\$ 44.23	\$ 45.60	\$ 47.01	\$ 48.43	\$ 49.88	\$ 51.37
16		\$ 40.14	\$ 41.38	\$ 42.66	\$ 43.97	\$ 45.34	\$ 46.74	\$ 48.20	\$ 49.64	\$ 51.12	\$ 52.66
17	▪ Senior Human Resources Generalist	\$ 41.15	\$ 42.42	\$ 43.72	\$ 45.07	\$ 46.48	\$ 47.91	\$ 49.40	\$ 50.88	\$ 52.41	\$ 53.97
18		\$ 42.17	\$ 43.47	\$ 44.82	\$ 46.21	\$ 47.63	\$ 49.12	\$ 50.63	\$ 52.16	\$ 53.71	\$ 55.32
19	▪ Human Resources & Payroll Analyst ▪ Safety & Risk Management Analyst	\$ 43.22	\$ 44.56	\$ 45.94	\$ 47.36	\$ 48.83	\$ 50.34	\$ 51.88	\$ 53.45	\$ 55.05	\$ 56.70
20		\$ 44.31	\$ 45.68	\$ 47.10	\$ 48.54	\$ 50.05	\$ 51.59	\$ 53.19	\$ 54.79	\$ 56.43	\$ 58.12
21	▪ Human Resources Analyst	\$ 45.42	\$ 46.82	\$ 48.27	\$ 49.76	\$ 51.30	\$ 52.89	\$ 54.52	\$ 56.16	\$ 57.84	\$ 59.59
22	▪ Executive Administrative Assistant to the Chief Human Resource Officer * ▪ Executive Administrative Assistant, President's Office * ▪ Senior Executive Administrative Assistant *	\$ 46.54	\$ 48.00	\$ 49.47	\$ 51.00	\$ 52.58	\$ 54.20	\$ 55.89	\$ 57.56	\$ 59.28	\$ 61.06
23	▪ Administrative Officer to the Chancellor *	\$ 47.70	\$ 49.19	\$ 50.71	\$ 52.28	\$ 53.90	\$ 55.56	\$ 57.28	\$ 59.00	\$ 60.77	\$ 62.59
24	▪ Human Resources Senior Analyst *	\$ 48.91	\$ 50.42	\$ 51.98	\$ 53.59	\$ 55.25	\$ 56.95	\$ 58.72	\$ 60.47	\$ 62.29	\$ 64.15
25		\$ 50.13	\$ 51.69	\$ 53.28	\$ 54.93	\$ 56.63	\$ 58.37	\$ 60.18	\$ 61.98	\$ 63.85	\$ 65.76
26		\$ 51.38	\$ 52.97	\$ 54.61	\$ 56.30	\$ 58.05	\$ 59.84	\$ 61.69	\$ 63.54	\$ 65.44	\$ 67.40
27		\$ 52.67	\$ 54.29	\$ 55.97	\$ 57.70	\$ 59.49	\$ 61.32	\$ 63.22	\$ 65.12	\$ 67.08	\$ 69.10
28		\$ 53.98	\$ 55.66	\$ 57.37	\$ 59.16	\$ 60.98	\$ 62.86	\$ 64.80	\$ 66.75	\$ 68.75	\$ 70.82
29		\$ 55.33	\$ 57.05	\$ 58.81	\$ 60.62	\$ 62.50	\$ 64.43	\$ 66.43	\$ 68.43	\$ 70.47	\$ 72.59

*Supervisory

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1											
2											
3											
4											
5											
6	▪ Assistant Manager, Workforce Development ▪ Caltrans Work Crew Supervisor ▪ Tool Room Supervisor	\$ 70,599	\$ 72,717	\$ 74,899	\$ 77,146	\$ 79,461	\$ 81,844	\$ 84,300	\$ 86,829	\$ 91,171	\$ 95,729
7		\$ 74,131	\$ 76,355	\$ 78,646	\$ 81,005	\$ 83,435	\$ 85,938	\$ 88,516	\$ 91,171	\$ 95,729	\$ 100,515
8	▪ Circulation Supervisor ▪ Custodial Supervisor	\$ 77,836	\$ 80,171	\$ 82,577	\$ 85,055	\$ 87,607	\$ 90,235	\$ 92,941	\$ 95,729	\$ 100,515	\$ 105,541
9	▪ Printing & Graphic Services	\$ 81,728	\$ 84,180	\$ 86,706	\$ 89,307	\$ 91,986	\$ 94,746	\$ 97,588	\$ 100,516	\$ 105,542	\$ 110,819
10	▪ Aquatics Director ▪ Braille Program Manager ▪ College Corps Program Manager ▪ Food Services Supervisor ▪ Community Engagement Manager, KVCR ▪ Maintenance & Grounds Supervisor ▪ Manager, Workforce Development	\$ 85,814	\$ 88,389	\$ 91,040	\$ 93,772	\$ 96,585	\$ 99,483	\$ 102,467	\$ 105,542	\$ 110,819	\$ 116,360
11	▪ Project Administrator, Career Education	\$ 90,106	\$ 92,810	\$ 95,593	\$ 98,461	\$ 101,415	\$ 104,457	\$ 107,591	\$ 110,819	\$ 116,360	\$ 122,177
12	▪ Assistant Director of Development	\$ 94,610	\$ 97,448	\$ 100,372	\$ 103,384	\$ 106,486	\$ 109,680	\$ 112,971	\$ 116,360	\$ 122,177	\$ 128,286
13	▪Manager, Marketing and Media ▪Manager, Regional Employer Engagement	\$ 99,342	\$ 102,322	\$ 105,391	\$ 108,554	\$ 111,810	\$ 115,164	\$ 118,619	\$ 122,177	\$ 128,286	\$ 134,701
14	▪ Business Services Administrator ▪ Director, Child Development Center ▪ Director, Workforce Development ▪ Environmental Health & Safety Administrator ▪ Manager, CalWORKs & Workforce Development ▪ Manager, Production ▪ Payroll Manager	\$ 104,309	\$ 107,439	\$ 110,661	\$ 113,981	\$ 117,401	\$ 120,922	\$ 124,549	\$ 128,286	\$ 134,701	\$ 141,436
15	▪ Business Systems Administrator ▪ Director, Adult Education Block Grant (AEBG)	\$ 109,523	\$ 112,809	\$ 116,194	\$ 119,680	\$ 123,270	\$ 126,969	\$ 130,778	\$ 134,701	\$ 141,436	\$ 148,507
16	▪Facilities Project Manager ▪ Police Sergeant	\$ 115,001	\$ 118,451	\$ 122,004	\$ 125,663	\$ 129,434	\$ 133,317	\$ 137,316	\$ 141,436	\$ 148,507	\$ 155,933

RANGE	POSITION	STEP										
		A	B	C	D	E	F	G	H	I	J	
17	<div><div><div>▪Associate Director of Bond Program Planning and Construction</div><div>▪Associate Director of Energy, Sustainability & Safety-Administration</div><div>▪ Associate Director, Fiscal Services</div><div>▪ Associate Director, Employee Health & Wellness, Compliance, and College Support Services</div><div>▪ Associate Director, Human Resources</div><div>▪ Campus Director of Marketing, Creative Services & Public Affairs</div><div>▪ Campus Project Manager—Measure CC-</div><div>▪ Director, Alternative Text Production Center</div><div>▪ Director, of Audits and Analysis</div><div>▪ Director, Economic Development Corporate Training</div><div>▪ Director, Library and Learning Support Services</div><div>▪ Director, Police Academy</div><div>▪ Director, Television</div><div>▪ Director, Workforce Development DSN ICT</div><div>▪ Facilities Project Manager</div><div>▪ Manager, Programming – KVCR TV/FM</div><div>▪ Local Business Outreach Administrator - Measure CC</div></div></div>	\$ 120,750	\$ 124,372	\$ 128,102	\$ 131,946	\$ 135,904	\$ 139,982	\$ 144,182	\$ 148,507	\$ 155,933	\$ 163,730	
18	<div><div><div>▪ Development Director</div><div>▪ Director of Athletics</div><div>▪ Director of Operations</div><div>▪ Director, Admissions & Records</div><div>▪Director, Development & Strategic Relations - KVCR</div><div>▪ Director, EOPS & CARE, SBVC</div><div>▪ Director, Financial Aid and Scholarships</div><div>▪ Director, MESA</div><div>▪ Director, Outreach & Educational Partnerships</div><div>▪ Director, Secondary Educational Partnerships (SBVC)</div><div>▪ Director, STEM-MESA</div><div>▪ College Director, Technology Services</div></div></div>	\$ 126,788	\$ 130,592	\$ 134,509	\$ 138,544	\$ 142,700	\$ 146,981	\$ 151,391	\$ 155,933	\$ 163,730	\$ 171,916	

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
19	<ul style="list-style-type: none"> • Associate Dean, Health Services and Director of Nursing* • Associate Director of Bond Program Planning and Construction • Associate Director of Facilities Planning, Sustainability & Construction • Director, Corporate & Strategic Relations - KVCR • Director, Development & Community Relations • Director, Facilities, Maintenance & Operations • Director of Institutional Advancement • Director, KVCR Broadcast Media Systems • Director, Security and User Services • Director, Student Accessibility Services (SAS) - SBVC • Director, Student Accessibility Services and Health & Wellness Center - CHC • Director, Student Life • District, Director of Grants 	\$ 133,127	\$ 137,121	\$ 141,234	\$ 145,471	\$ 149,835	\$ 154,330	\$ 158,960	\$ 163,729	\$ 171,915	\$ 180,511

*This change is not related to the 2024 DSO Reorganization, but is associated with anticipated approval of a consent agenda item regarding Management Job Description Update on today's agenda.

RANGE	POSITION	STEP										
		A	B	C	D	E	F	G	H	I	J	
20	<ul style="list-style-type: none">▪ Director of Administrative Application Systems▪ District Director, Technology Services	\$ 139,782	\$ 143,976	\$ 148,295	\$ 152,743	\$ 157,326	\$ 162,046	\$ 166,907	\$ 171,915	\$ 180,511	\$ 189,537	
21	<ul style="list-style-type: none">▪ Associate Dean, Health Services and Director of Nursing*▪ Associate Dean, Student Support Services▪ Business Manager▪ Chief of Police▪ Director, Facilities, Planning, Emergency Management & Construction▪ Director, Fiscal Services▪ District Director of Research, Planning & Institutional Effectiveness▪ Director of Diversity, Equity, and Inclusion▪ Director, Human Resources, and Labor Relations▪ Executive Director, KVCR▪ Police Lieutenant	\$ 146,772	\$ 151,176	\$ 155,711	\$ 160,382	\$ 165,194	\$ 170,149	\$ 175,254	\$ 180,511	\$ 189,537	\$ 199,014	
22		\$ 154,110	\$ 158,733	\$ 163,495	\$ 168,401	\$ 173,452	\$ 178,656	\$ 184,016	\$ 189,537	\$ 199,014	\$ 208,964	
23	<ul style="list-style-type: none">▪ Chief of Police▪ Dean, Student Services▪ Dean of Academic Success, Grants and Learning Services (SBVC)▪ Dean of Research, Planning, & Institutional Effectiveness▪ Dean of Research, Planning, & Institutional Effectiveness with Grants Oversight▪ District Director, Diversity, EEO, Employee Wellness, and Compliance▪ District Director, Human Resources, Environmental Health & Safety Administration, and Police Services▪ District Director, Human Resources, Retirement, and Payroll Services▪ Division Dean (Instructional)▪ Division Dean (Non-Instructional)	\$ 161,818	\$ 166,672	\$ 171,673	\$ 176,822	\$ 182,127	\$ 187,591	\$ 193,218	\$ 199,015	\$ 208,966	\$ 219,413	
24		\$ 169,908	\$ 175,005	\$ 180,255	\$ 185,663	\$ 191,233	\$ 196,970	\$ 202,879	\$ 208,966	\$ 219,413	\$ 230,384	

*This change is not related to the 2024 DSO Reorganization, but is associated with anticipated approval of a consent agenda item regarding Management Job Description Update on today's agenda.

RANGE	POSITION	STEP										
		A	B	C	D	E	F	G	H	I	J	
25	▪ Chief Technology Officer	\$ 178,403	\$ 183,756	\$ 189,268	\$ 194,947	\$ 200,796	\$ 206,819	\$ 213,023	\$ 219,413	\$ 230,384	\$ 241,903	
	▪ Executive Director, Business and Fiscal Services											
	▪ Executive Director, Economic Development & Corporate Training											
	▪ Executive Director, Facilities, Planning, Sustainability & Construction											
	▪ Executive Director, Research Planning Institutional Effectiveness											
	▪ Executive Director, KVCR											
26	▪ Chief Technology Officer	\$ 187,324	\$ 192,944	\$ 198,732	\$ 204,694	\$ 210,834	\$ 217,159	\$ 223,674	\$ 230,384	\$ 241,903	\$ 253,998	
	▪ Vice President, Administrative Services											
	▪ Vice President, Instruction											
	▪ Vice President, Student Services											

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 of Human Resources, Payroll,
Police Services and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Consideration of Approval of Executive Leadership Salary Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve the Executive Leadership Salary Schedule as presented on the attached.

OVERVIEW

On July 14, 2023, Executive Management Salary Placement was approved by the Board of Trustees in lieu of updating the salary schedule. At the October 19, 2023, meeting, the Board approved revision of the executive management salary placement to include the Chancellor position.

Today's Board item proposes the implementation of the Executive Leadership Salary Schedule in accordance with the requirements of CalPERS to provide a publicly available pay schedule in compliance with the Public Employees' Retirement Law, Public Employees' Pension Reform Act of 2013, and Title 2 of the California Code of Regulations (CCR).

ANALYSIS

An executive is defined as an individual who holds administrative or supervisory authority at the College or District Office. The Executive Managers are the highest level of Leadership on the campus or at the Direct Support Operations (DSO) level and are generally the Chief Executives of a Campus or District department responsible for operationalizing the mission and vision of the campus and the goals and directives of the Board. Executive Managers are evaluated annually and all increases to salary must be board approved. The salaries reflected on the schedule are the base salary for all Executives apart from the Chancellor's salary which includes the commitment incentive agreed to by the Board in 2022. The schedule also places the Vice Chancellors on the same Range as the College Presidents, as that aligns with the placement of comparison districts as the work is valued the same.

The Executive Salary Schedule is representative of the internal and external salary and classification alignment. In an examination of external agencies with multi-college districts having similar demographics, student populations, and employees supervised, this current placement aligns with external agencies and keeps top executives at a competitive salary. The placement



also aligns with the Association of California Community College Administrators Annual Salary Study, which is used to assess all management positions and establish external salary alignment.

The classification and salary philosophy used for all positions with classification descriptions can be found in the SBCCD Classification Plan located on the Office of Human Resources Webpage and includes the following allocation factors to establish internal alignment: Independent decision-making, consequence of error, scope and complexity of work performed, and level of supervision received and given. These allocation factors are used to place all classifications within the district and are consistent with the district's Classification and Compensation Plan.

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 this Board item, as no salary changes are requested at this time. Any future salary changes will be addressed in the appropriate funds and budget years.

Proposed Executive Leadership Salary Schedule
Effective July 1, 2024

Submitted for Board Approval 06/13/2024

		STEP									
	POSITION	A	B	C	D	E	F	G	H	I	J
1		\$ 190,000.00	\$ 195,700.00	\$ 201,571.00	\$ 207,618.00	\$ 213,847.00	\$ 220,262.00	\$ 226,870.00	\$ 233,676.00	\$ 245,360.00	\$ 257,628.00
2	▪ Associate Vice Chancellor, Government Relations & Strategic Communications	\$ 209,000.00	\$ 215,270.00	\$ 221,728.00	\$ 228,380.00	\$ 235,231.00	\$ 242,288.00	\$ 249,557.00	\$ 257,044.00	\$ 269,896.00	\$ 283,391.00
3		\$ 229,900.00	\$ 236,797.00	\$ 243,901.00	\$ 251,218.00	\$ 258,755.00	\$ 266,518.00	\$ 274,514.00	\$ 282,749.00	\$ 296,886.00	\$ 311,730.00
4	▪ College Presidents ▪ Vice Chancellors	\$ 252,890.00	\$ 260,477.00	\$ 268,291.00	\$ 276,340.00	\$ 284,630.00	\$ 293,169.00	\$ 301,964.00	\$ 311,023.00	\$ 326,574.00	\$ 342,903.00
5	▪ Executive Vice Chancellor	\$ 265,534.50	\$ 273,501.00	\$ 281,706.00	\$ 290,157.00	\$ 298,862.00	\$ 307,828.00	\$ 317,063.00	\$ 326,575.00	\$ 342,904.00	\$ 360,049.00
6	▪ Chancellor	\$ 394,460.00	\$ 406,294.00	\$ 418,483.00	\$ 431,037.00	\$ 443,968.00	\$ 457,287.00	\$ 471,006.00	\$ 485,136.00	\$ 509,393.00	\$ 534,863.00

		STEP									
	POSITION	A	B	C	D	E	F	G	H	I	J
1	Associate Vice Chancellor, Government Relations & Strategic Communications	\$ 189,074	\$ 194,746	\$ 200,588	\$ 206,605	\$ 212,804	\$ 219,188	\$ 225,764	\$ 232,536	\$ 244,163	\$ 256,371
2	▪ Vice Chancellor, Human Resources and Police Services	\$ 222,439	\$ 229,112	\$ 235,985	\$ 243,065	\$ 250,357	\$ 257,867	\$ 265,604	\$ 273,572	\$ 287,251	\$ 301,614
	▪ Vice Chancellor, Business & Fiscal										
	▪ Vice Chancellor of Educational and Student Support Services										
3	▪ College President	\$ 238,097	\$ 245,240	\$ 252,597	\$ 260,175	\$ 267,981	\$ 276,021	\$ 284,301	\$ 292,830	\$ 307,472	\$ 322,845
4	▪ Executive Vice Chancellor	\$ 250,003	\$ 257,503	\$ 265,228	\$ 273,185	\$ 281,380	\$ 289,821	\$ 298,516	\$ 307,472	\$ 322,845	\$ 338,987

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

REVIEWED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Consideration of Approval of Employment Contract for Chancellor

RECOMMENDATION

It is recommended that the Board of Trustees approve an employment contract for the Chancellor as indicated below.

	Contract Dates	Salary Range/Step
Diana Z. Rodriguez	07/01/24 – 06/30/28	6D

OVERVIEW

The issuance of contracts places SBCCD in accordance with proper employment practices as well as documents, for both employee and employer, the specific conditions of employment.

ANALYSIS

The recommendation of salary amount is based on an analysis of several factors including the Association of California Community College Administrators Salary Study. The SBCCD Chancellor salary will need to increase to remain in the median salary range of comparable districts.

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 employment for this employee is included in the appropriate 2024-2025 budget.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: June 13, 2024

SUBJECT: Consideration of Approval to Adopt Fiscal Year 2024-25 Tentative Budget

RECOMMENDATION

It is recommended that the Board of Trustees adopt the Fiscal Year 2024-25 Tentative Budget as presented.

OVERVIEW

The Tentative Budget is an initial projection of income and expenditures for SBCCD based on the most current information available. Assumptions used for this Tentative Budget were discussed by the Board of Trustees at its May 23, 2024, strategy session and are based on the Governor's State Budget May Revision. It is anticipated that the FY 2024-25 Final Budget will be submitted to the Board of Trustees in September per the SBCCD Budget Calendar approved on December 8, 2023, and the California Budget and Accounting Manual.

ANALYSIS

This Tentative Budget incorporates the projected income and expenditures of SBCCD for fiscal year FY 2024-25 for all funds as follows. It should be noted that the State budget can and often does change between the May Revision and adoption of the Final Budget.

FY 2024-25 Tentative Budget | All Funds

Revenues for All Funds total approximately \$365.0 million, which includes:

- \$26.6 million Federal, or 7.3% of total revenues for all funds,
- \$175.0 million State, or 48.0% of total revenues for all funds, and
- \$143.2 million Local, or 33.8% of total revenues for all funds.

	All Funds
Revenues:	
Federal Revenues	26,626,159
State Revenues	175,043,158
Local Revenues	143,195,987
Other Financing Sources/Transfers In	20,104,158
Total Revenues	364,969,462



Expenses for All Funds total approximately \$527.6 million and include:

- \$72.4 million for Other Expenses & Services (13.7% of total expenditures for All Funds) of which 62.0% are comprised of one-time, categorical expenditures of \$40.2 million in the Restricted General Fund, and \$4.6 million in the Measures M and CC Bond Construction Funds; and

- \$174.4 million for Capital Outlay (33.1% of total expenditures for All Funds), 92.3% of which are comprised of \$161.0 million in the Measures M and CC Bond Construction Funds; and

- \$167.5 million in Salaries and Benefits (31.7% of All Funds expenditures).

	All Funds
Expenses:	
Academic Salaries	63,923,269
Classified Salaries	55,485,210
Employee Benefits	48,083,558
Supplies & materials	5,683,583
Other Expenses & Services	72,356,605
Capital Outlay	174,402,006
Other Outgo	107,696,361
Other Financing Uses/Transfers Out	-
Total Expenses	527,630,592

Important Notes on All Funds

- The category of Other Expenses & Services is stipulated by the California Budget and Accounting Manual to record costs such as audit, contract services, depreciation, dues and membership, election, insurance, interest, legal, personal and consultant services (e.g., architects and engineers), postage, rents and leases, repairs and maintenance, self-insurance claims, and conference expenses.
- Expenses of \$527.6 million for All Funds exceed revenues of \$365.0 million because \$166.1 million of these expenses are related to the bond program. Without the one-time Measures M and CC expenditures, SBCCD expenses for All Funds are \$361.5 million.
- Salaries and Benefits expenditures appear low at 31.7% of All Funds expenditures due to the same Measures M and CC Bond Construction. If the \$221.1 million in one-time Bond Construction expenditures are removed, the percentage of Salaries and Benefits to all expenditures increases to a truer figure of 47.9%.
- In addition to the impact of Measures M and CC on All Funds, SBCCD's Restricted General Fund, also one-time money, increases total revenues and expenditures by \$95.1 million. The Restricted General Fund is a break-even program.

FY 2024-25 Tentative Budget | **Unrestricted General Fund**

One of SBCCD's primary funds is the Unrestricted General Fund. The main source of revenue for this fund is the California Community Colleges State apportionment, which is driven by the District's Full-Time Equivalent Students (FTES).

The preliminary FY 2024-25 Tentative Budget includes a 1.07% Cost of Living Adjustment (COLA), FTES growth of 4%, and a 0.37% increase in PERS costs. A reduction of approximately \$2.1 million in the Unrestricted General Fund in FY 2023-24, resulting from the Board's approved cost-saving early retirement incentive, is offset by estimated savings. The budget aligns with SBCCD's Administrative Procedure 6305 Reserves, maintaining a minimum fund balance of approximately two months of expenditures in its Unrestricted General Fund Balance.

	Unrestricted General Fund 110
Revenues:	
Federal Revenues	-
State Revenues	91,727,204
Local Revenues	48,629,145
Other Financing Sources/Transfers In	2,050,000
Total Revenues	142,406,349
Expenses:	
Academic Salaries	55,099,860
Classified Salaries	34,732,260
Employee Benefits	36,503,540
Supplies & materials	1,541,548
Other Expenses & Services	15,336,801
Capital Outlay	584,481
Other Outgo	1,215,591
Other Financing Uses/Transfers Out	-
Total Expenses	145,014,081
Early Retirement Savings Estimate	1,583,747
Vacant Position Savings Estimate	1,050,000
Net Increase (Decrease) to Fund Balance	26,015

In anticipation of potential actions by the Governor to address State budget gaps forecasted for 2024-25 and 2025-26, including expense reductions, borrowing, and deferrals, SBCCD staff has implemented nine measures to mitigate the impact of such actions on its budget and ability to continue serving its students and community. These strategies are prioritized, and the latter measures will not be implemented if SBCCD is able to meet its reserves requirement and maintain a balanced budget.

SBCCD Mitigation Measures in Priority Order

1. Meet or Exceed FTES Goals

Having already attained this year's FTES goal, we are confident in our ability to achieve the following enrollment goals over the next four years.

- FY 24/25 4%
- FY 25/26 4%
- FY 26/27 3%
- FY 27/28 2%
- FY 28/29 1%

2. No Increase in Object Codes 4000's – 6000's
Due to the 1.07% COLA, prioritizing wages, step and column increases, and increased costs in employee benefits. Any increases in expenses due to inflation will be covered from other areas of the budget.
3. Maintain Competitive Employee Health Benefits
SBCCD will continue to offer one cost-free benefit plan to eligible employees to maintain competitive health benefits.
4. Soft Hiring Freeze
As part of the early retirement incentive plan, all vacancies will require Chancellor's Cabinet approval. Recruitment will be limited to essential positions only.
5. When Appropriate, Eliminate Low-Enrolled Classes
We will evaluate low-enrolled classes and optimize class offerings as part of our enrollment management strategies. Classes needed to meet graduation requirements will continue to be offered.
6. Reduction of Reassign Time
Reassign time will be evaluated and modified to ensure it is focused on student success and/or student enrollment.
7. Use of Commercial Property Income
Commercial property income will be used as needed to balance the budget or meet the two-month reserve requirement.
8. Use of OPEB Trust Funds
Up to \$2 million from the Other Post Employment Benefits, or OPEB, trust will be utilized as necessary to balance the budget or meet the two-month reserve requirement.
9. Reduction of Reserve Requirement
If necessary, SBCCD staff will propose Board approval of the usage of reserves to balance the budget.

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 Tentative Budget is based on the most recent information from the State of California. It is supported by extensive collaboration and analysis, and adheres to the SBCCD's strategic mission, vision, values, and goals. Its adoption will allow operations to commence in Fiscal Year 2024-25.



FISCAL YEAR 2024-25 TENTATIVE BUDGET

Presented for Adoption 6/13/2024

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BUDGETING OVERVIEW

State Budget

The Governor's May Revision to his proposed 2024-25 State Budget was released on Friday, May 10. Due to lower than anticipated revenues, the revised budget projects a state deficit of \$45.0 billion, a further deterioration of \$7.1 billion from the \$39.9 billion estimated in January. The anticipated \$45.0 billion deficit continues to be attributed to a large decline in the stock market in 2023, the related lower cash receipts, and forecasting challenges due to the "unprecedented delay" in tax collections resulting from tax filing extensions granted.

The Student-Centered Funding Formula will increase \$31.1 million to fund the 1.07% COLA (up from 0.76% proposed in January) and will have to be stretched to address any increase in costs such as step and column, benefits, retirement rates, and operating costs.

The budget contains \$28.1 million for enrollment to fund 0.50% growth in FTES and continues to include hold harmless revenue protections. However, these protections will end with the 2024-25 year. The total computational revenue for 2024-25 will become the funding floor for future years.

The May Revision reiterates support for additional important provisions regarding the Community College system, including 1.07% COLA for categorical programs, an increase of \$60 million for the expansion of nursing programs/Bachelor of Science in Nursing partnerships, and continued commitment to student housing, and a statewide revenue bond to support housing projects already selected.

As indicated in the CCCCO Governor's 2024-25 May Revision - Joint Analysis,¹ *"It is critical to note that the final enacted budget may look different than the May Revision proposal and will be developed through negotiations between the Administration and Legislature. The Chancellor's Office has received numerous requests for information regarding remaining unspent funds in various areas. The May Revision continues to borrow nearly \$9 billion from future non-Proposition 98 sources which has drawn criticism from both the Legislative Analyst's Office and various K-14 stakeholder groups. Should the concept of borrowing from future non-Proposition 98 sources be rejected by the Legislature, it could lead to programmatic reductions and/or deferrals. Active discussions around alternative budget solutions are ongoing. The Chancellor's Office will continue to advocate for funding stability given community colleges' central role in providing equitable access to higher education, serving as engines of social and economic mobility for Californians, and bolstering the state's economy."*

Integrated Planning and Budgeting

The colleges and District Support Operations staff have each used program review and/or strategic planning processes to determine their highest priority goals and objectives.

¹ CCCCO May 15, 2024: [Joint Analysis Governor's 2024-25 May Revision](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Budget-News)
<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Budget-News>



BUDGETING OVERVIEW

Consequently, the budget reflects resources allocated to departments based on those prioritized requirements.

Multi-Year Budgeting

This budget includes a five-year, long-range financial plan that incorporates enrollment management projections by college, personnel and benefit costs, and revenue projections based on the Governor's May Revision to the State Budget proposal. It provides a sense of direction to the colleges, allows SBCCD to make changes as necessary, and helps measure progress on established goals, as well as identify and minimize risks.

Board Directives for the 2024-25 General Fund Budget

Approved February 8, 2024, the SBCCD Board Directives for the 2024-25 Budget are as follows.

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

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

Budget Assumptions: Fiscal Year 2024-25

The assumptions used for the Fiscal Year 2024-25 Tentative Budget are based on the Governor's State Budget May Revision. Changes to the budget can, and often do, occur between the Tentative and Final Budgets.

- Anticipated \$45.0 billion state budget deficit
- Potential State action to address forecasted gaps including expense reductions, borrowing, and deferrals.
- 1.07% Cost of Living Adjustment (COLA)
- State growth of 0.5% for FTES
- SBCCD funding based on Hold Harmless (at least the same as 2017-18 Total Compensational Revenue adjusted by COLA each year)
- SBCCD FTES growth target of 4.0%
- Increase in the employer contribution rate for CalPERS (Public Employee's Retirement System) from 26.68% to 27.05%
- No increase from the 2023-24 CalSTRS (State Teachers' Retirement System) employer contribution rate of 19.10%



BUDGETING OVERVIEW

Fund Descriptions

The SBCCD budget is comprised of 21 funds, which are described below. *Categories and descriptions are provided by the California State Budget Accounting Manual (BAM).²

GOVERNMENTAL

Governmental funds are used to track information on resources associated with a district's educational objectives.

General Funds

- Unrestricted
- Restricted

Debt Service Funds

- Bond Interest & Redemption

Special Revenue Funds

- Child Development
- KVCRC

Capital Projects Funds

- Capital Outlay Projects
- Measure M
- Measure CC

PROPRIETARY

Proprietary funds are for tracking district activities like those used in private sector accounting due to their income-producing character.

Enterprise Funds

- Cafeteria
- Investment Properties

Internal Service Funds

- Worker's Comp & Self-Insurance
- Retiree Benefits

FIDUCIARY

Fiduciary funds account for assets held on behalf of another party for which a district has some discretionary authority.

Trusts Funds

- Associated Students
- Student Representation
- Student Body Center
- Financial Aid
- Scholarship & Loan
- OPEB Investment
- PARS Investment
- Other Trusts

Agency Funds

- Inland Futures Foundation

² (<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Fiscal-Standards-and-Accountability-Unit/Manuals>).



MULTI-YEAR FORECAST

UNRESTRICTED GENERAL FUND | SUMMARY (4% FY 2024-25 FTES Growth)

	Estimated Actuals FY 2023-24	Tentative Budget FY 2024-25	Forecast FY 2025-26	Forecast FY 2026-27	Forecast FY 2027-28	Forecast FY 2028-29
Revenues						
State-Based Revenue	129,251,476	130,634,468	130,634,467	136,114,841	139,898,533	142,944,806
Other Revenue	9,721,881	9,721,881	9,721,881	9,721,881	9,721,881	9,721,881
PARS Trust Gains	2,050,000	2,050,000	2,050,000	2,050,000	500,000	-
FCC Legal Fees Reimbursement/DSO Portion FCC	-	-	3,000,000	-	-	-
Commercial Building Profits	-	-	700,000	200,000	-	-
Total Revenues	141,023,357	142,406,349	146,106,348	148,086,722	150,120,415	152,666,687
Expenditures						
1000 - Academic Salaries	52,241,622	55,099,860	55,571,524	56,052,621	56,543,340	57,169,007
2000 - Classified Salaries	33,887,877	34,732,260	35,272,781	35,824,111	36,386,469	37,103,474
3000 - Benefits	35,038,571	36,503,540	36,991,756	37,492,385	38,005,756	38,591,450
4000 - Supplies	1,263,832	1,541,548	1,572,379	1,603,827	1,635,903	1,668,621
5000 - Other Expenses and Services	15,549,865	15,336,801	15,643,537	15,956,408	16,275,536	16,601,047
6000 - Capital Outlay	791,485	584,481	596,171	608,094	620,256	632,661
7000 - Other Outgo	1,328,141	1,215,591	1,200,000	1,200,000	1,200,000	1,200,000
Total Expenditures	140,101,394	145,014,081	146,848,147	148,737,446	150,667,260	152,966,260
Total Operating Gains/(Losses)	921,964	(2,607,732)	(741,799)	(650,724)	(546,845)	(299,573)
Early Retirement Cost Estimate	(2,100,000)	-	-	-	-	-
Early Retirement Savings Estimate	-	1,583,747	1,152,522	1,004,047	894,773	814,347
Vacant Position Savings Estimate	-	1,050,000	-	-	-	-
Beginning Fund Balance	25,042,504	23,864,468	23,890,483	24,301,206	24,654,528	25,002,456
Amount Added/(Used) to/(from) Fund Balance	(1,178,036)	26,015	410,723	353,323	347,928	514,774
Ending Fund Balance	23,864,468	23,890,483	24,301,206	24,654,528	25,002,456	25,517,230
Fund Balance in Months	2.01	2.01	2.00	2.00	2.00	2.01



MULTI-YEAR FORECAST

UNRESTRICTED GENERAL FUND | ESTIMATED ACTUALS 2023-24

	SBVC	CHC	DSO	SBCCD Total
Section A - State-Based Revenue				
1 Base Allocation Revenue (medium and small colleges)	\$ 7,512,807	\$ 6,439,546		\$13,952,352
2 3-Year Average Funded/Forecasted Credit FTES	9,520.69	4,359.06		13,879.75
3 Rate Per Credit FTES				\$5,238.38
4 Total Credit FTES Funding	\$ 49,872,978	\$ 22,834,403		\$72,707,381
5 Special Admit and CDCP (enhanced) FTES	667.48	165.76		833.24
6 Rate Per Special Admit and CDCP (enhanced) FTES				\$7,345.93
7 Total Special Admit and CDCP (enhanced) FTES Funding	\$ 4,903,266	\$ 1,217,657		\$6,120,923
8 Non-Credit FTES	260.72	15.93		276.65
9 Rate Per Non-Credit FTES				\$4,417.31
10 Total Non-Credit FTES Funding	\$ 1,151,695	\$ 70,354		\$1,222,050
11 Total SBCCD Funded FTES	10,448.89	4,540.75		14,989.64
12 Supplemental Component (based on %)	12,348	4,449		16,797
13 Rate Per Supplemental Component				\$1,239
14 Total Supplemental Component Funding	\$ 15,300,722	\$ 5,513,276		\$20,813,998
15 Total Student Success Incentive Component Funding	\$ 9,948,688	\$ 4,486,084		\$14,434,772
16 Total State-Based Revenue (sum of lines 1,4,7,10,14,15)	\$ 88,690,154	\$ 40,561,321		\$129,251,476
16a Stability Provision	\$0	\$0		\$0
16b Total State-Based Revenue After Stability Provision	\$88,690,154	\$40,561,321		\$129,251,476
17 State-Based Revenue Percent By College	68.62%	31.38%		
18 Calculated Revenue Shortfall Percent				0.00%
19 Revenue Shortfall Amount	\$0	\$0		
20 Adjusted State-Based Revenue (line 16 + line 19)	\$88,690,155	\$40,561,321	\$0	\$129,251,476
21 Proposed Base Allocation Increase				\$0
22 Total State Revenue	\$88,690,155	\$40,561,321	\$0	\$129,251,476
23 Change From Previous Year State Base Revenue				\$10,348,127
Section B - Other Revenue				
24 Part-time Faculty Funding	\$319,452	\$146,098		\$465,550
25 Full-time Faculty Funding	\$1,577,226	\$721,324		\$2,298,550
26 Lottery Funding	\$2,173,202	\$993,886		\$3,167,088
27 Interest Income	\$1,316,725	\$602,187		\$1,918,912
28 Other Campus Revenue Per Campus Projections	\$746,512	\$341,408		\$1,087,920
29 Other Revenue	\$538,196	\$245,665		\$783,861
30a STRS/PERS Trust Interest Revenue	\$1,406,675	\$643,325		\$2,050,000
30b Commercial Building Annual Revenue	\$0	\$0		\$0
30c FCC Legal Fees Reimbursement/DSO Portion FCC	\$0	\$0	\$0	\$0
31 Total Other Revenue	\$8,077,988	\$3,693,894		\$11,771,881
32 Total Revenue (line 22 + line 31)	\$96,768,142	\$44,255,215	\$0	\$141,023,357
Section C - Site Expenses				
33 1000 - Academic Salaries	\$35,591,267	\$15,757,928	\$892,427	\$52,241,622
34 2000 - Classified Salaries	\$13,596,482	\$7,699,692	\$12,591,703	\$33,887,877
35 3000 - Benefits	\$15,795,767	\$8,896,750	\$10,346,053	\$35,038,571
36 4000 - Supplies	\$790,669	\$207,039	\$266,125	\$1,263,832
37 5000 - Other Expenses and Services	\$7,884,564	\$2,670,859	\$4,994,443	\$15,549,865
38 6000 - Capital Outlay	\$526,471	\$125,308	\$139,706	\$791,485
39 7000 - Other Outgo	\$827,391	\$327,000	\$173,750	\$1,328,141
40 Site Budgeted / Projected Actual Expenditures	\$75,012,611	\$35,684,575	\$29,404,208	\$140,101,394
41 Percentage of Budget by Site	53.54%	25.47%	20.99%	
42 Shared Costs (DSO)	\$20,176,665	\$9,227,543	-\$29,404,208	
43 Annual Excess/(Deficit) (line 32 - line 40 - line 42)	\$1,578,867	-\$656,903	\$0	\$921,964
Section D - One-Time Adjustments & Fund Balance				
46 Early Retirement Cost Estimate	-\$1,150,000	-\$550,000	-\$400,000	-\$2,100,000
47 Early Retirement Savings Estimate				
48 Vacant Position Savings Estimate				
49a Annual Increase/(Decrease) to Fund Balance				-\$1,178,036
49b Fund Balance July 1, Year Beginning				\$25,042,504
50 Year-end Estimated Fund Balance (actual per CCFS311)				\$23,864,468



MULTI-YEAR FORECAST

UNRESTRICTED GENERAL FUND | 2024-25 TENTATIVE BUDGET

	SBVC	CHC	DSO	SBCCD Total
Section A - State-Based Revenue				
1 Base Allocation Revenue (medium and small colleges)	\$ 7,593,194	\$ 6,508,449		\$14,101,642
2 3-Year Average Funded/Forecasted Credit FTES	9,107.97	4,170.09		13,278.06
3 Rate Per Credit FTES				\$5,294.43
4 Total Credit FTES Funding	\$ 48,221,474	\$ 22,078,261		\$70,299,735
5 Special Admit and CDCP (enhanced) FTES	694.18	172.39		866.57
6 Rate Per Special Admit and CDCP (enhanced) FTES				\$7,424.53
7 Total Special Admit and CDCP (enhanced) FTES Funding	\$ 5,153,960	\$ 1,279,913		\$6,433,874
8 Non-Credit FTES	271.15	16.56		287.72
9 Rate Per Non-Credit FTES				\$4,464.58
10 Total Non-Credit FTES Funding	\$ 1,210,579	\$ 73,952		\$1,284,531
11 Total SBCCD Funded FTES	10,073.30	4,359.05		14,432.34
12 Supplemental Component (based on %)	12,348	4,449		16,797
13 Rate Per Supplemental Component				\$1,252
14 Total Supplemental Component Funding	\$ 15,464,440	\$ 5,572,268		\$21,036,708
15 Total Student Success Incentive Component Funding	\$ 10,055,139	\$ 4,534,085		\$14,589,224
16 Total State-Based Revenue (sum of lines 1,4,7,10,14,15)	\$ 87,698,786	\$ 40,046,927		\$127,745,713
16a Stability Provision	\$1,983,160	\$905,594		\$2,888,753
16b Total State-Based Revenue After Stability Provision	\$89,681,947	\$40,952,521		\$130,634,467
17 State-Based Revenue Percent By College	68.65%	31.35%		
18 Calculated Revenue Shortfall Percent				0.00%
19 Revenue Shortfall Amount	\$0	\$0		
20 Adjusted State-Based Revenue (line 16 + line 19)	\$89,681,947	\$40,952,521	\$0	\$130,634,468
21 Proposed Base Allocation Increase				\$0
22 Total State Revenue	\$89,681,947	\$40,952,521	\$0	\$130,634,468
23 Change From Previous Year State Base Revenue				\$1,382,992
Section B - Other Revenue				
24 Part-time Faculty Funding	\$319,605	\$145,945		\$465,550
25 Full-time Faculty Funding	\$1,577,979	\$720,571		\$2,298,550
26 Lottery Funding	\$2,174,239	\$992,849		\$3,167,088
27 Interest Income	\$1,317,354	\$601,559		\$1,918,912
28 Other Campus Revenue Per Campus Projections	\$746,869	\$341,051		\$1,087,920
29 Other Revenue	\$538,196	\$245,665		\$783,861
30a STRS/PERS Trust Interest Revenue	\$1,407,347	\$642,653		\$2,050,000
30b Commercial Building Annual Revenue	\$0	\$0		\$0
30c FCC Legal Fees Reimbursement/DSO Portion FCC	\$0	\$0	\$0	\$0
31 Total Other Revenue	\$8,081,588	\$3,690,293		\$11,771,881
32 Total Revenue (line 22 + line 31)	\$97,763,535	\$44,642,814	\$0	\$142,406,349
Section C - Site Expenses				
33 1000 - Academic Salaries	\$37,260,343	\$16,865,164	\$974,352	\$55,099,860
34 2000 - Classified Salaries	\$13,601,976	\$7,763,765	\$13,366,519	\$34,732,260
35 3000 - Benefits	\$18,732,476	\$9,938,507	\$7,832,557	\$36,503,540
36 4000 - Supplies	\$858,920	\$342,650	\$339,979	\$1,541,548
37 5000 - Other Expenses and Services	\$7,513,471	\$2,688,876	\$5,134,453	\$15,336,801
38 6000 - Capital Outlay	\$379,476	\$65,560	\$139,445	\$584,481
39 7000 - Other Outgo	\$15,591	\$0	\$1,200,000	\$1,215,591
40 Site Budgeted / Projected Actual Expenditures	\$78,362,253	\$37,664,522	\$28,987,306	\$145,014,081
41 Percentage of Budget by Site	54.04%	25.97%	19.99%	
42 Shared Costs (DSO)	\$19,900,093	\$9,087,213	-\$28,987,306	
43 Annual Excess/(Deficit) (line 32 - line 40 - line 42)	-\$498,811	-\$2,108,921	\$0	-\$2,607,732
Section D - One-Time Adjustments & Fund Balance				
46 Early Retirement Cost Estimate				\$0
47 Early Retirement Savings Estimate	\$770,072	\$690,935	\$122,740	\$1,583,747
48 Vacant Position Savings Estimate	\$487,682	\$221,172	\$341,146	\$1,050,000
49a Annual Increase/(Decrease) to Fund Balance				\$26,015
49b Fund Balance July 1, Year Beginning				\$23,864,468
50 Year-end Estimated Fund Balance (actual per CCFS311)				\$23,890,483



MULTI-YEAR FORECAST

UNRESTRICTED GENERAL FUND | 2025-26 FORECAST

	SBVC	CHC	DSO	SBCCD Total
Section A - State-Based Revenue				
1 Base Allocation Revenue (medium and small colleges)	\$ 7,800,487	\$ 6,686,130		\$14,486,617
2 3-Year Average Funded/Forecasted Credit FTES	8,812.68	4,034.90		12,847.58
3 Rate Per Credit FTES				\$5,438.97
4 Total Credit FTES Funding	\$ 47,931,886	\$ 21,945,672		\$69,877,559
5 Special Admit and CDCP (enhanced) FTES	721.95	179.29		901.23
6 Rate Per Special Admit and CDCP (enhanced) FTES				\$7,627.22
7 Total Special Admit and CDCP (enhanced) FTES Funding	\$ 5,506,450	\$ 1,367,449		\$6,873,899
8 Non-Credit FTES	282.00	17.23		299.22
9 Rate Per Non-Credit FTES				\$4,586.46
10 Total Non-Credit FTES Funding	\$ 1,293,373	\$ 79,009		\$1,372,382
11 Total SBCCD Funded FTES	9,816.63	4,231.41		14,048.04
12 Supplemental Component (based on %)	12,348	4,449		16,797
13 Rate Per Supplemental Component				\$1,287
14 Total Supplemental Component Funding	\$ 15,886,619	\$ 5,724,391		\$21,611,010
15 Total Student Success Incentive Component Funding	\$ 10,329,644	\$ 4,657,866		\$14,987,510
16 Total State-Based Revenue (sum of lines 1,4,7,10,14,15)	\$ 88,748,460	\$ 40,460,517		\$129,208,977
16a Stability Provision	\$979,112	\$446,378		\$1,425,490
16b Total State-Based Revenue After Stability Provision	\$89,727,571	\$40,906,895		\$130,634,467
17 State-Based Revenue Percent By College	68.69%	31.31%		
18 Calculated Revenue Shortfall Percent				0.00%
19 Revenue Shortfall Amount	\$0	\$0		
20 Adjusted State-Based Revenue (line 16 + line 19)	\$89,727,571	\$40,906,895	\$0	\$130,634,467
21 Proposed Base Allocation Increase				\$0
22 Total State Revenue	\$89,727,571	\$40,906,895	\$0	\$130,634,467
23 Change From Previous Year State Base Revenue				-\$1
Section B - Other Revenue				
24 Part-time Faculty Funding	\$319,768	\$145,782		\$465,550
25 Full-time Faculty Funding	\$1,578,782	\$719,768		\$2,298,550
26 Lottery Funding	\$2,175,346	\$991,742		\$3,167,088
27 Interest Income	\$1,318,024	\$600,888		\$1,918,912
28 Other Campus Revenue Per Campus Projections	\$747,249	\$340,671		\$1,087,920
29 Other Revenue	\$538,196	\$245,665		\$783,861
30a STRS/PERS Trust Interest Revenue	\$1,408,063	\$641,937		\$2,050,000
30b Commercial Building Annual Revenue	\$480,802	\$219,198		\$700,000
30c FCC Legal Fees Reimbursement/DSO Portion FCC	\$0	\$0	\$0	\$3,000,000
31 Total Other Revenue	\$8,566,228	\$3,905,654		\$15,471,881
32 Total Revenue (line 22 + line 31)	\$98,293,799	\$44,812,549	\$0	\$146,106,348
Section C - Site Expenses				
33 1000 - Academic Salaries	\$37,580,907	\$17,016,265	\$974,352	\$55,571,524
34 2000 - Classified Salaries	\$13,827,450	\$7,908,671	\$13,536,660	\$35,272,781
35 3000 - Benefits	\$19,011,445	\$10,046,065	\$7,934,246	\$36,991,756
36 4000 - Supplies	\$876,098	\$349,503	\$346,779	\$1,572,379
37 5000 - Other Expenses and Services	\$7,663,741	\$2,742,654	\$5,237,143	\$15,643,537
38 6000 - Capital Outlay	\$387,066	\$66,871	\$142,234	\$596,171
39 7000 - Other Outgo	\$0	\$0	\$1,200,000	\$1,200,000
40 Site Budgeted / Projected Actual Expenditures	\$79,346,706	\$38,130,028	\$29,371,413	\$146,848,147
41 Percentage of Budget by Site	54.03%	25.97%	20.00%	
42 Shared Costs (DSO)	\$20,174,044	\$9,197,368	-\$29,371,413	
43 Annual Excess/(Deficit) (line 32 - line 40 - line 42)	-\$1,226,951	-\$2,514,848	\$0	-\$741,799
Section D - One-Time Adjustments & Fund Balance				
46 Early Retirement Cost Estimate				\$0
47 Early Retirement Savings Estimate	\$703,047	\$350,150	\$99,325	\$1,152,522
48 Vacant Position Savings Estimate				\$0
49a Annual Increase/(Decrease) to Fund Balance				\$410,723
49b Fund Balance July 1, Year Beginning				\$23,890,483
50 Year-end Estimated Fund Balance (actual per CCFS311)				\$24,301,206



MULTI-YEAR FORECAST

UNRESTRICTED GENERAL FUND | 2026-27 FORECAST

	SBVC	CHC	DSO	SBCCD Total
Section A - State-Based Revenue				
1 Base Allocation Revenue (medium and small colleges)	\$ 8,043,082	\$ 6,894,069		\$14,937,151
2 3-Year Average Funded/Forecasted Credit FTES	9,134.65	4,182.31		13,316.97
3 Rate Per Credit FTES				\$5,608.12
4 Total Credit FTES Funding	\$ 51,228,227	\$ 23,454,906		\$74,683,133
5 Special Admit and CDCP (enhanced) FTES	743.61	184.66		928.27
6 Rate Per Special Admit and CDCP (enhanced) FTES				\$7,864.43
7 Total Special Admit and CDCP (enhanced) FTES Funding	\$ 5,848,032	\$ 1,452,276		\$7,300,308
8 Non-Credit FTES	290.46	17.74		308.20
9 Rate Per Non-Credit FTES				\$4,729.10
10 Total Non-Credit FTES Funding	\$ 1,373,605	\$ 83,910		\$1,457,515
11 Total SBCCD Funded FTES	10,168.72	4,384.72		14,553.44
12 Supplemental Component (based on %)	12,348	4,449		16,797
13 Rate Per Supplemental Component				\$1,327
14 Total Supplemental Component Funding	\$ 16,380,693	\$ 5,902,419		\$22,283,112
15 Total Student Success Incentive Component Funding	\$ 10,650,896	\$ 4,802,725		\$15,453,621
16 Total State-Based Revenue (sum of lines 1,4,7,10,14,15)	\$ 93,524,535	\$ 42,590,306		\$136,114,841
16a Stability Provision	\$0	\$0		\$0
16b Total State-Based Revenue After Stability Provision	\$93,524,535	\$42,590,306		\$136,114,841
17 State-Based Revenue Percent By College	68.71%	31.29%		
18 Calculated Revenue Shortfall Percent				0.00%
19 Revenue Shortfall Amount	\$0	\$0		
20 Adjusted State-Based Revenue (line 16 + line 19)	\$93,524,535	\$42,590,306	\$0	\$136,114,841
21 Proposed Base Allocation Increase				\$0
22 Total State Revenue	\$93,524,535	\$42,590,306	\$0	\$136,114,841
23 Change From Previous Year State Base Revenue				\$5,480,374
Section B - Other Revenue				
24 Part-time Faculty Funding	\$319,880	\$145,671		\$465,550
25 Full-time Faculty Funding	\$1,579,334	\$719,216		\$2,298,550
26 Lottery Funding	\$2,176,107	\$990,981		\$3,167,088
27 Interest Income	\$1,318,485	\$600,427		\$1,918,912
28 Other Campus Revenue Per Campus Projections	\$747,510	\$340,410		\$1,087,920
29 Other Revenue	\$538,196	\$245,665		\$783,861
30a STRS/PERS Trust Interest Revenue	\$1,408,555	\$641,445		\$2,050,000
30b Commercial Building Annual Revenue	\$137,420	\$62,580		\$200,000
30c FCC Legal Fees Reimbursement/DSO Portion FCC	\$0	\$0		\$0
31 Total Other Revenue	\$8,225,487	\$3,746,395		\$11,971,881
32 Total Revenue (line 22 + line 31)	\$101,750,022	\$46,336,700	\$0	\$148,086,722
Section C - Site Expenses				
33 1000 - Academic Salaries	\$37,907,882	\$17,170,387	\$974,352	\$56,052,621
34 2000 - Classified Salaries	\$14,057,433	\$8,056,475	\$13,710,203	\$35,824,111
35 3000 - Benefits	\$19,297,632	\$10,156,208	\$8,038,546	\$37,492,385
36 4000 - Supplies	\$893,620	\$356,493	\$353,714	\$1,603,827
37 5000 - Other Expenses and Services	\$7,817,016	\$2,797,507	\$5,341,885	\$15,956,408
38 6000 - Capital Outlay	\$394,807	\$68,209	\$145,079	\$608,094
39 7000 - Other Outgo	\$0	\$0	\$1,200,000	\$1,200,000
40 Site Budgeted / Projected Actual Expenditures	\$80,368,389	\$38,605,278	\$29,763,780	\$148,737,446
41 Percentage of Budget by Site	54.03%	25.96%	20.01%	
42 Shared Costs (DSO)	\$20,450,699	\$9,313,081	-\$29,763,780	
43 Annual Excess/(Deficit) (line 32 - line 40 - line 42)	\$930,934	-\$1,581,658	\$0	-\$650,724
Section D - One-Time Adjustments & Fund Balance				
46 Early Retirement Cost Estimate				\$0
47 Early Retirement Savings Estimate	\$625,111	\$310,362	\$68,574	\$1,004,047
48 Vacant Position Savings Estimate				\$0
49a Annual Increase/(Decrease) to Fund Balance				\$353,323
49b Fund Balance July 1, Year Beginning				\$24,301,206
50 Year-end Estimated Fund Balance (actual per CCFS311)				\$24,654,528



MULTI-YEAR FORECAST

UNRESTRICTED GENERAL FUND | 2027-28 FORECAST

	SBVC	CHC	DSO	SBCCD Total
Section A - State-Based Revenue				
1 Base Allocation Revenue (medium and small colleges)	\$ 8,123,513	\$ 6,963,009		\$15,086,522
2 3-Year Average Funded/Forecasted Credit FTES	9,406.60	4,306.82		13,713.43
3 Rate Per Credit FTES				\$5,664.20
4 Total Credit FTES Funding	\$ 53,280,884	\$ 24,394,717		\$77,675,601
5 Special Admit and CDCP (enhanced) FTES	758.48	188.36		946.83
6 Rate Per Special Admit and CDCP (enhanced) FTES				\$7,943.07
7 Total Special Admit and CDCP (enhanced) FTES Funding	\$ 6,024,642	\$ 1,496,135		\$7,520,777
8 Non-Credit FTES	296.27	18.10		314.37
9 Rate Per Non-Credit FTES				\$4,776.39
10 Total Non-Credit FTES Funding	\$ 1,415,088	\$ 86,444		\$1,501,532
11 Total SBCCD Funded FTES	10,461.35	4,513.28		14,974.63
12 Supplemental Component (based on %)	12,348	4,449		16,797
13 Rate Per Supplemental Component				\$1,340
14 Total Supplemental Component Funding	\$ 16,544,500	\$ 5,961,444		\$22,505,943
15 Total Student Success Incentive Component Funding	\$ 10,757,405	\$ 4,850,753		\$15,608,158
16 Total State-Based Revenue (sum of lines 1,4,7,10,14,15)	\$ 96,146,032	\$ 43,752,502		\$139,898,534
16a Stability Provision	\$0	\$0		\$0
16b Total State-Based Revenue After Stability Provision	\$96,146,032	\$43,752,502		\$139,898,533
17 State-Based Revenue Percent By College	68.73%	31.27%		
18 Calculated Revenue Shortfall Percent				0.00%
19 Revenue Shortfall Amount	\$0	\$0		
20 Adjusted State-Based Revenue (line 16 + line 19)	\$96,146,031	\$43,752,502	\$0	\$139,898,533
21 Proposed Base Allocation Increase				\$0
22 Total State Revenue	\$96,146,031	\$43,752,502	\$0	\$139,898,533
23 Change From Previous Year State Base Revenue				\$3,783,693
Section B - Other Revenue				
24 Part-time Faculty Funding	\$319,952	\$145,598		\$465,550
25 Full-time Faculty Funding	\$1,579,691	\$718,859		\$2,298,550
26 Lottery Funding	\$2,176,598	\$990,489		\$3,167,088
27 Interest Income	\$1,318,783	\$600,129		\$1,918,912
28 Other Campus Revenue Per Campus Projections	\$747,679	\$340,241		\$1,087,920
29 Other Revenue	\$538,196	\$245,665		\$783,861
30a STRS/PERS Trust Interest Revenue	\$343,628	\$156,372		\$500,000
30b Commercial Building Annual Revenue	\$0	\$0		\$0
30c FCC Legal Fees Reimbursement/DSO Portion FCC	\$0	\$0		\$0
31 Total Other Revenue	\$7,024,527	\$3,197,355		\$10,221,881
32 Total Revenue (line 22 + line 31)	\$103,170,558	\$46,949,857	\$0	\$150,120,415
Section C - Site Expenses				
33 1000 - Academic Salaries	\$38,241,396	\$17,327,592	\$974,352	\$56,543,340
34 2000 - Classified Salaries	\$14,292,016	\$8,207,235	\$13,887,218	\$36,386,469
35 3000 - Benefits	\$19,591,229	\$10,268,999	\$8,145,528	\$38,005,756
36 4000 - Supplies	\$911,492	\$363,622	\$360,788	\$1,635,903
37 5000 - Other Expenses and Services	\$7,973,356	\$2,853,457	\$5,448,723	\$16,275,536
38 6000 - Capital Outlay	\$402,703	\$69,573	\$147,980	\$620,256
39 7000 - Other Outgo	\$0	\$0	\$1,200,000	\$1,200,000
40 Site Budgeted / Projected Actual Expenditures	\$81,412,192	\$39,090,479	\$30,164,589	\$150,667,260
41 Percentage of Budget by Site	54.03%	25.94%	20.02%	
42 Shared Costs (DSO)	\$20,730,779	\$9,433,810	-\$30,164,589	
43 Annual Excess/(Deficit) (line 32 - line 40 - line 42)	\$1,027,588	-\$1,574,432	\$0	-\$546,845
Section D - One-Time Adjustments & Fund Balance				
46 Early Retirement Cost Estimate				\$0
47 Early Retirement Savings Estimate	\$565,873	\$282,627	\$46,273	\$894,773
48 Vacant Position Savings Estimate				\$0
49a Annual Increase/(Decrease) to Fund Balance				\$347,928
49b Fund Balance July 1, Year Beginning				\$24,654,528
50 Year-end Estimated Fund Balance (actual per CCFS311)				\$25,002,456



MULTI-YEAR FORECAST

UNRESTRICTED GENERAL FUND | 2028-29 FORECAST

	SBVC	CHC	DSO	SBCCD Total
Section A - State-Based Revenue				
1 Base Allocation Revenue (medium and small colleges)	\$ 8,204,748	\$ 7,032,639		\$15,237,388
2 3-Year Average Funded/Forecasted Credit FTES	9,593.19	4,392.25		13,985.44
3 Rate Per Credit FTES				\$5,720.84
4 Total Credit FTES Funding	\$ 54,881,127	\$ 25,127,391		\$80,008,518
5 Special Admit and CDCP (enhanced) FTES	766.06	190.24		956.30
6 Rate Per Special Admit and CDCP (enhanced) FTES				\$8,022.50
7 Total Special Admit and CDCP (enhanced) FTES Funding	\$ 6,145,737	\$ 1,526,207		\$7,671,944
8 Non-Credit FTES	299.23	18.28		317.51
9 Rate Per Non-Credit FTES				\$4,824.16
10 Total Non-Credit FTES Funding	\$ 1,443,531	\$ 88,182		\$1,531,713
11 Total SBCCD Funded FTES	10,658.48	4,600.77		15,259.26
12 Supplemental Component (based on %)	12,348	4,449		16,797
13 Rate Per Supplemental Component				\$1,353
14 Total Supplemental Component Funding	\$ 16,709,945	\$ 6,021,058		\$22,731,003
15 Total Student Success Incentive Component Funding	\$ 10,864,979	\$ 4,899,260		\$15,764,239
16 Total State-Based Revenue (sum of lines 1,4,7,10,14,15)	\$ 98,250,068	\$ 44,694,738		\$142,944,805
16a Stability Provision	\$0	\$0		\$0
16b Total State-Based Revenue After Stability Provision	\$98,250,069	\$44,694,738		\$142,944,806
17 State-Based Revenue Percent By College	68.73%	31.27%		
18 Calculated Revenue Shortfall Percent				0.00%
19 Revenue Shortfall Amount	\$0	\$0		
20 Adjusted State-Based Revenue (line 16 + line 19)	\$98,250,068	\$44,694,738	\$0	\$142,944,806
21 Proposed Base Allocation Increase				\$0
22 Total State Revenue	\$98,250,068	\$44,694,738	\$0	\$142,944,806
23 Change From Previous Year State Base Revenue				\$3,046,272
Section B - Other Revenue				
24 Part-time Faculty Funding	\$319,986	\$145,564		\$465,550
25 Full-time Faculty Funding	\$1,579,859	\$718,691		\$2,298,550
26 Lottery Funding	\$2,176,830	\$990,257		\$3,167,088
27 Interest Income	\$1,318,924	\$599,989		\$1,918,912
28 Other Campus Revenue Per Campus Projections	\$747,759	\$340,161		\$1,087,920
29 Other Revenue	\$538,196	\$245,665		\$783,861
30a STRS/PERS Trust Interest Revenue	\$0	\$0		\$0
30b Commercial Building Annual Revenue	\$0	\$0		\$0
30c FCC Legal Fees Reimbursement/DSO Portion FCC	\$0	\$0		\$0
31 Total Other Revenue	\$6,681,554	\$3,040,328		\$9,721,881
32 Total Revenue (line 22 + line 31)	\$104,931,622	\$47,735,065	\$0	\$152,666,687
Section C - Site Expenses				
33 1000 - Academic Salaries	\$38,666,626	\$17,528,029	\$974,352	\$57,169,007
34 2000 - Classified Salaries	\$14,591,109	\$8,399,454	\$14,112,911	\$37,103,474
35 3000 - Benefits	\$19,922,991	\$10,401,552	\$8,266,908	\$38,591,450
36 4000 - Supplies	\$929,722	\$370,895	\$368,004	\$1,668,621
37 5000 - Other Expenses and Services	\$8,132,823	\$2,910,526	\$5,557,698	\$16,601,047
38 6000 - Capital Outlay	\$410,757	\$70,964	\$150,940	\$632,661
39 7000 - Other Outgo	\$0	\$0	\$1,200,000	\$1,200,000
40 Site Budgeted / Projected Actual Expenditures	\$82,654,029	\$39,681,420	\$30,630,812	\$152,966,260
41 Percentage of Budget by Site	54.03%	25.94%	20.02%	
42 Shared Costs (DSO)	\$21,053,436	\$9,577,376	-\$30,630,812	
43 Annual Excess/(Deficit) (line 32 - line 40 - line 42)	\$1,224,157	-\$1,523,730	\$0	-\$299,573
Section D - One-Time Adjustments & Fund Balance				
46 Early Retirement Cost Estimate				\$0
47 Early Retirement Savings Estimate	\$520,541	\$260,848	\$32,958	\$814,347
48 Vacant Position Savings Estimate				\$0
49a Annual Increase/(Decrease) to Fund Balance				\$514,774
49b Fund Balance July 1, Year Beginning				\$25,002,456
50 Year-end Estimated Fund Balance (actual per CCFS311)				\$25,517,230



BUDGET SUMMARY BY FUND

	Unrestricted General Fund 110	Restricted General Fund 125	Bond Interest/ Redemption 215	Child Development 330/335	Capital Outlay 410/415	Bond Measure M 435	Bond Measure CC 445	Cafeteria 520
Revenues:								
Federal Revenues	-	2,513,410	-	551,215	-	-	-	-
State Revenues	91,727,204	70,058,966	200,000	4,493,797	3,173,731	-	-	-
Local Revenues	48,629,145	10,290,148	54,800,000	191,291	440,945	800,000	6,000,000	575,500
Other Financing Sources/Transfers In	2,050,000	12,282,722	-	-	-	-	-	-
Total Revenues	142,406,349	95,145,246	55,000,000	5,236,303	3,614,676	800,000	6,000,000	575,500
Expenses:								
Academic Salaries	55,099,860	8,823,409	-	-	-	-	-	-
Classified Salaries	34,732,260	14,498,675	-	2,681,410	257,920	-	354,006	329,545
Employee Benefits	36,503,540	8,301,629	-	1,381,161	125,761	-	173,204	1,133
Supplies & materials	1,541,548	3,420,670	-	280,915	-	-	1,000	235,565
Other Expenses & Services	15,336,801	40,201,200	-	260,559	321,339	1,339,286	3,285,484	9,257
Capital Outlay	584,481	3,915,919	-	632,258	4,249,706	9,259,514	151,707,610	-
Other Outgo	1,215,591	15,983,744	55,000,000	-	-	-	-	-
Other Financing Uses/Transfers Out	-	-	-	-	-	-	-	-
Total Expenses	145,014,081	95,145,246	55,000,000	5,236,303	4,954,726	10,598,800	155,521,304	575,500
Early Retirement Savings Estimate	1,583,747	-	-	-	-	-	-	-
Vacant Position Savings Estimate	1,050,000	-	-	-	-	-	-	-
Net Increase (Decrease) to Fund Balance	26,015	-	-	-	(1,340,050)	(9,798,800)	(149,521,304)	-



BUDGET SUMMARY BY FUND

	Investment Properties 590	Workers Comp/ Self Insurance 615/620	Retiree Benefits 690	Associated Students 710	Student Representation 720	Student Body Center Fee 730	Financial Aid 745
Revenues:							
Federal Revenues	-	-	-	-	-	-	23,163,823
State Revenues	-	-	-	-	-	-	5,389,460
Local Revenues	5,338,887	2,444,920	371,000	146,000	142,305	397,308	5,045
Other Financing Sources/Transfers In	-	1,200,000	-	-	-	-	1,119,084
Total Revenues	5,338,887	3,644,920	371,000	146,000	142,305	397,308	29,677,412
Expenses:							
Academic Salaries	-	-	-	-	-	-	-
Classified Salaries	-	-	-	-	-	159,763	-
Employee Benefits	-	-	371,000	-	-	92,099	-
Supplies & materials	-	-	-	55,000	-	24,709	-
Other Expenses & Services	2,804,175	4,186,865	-	82,000	142,305	30,737	59,463
Capital Outlay	3,892,316	-	-	9,000	-	90,000	-
Other Outgo	-	-	-	-	-	-	29,617,949
Other Financing Uses/Transfers Out	-	-	-	-	-	-	-
Total Expenses	6,696,491	4,186,865	371,000	146,000	142,305	397,308	29,677,412
Early Retirement Savings Estimate	-	-	-	-	-	-	-
Vacant Position Savings Estimate	-	-	-	-	-	-	-
Net Increase (Decrease) to Fund Balance	(1,357,604)	(541,945)	-	-	-	-	-



BUDGET SUMMARY BY FUND

	Scholarship & Loan 755	OPEB Trust 765	PARS Trust 775	Student Clubs/Trusts 810	KVCR 390/395	Inland Futures Foundation 890/895	All Funds
Revenues:							
Federal Revenues	-	-	-	-	397,711	-	26,626,159
State Revenues	-	-	-	-	-	-	175,043,158
Local Revenues	754,989	1,000,000	5,400,000	154,102	3,830,949	1,483,453	143,195,987
Other Financing Sources/Transfers In	-	-	-	-	3,452,352	-	20,104,158
Total Revenues	754,989	1,000,000	5,400,000	154,102	7,681,012	1,483,453	364,969,462
Expenses:							
Academic Salaries	-	-	-	-	-	-	63,923,269
Classified Salaries	-	-	-	-	2,471,631	-	55,485,210
Employee Benefits	-	-	-	-	1,134,031	-	48,083,558
Supplies & materials	-	-	-	66,794	45,382	12,000	5,683,583
Other Expenses & Services	-	82,000	-	55,220	3,778,461	381,453	72,356,605
Capital Outlay	-	-	-	-	61,202	-	174,402,006
Other Outgo	754,989	-	4,002,000	32,088	-	1,090,000	107,696,361
Other Financing Uses/Transfers Out	-	-	-	-	-	-	-
Total Expenses	754,989	82,000	4,002,000	154,102	7,490,707	1,483,453	527,630,592
Early Retirement Savings Estimate	-	-	-	-	-	-	1,583,747
Vacant Position Savings Estimate	-	-	-	-	-	-	1,050,000
Net Increase (Decrease) to Fund Balance	-	918,000	1,398,000	-	190,305	-	(160,027,383)



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
110.00.00000000.0000.0000 - General Program	700,000.00	0.00	(700,000.00)	-100.00%
110.01.00000001.0000.0000 - General Program	79,789,853.90	81,963,472.49	2,173,618.59	2.72%
110.01.61900501.2146.0000 - SBVC-Prop 30 EPA Funds	13,347,379.00	13,625,824.00	278,445.00	2.09%
110.01.63100401.0000.0000 - Counseling - Counseling & Guidance	31,140.14	0.00	(31,140.14)	-100.00%
110.01.65701701.0000.0000 - Unrestricted Lottery	1,296,726.00	2,174,239.00	877,513.00	67.67%
110.02.00000002.0000.0000 - General Program	36,807,546.72	37,213,281.64	405,734.92	1.10%
110.02.10070002.0000.0000 - Drama Department	98,919.00	98,919.00	0.00	0.00%
110.02.17010202.3269.0000 - CHC-Contract Education	42,000.00	0.00	(42,000.00)	-100.00%
110.02.61900802.0000.0000 - Resource Development	22,500.00	0.00	(22,500.00)	-100.00%
110.02.65701702.0000.0000 - Unrestricted Lottery	602,719.00	992,849.00	390,130.00	64.73%
110.02.65900102.0000.0000 - Administrative Services - Other M&O	5,000.00	4,745.00	(255.00)	-5.10%
110.02.67200702.2146.0000 - CHC-Prop 30 EPA Funds	6,203,491.00	6,222,427.00	18,936.00	0.31%
110.02.71000302.0000.0000 - Administrative Services - Physical Property & Related Acquisitions	93,571.00	94,801.00	1,230.00	1.31%
110.03.67701303.0000.0000 - Printing	21,000.00	0.00	(21,000.00)	-100.00%
110.15.64700301.0000.0000 - WIA Carryover	2,000.00	2,000.00	0.00	0.00%
110.15.73000501.0000.0000 - WIA Carryover	13,791.00	13,791.00	0.00	0.00%
	139,077,636.76	142,406,349.13	3,328,712.37	2.39%
Expenditures				
110.01.00000000.0000.6720 - Estimated Salary Increase	2,155,595.00	0.00	(2,155,595.00)	-100.00%
110.01.02010001.0000.0000 - Architecture Department	148,394.29	155,449.90	7,055.60	4.75%
110.01.04010001.0000.0000 - Biology, General	617,155.13	645,670.00	28,514.87	4.62%
110.01.04010101.0000.0000 - Microbiology Biology General	133,595.65	143,754.87	10,159.22	7.60%
110.01.04030001.0000.0000 - Microbiology - Microbiology	159,771.87	160,583.74	811.87	0.51%
110.01.04100001.0000.0000 - Biology Department - Anatomy And Physiology	817,892.34	848,365.82	30,473.48	3.73%
110.01.05010001.0000.0000 - Business Division - Business And Commerce, General	6,960.03	5,760.04	(1,199.99)	-17.24%
110.01.05020001.0000.0000 - Accounting	177,748.82	271,609.90	93,861.08	52.81%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.01.05040001.0000.0000 - Business Admin, Finance, Ins	290,441.75	293,330.52	2,888.77	0.99%
110.01.05140001.0000.0000 - Computer Info Tech	759,572.23	771,704.75	12,132.52	1.60%
110.01.06040001.0000.0000 - Radio/Television Instruction	219,075.39	224,915.17	5,839.77	2.67%
110.01.07010001.0000.0000 - Computer Science Department	3,687.00	3,686.00	(1.00)	-0.03%
110.01.07990001.0000.0000 - Geographic Information Svcs	650.00	1,000.00	350.00	53.85%
110.01.08350001.0000.0000 - P.E - Physical Education	1,373,949.03	1,405,807.65	31,858.62	2.32%
110.01.08350101.0000.0000 - Mens Athletics - Physical Education	338,200.00	338,200.00	0.00	0.00%
110.01.08352001.0000.0000 - Athletic Trainer - Physical Education	286,850.07	309,001.35	22,151.28	7.72%
110.01.09010001.0000.0000 - Technical Training Division - Engineering	81,517.89	85,488.71	3,970.82	4.87%
110.01.09340001.0000.0000 - Electronics Department	333,726.01	294,338.94	(39,387.07)	-11.80%
110.01.09460001.0000.0000 - Refrigeration	128,607.44	132,984.54	4,377.09	3.40%
110.01.09470001.0000.0000 - Diesel Dept	171,850.12	174,674.00	2,823.89	1.64%
110.01.09480101.0000.0000 - Automotive Department	653,764.82	664,243.50	10,478.69	1.60%
110.01.09490001.0000.0000 - Automotive Collision Repair	16,755.00	16,755.00	0.00	0.00%
110.01.09500001.0000.0000 - Aeronautics Department - Main	356,372.22	506,267.17	149,894.95	42.06%
110.01.09563001.0000.0000 - Machine Shop Department	199,168.09	201,998.74	2,830.65	1.42%
110.01.09565001.0000.0000 - Welding	504,442.89	463,813.20	(40,629.69)	-8.05%
110.01.09580001.0000.0000 - Water Supply Technology	312,988.07	319,376.03	6,387.95	2.04%
110.01.09990101.0000.0000 - Technical Training Division - Other Engineering & Related Industrial Technologies	149,741.64	198,523.26	48,781.62	32.58%
110.01.10020001.0000.0000 - Art Department	796,434.51	772,763.42	(23,671.09)	-2.97%
110.01.10040001.0000.0000 - Music Department	76,029.07	175,306.57	99,277.50	130.58%
110.01.10070001.0000.0000 - Drama Department - Dramatic Arts	184,075.12	183,243.33	(831.79)	-0.45%
110.01.10080001.0000.0000 - Dance Department	206.32	366.00	159.68	77.40%
110.01.11010001.0000.0000 - Modern Languages	678,531.27	684,206.53	5,675.26	0.84%
110.01.12210001.0000.0000 - Pharmacy Technology	129,392.61	131,780.98	2,388.36	1.85%
110.01.12301101.0000.0000 - Registered Nursing Program	1,098,900.51	1,226,405.05	127,504.53	11.60%
110.01.12390001.0000.0000 - Psychiatric Tech	411,723.38	419,264.46	7,541.08	1.83%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.01.12600001.0000.0000 - Allied Health Department - Health Professions, Transfer Core Curriculum	2,148.31	2,304.00	155.69	7.25%
110.01.13050101.0000.0000 - Child Development/Early Care And Education	458,768.98	462,073.91	3,304.93	0.72%
110.01.13070001.0000.0000 - Restaurant Management Program	385,900.37	371,235.11	(14,665.27)	-3.80%
110.01.15010001.0000.0000 - English Department	2,609,024.33	2,792,454.42	183,430.09	7.03%
110.01.15060001.0000.0000 - Speech Department	495,563.67	359,747.69	(135,815.98)	-27.41%
110.01.15090001.0000.0000 - Philosophy	295,658.23	299,799.48	4,141.25	1.40%
110.01.17010001.0000.0000 - Mathematics Department	2,279,603.30	1,758,655.10	(520,948.20)	-22.85%
110.01.17990101.0000.0000 - Math & Science	42,554.82	42,554.00	(0.82)	0.00%
110.01.19010001.0000.0000 - Science Division-General	53,708.43	48,307.00	(5,401.43)	-10.06%
110.01.19020001.0000.0000 - Physics Department	281,284.12	287,096.89	5,812.77	2.07%
110.01.19050001.0000.0000 - Chemistry Department	1,220,277.27	1,221,640.64	1,363.36	0.11%
110.01.19140001.0000.0000 - Geology Department	121,845.26	123,686.99	1,841.73	1.51%
110.01.20010001.0000.0000 - Psychology	216,295.15	218,033.96	1,738.81	0.80%
110.01.21050001.0000.0000 - Administration Of Justice	81,343.06	147,515.07	66,172.01	81.35%
110.01.21060001.0000.0000 - Sheriff's Academy	1,104,742.00	1,104,742.00	0.00	0.00%
110.01.22010001.0000.0000 - Social Science, General	7,537.02	6,665.00	(872.02)	-11.57%
110.01.22020001.0000.0000 - Anthropology	164,784.89	168,237.73	3,452.84	2.10%
110.01.22040001.0000.0000 - Economics	209,062.81	264,159.06	55,096.24	26.35%
110.01.22050001.0000.0000 - History	281,860.91	288,442.15	6,581.23	2.33%
110.01.22060001.0000.0000 - Geography Department	311,909.70	314,632.32	2,722.61	0.87%
110.01.22070001.0000.0000 - Political Science	334,915.69	340,322.55	5,406.87	1.61%
110.01.22080001.0000.0000 - Sociology	206,839.47	178,312.32	(28,527.15)	-13.79%
110.01.22990101.0000.0000 - Human Services Department	302,288.26	309,348.50	7,060.24	2.34%
110.01.49000101.0000.0000 - Ethnic Studies	140,807.74	144,854.86	4,047.12	2.87%
110.01.49300101.0000.0000 - Office Of Instruction - Adjuncts	13,423,925.80	18,404,079.28	4,980,153.48	37.10%
110.01.49300901.0000.0000 - Tutorial Center	372,925.29	399,679.37	26,754.08	7.17%
110.01.49301001.0000.0000 - Counseling - General Studies	28,578.64	29,004.94	426.30	1.49%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.01.49303001.0000.0000 - Disabled Student Prog/Services - General Studies	122,062.02	123,869.79	1,807.77	1.48%
110.01.49307001.0000.0000 - Reading Program	322,664.92	326,409.63	3,744.71	1.16%
110.01.60100101.0000.0000 - P.E - Academic Administration	130,708.35	147,091.75	16,383.40	12.53%
110.01.60100201.0000.0000 - Business Division - Academic Administration	120,822.46	126,775.06	5,952.60	4.93%
110.01.60100301.0000.0000 - Arts And Lectures	19,032.33	19,014.00	(18.33)	-0.10%
110.01.60100401.0000.0000 - Humanities Division	489,187.06	515,965.29	26,778.23	5.47%
110.01.60100501.0000.0000 - Mathematics Division - Academic Administration	484,900.15	509,714.11	24,813.95	5.12%
110.01.60100701.0000.0000 - Science Division - Academic Administration	636,853.11	736,997.71	100,144.60	15.72%
110.01.60100801.0000.0000 - Registered Nursing Program - Academic Administration	285,377.44	307,464.20	22,086.76	7.74%
110.01.60100901.0000.0000 - Allied Health Department - Academic Administration	115,019.42	125,119.53	10,100.11	8.78%
110.01.60101001.0000.0000 - Psychiatric Tech - Academic Administration	20,524.86	21,553.85	1,028.99	5.01%
110.01.60101101.0000.0000 - Technical Training Division - Academic Administration	391,634.67	426,450.33	34,815.66	8.89%
110.01.60101201.0000.0000 - Social Science, General - Academic Administration	417,814.41	489,914.02	72,099.60	17.26%
110.01.60101301.0000.0000 - SheriffS Academy - Academic Administration	271,025.84	289,157.05	18,131.21	6.69%
110.01.60101401.0000.0000 - Extended Academy - Academic Administration	265,855.02	297,817.00	31,961.98	12.02%
110.01.60101501.0000.0000 - Office Of Instruction	1,218,180.91	1,267,969.29	49,788.38	4.09%
110.01.60101601.0000.0000 - Off-Campus Programs	94,883.66	70,648.00	(24,235.66)	-25.54%
110.01.60101901.0000.0000 - Honors Program	10,100.48	9,193.00	(907.48)	-8.98%
110.01.60103901.0000.0000 - Art Gallery	24,755.32	24,757.00	1.68	0.01%
110.01.60300101.0000.0000 - Academic Senate	11,492.00	11,492.00	0.00	0.00%
110.01.60900101.0000.0000 - Reassigned Time-SBVC	2,144,975.87	2,072,406.11	(72,569.76)	-3.38%
110.01.60900201.0000.0000 - Accreditation	21,685.13	21,685.00	(0.13)	0.00%
110.01.61100101.0000.0000 - Library - Learning Center	227,370.50	238,634.70	11,264.20	4.95%
110.01.61200101.0000.0000 - Library	1,430,239.85	1,526,618.64	96,378.78	6.74%
110.01.61500101.0000.0000 - Technology Service - Acad Info Systems & Tech	1,211,126.76	1,261,770.78	50,644.02	4.18%
110.01.61900201.0000.0000 - Tutorial Center	531,861.63	592,285.06	60,423.44	11.36%
110.01.61900401.0000.0000 - Grants - Other Instructional Support Sv	146,193.93	153,130.80	6,936.86	4.74%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.01.61900701.0000.0000 - Planning And Research	668,346.11	719,661.56	51,315.45	7.68%
110.01.61900801.0000.0000 - Resource Development	659,133.28	619,750.42	(39,382.87)	-5.97%
110.01.61901001.0000.0000 - STEM-MESA Center	263,887.80	269,320.35	5,432.54	2.06%
110.01.61912101.0000.0000 - Academic Success/Learning Svcs	761,889.56	783,653.90	21,764.35	2.86%
110.01.61912201.0000.0000 - Humanities Division - Distance Education	2,000.00	2,000.00	0.00	0.00%
110.01.62000101.0000.0000 - Admissions & Records	1,778,156.88	1,876,531.97	98,375.08	5.53%
110.01.62000501.0000.0000 - Student Development-Student Refund Petition	4,200.00	4,200.00	0.00	0.00%
110.01.63100201.0000.0000 - Minority Transter Program	6,528.89	6,528.00	(0.89)	-0.01%
110.01.63100401.0000.0000 - Counseling - Counseling & Guidance	1,868,838.29	1,870,231.39	1,393.10	0.07%
110.01.63300101.0000.0000 - Articulation Program	1,290.00	1,290.00	0.00	0.00%
110.01.63300201.0000.0000 - Transfer Center	364,617.67	376,691.46	12,073.78	3.31%
110.01.64200101.0000.0000 - Disabled Student Prog/Services - DSPS	318,796.91	330,456.42	11,659.51	3.66%
110.01.64300101.0000.0000 - EOPS	285,790.57	304,256.34	18,465.78	6.46%
110.01.64400101.0000.0000 - Student Health Services	92,863.45	93,840.00	976.55	1.05%
110.01.64500101.0000.0000 - Counseling/Matriculation Division	491,368.63	530,067.93	38,699.29	7.88%
110.01.64500201.0000.0000 - Student Development	420,080.33	531,345.73	111,265.39	26.49%
110.01.64600101.0000.0000 - Financial Aid	1,013,490.05	1,220,075.10	206,585.05	20.38%
110.01.64601001.0000.0000 - Student Development-Financial Aid	200,000.00	200,000.00	0.00	0.00%
110.01.64700101.0000.0000 - Workforce Readiness - Job Development/Placement Srvc	12,066.02	12,591.35	525.32	4.35%
110.01.64900101.0000.0000 - Workforce Readiness - Misc. Student Svcs.	73,729.62	75,861.49	2,131.87	2.89%
110.01.64900201.0000.0000 - Outreach And Recruitment	54,004.63	54,004.00	(0.63)	0.00%
110.01.64900301.0000.0000 - Commencement	118,071.00	56,871.00	(61,200.00)	-51.83%
110.01.64900401.0000.0000 - Puente	4,507.31	4,507.00	(0.31)	-0.01%
110.01.64901101.0000.0000 - Middle College	23,247.42	24,331.00	1,083.58	4.66%
110.01.65100101.0000.0000 - Maintenance	2,546,883.40	2,429,280.41	(117,602.99)	-4.62%
110.01.65300101.0000.0000 - Custodial	2,553,470.24	2,664,305.15	110,834.91	4.34%
110.01.65300501.0000.0000 - Custodial - Student & Co-Curricular	84,177.24	91,944.49	7,767.25	9.23%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.01.65500101.0000.0000 - Grounds	1,037,955.31	1,018,955.35	(18,999.96)	-1.83%
110.01.65700301.0000.0000 - Technology Service	504.00	0.00	(504.00)	-100.00%
110.01.65700401.0000.0000 - Workforce Readiness	400.00	400.00	0.00	0.00%
110.01.65700501.0000.0000 - Counseling/Matriculation Div	650.00	650.00	0.00	0.00%
110.01.65700701.0000.0000 - Utilities - Water	334,000.00	281,000.00	(53,000.00)	-15.87%
110.01.65700801.0000.0000 - Utilities - Telephone	150,000.00	125,000.00	(25,000.00)	-16.67%
110.01.65701001.0000.0000 - Utilities - Gas	375,000.00	225,000.00	(150,000.00)	-40.00%
110.01.65701101.0000.0000 - Utilities - Electric	1,043,457.00	212,975.00	(830,482.00)	-79.59%
110.01.65701301.0000.0000 - Office of Instruction	0.00	500.00	500.00	100.00%
110.01.65701701.0000.0000 - Unrestricted Lottery	1,000,975.00	1,296,000.00	295,025.00	29.47%
110.01.65900101.0000.0000 - Administrative Services	760,217.36	891,710.87	131,493.51	17.30%
110.01.66000301.0000.0000 - Campus President	820,635.89	867,410.66	46,774.77	5.70%
110.01.66000401.0000.0000 - Grants - Planning, Policymaking, & Coordination	21,298.72	137,223.46	115,924.74	544.28%
110.01.67100101.0000.0000 - Marketing & Public Affairs	700,976.10	778,072.79	77,096.68	11.00%
110.01.67200101.0000.0000 - College Business Office	299,791.61	318,577.97	18,786.35	6.27%
110.01.67500101.0000.0000 - Professional Development	222,913.41	226,164.79	3,251.38	1.46%
110.01.67600101.0000.0000 - Diversity	22,214.93	22,215.00	0.07	0.00%
110.01.67700101.0000.0000 - Transportation, General	57,055.12	43,365.00	(13,690.12)	-23.99%
110.01.67700201.0000.0000 - Rideshare Program	10,000.00	10,000.00	0.00	0.00%
110.01.67700401.0000.0000 - General Supplies & Services	634,455.36	741,473.00	107,017.64	16.87%
110.01.67700501.0000.0000 - Auditorium	162,045.73	173,325.83	11,280.10	6.96%
110.01.67700701.0000.0000 - Mailroom and Postage	134,925.29	139,563.12	4,637.83	3.44%
110.01.67900801.0000.0000 - Campus President	2,000.00	2,000.00	0.00	0.00%
110.01.68300101.0000.0000 - Custodial - Community Use Of Facilities	86,355.86	94,282.25	7,926.39	9.18%
110.01.68400201.0000.0000 - Campus President Economic Development	109,516.05	102,898.47	(6,617.58)	-6.04%
110.01.69200201.0000.0000 - Child Care Food Program	163,189.81	175,449.07	12,259.26	7.51%
110.01.69400201.0000.0000 - Cafeteria	206,443.00	227,443.45	21,000.45	10.17%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.01.69600101.0000.0000 - Mens Athletics - Student & Co-Curricular	250,675.69	271,862.14	21,186.44	8.45%
110.01.69600201.0000.0000 - Student Activities	309,540.14	333,724.41	24,184.27	7.81%
110.01.69600501.0000.0000 - Mens Athletics - Baseball	20,193.00	20,193.00	0.00	0.00%
110.01.69600601.0000.0000 - Womens Athletics - Volleyball	7,522.50	11,046.50	3,524.00	46.85%
110.01.69600701.0000.0000 - Womens Athletics - Softball	13,123.39	13,123.39	(0.00)	0.00%
110.01.69600801.0000.0000 - Mens Athletics - Basketball	16,569.60	16,569.60	0.00	0.00%
110.01.69600901.0000.0000 - Womens Athletics - Basketball	15,882.19	13,970.00	(1,912.19)	-12.04%
110.01.69601001.0000.0000 - Mens Athletics - Track	13,338.80	12,115.00	(1,223.80)	-9.17%
110.01.69601101.0000.0000 - Womens Athletics - Track	12,495.80	12,415.00	(80.80)	-0.65%
110.01.69601201.0000.0000 - Mens Athletics - Cross Country	7,609.25	7,088.25	(521.00)	-6.85%
110.01.69601301.0000.0000 - Womens Athletics - Cross Country	5,986.50	5,655.50	(331.00)	-5.53%
110.01.69601801.0000.0000 - Mens Athletics - Football	62,374.00	32,586.00	(29,788.00)	-47.76%
110.01.69602001.0000.0000 - Mens Athletics - Soccer	5,272.00	8,603.00	3,331.00	63.18%
110.01.69602101.0000.0000 - Womens Athletics - Soccer	7,814.00	9,860.00	2,046.00	26.18%
110.01.69602201.0000.0000 - Mens Athletics - Athletics	75,161.60	70,761.60	(4,400.00)	-5.85%
110.01.69602301.0000.0000 - Womens Athletics - Athletics	3,746.09	3,746.00	(0.09)	0.00%
110.01.69602401.0000.0000 - P.E - Athletics	96,204.94	104,197.31	7,992.36	8.31%
110.01.69602501.0000.0000 - Athletic Trainer - Athletic Trainer	1,946.00	1,300.00	(646.00)	-33.20%
110.01.71000301.0000.0000 - Administrative Services - Physical Plant & Properties	49,412.49	100,265.75	50,853.27	102.92%
110.02.00000000.0000.6720 - Estimated Salary Increase	1,120,956.00	74,239.00	(1,046,717.00)	-93.38%
110.02.04010002.0000.0000 - Biology, General	553,649.21	571,104.70	17,455.49	3.15%
110.02.04030002.0000.0000 - Microbiology Department	317,648.58	331,434.73	13,786.14	4.34%
110.02.04100002.0000.0000 - Anatomy & Physiology Dept - Anatomy And Physiology	265,056.83	277,889.45	12,832.62	4.84%
110.02.05040002.0000.0000 - Business Admin, Finance, Ins	171,061.33	174,120.11	3,058.78	1.79%
110.02.07010002.0000.0000 - Computer Science Department	512,027.16	528,248.10	16,220.94	3.17%
110.02.08350002.0000.0000 - Physical Education Division	393,042.40	506,268.31	113,225.91	28.81%
110.02.08500102.0000.0000 - Modern Languages - Sign Language	225,367.08	232,484.71	7,117.63	3.16%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.02.10020002.0000.0000 - Art Department	390,926.36	275,788.70	(115,137.66)	-29.45%
110.02.10040002.0000.0000 - Music Department	151,887.68	150,382.16	(1,505.52)	-0.99%
110.02.10070002.0000.0000 - Drama Department	371,141.64	464,776.36	93,634.71	25.23%
110.02.11010002.0000.0000 - Modern Languages - Foreign Languages, General	319,332.83	321,197.22	1,864.39	0.58%
110.02.12100002.0000.0000 - Resp Therapy Cert Program - Respiratory Care/Therapy	800,564.08	966,712.95	166,148.87	20.75%
110.02.12500002.0000.0000 - Emergency Medicine Program - Emergency Medical Services	917,815.24	976,874.15	59,058.91	6.43%
110.02.13050202.0000.0000 - Early Childhood Education	500.00	500.00	0.00	0.00%
110.02.15010002.0000.0000 - English Department	1,085,112.19	1,105,091.05	19,978.85	1.84%
110.02.15060002.0000.0000 - Speech Department	333,286.70	335,296.37	2,009.68	0.60%
110.02.15090002.0000.0000 - Philosophy	217,518.31	206,725.83	(10,792.48)	-4.96%
110.02.17010002.0000.0000 - Mathematics Department	836,512.57	841,527.97	5,015.41	0.60%
110.02.17010202.3269.0000 - CHC-Contract Education	30,000.00	0.00	(30,000.00)	-100.00%
110.02.19020002.0000.0000 - Physics Department	225,207.23	234,816.74	9,609.51	4.27%
110.02.19050002.0000.0000 - Chemistry Department	763,483.55	764,587.39	1,103.83	0.14%
110.02.19110002.0000.0000 - Formerly Astronomy Dept.	88,754.29	89,187.23	432.93	0.49%
110.02.19140002.0000.0000 - Geology Department	137,645.21	136,156.62	(1,488.59)	-1.08%
110.02.20010002.0000.0000 - Psychology	464,022.33	463,773.58	(248.75)	-0.05%
110.02.21330002.0000.0000 - Fire Science - Fire Technology	426,615.26	427,262.07	646.81	0.15%
110.02.21990102.0000.0000 - Public Safety Training	2,220.00	2,189.00	(31.00)	-1.40%
110.02.22020002.0000.0000 - Anthropology	151,167.91	154,224.36	3,056.46	2.02%
110.02.22030002.0000.0000 - Ethnic Studies	56,566.56	130,989.13	74,422.56	131.57%
110.02.22040002.0000.0000 - Economics	166,940.97	167,846.12	905.15	0.54%
110.02.22050002.0000.0000 - History	109,891.63	112,123.74	2,232.11	2.03%
110.02.22060002.0000.0000 - Geography Department	86,066.24	86,509.16	442.93	0.51%
110.02.22070002.0000.0000 - Political Science	161,922.96	162,846.77	923.81	0.57%
110.02.22080002.0000.0000 - Sociology	110,173.08	110,682.99	509.91	0.46%
110.02.49300102.0000.0000 - Office Of Instruction - Adjuncts	6,063,493.20	7,571,476.00	1,507,982.80	24.87%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.02.60100402.0000.0000 - Humanities Division	270,484.19	282,250.31	11,766.13	4.35%
110.02.60101502.0000.0000 - Office Of Instruction	1,246,612.34	1,378,697.52	132,085.18	10.60%
110.02.60101902.0000.0000 - Honors Program	114,014.00	131,141.00	17,127.00	15.02%
110.02.60102102.0000.0000 - Resp Therapy Cert Program - Academic Administration	99,938.58	108,610.77	8,672.19	8.68%
110.02.60102202.0000.0000 - Emergency Medicine Program - Academic Administration	96,783.91	118,389.48	21,605.57	22.32%
110.02.60102302.0000.0000 - Radiologic Technology	5,350.00	16,098.00	10,748.00	200.90%
110.02.60102402.0000.0000 - Fire Science - Academic Administration	41,114.61	43,172.32	2,057.72	5.00%
110.02.60102502.0000.0000 - Vocational Education	270,493.24	282,260.22	11,766.98	4.35%
110.02.60900102.0000.0000 - Reassigned Time-CHC	942,505.62	968,629.96	26,124.34	2.77%
110.02.61100202.0000.0000 - Learning Resource Center	472,884.29	539,164.42	66,280.14	14.02%
110.02.61100202.0000.6110 - STEM Center	25,830.50	28,123.00	2,292.50	8.88%
110.02.61200102.0000.0000 - Library	801,742.77	848,106.92	46,364.15	5.78%
110.02.61900102.0000.0000 - Aquatics Center	61,964.34	44,348.52	(17,615.82)	-28.43%
110.02.61900302.0000.0000 - Grants	10,000.00	10,000.00	0.00	0.00%
110.02.61900502.0000.0000 - Campus President - Other Instructional Support Sv	572,157.96	451,625.00	(120,532.96)	-21.07%
110.02.61900602.0000.0000 - Science Division	257,568.99	285,212.27	27,643.27	10.73%
110.02.61900802.0000.0000 - Resource Development	510,117.56	632,774.23	122,656.66	24.04%
110.02.61900902.0000.0000 - Marketing & Public Affairs - Other Instructional Support Sv	162,221.18	166,877.91	4,656.73	2.87%
110.02.62000102.0000.0000 - Admissions & Records	692,950.59	714,328.73	21,378.14	3.09%
110.02.63100402.0000.0000 - Counseling - Counseling & Guidance	812,034.20	828,507.67	16,473.47	2.03%
110.02.63300102.0000.0000 - Articulation Program	0.00	49,906.11	49,906.11	100.00%
110.02.63300402.0000.0000 - Transfer Center 7/1/05	240,289.13	210,667.87	(29,621.27)	-12.33%
110.02.63400202.0000.0000 - Career Center	230,306.20	250,006.22	19,700.02	8.55%
110.02.64200202.0000.0000 - Disabled Student Prog/Service	176,672.13	204,996.27	28,324.13	16.03%
110.02.64300102.0000.0000 - EOPS	194,607.98	208,477.70	13,869.72	7.13%
110.02.64400102.0000.0000 - Student Health Services	32,500.00	20,500.00	(12,000.00)	-36.92%
110.02.64500302.0000.0000 - Student Services - Student Personnel Admin.	479,962.04	540,163.34	60,201.30	12.54%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.02.64600102.0000.0000 - Financial Aid	473,889.11	503,003.13	29,114.02	6.14%
110.02.64900302.0000.0000 - Commencement	42,825.00	43,567.50	742.50	1.73%
110.02.64900502.0000.0000 - Articulation Program	185,556.03	186,280.18	724.15	0.39%
110.02.65100102.0000.0000 - Maintenance	842,210.93	858,764.26	16,553.33	1.97%
110.02.65300102.0000.0000 - Custodial	1,686,824.98	1,851,367.62	164,542.64	9.75%
110.02.65300302.0000.0000 - Custodial - Child Development Centers	8,254.98	8,645.87	390.89	4.74%
110.02.65300402.0000.0000 - Custodial - Food Services	4,752.10	4,992.13	240.03	5.05%
110.02.65500202.0000.0000 - Grounds - Grounds Maint & Repairs	376,951.85	386,609.17	9,657.31	2.56%
110.02.65700802.0000.0000 - Utilities - Telephone	85,000.00	120,000.00	35,000.00	41.18%
110.02.65700902.0000.0000 - Parking Lot Improvements	26,538.00	28,000.00	1,462.00	5.51%
110.02.65701002.0000.0000 - Gas Utility	16,258.00	20,117.00	3,859.00	23.74%
110.02.65701102.0000.0000 - Utilities - Electricity	476,086.00	0.00	(476,086.00)	-100.00%
110.02.65701202.0000.0000 - Utilities - Fuel Oil	12,532.00	11,000.00	(1,532.00)	-12.22%
110.02.65701702.0000.0000 - Unrestricted Lottery	641,456.00	923,587.00	282,131.00	43.98%
110.02.65900102.0000.0000 - Administrative Services - Other M&O	406,041.54	419,885.00	13,843.46	3.41%
110.02.65900302.0000.0000 - Maintenance & Operations - Other M&O	129,215.17	138,997.42	9,782.25	7.57%
110.02.66000302.0000.0000 - Campus President - Planning, Policymaking, & Coordination	516,181.15	530,506.40	14,325.25	2.78%
110.02.66000502.0000.0000 - Planning And Research	567,794.09	610,762.82	42,968.73	7.57%
110.02.67100102.0000.0000 - Marketing & Public Affairs - Community Relations	165,700.00	165,700.00	0.00	0.00%
110.02.67200102.0000.0000 - College Business Office - Fiscal Operations	194,837.20	202,844.71	8,007.51	4.11%
110.02.67500102.0000.0000 - Professional Development	61,256.63	62,051.10	794.47	1.30%
110.02.67700602.0000.0000 - Purchasing And Warehousing - Logistical Services	92,149.22	96,758.44	4,609.22	5.00%
110.02.67700702.0000.0000 - Mailroom And Postage * Logistical Services	13,500.00	0.00	(13,500.00)	-100.00%
110.02.67900202.0000.0000 - Technology Service - Other Gen Inst.Support Svcs	771,623.06	869,378.92	97,755.86	12.67%
110.02.68300202.0000.0000 - College Business Office - Community Use Of Facilities	20,524.86	21,553.85	1,028.99	5.01%
110.02.68400202.0000.0000 - Campus President Economic Development	96,553.00	99,753.66	3,200.66	3.31%
110.02.69100202.0000.0000 - Purchasing And Warehousing - Bookstores	12,565.80	13,194.33	628.53	5.00%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.02.69100302.0000.0000 - Custodial - Bookstores	15,395.97	16,202.75	806.78	5.24%
110.02.69200202.0000.0000 - Child Development Center	242,611.92	258,944.78	16,332.86	6.73%
110.02.69500202.0000.0000 - Grounds - Parking	10,794.13	11,192.09	397.96	3.69%
110.02.69500302.0000.0000 - Custodial - Parking	1,139.67	1,226.36	86.69	7.61%
110.02.69500402.0000.0000 - Parking Lot Improvements	183,651.89	196,365.56	12,713.68	6.92%
110.02.69600302.0000.0000 - Student Services - Student & Co-Curricular	263,872.79	275,829.33	11,956.55	4.53%
110.02.69600402.0000.0000 - College Business Office - Student & Co-Curricular	1,057.53	1,109.91	52.38	4.95%
110.02.69601202.0000.0000 - CHC Mens Athletics - Cross Country	28,970.28	31,775.00	2,804.72	9.68%
110.02.69601302.0000.0000 - CHC Womens Athletics - Cross Country	11,198.82	14,040.00	2,841.18	25.37%
110.02.69601402.0000.0000 - CHC-Womens Athletics - Water Polo	31,289.71	29,330.00	(1,959.71)	-6.26%
110.02.69601502.0000.0000 - CHC Mens Athletics - Water Polo	35,505.10	28,230.00	(7,275.10)	-20.49%
110.02.69602202.0000.0000 - CHC Mens Athletics - Swim	19,299.00	19,283.00	(16.00)	-0.08%
110.02.69602302.0000.0000 - CHC Womens Athletics - Swim	19,789.00	19,533.00	(256.00)	-1.29%
110.02.69602402.0000.6191 - CHC P.E. - Athletics Admin	110,547.60	97,333.91	(13,213.69)	-11.95%
110.02.71000102.0000.0000 - Technology Service - Physical Property & Related Acquisitions	1,515.74	0.00	(1,515.74)	-100.00%
110.02.71000202.0000.0000 - Maintenance & Operations - Physical Property & Related Acquisitions	69,577.40	74,844.76	5,267.37	7.57%
110.02.71000302.0000.0000 - Administrative Services - Physical Property & Related Acquisitions	89,459.95	93,592.45	4,132.50	4.62%
110.02.73200002.3269.0000 - CHC-Contract Education	12,000.00	0.00	(12,000.00)	-100.00%
110.03.00000000.0000.6720 - Estimated Salary Increase	831,906.00	0.00	(831,906.00)	-100.00%
110.03.60900103.0000.0000 - Reassigned Time-DIST	754,495.75	770,494.03	15,998.28	2.12%
110.03.61500203.0000.0000 - Distance Education - Acad Info Systems & Tech	645,463.95	690,623.03	45,159.08	7.00%
110.03.65100103.0000.0000 - Maintenance	438,675.53	444,884.76	6,209.23	1.42%
110.03.65701303.0000.0000 - Utilities-District Support Services	360,837.23	376,103.03	15,265.80	4.23%
110.03.66000703.0000.0000 - District Chancellor	997,362.97	1,116,160.49	118,797.53	11.91%
110.03.66000803.0000.0000 - Institutional Effectiveness	782,836.19	823,499.24	40,663.06	5.19%
110.03.66000903.0000.0000 - Board Of Trustees	321,189.12	361,160.46	39,971.34	12.44%
110.03.67100103.0000.0000 - Marketing & Public Affairs	707,917.11	766,684.13	58,767.02	8.30%



BUDGET FORECAST BY DEPARTMENT

Unrestricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
110.03.67200203.0000.0000 - Controller	876,634.08	906,425.76	29,791.68	3.40%
110.03.67200303.0000.0000 - Internal Audit	150,000.00	150,000.00	0.00	0.00%
110.03.67200403.0000.0000 - Accounting	1,962,112.06	2,052,666.17	90,554.11	4.62%
110.03.67300103.0000.0000 - Human Resources	3,804,611.86	4,150,580.76	345,968.90	9.09%
110.03.67500303.0000.0000 - Employee Benefits - Tuition Reimbursement	48,000.00	47,000.00	(1,000.00)	-2.08%
110.03.67500403.0000.0000 - Safety and Emergency Management	188,492.65	374,360.08	185,867.43	98.61%
110.03.67700403.0000.0000 - General Supplies & Services	53,680.00	53,680.00	0.00	0.00%
110.03.67701003.0000.0000 - Purchasing And Warehousing	821,144.91	850,203.03	29,058.12	3.54%
110.03.67701103.0000.0000 - Insurance	75,000.00	65,000.00	(10,000.00)	-13.33%
110.03.67701203.0000.0000 - Police	2,864,193.72	3,343,497.99	479,304.27	16.73%
110.03.67701303.0000.0000 - Printing	954,496.47	992,592.11	38,095.64	3.99%
110.03.67701403.0000.0000 - Security	815,114.73	713,355.69	(101,759.04)	-12.48%
110.03.67800103.0000.0000 - TESS	6,950,312.67	6,947,118.91	(3,193.76)	-0.05%
110.03.67900303.0000.0000 - Employee Benefits - SUI/Excess STRS Sick Leave	622,000.00	622,000.00	0.00	0.00%
110.03.68400203.0000.0000 - Marketing & Public Affairs Economic Development	28,958.00	29,087.59	129.59	0.45%
110.03.70100103.0000.0000 - Educational and Student Support Services	570,548.07	629,943.41	59,395.34	10.41%
110.03.71000103.0000.0000 - TESS Physical Property & Related Acquisitions	38,249.98	40,150.06	1,900.08	4.97%
110.03.71000403.0000.0000 - Facilities Planning/Adm.Svcs.	475,519.37	453,511.90	(22,007.47)	-4.63%
110.03.71000503.0000.0000 - Distance Education Physical Property & Related Acquisitions	15,791.10	16,523.53	732.43	4.64%
110.03.73000403.0000.0000 - Insurance - Property and Liability	1,200,000.00	1,200,000.00	0.00	0.00%
110.15.64700301.0000.0000 - WIA Carryover	1,412.00	2,000.00	588.00	41.64%
110.15.67700401.0000.0000 - General Supplies & Services	0.00	0.00	0.00	0.00%
110.15.73000501.0000.0000 - WIA Carryover	13,791.00	13,791.00	0.00	0.00%
	138,671,728.80	145,014,081.24	6,342,352.44	4.57%
Total	(405,907.96)	2,607,732.11	3,013,640.07	3.48%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
125.01.12390001.2504.1239 - SBVC-High Road Training Partnerships - H RTP - Psychiatric Tech	806,650.00	656,123.95	(150,526.05)	-18.66%
125.01.12390001.2591.1239 - SBVC-High Road Training Partnership - H RTP #2 - Medical	917,136.12	826,259.60	(90,876.52)	-9.91%
125.01.17010001.2504.1701 - SBVC-High Road Training Partnerships - H RTP - Credit for Prior Learning - CPL	180,000.00	109,654.19	(70,345.81)	-39.08%
125.01.60100801.3509.1911 - SBVC-Planetarium Income	3,600.00	3,600.00	0.00	0.00%
125.01.60101101.2406.6199 - SBVC-SWP-Positive Incentive Funding FY20	634.32	0.00	(634.32)	-100.00%
125.01.60101101.2457.6199 - SBVC-Perkins Title I-Other Instructional Support Sv	444,878.00	391,379.00	(53,499.00)	-12.03%
125.01.60101101.2504.0947 - SBVC-High Road Training Partnerships - H RTP - Trucking/Logistics	180,761.00	20,497.37	(160,263.63)	-88.66%
125.01.60101101.2504.0958 - SBVC-High Road Training Partnerships - H RTP - Water	101,316.00	55,304.47	(46,011.53)	-45.41%
125.01.60101101.2543.0950 - SBVC-Strong Workforce-Aeronautical And Aviation Technology	53,055.00	0.00	(53,055.00)	-100.00%
125.01.60101101.2546.6199 - SBVC-Strong Workforce Local-Other Instructional Support SV	1,056,878.03	242,340.70	(814,537.33)	-77.07%
125.01.60101101.2547.0946 - SBVC-Local Shares/Strong Workforce Round 7-Environmental Control Technology	0.00	108,014.34	108,014.34	100.00%
125.01.60101101.2556.0999 - SBVC-Regional Shares/Strong Workforce-Other Engineering and Related Industrial	229,100.26	125,913.46	(103,186.80)	-45.04%
125.01.60101101.2557.0514 - SBVC-Regional Shares/Strong Workforce-Office Technology/Office Computer Applications	0.00	265,327.32	265,327.32	100.00%
125.01.60101101.2558.0999 - SBVC-Regional Shares/Strong Workforce-Other Engineering and Related Industrial	648,504.00	0.00	(648,504.00)	-100.00%
125.01.60101101.2600.6199 - SBVC-High Road Construction Careers Resilient Workforce Fund (HRCC-RWF)	113,640.00	292,162.00	178,522.00	157.09%
125.01.60101101.2613.0946 - SBVC-Regional Equity and Recovery Partnerships	59,692.00	59,692.00	0.00	0.00%
125.01.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	2,460.00	2,460.00	0.00	0.00%
125.01.60101101.3174.0948 - SBVC-State Referee Program	12,000.00	12,000.00	0.00	0.00%
125.01.60101101.3175.6940 - SBVC-Sun Room Catering	10,000.00	10,000.00	0.00	0.00%
125.01.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	80,000.00	80,000.00	0.00	0.00%
125.01.60101201.1213.1305 - SBVC-Child Development Division Consortium	21,343.25	0.00	(21,343.25)	-100.00%
125.01.60101401.3321.6010 - SBVC-Student Ammunition Fees	32,200.00	15,303.30	(16,896.70)	-52.47%
125.01.60101501.2228.4930 - SBVC-Basic Skills-General Studies	466,029.00	10,272.68	(455,756.32)	-97.80%
125.01.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	150,650.95	152,866.98	2,216.03	1.47%
125.01.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	12,863,955.00	12,144,176.96	(719,778.04)	-5.60%
125.01.60103101.2192.6010 - SBVC-California Space Grant	20,000.00	15,000.00	(5,000.00)	-25.00%
125.01.61200101.2352.6120 - SBVC-Library Services Platform	17,000.00	17,000.00	0.00	0.00%
125.01.61900401.1101.6199 - SBVC-University Enterprise Corp. At CSUSB	36,535.00	36,684.00	149.00	0.41%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.01.61900401.1103.6199 - SBVC Aviation Maintenance Technical Workers Workforce Development	498,555.00	473,540.00	(25,015.00)	-5.02%
125.01.61900401.1329.6199 - SBVC-USDA CalFresh-Chico State Univ	34,855.00	0.00	(34,855.00)	-100.00%
125.01.61900401.1339.6199 - SBVC-NSA Apprenticeship - Cal State San Bndo	17,831.00	0.00	(17,831.00)	-100.00%
125.01.61900401.1341.6199 - SBVC-Aviation Maintenance Technical Workers Grant	150,000.00	0.00	(150,000.00)	-100.00%
125.01.61900401.1343.6199 - SBVC-Data Science Career Pathways in the Inland Empire	55,000.00	55,000.00	0.00	0.00%
125.01.61900401.2360.6199 - SBVC-California Education Learning Lab	100,000.00	0.00	(100,000.00)	-100.00%
125.01.61900401.2506.6199 - SBVC-California Medicine Scholars Program	20,000.00	10,000.00	(10,000.00)	-50.00%
125.01.61900401.2614.6199 - SBVC-Health Professions Pathway Program: UCR School of Medicine	5,000.00	8,000.00	3,000.00	60.00%
125.01.61900401.2615.6199 - SBVC-CalEITC	8,800.00	3,800.00	(5,000.00)	-56.82%
125.01.61900401.2618.6199 - SBVC-Teacher Preparation Pipeline for the IE	0.00	388,345.00	388,345.00	100.00%
125.01.61900401.2651.6199 - SBVC-NCAS Grant	25,000.00	25,000.00	0.00	0.00%
125.01.61900701.2166.6199 - SBVC-Zero Textbook Cost Grant	200,000.00	0.00	(200,000.00)	-100.00%
125.01.61900701.2167.6199 - SBVC-Mesa Grant	251,999.95	280,102.59	28,102.64	11.15%
125.01.61900701.2180.1230 - SBVC-Enrollment Growth/Nursing Program	171,697.00	0.00	(171,697.00)	-100.00%
125.01.61900701.2435.6499 - SBVC-Middle College High School	151,200.00	151,200.00	0.00	0.00%
125.01.61900701.2594.1230 - SBVC-Nursing Enrollment and Retention Grant	145,953.00	137,063.66	(8,889.34)	-6.09%
125.01.61900801.3720.0000 - Resource Development - San Manuel Grant	733,033.00	1,384,203.42	651,170.42	88.83%
125.01.61912101.2367.6110 - SBVC-CCAP Instructional Materials for Dual Enrollment	13,507.46	13,506.00	(1.46)	-0.01%
125.01.62000101.1176.6600 - SBVC-Veterans Education	2,000.00	0.00	(2,000.00)	-100.00%
125.01.63100201.3320.6310 - SBVC-Umoja Tumaini Program	6,941.00	6,941.00	0.00	0.00%
125.01.63100801.2209.6499 - SBVC-Foster Parent Program	119,800.94	119,801.00	0.06	0.00%
125.01.63100801.2210.4930 - SBVC-Youth Empowerment STR	22,500.00	22,500.00	0.00	0.00%
125.01.63200101.3330.6320 - SBVC-Career Readiness Program - Google	2,000.00	2,000.00	0.00	0.00%
125.01.63900101.1150.6499 - SBVC-Title IV-Trio	348,164.33	348,164.00	(0.33)	0.00%
125.01.63900101.2214.6390 - SBVC-Student Equity-Student Equity	1,594,154.19	1,594,154.00	(0.19)	0.00%
125.01.63900101.2323.6390 - SBVC-Dream Resource Liaison	105,095.14	107,075.14	1,980.00	1.88%
125.01.63900101.2365.6390 - SBVC-Growing Inland Achievement/GIA	50,000.00	50,000.00	0.00	0.00%
125.01.63900101.2530.6390 - SBVC-Student Retention & Outreach-Student Equity	410,001.16	892,445.00	482,443.84	117.67%
125.01.63900101.3289.6390 - SBVC-JBAY Book Fund Grant	6,000.00	6,000.00	0.00	0.00%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.01.64200101.2202.6420 - SBVC-Disabled Student Programs	1,239,154.00	1,145,425.00	(93,729.00)	-7.56%
125.01.64300101.2200.6430 - SBVC-EOPS-CARE Program	314,257.00	314,257.00	0.00	0.00%
125.01.64300101.2201.6430 - SBVC-EOPS	1,618,971.00	1,618,971.00	0.00	0.00%
125.01.64300101.2503.6430 - SBVC-EOPS NextUp Foster Youth Support Program	414,024.00	313,483.00	(100,541.00)	-24.28%
125.01.64300101.2616.6430 - SBVC-EOPS NextUp Foster Youth Advisory Council (FYAC)	0.00	10,000.00	10,000.00	100.00%
125.01.64400101.2309.6440 - SBVC-Mental Health Services Support	336,410.85	336,410.70	(0.15)	0.00%
125.01.64400101.2364.6440 - SBVC-Medi-Cal Administrative Activities	6,300.00	6,300.00	0.00	0.00%
125.01.64400101.3310.6440 - SBVC-Student Health Fees	637,022.86	635,436.04	(1,586.82)	-0.25%
125.01.64400101.3337.6440 - SBVC-Family Pact Contract	8,000.00	8,000.00	0.00	0.00%
125.01.64500101.2232.6320 - SBVC-Matriculation-Matriculation/Student Assessment	3,332,803.41	3,332,803.00	(0.41)	0.00%
125.01.64500101.2355.6499 - SBVC-Puente Project	9,925.00	9,925.00	0.00	0.00%
125.01.64500201.2372.6450 - SBVC-Learning-Aligned Employment Program	3,424,963.00	0.00	(3,424,963.00)	-100.00%
125.01.64500201.2646.6450 - SBVC-A2MEND	25,199.00	0.00	(25,199.00)	-100.00%
125.01.64500201.3700.6450 - California Youth Leadership Corps - Community Learning Partnership	100,000.00	100,000.00	0.00	0.00%
125.01.64500301.2284.6450 - SBVC-California College Promise	773,886.50	773,886.00	(0.50)	0.00%
125.01.64600101.1160.6199 - SBVC-Federal College Work Study - Administrative	326,659.00	326,659.00	0.00	0.00%
125.01.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	170,779.00	170,779.00	0.00	0.00%
125.01.64600101.2188.6460 - SBVC-Financial Aid Technology	40,725.00	40,725.00	0.00	0.00%
125.01.64700101.1265.6499 - SBVC-Transitional Assistance-Transitional Assistance Miscellaneous Student Services Federal	102,012.00	91,024.50	(10,987.50)	-10.77%
125.01.64700101.1369.6499 - SBVC-Fresh Success Employment & Training	74,482.80	170,000.00	95,517.20	128.24%
125.01.64700101.2212.6470 - SBVC-Workability III Grant	142,762.00	142,762.00	0.00	0.00%
125.01.64700101.2266.6470 - SBVC-CalWorks-Workforce Readiness Job Development/Placement Services	746,441.84	747,763.00	1,321.16	0.18%
125.01.65900101.2235.4900 - SBVC-Lottery Restricted-General Supplies & Services	673,764.00	673,764.00	0.00	0.00%
125.01.65900101.3304.6950 - SBVC-Parking	224,000.00	124,000.00	(100,000.00)	-44.64%
125.01.65900101.3311.0000 - SBVC-Accident Fee	41,000.00	41,000.00	0.00	0.00%
125.01.65900101.3314.6999 - SBVC-Student Transportation Fee	262,000.00	300,000.00	38,000.00	14.50%
125.01.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	6,000.00	6,000.00	0.00	0.00%
125.01.66000401.2491.6600 - SBVC-Innovation & Effectiveness Grant	120,000.00	70,000.00	(50,000.00)	-41.67%
125.01.69100101.3519.0000 - SBVC-Bookstore	114,975.78	0.00	(114,975.78)	-100.00%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.01.69600201.2331.6960 - SBVC-Basic Needs Centers & Staffing Support	282,627.85	362,502.62	79,874.77	28.26%
125.01.69600201.2356.6960 - SBVC-Student Food & Housing Support/Basic Needs Center	265,724.00	265,724.00	0.00	0.00%
125.01.69600201.2366.6960 - SBVC-LGBTQ+	126,436.00	126,436.00	0.00	0.00%
125.01.69600201.2529.6960 - SBVC-CalFresh Outreach-Student & Co-Curricular	23,318.47	23,318.47	0.00	0.00%
125.01.71000401.2231.7100 - SBVC-Block Grant	0.00	193,063.17	193,063.17	100.00%
125.01.71000401.2371.7100 - SBVC-Higher Education Student Housing Grant	771,173.75	5,000.00	(766,173.75)	-99.35%
125.01.71000401.2377.7100 - SBVC-Physical Plant/Instructional Support FY2023	0.00	1,107,405.00	1,107,405.00	100.00%
125.02.22030002.2596.0000 - CHC-Seamless Transfer of Ethnic Studies	48,695.00	48,695.00	0.00	0.00%
125.02.60101502.2147.6010 - SBVC-AB104 Adult Ed-CHC Portion	0.00	15,176.00	15,176.00	100.00%
125.02.60101502.2166.6199 - CHC - Zero Textbook Cost Grant	200,000.00	210,853.00	10,853.00	5.43%
125.02.60101502.2403.6010 - CHC-Guided Pathways	215,469.41	0.00	(215,469.41)	-100.00%
125.02.60101502.2650.6010 - CHC-CCC Equitable Placement & Completion Grant Program	402,861.00	402,861.00	0.00	0.00%
125.02.60101502.3340.6830 - CHC-Civic Center Act	4,901.75	5,167.19	265.44	5.42%
125.02.60102502.2193.1230 - CHC-Certified Nursing Assistant Program	115,048.05	100,000.00	(15,048.05)	-13.08%
125.02.60102502.2457.6193 - CHC-Perkins Title I-Vocational Education	224,111.00	200,000.00	(24,111.00)	-10.76%
125.02.60102502.2504.6770 - CHC-High Road Training Partnerships (H RTP)	188,103.00	31,200.00	(156,903.00)	-83.41%
125.02.60102502.2546.6770 - CHC-Strong Workforce Local	230,000.00	71,721.50	(158,278.50)	-68.82%
125.02.60102502.2547.6770 - CHC-Local Shares/Strong Workforce Round 7	571,957.72	468,530.74	(103,426.98)	-18.08%
125.02.60102502.2548.6770 - CHC-Local Shares/Strong Workforce Round 8	400,000.00	600,000.00	200,000.00	50.00%
125.02.60102502.2549.6770 - CHC-Local Shares/Strong Workforce Round 9	0.00	300,000.00	300,000.00	100.00%
125.02.60102502.2557.0506 - CHC-Regional Shares/Strong Workforce Round 7	14,100.00	0.00	(14,100.00)	-100.00%
125.02.60102502.2557.0516 - CHC-Regional Shares/Strong Workforce Round 7	123,800.00	110,880.54	(12,919.46)	-10.44%
125.02.60102502.2557.1205 - CHC-Regional Shares/Strong Workforce Round 7	55,400.00	0.00	(55,400.00)	-100.00%
125.02.60102502.2557.1899 - CHC-Regional Shares/Strong Workforce Round 7	88,000.00	0.00	(88,000.00)	-100.00%
125.02.60102502.2557.6470 - CHC-Regional Shares/Strong Workforce Round 7	117,521.00	0.00	(117,521.00)	-100.00%
125.02.60102502.2558.0516 - CHC-Regional Shares/Strong Workforce Round 8	0.00	110,052.00	110,052.00	100.00%
125.02.60102502.2558.1205 - CHC-Regional Shares/Strong Workforce Round 8	0.00	91,912.00	91,912.00	100.00%
125.02.60102502.2558.6470 - CHC-Regional Shares/Strong Workforce Round 8	0.00	121,105.00	121,105.00	100.00%
125.02.60102502.2558.6770 - CHC-Regional Shares/Strong Workforce Round 8	0.00	85,000.00	85,000.00	100.00%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.02.60102502.2591.6770 - CHC-High Road Training Partnership - H RTP #2	673,209.00	673,209.00	0.00	0.00%
125.02.60102502.2613.6770 - CHC-Regional Equity and Recovery Partnerships	59,692.00	59,692.00	0.00	0.00%
125.02.60102502.3312.1210 - CHC-Respiratory Care Test Fee	3,800.00	2,300.00	(1,500.00)	-39.47%
125.02.60102502.3363.1205 - CHC-Arthur N Rupe Foundation	35,000.00	35,000.00	0.00	0.00%
125.02.61200102.2352.6120 - CHC-Library Services Platform	2,786.00	3,014.17	228.17	8.19%
125.02.61900102.3316.6191 - CHC-Recreation Fee	46,000.00	50,000.00	4,000.00	8.70%
125.02.61900102.3340.6191 - CHC-Civic Center Act-Aquatics Center	233,500.00	244,608.07	11,108.07	4.76%
125.02.61900602.2167.0000 - CHC-Mesa Grant	433,000.00	280,000.00	(153,000.00)	-35.33%
125.02.61900802.3195.6199 - CHC-ISEEK	7,200.00	15,000.00	7,800.00	108.33%
125.02.63100402.2365.6310 - CHC-Growing Inland Achievement/GIA	50,000.00	30,000.00	(20,000.00)	-40.00%
125.02.63200102.2362.6320 - CHC-K12SWP Building CTE Bridges from High School to Community College	212,240.39	227,152.74	14,912.35	7.03%
125.02.63400202.2372.6340 - CHC-Learning-Aligned Employment Program	618,145.00	601,288.00	(16,857.00)	-2.73%
125.02.63900202.2286.6490 - CHC-Student Equity & Achievement - Student Svcs Office	0.00	2,446,109.00	2,446,109.00	100.00%
125.02.63900302.2286.6390 - CHC-Student Equity & Achievement	2,446,109.00	0.00	(2,446,109.00)	-100.00%
125.02.63900402.2530.6320 - CHC-Student Retention & Outreach	349,287.66	249,457.99	(99,829.67)	-28.58%
125.02.63900402.3704.6320 - CHC-InsideTrack	10,000.00	10,000.00	0.00	0.00%
125.02.64300102.2323.6430 - CHC-Dream Resource Liaison	75,517.00	71,077.00	(4,440.00)	-5.88%
125.02.64300102.2503.6430 - CHC-EOPS NextUp Foster Youth Support Program	188,735.00	194,617.00	5,882.00	3.12%
125.02.64400502.2331.6440 - CHC-Basic Needs Centers & Staffing Support	192,200.00	211,698.00	19,498.00	10.14%
125.02.64400502.2356.6440 - CHC-Student Food & Housing Support/Basic Needs Center	192,200.00	0.00	(192,200.00)	-100.00%
125.02.64500302.2284.6450 - CHC-California College Promise	681,560.00	680,472.00	(1,088.00)	-0.16%
125.02.64500302.2366.6450 - CHC-LGBTQ+	22,024.00	30,000.00	7,976.00	36.22%
125.02.64500502.1265.6499 - CHC-Transitional Assistance - Misc Stu Svcs	36,231.00	36,231.00	0.00	0.00%
125.02.64500502.2200.6430 - CHC-EOPS-CARE Program	211,763.00	211,763.00	0.00	0.00%
125.02.64500502.2201.6430 - CHC-EOPS	945,083.00	945,083.00	0.00	0.00%
125.02.64500502.2202.6420 - CHC-Disabled Student Programs - DSPS	627,269.93	627,269.93	0.00	0.00%
125.02.64500502.2266.6499 - CHC-Calworks-Student Body Center Fee Student Activities/ Miscellaneous Student Services	230,592.00	230,591.67	(0.33)	0.00%
125.02.64500502.3315.6499 - CHC-Assessment Center Revenue	1,000.00	0.00	(1,000.00)	-100.00%
125.02.64500602.1160.6199 - CHC-Federal College Work Study - Administrative-Federal College Work Study Administrative	189,000.00	189,000.00	0.00	0.00%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.02.64500602.1176.6450 - CHC-Veterans Education	1,500.00	1,500.00	0.00	0.00%
125.02.64500602.2187.6480 - CHC-Veterans Resource Center	52,958.00	57,311.00	4,353.00	8.22%
125.02.64500602.2188.6460 - CHC-Financial Aid Technology	33,036.00	32,551.00	(485.00)	-1.47%
125.02.64500602.2309.6440 - CHC-Mental Health Services Support	187,780.00	145,496.00	(42,284.00)	-22.52%
125.02.64500602.3310.6440 - CHC-Student Health Fees	304,133.42	317,197.63	13,064.21	4.30%
125.02.64500602.3337.6440 - CHC-Family Pact Contract	0.00	5,000.00	5,000.00	100.00%
125.02.64600102.2161.6460 - CHC-SFAA-BFAP Adm Allowance	46,685.00	46,685.00	0.00	0.00%
125.02.65900102.2231.7100 - CHC-Block Grant Facilities Planning/Administration Services	713,000.00	0.00	(713,000.00)	-100.00%
125.02.65900102.2235.6600 - CHC-Lottery Restricted	252,809.00	286,416.00	33,607.00	13.29%
125.02.65900102.3241.6199 - CHC-Medical Clearance	7,000.00	5,000.00	(2,000.00)	-28.57%
125.02.65900102.3311.0000 - CHC-Accident Fee	15,000.00	17,000.00	2,000.00	13.33%
125.02.65900102.3520.0000 - CHC-Program Review	21,841.75	21,841.75	0.00	0.00%
125.02.65900302.3304.6952 - CHC-Parking-Parking Lot Improvements	145,000.00	95,000.00	(50,000.00)	-34.48%
125.02.67700802.2296.6199 - CHC-Chabot-Las Positas CC-Report Streamlining Program	138,861.92	188,861.92	50,000.00	36.01%
125.02.67900202.3145.6799 - CHC-Copy Revenue	1,100.00	1,100.00	0.00	0.00%
125.02.69100102.3519.0000 - CHC-Bookstore	171,326.63	177,651.18	6,324.55	3.69%
125.02.69600302.3314.6999 - CHC-Student Transportation Fee	120,000.00	120,000.00	0.00	0.00%
125.02.69602402.3716.6191 - CHC P.E. - Athletics Admin	3,000.00	3,000.00	0.00	0.00%
125.02.71000402.2231.7100 - CHC-Block Grant	0.00	129,793.22	129,793.22	100.00%
125.02.71000402.2371.7100 - CHC-Higher Education Student Housing Grant	748,717.50	585,415.90	(163,301.60)	-21.81%
125.02.71000402.2377.7100 - CHC-Physical Plant/Instructional Support FY2023	0.00	482,720.00	482,720.00	100.00%
125.03.61500103.2231.0000 - DIST-Block Grant-Technology Service Academic Information Systems & Technology	0.00	1,112,802.00	1,112,802.00	100.00%
125.03.61500703.2261.0000 - DIST-ATPC-Technology Service Academic Information Systems & Technology	1,499,999.00	1,501,287.01	1,288.01	0.09%
125.03.61910803.3511.0000 - DIST-Fee For Service	400,000.00	400,000.00	0.00	0.00%
125.03.61920003.2649.0000 - DSO-Apprenticeship Pathways Demonstration Project - Workforce Economic Dev. Div.	0.00	49,500.00	49,500.00	100.00%
125.03.61920003.3814.0000 - DSO Grant Department-Indirect Charges	0.00	282,271.21	282,271.21	100.00%
125.03.67100103.2530.0000 - DIST-Student Retention & Outreach	49,142.53	0.00	(49,142.53)	-100.00%
125.03.67100103.3515.0000 - DIST-Educational Orientation Program	10,675.26	0.00	(10,675.26)	-100.00%
125.03.67200203.2231.0000 - DIST-Block Grant-Controller	5,040,000.00	0.00	(5,040,000.00)	-100.00%



BUDGET FORECAST BY DEPARTMENT

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Program	2024 Budget	2025 Budget	Change	% Change
125.03.67200203.2531.0000 - COVID-19 Recovery Block Grant	7,445,935.00	220,504.15	(7,225,430.85)	-97.04%
125.03.67300103.2353.0000 - DIST-Culturally Competent Faculty Professional Development	100,870.00	98,770.00	(2,100.00)	-2.08%
125.03.67300103.2522.0000 - DIST-Classified Professional Development	60,000.00	34,000.00	(26,000.00)	-43.33%
125.03.67300103.3368.0000 - DIST-Delta Dental Dividend	22,919.00	22,809.15	(109.85)	-0.48%
125.03.67300103.3518.0000 - Schools First Donation/HR	4,517.00	4,517.00	0.00	0.00%
125.03.67600203.2302.0000 - DIST-Equal Employment Opportunity	50,000.00	50,000.00	0.00	0.00%
125.03.67600203.2346.0000 - DIST-Equal Employment Opportunity Best Practices	208,333.00	208,333.00	0.00	0.00%
125.03.67800103.2378.0000 - DIST-Systemwide Technology and Data Security	274,194.00	268,436.30	(5,757.70)	-2.10%
125.03.68400203.2285.0000 - DIST-Economic Development for Distressed Areas	1,750,000.00	1,750,000.00	0.00	0.00%
125.03.68400203.2345.0000 - DIST-Back 2 Work Program	1,597,920.00	798,898.01	(799,021.99)	-50.00%
125.03.68400203.2351.0000 - DIST-Californians for All College Corps Program	1,700,000.00	150,191.32	(1,549,808.68)	-91.17%
125.03.68400203.2361.0000 - DIST-Riverside CCD/Employer Engagement Manager	195,282.82	195,000.00	(282.82)	-0.14%
125.03.68400203.2380.0000 - P48R6 Responsive Training - Acute Care Nursing Assistant (ACNA 2023)	59,713.37	24,952.00	(34,761.37)	-58.21%
125.03.68400203.2499.0000 - Prison to Employment Initiative P2E	341,960.51	307,391.00	(34,569.51)	-10.11%
125.03.68400203.2501.0000 - DIST-ETP #9	989,460.80	138,151.14	(851,309.66)	-86.04%
125.03.68400203.2504.0000 - DIST-High Road Training Partnerships (H RTP)	6,397,913.95	4,569,539.89	(1,828,374.06)	-28.58%
125.03.68400203.2532.0000 - DIST-Foundation for CCC Pre-Inspector Training - Butte College	32,419.52	23,331.75	(9,087.77)	-28.03%
125.03.68400203.2590.0000 - DIST-ETP #10	497,880.00	464,228.01	(33,651.99)	-6.76%
125.03.68400203.2591.0000 - DIST-High Road Training Partnership - H RTP #2 - Health	6,409,654.88	5,917,538.36	(492,116.52)	-7.68%
125.03.68400203.2595.0000 - DIST-High Road Construction Career Partnership - Lumina Phase 2	185,000.00	168,774.18	(16,225.82)	-8.77%
125.03.68400203.2598.0000 - DIST-ETP #11	749,570.00	749,672.99	102.99	0.01%
125.03.68400203.2600.0000 - DIST-High Road Construction Careers Resilient Workforce Fund (HRCC-RWF)	3,662,528.12	2,723,520.90	(939,007.22)	-25.64%
125.03.68400203.3344.0000 - DIST-Water Project - Jewish Vocational Services	15,900.00	15,900.00	0.00	0.00%
125.03.68400203.3410.0000 - DIST-County of San Bernardino - Probation	51,180.87	23,044.33	(28,136.54)	-54.97%
125.03.68400203.3514.0000 - DIST-Indirect Charges	876,043.14	757,316.88	(118,726.26)	-13.55%
125.03.68400203.3715.0000 - DIST- San Bernardino County - Probation Department	1,745,761.75	1,932,809.52	187,047.77	10.71%
125.03.68401703.1102.0000 - DIST-California Manufacturing Technology Consulting (CMTC)	300,000.00	300,000.00	0.00	0.00%
125.03.68401703.1439.0000 - DIST-Cal Mfg Tech Consulting	77,083.00	219,845.14	142,762.14	185.21%
125.03.68402003.3424.0000 - DIST-PDC Local Contracts	10,000.00	10,000.00	0.00	0.00%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

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Program	2024 Budget	2025 Budget	Change	% Change
125.03.68402103.2488.0000 - DIST-Caltrans-Caltrans/Parolee Work Crew 7/16	2,249,475.00	1,106,473.71	(1,143,001.29)	-50.81%
125.03.70902703.2327.0000 - KVCR AB-132 Postsecondary Education Bill	2,156,488.49	1,062,352.00	(1,094,136.49)	-50.74%
125.03.71000303.3517.0000 - DIST-SolaTube Project/DO/SCE	8,118.00	0.00	(8,118.00)	-100.00%
125.03.71000403.2231.7100 - DIST-Block Grant	0.00	74,719.00	74,719.00	100.00%
125.03.71000403.2377.7100 - DIST-Physical Plant/Instructional Support FY2023	7,052,407.00	0.00	(7,052,407.00)	-100.00%
125.15.07021001.3516.0702 - SBVC-Multi-Media	848,722.00	635,260.49	(213,461.51)	-25.15%
125.15.60100401.3162.6820 - SBVC-Media Academy Contracts	2,681.51	2,681.51	0.00	0.00%
125.15.60100401.3182.1004 - SBVC-Music Department Donations	1,986.00	0.00	(1,986.00)	-100.00%
125.15.60100801.3509.1911 - SBVC-Planetarium Income	25,892.91	25,892.91	0.00	0.00%
125.15.60101101.2490.6010 - SBVC-CTE Data Unlocked Initiative-01	15,448.77	0.00	(15,448.77)	-100.00%
125.15.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	6,338.86	6,338.86	0.00	0.00%
125.15.60101101.3174.0948 - SBVC-State Referee Program	18,252.90	28,677.85	10,424.95	57.11%
125.15.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	159,649.00	239,649.00	80,000.00	50.11%
125.15.60101201.2184.2201 - SBVC-AB798 Textbook Affordability Program-Social Science General	25,435.00	25,435.00	0.00	0.00%
125.15.60101501.2228.6010 - SBVC-Basic Skills - Academic Administration	125,000.00	0.00	(125,000.00)	-100.00%
125.15.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	1,056,424.00	1,053,424.00	(3,000.00)	-0.28%
125.15.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	2,235,874.00	1,238,576.00	(997,298.00)	-44.60%
125.15.61900401.1329.6199 - SBVC-USDA CalFresh-Chico State Univ	29,664.00	39,596.00	9,932.00	33.48%
125.15.61900701.1153.1901 - SBVC-Success in STEM at HSI	167,458.00	0.00	(167,458.00)	-100.00%
125.15.61900701.2166.6199 - SBVC-Zero Textbook Cost Grant	0.00	200,000.00	200,000.00	100.00%
125.15.61900701.2167.6199 - SBVC-Mesa Grant	176,354.00	0.00	(176,354.00)	-100.00%
125.15.61900701.2435.6499 - SBVC-Middle College High School	115,329.41	0.00	(115,329.41)	-100.00%
125.15.61900701.2502.6750 - SBVC-Staff Development	42.40	0.00	(42.40)	-100.00%
125.15.61900701.3152.0614 - SBVC-Digital Media Disciplines Grant-Radio/Television Instruction	300.00	0.00	(300.00)	-100.00%
125.15.62000101.1176.6600 - SBVC-Veterans Education-01	7,989.31	0.00	(7,989.31)	-100.00%
125.15.62000101.2187.6480 - SBVC-Veterans Resource Center	205,379.32	80,367.25	(125,012.07)	-60.87%
125.15.63100201.3320.6310 - SBVC-Umoja Tumaini Program	0.00	189,848.47	189,848.47	100.00%
125.15.63900101.1150.6499 - SBVC-Title IV-Trio	5,025.66	58,080.00	53,054.34	1,055.67%
125.15.63900101.2185.6460 - SBVC-Dreamer Students	24,065.00	24,065.00	0.00	0.00%



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Program	2024 Budget	2025 Budget	Change	% Change
125.15.63900101.2214.6390 - SBVC-Student Equity-Student Equity	308,872.86	313,207.39	4,334.53	1.40%
125.15.63900101.2323.6390 - SBVC-Dream Resource Liaison	20,000.00	20,000.00	0.00	0.00%
125.15.63900101.2530.6390 - SBVC-Student Retention & Outreach-Student Equity	0.00	265,000.00	265,000.00	100.00%
125.15.64200101.2202.6420 - SBVC-Disabled Students Program	194,595.85	0.00	(194,595.85)	-100.00%
125.15.64300101.2200.6430 - SBVC-EOPS/CARE Program	117,143.84	13,545.21	(103,598.63)	-88.44%
125.15.64300101.2201.0000 - SBVC-EOPS	309,294.60	121,906.89	(187,387.71)	-60.59%
125.15.64300101.2503.6430 - SBVC-EOPS NextUp Foster Youth Support Program	215,149.61	0.00	(215,149.61)	-100.00%
125.15.64400101.2309.6440 - SBVC-Mental Health Services Support	118,991.00	168,672.36	49,681.36	41.75%
125.15.64400101.3310.6440 - SBVC-Student Health Fees	60,630.76	0.00	(60,630.76)	-100.00%
125.15.64400101.3337.6440 - SBVC-Family Pact Contract	8,000.00	8,000.00	0.00	0.00%
125.15.64500101.2232.6320 - SBVC-Matriculation-Matriculation	1,556,831.00	1,556,831.00	0.00	0.00%
125.15.64500201.2165.6450 - SBVC-Hunger Free Campus Support	49,127.66	39,127.66	(10,000.00)	-20.36%
125.15.64500201.2646.6450 - SBVC-A2MEND	25,199.00	0.00	(25,199.00)	-100.00%
125.15.64500201.3700.6450 - California Youth Leadership Corps - Community Learning Partnership	0.00	94,876.00	94,876.00	100.00%
125.15.64500301.2284.6450 - SBVC-California College Promise	1,305,974.19	1,305,974.00	(0.19)	0.00%
125.15.64600101.2161.6460 - SBVC-SFAA BFAP	204,772.00	204,772.00	0.00	0.00%
125.15.64600101.2188.6460 - SBVC-Financial Aid Technology	23,540.40	23,540.00	(0.40)	0.00%
125.15.65900101.3304.6950 - SBVC-Parking	379,987.15	398,208.00	18,220.85	4.80%
125.15.65900101.3314.6999 - SBVC-Student Transportation Fee	42,065.50	0.00	(42,065.50)	-100.00%
125.15.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	49,351.39	61,685.00	12,333.61	24.99%
125.15.65900101.3520.0000 - SBVC-FCC Proceeds	1,100,000.00	563,218.00	(536,782.00)	-48.80%
125.15.66000301.2404.6600 - SBVC-Campus Safety & Sexual Assault	21,773.00	21,773.00	0.00	0.00%
125.15.69600201.2331.6960 - SBVC-Basic Needs Centers & Staffing Support	357,374.45	357,374.65	0.20	0.00%
125.15.69600201.2356.6960 - SBVC-Student Food & Housing Support/Basic Needs Center	500,000.00	510,000.00	10,000.00	2.00%
125.25.07021002.3516.0702 - CHC-Multi-Media	344,597.16	344,597.33	0.17	0.00%
125.25.60101502.2403.6010 - CHC-Guided Pathways	190,000.00	43,000.00	(147,000.00)	-77.37%
125.25.60101502.3190.6010 - CHC-AACU	7,500.00	6,052.80	(1,447.20)	-19.30%
125.25.60101502.3269.1701 - CHC-Contract Education	42,080.00	21,149.88	(20,930.12)	-49.74%
125.25.60102502.2490.6010 - CHC-CTE Data Unlocked Initiative	12,346.15	12,346.15	0.00	0.00%



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Program	2024 Budget	2025 Budget	Change	% Change
125.25.60102502.3305.6820 - CHC-Community Services	29,013.00	29,013.00	0.00	0.00%
125.25.60102502.3312.1210 - CHC-Respiratory Care Test Fee	3,971.66	3,971.66	0.00	0.00%
125.25.60102502.3363.1205 - CHC-Arthur N Rupe Foundation	2,640.00	33,640.12	31,000.12	1,174.25%
125.25.61900102.3316.6191 - CHC-Recreation Fee	20,758.00	21,000.00	242.00	1.17%
125.25.61900102.3340.6191 - CHC-Aquatics Center	85,000.00	85,000.00	0.00	0.00%
125.25.61900602.2167.0000 - CHC-Mesa Grant	432,038.75	106,110.46	(325,928.29)	-75.44%
125.25.61900602.2502.6750 - CHC-Staff Development	205.73	205.73	0.00	0.00%
125.25.61900602.3242.6199 - CHC-Google Grant	1,881.00	1,881.00	0.00	0.00%
125.25.62000102.1176.6450 - CHC-Veterans Education	5,156.00	6,512.00	1,356.00	26.30%
125.25.63900202.2286.6490 - CHC-Student Equity & Achievement - Student Svcs Office	1,899,784.30	1,664,479.00	(235,305.30)	-12.39%
125.25.63900402.2530.6320 - CHC-Student Retention & Outreach	0.00	0.00	0.00	0.00%
125.25.64300102.2165.6450 - CHC-Hunger Free Campus Support	30,000.00	606.26	(29,393.74)	-97.98%
125.25.64300102.2323.6430 - CHC-Dream Resource Liaison	68,517.00	65,000.00	(3,517.00)	-5.13%
125.25.64300102.2503.6430 - CHC-EOPS NextUp Foster Youth Support Program	188,735.00	188,735.00	0.00	0.00%
125.25.64400502.2331.6440 - CHC-Basic Needs Centers & Staffing Support	212,914.00	209,014.12	(3,899.88)	-1.83%
125.25.64500302.2284.6450 - CHC-California College Promise	681,560.00	681,560.00	0.00	0.00%
125.25.64500502.2200.6430 - CHC-EOPS-CARE	52,556.00	52,556.00	0.00	0.00%
125.25.64500502.2201.6430 - CHC-EOPS	489,250.00	667,075.00	177,825.00	36.35%
125.25.64500502.2202.6420 - CHC-Disabled Students Program - DSPS	188,299.10	286,617.25	98,318.15	52.21%
125.25.64500502.2266.6499 - CHC-Calworks	41,502.00	15,000.00	(26,502.00)	-63.86%
125.25.64500502.3264.6499 - CHC-Educational Planning Initiative	70,097.27	70,097.27	0.00	0.00%
125.25.64500502.3315.6499 - CHC-Assessment Center Revenue	26,984.99	26,984.99	0.00	0.00%
125.25.64500602.2187.6480 - CHC-Veteran's Resource Center	98,083.20	89,283.00	(8,800.20)	-8.97%
125.25.64500602.2188.6460 - CHC-Financial Aid Technology	95,551.50	114,901.00	19,349.50	20.25%
125.25.64500602.2309.6440 - CHC-Mental Health Services Support	250,000.00	187,480.00	(62,520.00)	-25.01%
125.25.64500602.3310.6440 - CHC-Student Health Fees	95,586.79	77,905.13	(17,681.66)	-18.50%
125.25.64500602.3337.6440 - CHC-Family Pact Contract	0.00	36,986.28	36,986.28	100.00%
125.25.64600102.2161.6460 - CHC-SFAA-BFAP Adm Allowance	36,712.00	0.00	(36,712.00)	-100.00%
125.25.64600102.2185.6460 - CHC-Dreamer Students	0.00	13,525.00	13,525.00	100.00%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.25.65900102.2404.6600 - CHC-Campus Safety & Sexual Assault	14,776.00	3,796.18	(10,979.82)	-74.31%
125.25.65900102.3241.6199 - CHC-Medical Clearance	7,063.00	3,750.00	(3,313.00)	-46.91%
125.25.65900302.3304.6599 - CHC-Parking	61,142.50	12,643.25	(48,499.25)	-79.32%
125.25.67900202.2216.6780 - CHC-Telecommunications Technology	4,139.90	4,139.90	0.00	0.00%
125.25.67900202.3145.6799 - CHC-Copy Revenue	16,554.00	17,636.55	1,082.55	6.54%
125.25.69600302.3314.6999 - CHC-Student Transportation Fee	16,380.50	0.00	(16,380.50)	-100.00%
125.25.73200002.3278.0000 - CHC-PSASB-Contract Education-Student Aid	111,017.87	111,017.87	0.00	0.00%
125.31.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	200,000.00	880,659.00	680,659.00	340.33%
125.31.63100801.2209.6499 - SBVC-Foster Parent Program	22,000.00	0.00	(22,000.00)	-100.00%
125.31.64400101.2309.6440 - SBVC-Mental Health Services Support	206,469.00	115,350.00	(91,119.00)	-44.13%
125.31.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	449,384.67	449,384.67	0.00	0.00%
125.32.64500602.2161.6460 - CHC-SFAA-BFAP Adm Allowance	230,182.00	230,182.00	0.00	0.00%
125.35.61500203.2236.0000 - DIST-3C Media Solutions	5,775.00	5,775.00	0.00	0.00%
125.35.61910803.3511.0000 - DIST-Fee For Service	240,979.00	240,979.00	0.00	0.00%
125.35.67200203.2230.0000 - DIST-Instructional Equipment	96,005.49	0.00	(96,005.49)	-100.00%
125.35.67200203.2284.6720 - DIST-California College Promise	1,102,784.00	0.00	(1,102,784.00)	-100.00%
125.35.67600203.2302.0000 - DIST-Equal Employment Opportunity	120,000.00	150,000.00	30,000.00	25.00%
125.35.67800203.2216.0000 - DIST-Telecommunications Technology	1,501.27	1,501.00	(0.27)	-0.02%
125.35.68400203.1267.0000 - DIST-TANF Work Study-Professional Development Center	664,750.77	664,751.00	0.23	0.00%
125.35.68402003.3424.0000 - DIST-PDC Local Contracts	96,836.48	80,887.44	(15,949.04)	-16.47%
125.35.69500603.3304.0000 - DIST-Parking	32,795.50	0.00	(32,795.50)	-100.00%
125.35.73200003.1267.0000 - DIST-TANF Work Study-Professional Development Center	7,000.00	7,000.00	0.00	0.00%
	131,160,955.21	95,145,245.51	(36,015,709.70)	-27.46%

Expenditures

125.01.02010001.2235.0201 - SBVC-Lottery Restricted-Architecture Department	2,000.00	2,000.00	0.00	0.00%
125.01.12210001.2235.1221 - SBVC-Lottery Restricted-Pharmacy Technology	1,852.75	2,000.00	147.25	7.95%
125.01.12390001.2235.1239 - SBVC-Lottery Restricted-Psychiatric Tech	1,971.01	2,000.00	28.99	1.47%
125.01.12390001.2504.1239 - SBVC-High Road Training Partnerships - H RTP - Psychiatric Tech	806,650.00	656,123.95	(150,526.05)	-18.66%
125.01.12390001.2591.1239 - SBVC-High Road Training Partnership - H RTP #2 - Medical	917,136.12	826,259.60	(90,876.52)	-9.91%



BUDGET FORECAST BY DEPARTMENT

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Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.01.17010001.2504.1701 - SBVC-High Road Training Partnerships - H RTP - Credit for Prior Learning - CPL	180,000.00	109,654.19	(70,345.81)	-39.08%
125.01.60100401.2235.1002 - SBVC-Lottery Restricted-Art Department	4,665.00	4,665.00	0.00	0.00%
125.01.60100401.2235.1004 - SBVC-Lottery Restricted-Music Department	3,150.00	3,150.00	0.00	0.00%
125.01.60100401.3340.6770 - SBVC-Civic Center Act-Auditorium	3,000.00	3,000.00	0.00	0.00%
125.01.60100401.3516.4903 - SBVC-FTVM	127,313.69	131,074.51	3,760.82	2.95%
125.01.60100501.2235.0514 - SBVC-Lottery Restricted-Computer Info Tech	385.00	385.00	0.00	0.00%
125.01.60100801.2235.0401 - SBVC-Lottery Restricted-Biology General	27,806.00	27,806.00	0.00	0.00%
125.01.60100801.2235.0403 - SBVC-Lottery Restricted-Microbiology Microbiology	40,866.00	40,866.00	0.00	0.00%
125.01.60100801.2235.0410 - SBVC-Lottery Restricted-Anatomy & Physiology Department Anatomy and Physiology	37,490.00	37,490.00	0.00	0.00%
125.01.60100801.2235.1230 - SBVC-Lottery Restricted-Registered Nursing Program	11,315.24	11,139.00	(176.24)	-1.56%
125.01.60100801.2235.1902 - SBVC-Lottery Restricted-Physics Department	2,554.00	2,554.00	0.00	0.00%
125.01.60100801.2235.1905 - SBVC-Lottery Restricted-Chemistry Department	35,466.00	35,466.00	0.00	0.00%
125.01.60100801.2235.2206 - SBVC-Lottery Restricted-Geography Department	1,000.00	1,000.00	0.00	0.00%
125.01.60100801.3509.1911 - SBVC-Planetarium Income	3,600.00	3,600.00	0.00	0.00%
125.01.60101101.2235.0901 - SBVC-Lottery Restricted-Technical Training Division Engineering	250.00	250.00	0.00	0.00%
125.01.60101101.2235.0934 - SBVC-Lottery Restricted-Electronics Department	3,990.00	3,990.00	0.00	0.00%
125.01.60101101.2235.0945 - SBVC-Lottery Restricted-Refrigeration	4,860.00	4,860.00	0.00	0.00%
125.01.60101101.2235.0947 - SBVC-Lottery Restricted-Diesel Department	7,000.00	7,000.00	0.00	0.00%
125.01.60101101.2235.0948 - SBVC-Lottery Restricted-Automotive Department	5,200.00	5,200.00	0.00	0.00%
125.01.60101101.2235.0949 - SBVC-Lottery Restricted-Automotive Collision Repair Department	3,000.00	3,000.00	0.00	0.00%
125.01.60101101.2235.0950 - SBVC-Lottery Restricted-Aeronautics Department Main	4,200.00	4,200.00	0.00	0.00%
125.01.60101101.2235.0956 - SBVC-Lottery Restricted-Machine Shop Department	2,625.00	2,625.00	0.00	0.00%
125.01.60101101.2235.0957 - SBVC-Lottery Restricted-Construction Inspection	0.00	5,000.00	5,000.00	100.00%
125.01.60101101.2235.0999 - SBVC-Lottery Restricted-Welding Certification Test Revenue	35,866.00	35,866.00	0.00	0.00%
125.01.60101101.2235.1307 - SBVC-Lottery Restricted-Restaurant Management Program	153,000.00	153,000.00	0.00	0.00%
125.01.60101101.2406.6199 - SBVC-SWP-Positive Incentive Funding FY20	634.32	0.00	(634.32)	-100.00%
125.01.60101101.2457.0934 - SBVC-Perkins Title I-Electronics Department	29,000.00	0.00	(29,000.00)	-100.00%
125.01.60101101.2457.0946 - SBVC-Perkins Title I-Refrigeration	33,000.00	0.00	(33,000.00)	-100.00%
125.01.60101101.2457.0947 - SBVC-Perkins Title I-Diesel Department	10,000.00	0.00	(10,000.00)	-100.00%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

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Program	2024 Budget	2025 Budget	Change	% Change
125.01.60101101.2457.0948 - SBVC-Perkins Title I-Automotive Department	10,000.00	0.00	(10,000.00)	-100.00%
125.01.60101101.2457.0949 - SBVC-Perkins Title I-Automotive Collision Repair	30,749.00	0.00	(30,749.00)	-100.00%
125.01.60101101.2457.0950 - SBVC-Perkins Title I-Aeronautics Department Main	65,500.00	0.00	(65,500.00)	-100.00%
125.01.60101101.2457.0999 - SBVC-Perkins Title I-Welding Other Engineering and Related Industrial Technologies	65,000.00	0.00	(65,000.00)	-100.00%
125.01.60101101.2457.1221 - SBVC-Perkins Title I-Pharmacy Technology	10,000.00	0.00	(10,000.00)	-100.00%
125.01.60101101.2457.1230 - SBVC-Perkins Title I-Registered Nursing Program	49,000.00	0.00	(49,000.00)	-100.00%
125.01.60101101.2457.1239 - SBVC-Perkins Title I-Psychiatric Tech	25,000.00	0.00	(25,000.00)	-100.00%
125.01.60101101.2457.1307 - SBVC-Perkins Title I-Restaurant Management Program	65,000.00	0.00	(65,000.00)	-100.00%
125.01.60101101.2457.2105 - SBVC-Perkins Title I-Administration of Justice	3,250.00	0.00	(3,250.00)	-100.00%
125.01.60101101.2457.6010 - SBVC-Perkins Title I-Academic Administration	10,000.00	0.00	(10,000.00)	-100.00%
125.01.60101101.2457.6199 - SBVC-Perkins Title I-Other Instructional Support Sv	39,379.00	391,379.00	352,000.00	893.88%
125.01.60101101.2504.0947 - SBVC-High Road Training Partnerships - HRTF - Trucking/Logistics	180,761.00	20,497.37	(160,263.63)	-88.66%
125.01.60101101.2504.0958 - SBVC-High Road Training Partnerships - HRTF - Water	101,316.00	55,304.47	(46,011.53)	-45.41%
125.01.60101101.2543.0950 - SBVC-Strong Workforce-Aeronautical And Aviation Technology	53,055.00	0.00	(53,055.00)	-100.00%
125.01.60101101.2546.0934 - SBVC-Strong Workforce Local-Electronics	104,343.65	107,077.51	2,733.85	2.62%
125.01.60101101.2546.6199 - SBVC-Strong Workforce Local-Other Instructional Support SV	158,961.61	135,263.19	(23,698.42)	-14.91%
125.01.60101101.2547.0946 - SBVC-Local Shares/Strong Workforce Round 7-Environmental Control Technology	424,037.31	108,014.34	(316,022.97)	-74.53%
125.01.60101101.2556.0999 - SBVC-Regional Shares/Strong Workforce-Other Engineering and Related Industrial	119,957.26	125,913.46	5,956.20	4.97%
125.01.60101101.2557.0514 - SBVC-Regional Shares/Strong Workforce-Office Technology/Office Computer Applications	444,083.56	265,327.32	(178,756.24)	-40.25%
125.01.60101101.2558.0947 - SBVC-Regional Shares/Strong Workforce-Diesel Technology	103,197.00	0.00	(103,197.00)	-100.00%
125.01.60101101.2558.0999 - SBVC-Regional Shares/Strong Workforce-Other Engineering and Related Industrial	203,235.00	0.00	(203,235.00)	-100.00%
125.01.60101101.2558.1230 - SBVC-Regional Shares/Strong Workforce-Nursing	162,072.00	0.00	(162,072.00)	-100.00%
125.01.60101101.2558.4930 - SBVC-Regional Shares/Strong Workforce-General Studies	180,000.00	0.00	(180,000.00)	-100.00%
125.01.60101101.2600.6199 - SBVC-High Road Construction Careers Resilient Workforce Fund (HRCC-RWF)	113,640.00	292,162.00	178,522.00	157.09%
125.01.60101101.2613.0946 - SBVC-Regional Equity and Recovery Partnerships	59,692.00	59,692.00	0.00	0.00%
125.01.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	2,460.00	2,460.00	0.00	0.00%
125.01.60101101.3174.0948 - SBVC-State Referee Program	12,000.00	12,000.00	0.00	0.00%
125.01.60101101.3175.6940 - SBVC-Sun Room Catering	10,000.00	10,000.00	0.00	0.00%
125.01.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	80,000.00	80,000.00	0.00	0.00%



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Program	2024 Budget	2025 Budget	Change	% Change
125.01.60101201.1213.1305 - SBVC-Child Development Division Consortium	5,865.00	0.00	(5,865.00)	-100.00%
125.01.60101201.1213.7320 - SBVC-Child Development Division Consortium	15,478.25	0.00	(15,478.25)	-100.00%
125.01.60101201.2235.0835 - SBVC-Lottery Restricted-P E Physical Education	4,830.00	4,830.00	0.00	0.00%
125.01.60101301.2235.6010 - SBVC-Restricted Lottery-Extened Academy Academic Administration	8,000.00	8,000.00	0.00	0.00%
125.01.60101401.3321.6010 - SBVC-Student Ammunition Fees	32,200.00	15,303.30	(16,896.70)	-52.47%
125.01.60101501.2228.4930 - SBVC-Basic Skills-General Studies	466,029.41	10,272.68	(455,756.73)	-97.80%
125.01.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	150,650.61	152,866.98	2,216.37	1.47%
125.01.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	12,897,136.48	12,144,176.96	(752,959.51)	-5.84%
125.01.60103101.2192.6010 - SBVC-California Space Grant	20,000.00	15,000.00	(5,000.00)	-25.00%
125.01.61200101.2235.4900 - SBVC-Lottery Restricted-Library Learning Center	184,000.00	184,000.00	0.00	0.00%
125.01.61200101.2352.6120 - SBVC-Library Services Platform	17,000.00	17,000.00	0.00	0.00%
125.01.61900401.1101.6199 - SBVC-University Enterprise Corp. At CSUSB	36,535.00	36,684.00	149.00	0.41%
125.01.61900401.1103.6199 - SBVC Aviation Maintenance Technical Workers Workforce Development	498,555.00	473,540.00	(25,015.00)	-5.02%
125.01.61900401.1329.6199 - SBVC-USDA CalFresh-Chico State Univ	34,855.00	0.00	(34,855.00)	-100.00%
125.01.61900401.1339.6199 - SBVC-NSA Apprenticeship - Cal State San Bndo	17,831.00	0.00	(17,831.00)	-100.00%
125.01.61900401.1341.6199 - SBVC-Aviation Maintenance Technical Workers Grant	150,000.00	0.00	(150,000.00)	-100.00%
125.01.61900401.1343.6199 - SBVC-Data Science Career Pathways in the Inland Empire	55,000.00	55,000.00	0.00	0.00%
125.01.61900401.2360.6199 - SBVC-California Education Learning Lab	100,000.00	0.00	(100,000.00)	-100.00%
125.01.61900401.2506.6199 - SBVC-California Medicine Scholars Program	20,000.00	10,000.00	(10,000.00)	-50.00%
125.01.61900401.2614.6199 - SBVC-Health Professions Pathway Program: UCR School of Medicine	5,000.00	8,000.00	3,000.00	60.00%
125.01.61900401.2615.6199 - SBVC-CalEITC	8,800.00	3,800.00	(5,000.00)	-56.82%
125.01.61900401.2618.6199 - SBVC-Teacher Preparation Pipeline for the IE	0.00	388,345.00	388,345.00	100.00%
125.01.61900401.2651.6199 - SBVC-NCAS Grant	25,000.00	25,000.00	0.00	0.00%
125.01.61900701.2166.6199 - SBVC-Zero Textbook Cost Grant	200,000.00	0.00	(200,000.00)	-100.00%
125.01.61900701.2167.6199 - SBVC-Mesa Grant	251,999.95	280,102.59	28,102.64	11.15%
125.01.61900701.2180.1230 - SBVC-Enrollment Growth/Nursing Program	171,697.00	0.00	(171,697.00)	-100.00%
125.01.61900701.2435.6499 - SBVC-Middle College High School	151,200.00	151,200.00	0.00	0.00%
125.01.61900701.2594.1230 - SBVC-Nursing Enrollment and Retention Grant	201,172.45	137,063.66	(64,108.79)	-31.87%
125.01.61900801.3720.0000 - Resource Development - San Manuel Grant	733,033.00	1,384,203.42	651,170.41	88.83%



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Program	2024 Budget	2025 Budget	Change	% Change
125.01.61912101.2367.6110 - SBVC-CCAP Instructional Materials for Dual Enrollment	13,507.46	13,506.00	(1.46)	-0.01%
125.01.62000101.1176.6600 - SBVC-Veterans Education	2,000.00	0.00	(2,000.00)	-100.00%
125.01.63100201.3320.6310 - SBVC-Umoja Tumaini Program	6,941.00	6,941.00	0.00	0.00%
125.01.63100801.2209.6499 - SBVC-Foster Parent Program	119,800.44	119,801.00	0.56	0.00%
125.01.63100801.2210.4930 - SBVC-Youth Empowerment STR	21,000.00	19,100.00	(1,900.00)	-9.05%
125.01.63100801.2210.7320 - SBVC-Youth Empowerment STR-02	1,500.00	3,400.00	1,900.00	126.67%
125.01.63200101.3330.6320 - SBVC-Career Readiness Program - Google	2,000.00	2,000.00	0.00	0.00%
125.01.63900101.1150.6499 - SBVC-Title IV-Trio	347,871.98	348,164.00	292.03	0.08%
125.01.63900101.2214.6390 - SBVC-Student Equity-Student Equity	1,521,553.74	1,531,611.12	10,057.38	0.66%
125.01.63900101.2214.7320 - SBVC-Student Equity-Student Aid	72,600.00	62,542.88	(10,057.12)	-13.85%
125.01.63900101.2323.6390 - SBVC-Dream Resource Liaison	91,722.59	73,419.74	(18,302.85)	-19.95%
125.01.63900101.2323.7320 - SBVC-Dream Resource Liaison	10,000.00	33,655.40	23,655.40	236.55%
125.01.63900101.2365.6390 - SBVC-Growing Inland Achievement/GIA	50,000.00	50,000.00	0.00	0.00%
125.01.63900101.2530.6390 - SBVC-Student Retention & Outreach-Student Equity	410,001.16	892,445.00	482,443.84	117.67%
125.01.63900101.3289.6390 - SBVC-JBAY Book Fund Grant	6,000.00	6,000.00	0.00	0.00%
125.01.64200101.2202.6420 - SBVC-Disabled Student Programs	1,206,798.77	1,145,425.00	(61,373.77)	-5.09%
125.01.64300101.2200.6430 - SBVC-EOPS-CARE Program	125,279.92	179,257.00	53,977.09	43.09%
125.01.64300101.2200.7320 - SBVC-EOPS-CARE Program-Student Aid	188,977.37	135,000.00	(53,977.37)	-28.56%
125.01.64300101.2201.6430 - SBVC-EOPS	1,232,306.12	1,234,377.00	2,070.89	0.17%
125.01.64300101.2201.7320 - SBVC-EOPS-Student Aid	386,665.00	384,594.00	(2,071.00)	-0.54%
125.01.64300101.2503.6430 - SBVC-EOPS NextUp Foster Youth Support Program	414,024.00	313,483.00	(100,541.00)	-24.28%
125.01.64300101.2616.6430 - SBVC-EOPS NextUp Foster Youth Advisory Council (FYAC)	0.00	10,000.00	10,000.00	100.00%
125.01.64400101.2309.6440 - SBVC-Mental Health Services Support	336,410.91	336,410.70	(0.21)	0.00%
125.01.64400101.2364.6440 - SBVC-Medi-Cal Administrative Activities	6,300.00	6,300.00	0.00	0.00%
125.01.64400101.3310.6440 - SBVC-Student Health Fees	635,093.02	635,436.04	343.02	0.05%
125.01.64400101.3337.6440 - SBVC-Family Pact Contract	8,000.00	8,000.00	0.00	0.00%
125.01.64500101.2232.6310 - SBVC-Matriculation-Matriculation Counseling & Guidance	37,937.13	40,545.90	2,608.76	6.88%
125.01.64500101.2232.6320 - SBVC-Matriculation-Matriculation/Student Assessment	3,298,783.22	3,292,257.10	(6,526.12)	-0.20%
125.01.64500101.2355.6499 - SBVC-Puente Project	9,925.00	9,925.00	0.00	0.00%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

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Program	2024 Budget	2025 Budget	Change	% Change
125.01.64500201.2372.6450 - SBVC-Learning-Aligned Employment Program	3,424,963.00	0.00	(3,424,963.00)	-100.00%
125.01.64500201.2646.6450 - SBVC-A2MEND	25,199.00	0.00	(25,199.00)	-100.00%
125.01.64500201.3700.6450 - California Youth Leadership Corps - Community Learning Partnership	100,000.00	100,000.00	0.00	0.00%
125.01.64500301.2284.6450 - SBVC-California College Promise	773,886.50	773,886.00	(0.50)	0.00%
125.01.64600101.1160.6199 - SBVC-Federal College Work Study - Administrative	326,659.00	326,659.00	0.00	0.00%
125.01.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	160,699.37	170,779.00	10,079.63	6.27%
125.01.64600101.2188.6460 - SBVC-Financial Aid Technology	40,725.00	40,725.00	0.00	0.00%
125.01.64700101.1265.6499 - SBVC-Transitional Assistance-Transitional Assistance Miscellaneous Student Services Federal	9,112.53	4,999.50	(4,113.03)	-45.14%
125.01.64700101.1265.7320 - SBVC-Transitional Assistance-Student Aid	92,899.47	86,025.00	(6,874.47)	-7.40%
125.01.64700101.1369.6499 - SBVC-Fresh Success Employment & Training	74,483.14	170,000.00	95,516.85	128.24%
125.01.64700101.2212.6470 - SBVC-Workability III Grant	142,761.62	142,762.00	0.39	0.00%
125.01.64700101.2266.6470 - SBVC-CalWorks-Workforce Readiness Job Development/Placement Services	237,939.66	154,573.39	(83,366.27)	-35.04%
125.01.64700101.2266.6499 - SBVC-CalWorks-Workforce Readiness Misc. Student Services	488,501.84	573,189.61	84,687.77	17.34%
125.01.64700101.2266.7320 - SBVC-CalWorks-CalWORKs Payments To/For Students	20,000.00	20,000.00	0.00	0.00%
125.01.65900101.2235.4900 - SBVC-Lottery Restricted-General Supplies & Services	44,522.00	81,422.00	36,900.00	82.88%
125.01.65900101.3304.6950 - SBVC-Parking	224,000.00	124,000.00	(100,000.00)	-44.64%
125.01.65900101.3314.6999 - SBVC-Student Transportation Fee	262,000.00	300,000.00	38,000.00	14.50%
125.01.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	3,000.00	3,000.00	0.00	0.00%
125.01.66000401.2491.6600 - SBVC-Innovation & Effectiveness Grant	120,000.00	70,000.00	(50,000.00)	-41.67%
125.01.68400201.2351.0000 - SBVC-Californians for All College Corps Programs	500,000.00	0.00	(500,000.00)	-100.00%
125.01.69100101.3519.0000 - SBVC-Bookstore	56,706.26	0.00	(56,706.26)	-100.00%
125.01.69600101.2235.4900 - SBVC-Lottery Restricted-Mens Athletics Student & Co Curricular	15,000.00	15,000.00	0.00	0.00%
125.01.69600101.2235.6986 - SBVC-Lottery Restricted-Athletic Trainer	11,900.00	11,900.00	0.00	0.00%
125.01.69600201.2331.6960 - SBVC-Basic Needs Centers & Staffing Support	282,628.18	362,502.62	79,874.43	28.26%
125.01.69600201.2356.6960 - SBVC-Student Food & Housing Support/Basic Needs Center	265,724.00	265,724.00	0.00	0.00%
125.01.69600201.2366.6960 - SBVC-LGBTQ+	126,436.00	126,436.00	0.00	0.00%
125.01.69600201.2529.6960 - SBVC-CalFresh Outreach-Student & Co-Curricular	23,318.47	23,318.47	0.00	0.00%
125.01.69602301.2235.4900 - SBVC-Lottery Restricted-Womens Athletics	15,000.00	15,000.00	0.00	0.00%
125.01.71000401.2231.7100 - SBVC-Block Grant	1,450,128.80	193,063.17	(1,257,065.63)	-86.69%



BUDGET FORECAST BY DEPARTMENT

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Program	2024 Budget	2025 Budget	Change	% Change
125.01.71000401.2371.7100 - SBVC-Higher Education Student Housing Grant	771,173.75	5,000.00	(766,173.75)	-99.35%
125.01.71000401.2377.7100 - SBVC-Physical Plant/Instructional Support FY2023	2,503,000.00	1,107,405.00	(1,395,595.00)	-55.76%
125.02.22030002.2596.0000 - CHC-Seamless Transfer of Ethnic Studies	48,695.00	48,695.00	0.00	0.00%
125.02.60100402.2235.1007 - CHC-Lottery Restricted-Drama Dept	12,000.00	13,000.00	1,000.00	8.33%
125.02.60100402.2235.6120 - CHC-Lottery Restricted-Library General	110,000.00	115,200.00	5,200.00	4.73%
125.02.60101502.2147.6010 - SBVC-AB104 Adult Ed-CHC Portion	0.00	15,176.00	15,176.00	100.00%
125.02.60101502.2166.6199 - CHC - Zero Textbook Cost Grant	200,000.00	210,853.00	10,853.00	5.43%
125.02.60101502.2403.6010 - CHC-Guided Pathways	215,469.41	0.00	(215,469.41)	-100.00%
125.02.60101502.2650.6010 - CHC-CCC Equitable Placement & Completion Grant Program	402,861.00	402,861.00	0.00	0.00%
125.02.60101502.3340.6830 - CHC-Civic Center Act	4,901.75	5,167.19	265.44	5.42%
125.02.60102502.2193.1230 - CHC-Certified Nursing Assistant Program	115,048.05	100,000.00	(15,048.05)	-13.08%
125.02.60102502.2235.2001 - CHC-Lottery Restricted-Psychology	1,400.00	1,400.00	0.00	0.00%
125.02.60102502.2457.0702 - CHC-Perkins Title I-Cisco Academy	2,412.00	0.00	(2,412.00)	-100.00%
125.02.60102502.2457.1210 - CHC-Perkins Title I-Respiratory Therapy Certification Program Respiratory Care/Therapy	24,394.00	25,000.00	606.00	2.48%
125.02.60102502.2457.1225 - CHC-Perkins Title I-Radiologic Technology	10,000.00	10,000.00	0.00	0.00%
125.02.60102502.2457.1250 - CHC-Perkins Title I-Emergency Medicine Program Emergency Medical Services	14,700.00	4,000.00	(10,700.00)	-72.79%
125.02.60102502.2457.1251 - CHC-Perkins Title I-Paramedic Program	51,200.00	73,400.00	22,200.00	43.36%
125.02.60102502.2457.1305 - CHC-Perkins Title I-Early Childhood Education	2,000.00	2,000.00	0.00	0.00%
125.02.60102502.2457.2133 - CHC-Perkins Title I-Fire Science Academic Administration	37,294.00	6,000.00	(31,294.00)	-83.91%
125.02.60102502.2457.6193 - CHC-Perkins Title I-Vocational Education	82,111.00	79,600.00	(2,511.00)	-3.06%
125.02.60102502.2504.6770 - CHC-High Road Training Partnerships (HRTTP)	188,103.00	31,200.00	(156,903.00)	-83.41%
125.02.60102502.2546.6770 - CHC-Strong Workforce Local	125,648.30	71,721.50	(53,926.80)	-42.92%
125.02.60102502.2547.1210 - CHC-Local Shares/Strong Workforce Round 7	167,027.49	156,696.91	(10,330.58)	-6.18%
125.02.60102502.2547.1250 - CHC-Local Shares/Strong Workforce Round 7	30,700.00	0.00	(30,700.00)	-100.00%
125.02.60102502.2547.1251 - CHC-Local Shares/Strong Workforce Round 7	118,000.00	0.00	(118,000.00)	-100.00%
125.02.60102502.2547.2133 - CHC-Local Shares/Strong Workforce Round 7	50,000.00	0.00	(50,000.00)	-100.00%
125.02.60102502.2547.6770 - CHC-Local Shares/Strong Workforce Round 7	358,457.37	311,833.83	(46,623.54)	-13.01%
125.02.60102502.2548.6770 - CHC-Local Shares/Strong Workforce Round 8	400,000.50	600,000.00	199,999.51	50.00%
125.02.60102502.2549.6770 - CHC-Local Shares/Strong Workforce Round 9	0.00	300,000.00	300,000.00	100.00%



BUDGET FORECAST BY DEPARTMENT

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Program	2024 Budget	2025 Budget	Change	% Change
125.02.60102502.2557.0506 - CHC-Regional Shares/Strong Workforce Round 7	53,300.00	0.00	(53,300.00)	-100.00%
125.02.60102502.2557.0516 - CHC-Regional Shares/Strong Workforce Round 7	116,489.00	0.00	(116,489.00)	-100.00%
125.02.60102502.2557.1205 - CHC-Regional Shares/Strong Workforce Round 7	165,400.00	0.00	(165,400.00)	-100.00%
125.02.60102502.2557.1899 - CHC-Regional Shares/Strong Workforce Round 7	22,242.91	47,826.08	25,583.17	115.02%
125.02.60102502.2557.6470 - CHC-Regional Shares/Strong Workforce Round 7	63,632.00	63,054.45	(577.55)	-0.91%
125.02.60102502.2558.0516 - CHC-Regional Shares/Strong Workforce Round 8	0.00	110,052.00	110,052.00	100.00%
125.02.60102502.2558.1205 - CHC-Regional Shares/Strong Workforce Round 8	0.00	91,912.00	91,912.00	100.00%
125.02.60102502.2558.6470 - CHC-Regional Shares/Strong Workforce Round 8	0.00	121,105.00	121,105.00	100.00%
125.02.60102502.2558.6770 - CHC-Regional Shares/Strong Workforce Round 8	0.00	85,000.00	85,000.00	100.00%
125.02.60102502.2591.6770 - CHC-High Road Training Partnership - H RTP #2	673,209.00	673,209.00	0.00	0.00%
125.02.60102502.2613.6770 - CHC-Regional Equity and Recovery Partnerships	59,692.00	59,692.00	0.00	0.00%
125.02.60102502.3312.1210 - CHC-Respiratory Care Test Fee	3,800.00	2,300.00	(1,500.00)	-39.47%
125.02.60102502.3363.1205 - CHC-Arthur N Rupe Foundation	35,000.00	35,000.00	0.00	0.00%
125.02.61200102.2352.6120 - CHC-Library Services Platform	2,786.00	3,014.17	228.17	8.19%
125.02.61900102.3316.6191 - CHC-Recreation Fee	46,000.00	50,000.00	4,000.00	8.70%
125.02.61900102.3340.6191 - CHC-Civic Center Act-Aquatics Center	233,500.15	244,608.07	11,107.92	4.76%
125.02.61900602.2167.0000 - CHC-Mesa Grant	433,000.02	280,000.00	(153,000.02)	-35.33%
125.02.61900602.2235.0401 - CHC-Lottery Restricted-Microbiology Biology General	33,395.00	17,662.00	(15,733.00)	-47.11%
125.02.61900602.2235.0701 - CHC-Lottery Restricted-Computer Science Department	20,739.00	22,000.00	1,261.00	6.08%
125.02.61900602.2235.1905 - CHC-Lottery Restricted-Chemistry Department	16,000.00	19,000.00	3,000.00	18.75%
125.02.61900602.2235.4900 - CHC-Lottery Restricted-Anatomy & Physiology	10,000.00	10,000.00	0.00	0.00%
125.02.61900802.3195.6199 - CHC-ISEEK	7,200.00	15,000.00	7,800.00	108.33%
125.02.63100402.2365.6310 - CHC-Growing Inland Achievement/GIA	50,000.00	30,000.00	(20,000.00)	-40.00%
125.02.63200102.2362.6320 - CHC-K12SWP Building CTE Bridges from High School to Community College	212,240.39	227,152.74	14,912.35	7.03%
125.02.63400202.2372.6340 - CHC-Learning-Aligned Employment Program	618,145.00	601,288.00	(16,857.00)	-2.73%
125.02.63900202.2286.6490 - CHC-Student Equity & Achievement - Student Svcs Office	389,195.00	680,311.94	291,116.94	74.80%
125.02.63900302.2286.6390 - CHC-Student Equity & Achievement	302,804.20	232,459.00	(70,345.20)	-23.23%
125.02.63900402.2286.6200 - CHC-Student Equity & Achievement-Student Success	258,204.27	257,239.57	(964.70)	-0.37%
125.02.63900402.2286.6310 - CHC-Student Equity & Achievement-Student Success	877,819.98	703,448.67	(174,371.30)	-19.86%



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125.02.63900402.2286.6320 - CHC-Student Equity & Achievement-Student Success	231,743.49	238,797.34	7,053.86	3.04%
125.02.63900402.2286.6420 - CHC-Student Equity & Achievement-Student Success	68,258.85	72,982.44	4,723.59	6.92%
125.02.63900402.2286.6499 - CHC-Student Equity & Achievement-Student Success	44,989.20	45,814.38	825.18	1.83%
125.02.63900402.2530.6320 - CHC-Student Retention & Outreach	349,287.83	249,457.99	(99,829.83)	-28.58%
125.02.63900402.3704.6320 - CHC-InsideTrack	10,000.00	10,000.00	0.00	0.00%
125.02.63900502.2286.6600 - CHC-Student Equity & Achievement-Instruction	156,325.40	196,997.14	40,671.75	26.02%
125.02.63900502.2286.6750 - CHC-Student Equity & Achievement-Instruction	42,306.63	13,058.51	(29,248.12)	-69.13%
125.02.63900702.2286.6480 - CHC-Student Equity & Achievement-Veterans	5,000.00	5,000.00	0.00	0.00%
125.02.64300102.2323.6430 - CHC-Dream Resource Liaison	75,517.00	71,077.00	(4,440.00)	-5.88%
125.02.64300102.2503.6430 - CHC-EOPS NextUp Foster Youth Support Program	187,353.82	194,617.00	7,263.17	3.88%
125.02.64400502.2331.6440 - CHC-Basic Needs Centers & Staffing Support	192,199.99	211,698.00	19,498.01	10.14%
125.02.64400502.2356.6440 - CHC-Student Food & Housing Support/Basic Needs Center	192,200.00	0.00	(192,200.00)	-100.00%
125.02.64500302.2284.6450 - CHC-California College Promise	692,974.34	680,472.00	(12,502.34)	-1.80%
125.02.64500302.2366.6450 - CHC-LGBTQ+	22,024.00	30,000.00	7,976.00	36.22%
125.02.64500502.1265.6499 - CHC-Transitional Assistance - Misc Stu Svcs	15,036.00	15,036.00	0.00	0.00%
125.02.64500502.1265.7320 - CHC-Transitional Assistance	21,195.00	21,195.00	0.00	0.00%
125.02.64500502.2200.6430 - CHC-EOPS-CARE Program	211,302.61	211,763.00	460.39	0.22%
125.02.64500502.2201.6430 - CHC-EOPS	475,347.63	945,083.00	469,735.38	98.82%
125.02.64500502.2201.7320 - CHC-EOPS-Student Aid	508,547.00	0.00	(508,547.00)	-100.00%
125.02.64500502.2202.6420 - CHC-Disabled Student Programs - DSPS	615,037.54	627,269.93	12,232.39	1.99%
125.02.64500502.2266.6499 - CHC-Calworks-Student Body Center Fee Student Activities/ Miscellaneous Student Services	230,131.61	230,591.67	460.06	0.20%
125.02.64500502.3315.6499 - CHC-Assessment Center Revenue	1,000.00	0.00	(1,000.00)	-100.00%
125.02.64500602.1160.6199 - CHC-Federal College Work Study - Administrative-Federal College Work Study Administrative	189,000.00	189,000.00	0.00	0.00%
125.02.64500602.1176.6450 - CHC-Veterans Education	1,500.00	1,500.00	0.00	0.00%
125.02.64500602.2187.6480 - CHC-Veterans Resource Center	52,958.00	57,311.00	4,353.00	8.22%
125.02.64500602.2188.6460 - CHC-Financial Aid Technology	33,036.00	32,551.00	(485.00)	-1.47%
125.02.64500602.2309.6440 - CHC-Mental Health Services Support	187,780.00	145,496.00	(42,284.00)	-22.52%
125.02.64500602.3310.6440 - CHC-Student Health Fees	304,133.91	317,197.63	13,063.72	4.30%
125.02.64500602.3337.6440 - CHC-Family Pact Contract	0.00	5,000.00	5,000.00	100.00%



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Program	2024 Budget	2025 Budget	Change	% Change
125.02.64600102.2161.6460 - CHC-SFAA-BFAP Adm Allowance	46,685.32	46,685.00	(0.31)	0.00%
125.02.65900102.2231.7100 - CHC-Block Grant Facilities Planning/Administration Services	160,000.00	0.00	(160,000.00)	-100.00%
125.02.65900102.2235.1225 - CHC-Lottery Restricted	46,000.00	46,000.00	0.00	0.00%
125.02.65900102.2235.6600 - CHC-Lottery Restricted	3,275.00	254.00	(3,021.00)	-92.24%
125.02.65900102.3241.6199 - CHC-Medical Clearance	7,000.00	5,000.00	(2,000.00)	-28.57%
125.02.65900102.3304.6570 - CHC-Parking-04	7,000.00	0.00	(7,000.00)	-100.00%
125.02.65900102.3520.0000 - CHC-Program Review	21,841.75	21,841.75	0.00	0.00%
125.02.65900302.3304.6550 - CHC-Parking-Grounds Grounds Maintenance & Repairs	0.00	52,000.00	52,000.00	100.00%
125.02.65900302.3304.6952 - CHC-Parking-Parking Lot Improvements	138,000.00	43,000.00	(95,000.00)	-68.84%
125.02.67700802.2296.6199 - CHC-Chabot-Las Positas CC-Report Streamlining Program	138,861.92	188,861.92	50,000.00	36.01%
125.02.67900202.3145.6799 - CHC-Copy Revenue	1,100.00	1,100.00	0.00	0.00%
125.02.68400202.2351.0000 - CHC-Californians for All College Corps Programs	175,000.00	0.00	(175,000.00)	-100.00%
125.02.69100102.3519.0000 - CHC-Bookstore	171,326.71	177,651.18	6,324.48	3.69%
125.02.69600302.3314.6999 - CHC-Student Transportation Fee	120,000.00	120,000.00	0.00	0.00%
125.02.69602402.3716.6191 - CHC P.E. - Athletics Admin	3,000.00	3,000.00	0.00	0.00%
125.02.71000402.2231.7100 - CHC-Block Grant	553,000.00	129,793.22	(423,206.78)	-76.53%
125.02.71000402.2371.7100 - CHC-Higher Education Student Housing Grant	748,717.50	585,415.90	(163,301.60)	-21.81%
125.02.71000402.2377.7100 - CHC-Physical Plant/Instructional Support FY2023	2,403,000.00	482,720.00	(1,920,280.00)	-79.91%
125.03.61500103.2231.0000 - DIST-Block Grant-Technology Service Academic Information Systems & Technology	1,112,802.00	1,112,802.00	0.00	0.00%
125.03.61500103.2377.0000 - DIST-Physical Plant/Instructional Support FY2023	2,046,407.00	0.00	(2,046,407.00)	-100.00%
125.03.61500703.2261.0000 - DIST-ATPC-Technology Service Academic Information Systems & Technology	1,499,999.29	1,501,287.01	1,287.71	0.09%
125.03.61910803.3511.0000 - DIST-Fee For Service	400,000.00	400,000.00	0.00	0.00%
125.03.61920003.2649.0000 - DSO-Apprenticeship Pathways Demonstration Project - Workforce Economic Dev. Div.	0.00	49,500.00	49,500.00	100.00%
125.03.61920003.3814.0000 - DSO Grant Department-Indirect Charges	0.00	282,271.21	282,271.21	100.00%
125.03.67100103.2530.0000 - DIST-Student Retention & Outreach	49,142.88	(0.00)	(49,142.88)	-100.00%
125.03.67100103.3515.0000 - DIST-Educational Orientation Program	10,675.26	0.00	(10,675.26)	-100.00%
125.03.67200203.2231.0000 - DIST-Block Grant-Controller	2,591,198.00	0.00	(2,591,198.00)	-100.00%
125.03.67200203.2531.0000 - COVID-19 Recovery Block Grant	7,445,935.17	220,504.15	(7,225,431.02)	-97.04%
125.03.67200203.3717.0000 - Controller	187,404.64	(0.00)	(187,404.64)	-100.00%



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Program	2024 Budget	2025 Budget	Change	% Change
125.03.67300103.2353.0000 - DIST-Culturally Competent Faculty Professional Development	100,870.00	98,770.00	(2,100.00)	-2.08%
125.03.67300103.2522.0000 - DIST-Classified Professional Development	60,000.00	34,000.00	(26,000.00)	-43.33%
125.03.67300103.3368.0000 - DIST-Delta Dental Dividend	22,919.00	22,809.15	(109.85)	-0.48%
125.03.67300103.3518.0000 - Schools First Donation/HR	4,517.00	4,517.00	0.00	0.00%
125.03.67600203.2302.0000 - DIST-Equal Employment Opportunity	50,000.00	50,000.00	0.00	0.00%
125.03.67600203.2346.0000 - DIST-Equal Employment Opportunity Best Practices	208,333.00	208,333.00	0.00	0.00%
125.03.67701103.3311.0000 - DIST-Accident Fee	56,000.00	58,000.00	2,000.00	3.57%
125.03.67800103.2378.0000 - DIST-Systemwide Technology and Data Security	310,399.08	268,436.30	(41,962.78)	-13.52%
125.03.68400203.2285.0000 - DIST-Economic Development for Distressed Areas	1,750,000.00	1,750,000.00	0.00	0.00%
125.03.68400203.2345.0000 - DIST-Back 2 Work Program	1,582,702.19	798,898.01	(783,804.18)	-49.52%
125.03.68400203.2351.0000 - DIST-Californians for All College Corps Program	1,024,999.61	150,191.32	(874,808.29)	-85.35%
125.03.68400203.2361.0000 - DIST-Riverside CCD/Employer Engagement Manager	195,282.35	195,000.00	(282.35)	-0.14%
125.03.68400203.2380.0000 - P48R6 Responsive Training - Acute Care Nursing Assistant (ACNA 2023)	59,713.37	24,952.00	(34,761.37)	-58.21%
125.03.68400203.2499.0000 - Prison to Employment Initiative P2E	341,960.51	307,391.00	(34,569.51)	-10.11%
125.03.68400203.2501.0000 - DIST-ETP #9	972,077.28	138,151.14	(833,926.14)	-85.79%
125.03.68400203.2504.0000 - DIST-High Road Training Partnerships (H RTP)	6,303,117.53	4,569,539.89	(1,733,577.64)	-27.50%
125.03.68400203.2532.0000 - DIST-Foundation for CCC Pre-Inspector Training - Butte College	32,419.52	23,332.00	(9,087.52)	-28.03%
125.03.68400203.2590.0000 - DIST-ETP #10	490,232.25	464,228.01	(26,004.24)	-5.30%
125.03.68400203.2591.0000 - DIST-High Road Training Partnership - H RTP #2 - Health	6,409,654.88	5,917,538.36	(492,116.52)	-7.68%
125.03.68400203.2595.0000 - DIST-High Road Construction Career Partnership - Lumina Phase 2	185,000.00	168,774.18	(16,225.82)	-8.77%
125.03.68400203.2598.0000 - DIST-ETP #11	749,570.00	749,672.99	102.99	0.01%
125.03.68400203.2600.0000 - DIST-High Road Construction Careers Resilient Workforce Fund (HRCC-RWF)	3,658,777.60	2,723,520.90	(935,256.69)	-25.56%
125.03.68400203.3344.0000 - DIST-Water Project - Jewish Vocational Services	15,900.00	15,900.00	0.00	0.00%
125.03.68400203.3410.0000 - DIST-County of San Bernardino - Probation	35,963.63	23,044.00	(12,919.63)	-35.92%
125.03.68400203.3514.0000 - DIST-Indirect Charges	868,936.09	757,316.88	(111,619.21)	-12.85%
125.03.68400203.3715.0000 - DIST- San Bernardino County - Probation Department	1,803,103.17	1,932,809.52	129,706.36	7.19%
125.03.68401703.1102.0000 - DIST-California Manufacturing Technology Consulting (CMTC)	300,000.00	300,000.00	0.00	0.00%
125.03.68401703.1439.0000 - DIST-Cal Mfg Tech Consulting	3,946.90	219,845.14	215,898.24	5,470.07%
125.03.68402003.3424.0000 - DIST-PDC Local Contracts	10,000.00	10,000.00	0.00	0.00%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.03.68402103.2488.0000 - DIST-Caltrans-Caltrans/Parolee Work Crew 7/16	2,178,906.10	1,106,473.71	(1,072,432.38)	-49.22%
125.03.70902703.2327.0000 - KVCR AB-132 Postsecondary Education Bill	2,156,488.49	1,062,352.00	(1,094,136.49)	-50.74%
125.03.71000303.3517.0000 - DIST-SolaTube Project/DO/SCE	8,118.00	0.00	(8,118.00)	-100.00%
125.03.71000403.2231.7100 - DIST-Block Grant	83,000.00	74,719.00	(8,281.00)	-9.98%
125.03.71000403.2377.7100 - DIST-Physical Plant/Instructional Support FY2023	100,000.00	0.00	(100,000.00)	-100.00%
125.15.07021001.3516.0702 - SBVC-Multi-Media	812,035.05	504,185.98	(307,849.07)	-37.91%
125.15.07021001.3516.7320 - SBVC-Multi-Media	32,000.00	0.00	(32,000.00)	-100.00%
125.15.60100401.3162.6820 - SBVC-Media Academy Contracts	2,681.51	2,681.51	0.00	0.00%
125.15.60100401.3182.1004 - SBVC-Music Department Donations	1,986.00	0.00	(1,986.00)	-100.00%
125.15.60100801.3509.1911 - SBVC-Planetarium Income	25,892.91	25,892.91	0.00	0.00%
125.15.60101101.2490.6010 - SBVC-CTE Data Unlocked Initiative-01	15,448.77	0.00	(15,448.77)	-100.00%
125.15.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	6,338.86	6,338.86	0.00	0.00%
125.15.60101101.3174.0948 - SBVC-State Referee Program	18,252.90	28,677.85	10,424.95	57.11%
125.15.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	159,649.00	239,649.00	80,000.00	50.11%
125.15.60101201.2184.2201 - SBVC-AB798 Textbook Affordability Program-Social Science General	25,435.00	25,435.00	0.00	0.00%
125.15.60101501.2228.6010 - SBVC-Basic Skills - Academic Administration	125,000.00	0.00	(125,000.00)	-100.00%
125.15.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	1,056,424.00	1,053,424.00	(3,000.00)	-0.28%
125.15.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	2,235,873.54	1,238,576.00	(997,297.54)	-44.60%
125.15.61900401.1329.6199 - SBVC-USDA CalFresh-Chico State Univ	29,664.00	39,596.00	9,932.00	33.48%
125.15.61900701.1153.1901 - SBVC-Success in STEM at HSI	69,956.00	0.00	(69,956.00)	-100.00%
125.15.61900701.1153.7320 - SBVC-Success in STEM at HSI	97,502.00	0.00	(97,502.00)	-100.00%
125.15.61900701.2166.6199 - SBVC-Zero Textbook Cost Grant	0.00	200,000.00	200,000.00	100.00%
125.15.61900701.2167.6199 - SBVC-Mesa Grant	176,354.00	0.00	(176,354.00)	-100.00%
125.15.61900701.2435.6499 - SBVC-Middle College High School	115,329.41	0.00	(115,329.41)	-100.00%
125.15.61900701.2502.6750 - SBVC-Staff Development	42.40	0.00	(42.40)	-100.00%
125.15.61900701.3152.7320 - SBVC-Digital Media Disciplines Grant-Student Aid	300.00	0.00	(300.00)	-100.00%
125.15.62000101.1176.6600 - SBVC-Veterans Education-01	7,989.31	0.00	(7,989.31)	-100.00%
125.15.62000101.2187.6480 - SBVC-Veterans Resource Center	205,379.32	80,367.25	(125,012.07)	-60.87%
125.15.63100201.3320.6310 - SBVC-Umoja Tumaini Program	0.00	189,848.47	189,848.47	100.00%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.15.63900101.1150.6499 - SBVC-Title IV-Trio	5,025.66	58,080.00	53,054.34	1,055.67%
125.15.63900101.2185.7320 - SBVC-Dreamer Students	24,065.00	24,065.00	0.00	0.00%
125.15.63900101.2214.6390 - SBVC-Student Equity-Student Equity	308,872.77	313,207.39	4,334.62	1.40%
125.15.63900101.2323.6390 - SBVC-Dream Resource Liaison	9,761.00	2,846.00	(6,915.00)	-70.84%
125.15.63900101.2323.7320 - SBVC-Dream Resource Liaison	10,239.00	17,154.00	6,915.00	67.54%
125.15.63900101.2530.6390 - SBVC-Student Retention & Outreach-Student Equity	0.00	265,000.00	265,000.00	100.00%
125.15.64200101.2202.6420 - SBVC-Disabled Students Program	194,595.85	0.00	(194,595.85)	-100.00%
125.15.64300101.2200.6430 - SBVC-EOPS/CARE Program	117,143.59	13,545.21	(103,598.38)	-88.44%
125.15.64300101.2201.0000 - SBVC-EOPS	309,294.32	121,906.89	(187,387.43)	-60.59%
125.15.64300101.2503.6430 - SBVC-EOPS NextUp Foster Youth Support Program	215,149.61	0.00	(215,149.61)	-100.00%
125.15.64400101.2309.6440 - SBVC-Mental Health Services Support	118,991.00	168,672.36	49,681.36	41.75%
125.15.64400101.3310.6440 - SBVC-Student Health Fees	60,630.76	0.00	(60,630.76)	-100.00%
125.15.64400101.3337.6440 - SBVC-Family Pact Contract	8,000.00	8,000.00	0.00	0.00%
125.15.64500101.2232.6320 - SBVC-Matriculation-Matriculation	1,556,831.00	1,556,831.00	0.00	0.00%
125.15.64500201.2165.6450 - SBVC-Hunger Free Campus Support	49,127.66	39,127.66	(10,000.00)	-20.36%
125.15.64500201.2646.6450 - SBVC-A2MEND	25,199.00	0.00	(25,199.00)	-100.00%
125.15.64500201.3700.6450 - California Youth Leadership Corps - Community Learning Partnership	0.00	94,876.00	94,876.00	100.00%
125.15.64500301.2284.6450 - SBVC-California College Promise	1,305,974.19	1,305,974.00	(0.19)	0.00%
125.15.64600101.2161.6460 - SBVC-SFAA BFAP	204,772.00	204,772.00	0.00	0.00%
125.15.64600101.2188.6460 - SBVC-Financial Aid Technology	23,540.40	23,540.00	(0.40)	0.00%
125.15.65900101.3304.6950 - SBVC-Parking	379,987.15	398,208.00	18,220.85	4.80%
125.15.65900101.3314.6999 - SBVC-Student Transportation Fee	42,065.50	0.00	(42,065.50)	-100.00%
125.15.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	49,351.39	61,685.00	12,333.61	24.99%
125.15.65900101.3520.0000 - SBVC-FCC Proceeds	1,100,000.00	563,218.00	(536,782.00)	-48.80%
125.15.66000301.2404.6600 - SBVC-Campus Safety & Sexual Assault	21,773.00	21,773.00	0.00	0.00%
125.15.69600201.2331.6960 - SBVC-Basic Needs Centers & Staffing Support	357,374.45	357,374.65	0.20	0.00%
125.15.69600201.2356.6960 - SBVC-Student Food & Housing Support/Basic Needs Center	500,000.00	510,000.00	10,000.00	2.00%
125.25.07021002.3516.0702 - CHC-Multi-Media	344,597.14	344,597.33	0.19	0.00%
125.25.60101502.2403.6010 - CHC-Guided Pathways	126,701.81	43,000.00	(83,701.81)	-66.06%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.25.60101502.3190.6010 - CHC-AACU	7,500.00	6,052.80	(1,447.20)	-19.30%
125.25.60101502.3269.1701 - CHC-Contract Education	42,080.00	21,149.88	(20,930.12)	-49.74%
125.25.60102502.2490.6010 - CHC-CTE Data Unlocked Initiative	12,346.15	12,346.15	0.00	0.00%
125.25.60102502.3305.6820 - CHC-Community Services	29,013.00	29,013.00	0.00	0.00%
125.25.60102502.3312.1210 - CHC-Respiratory Care Test Fee	3,971.66	3,971.66	0.00	0.00%
125.25.60102502.3363.1205 - CHC-Arthur N Rupe Foundation	2,640.00	33,640.12	31,000.12	1,174.25%
125.25.61900102.3316.6191 - CHC-Recreation Fee	20,758.00	21,000.00	242.00	1.17%
125.25.61900102.3340.6191 - CHC-Aquatics Center	85,000.00	85,000.00	0.00	0.00%
125.25.61900602.2167.0000 - CHC-Mesa Grant	433,523.40	106,110.46	(327,412.95)	-75.52%
125.25.61900602.2502.6750 - CHC-Staff Development	205.73	205.73	0.00	0.00%
125.25.61900602.3242.6199 - CHC-Google Grant	1,881.00	1,881.00	0.00	0.00%
125.25.62000102.1176.6450 - CHC-Veterans Education	5,156.00	6,512.00	1,356.00	26.30%
125.25.63900202.2286.6490 - CHC-Student Equity & Achievement - Student Svcs Office	598,633.00	420,229.00	(178,404.00)	-29.80%
125.25.63900302.2286.6390 - CHC-Student Equity & Achievement	29,717.50	0.00	(29,717.50)	-100.00%
125.25.63900402.2286.6310 - CHC-Student Equity & Achievement-Student Success	712,524.00	613,913.00	(98,611.00)	-13.84%
125.25.63900402.2530.6320 - CHC-Student Retention & Outreach	0.00	0.00	0.00	0.00%
125.25.63900502.2286.6600 - CHC-Student Equity & Achievement-Instruction	66,000.00	0.00	(66,000.00)	-100.00%
125.25.63900502.2286.6750 - CHC-Student Equity & Achievement-Instruction	201,284.80	198,233.00	(3,051.80)	-1.52%
125.25.63900502.2286.6792 - CHC-Student Equity & Achievement-Instruction	0.00	104,479.00	104,479.00	100.00%
125.25.63900602.2286.6110 - CHC-Student Equity & Achievement-Learning Resources	291,625.00	327,625.00	36,000.00	12.34%
125.25.64300102.2165.6450 - CHC-Hunger Free Campus Support	30,000.00	606.26	(29,393.74)	-97.98%
125.25.64300102.2323.6430 - CHC-Dream Resource Liaison	68,517.00	65,000.00	(3,517.00)	-5.13%
125.25.64300102.2503.6430 - CHC-EOPS NextUp Foster Youth Support Program	188,735.00	188,735.00	0.00	0.00%
125.25.64400502.2331.6440 - CHC-Basic Needs Centers & Staffing Support	212,914.00	209,014.12	(3,899.88)	-1.83%
125.25.64500302.2284.6450 - CHC-California College Promise	681,560.00	681,560.00	0.00	0.00%
125.25.64500502.2200.6430 - CHC-EOPS-CARE	26,559.00	29,859.00	3,300.00	12.43%
125.25.64500502.2200.7320 - CHC-EOPS-CARE	25,997.00	22,697.00	(3,300.00)	-12.69%
125.25.64500502.2201.6430 - CHC-EOPS	489,250.00	667,075.00	177,825.00	36.35%
125.25.64500502.2202.6420 - CHC-Disabled Students Program - DSPS	188,299.10	286,617.25	98,318.15	52.21%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.25.64500502.2266.6499 - CHC-Calworks	41,502.00	15,000.00	(26,502.00)	-63.86%
125.25.64500502.3264.6499 - CHC-Educational Planning Initiative	70,097.27	70,097.27	0.00	0.00%
125.25.64500502.3315.6499 - CHC-Assessment Center Revenue	26,984.99	26,984.99	0.00	0.00%
125.25.64500602.2187.6480 - CHC-Veteran's Resource Center	97,583.20	89,283.00	(8,300.20)	-8.51%
125.25.64500602.2188.6460 - CHC-Financial Aid Technology	95,551.50	114,901.00	19,349.50	20.25%
125.25.64500602.2309.6440 - CHC-Mental Health Services Support	250,000.00	187,480.00	(62,520.00)	-25.01%
125.25.64500602.3310.6440 - CHC-Student Health Fees	0.00	77,905.13	77,905.13	100.00%
125.25.64500602.3337.6440 - CHC-Family Pact Contract	0.00	36,986.28	36,986.28	100.00%
125.25.64600102.2161.6460 - CHC-SFAA-BFAP Adm Allowance	36,712.00	0.00	(36,712.00)	-100.00%
125.25.64600102.2185.6460 - CHC-Dreamer Students	0.00	13,525.00	13,525.00	100.00%
125.25.64600102.2187.7320 - CHC-Veterans Resource Center	500.00	0.00	(500.00)	-100.00%
125.25.65900102.2404.6600 - CHC-Campus Safety & Sexual Assault	14,776.00	3,796.18	(10,979.82)	-74.31%
125.25.65900102.3241.6199 - CHC-Medical Clearance	7,063.00	3,750.00	(3,313.00)	-46.91%
125.25.65900302.3304.6599 - CHC-Parking	61,142.50	12,643.25	(48,499.25)	-79.32%
125.25.67900202.2216.6780 - CHC-Telecommunications Technology	4,139.90	4,139.90	0.00	0.00%
125.25.67900202.3145.6799 - CHC-Copy Revenue	16,554.00	17,636.55	1,082.55	6.54%
125.25.69600302.3314.6999 - CHC-Student Transportation Fee	16,380.50	0.00	(16,380.50)	-100.00%
125.25.73200002.3278.0000 - CHC-PSASB-Contract Education-Student Aid	111,017.87	111,017.87	0.00	0.00%
125.31.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	200,000.00	880,659.00	680,659.00	340.33%
125.31.63100801.2209.6499 - SBVC-Foster Parent Program	22,000.00	0.00	(22,000.00)	-100.00%
125.31.64400101.2309.6440 - SBVC-Mental Health Services Support	206,469.00	115,350.00	(91,119.00)	-44.13%
125.31.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	437,065.15	449,384.67	12,319.52	2.82%
125.32.64500602.2161.6460 - CHC-SFAA-BFAP Adm Allowance	224,673.30	230,182.00	5,508.70	2.45%
125.35.61500203.2236.0000 - DIST-3C Media Solutions	5,775.00	5,775.00	0.00	0.00%
125.35.61910803.3511.0000 - DIST-Fee For Service	240,979.00	240,979.00	0.00	0.00%
125.35.67200203.2230.0000 - DIST-Instructional Equipment	96,005.49	0.00	(96,005.49)	-100.00%
125.35.67200203.2284.6720 - DIST-California College Promise	1,102,784.00	0.00	(1,102,784.00)	-100.00%
125.35.67600203.2302.0000 - DIST-Equal Employment Opportunity	120,000.00	150,000.00	30,000.00	25.00%
125.35.67800203.2216.0000 - DIST-Telecommunications Technology	1,501.27	1,501.00	(0.27)	-0.02%



BUDGET FORECAST BY DEPARTMENT

Restricted General Fund

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
125.35.68400203.1267.0000 - DIST-TANF Work Study-Professional Development Center	664,750.77	664,750.77	0.00	0.00%
125.35.68402003.3424.0000 - DIST-PDC Local Contracts	96,836.48	80,887.00	(15,949.48)	-16.47%
125.35.69500603.3304.0000 - DIST-Parking	32,795.50	0.00	(32,795.50)	-100.00%
125.35.73200003.1267.0000 - DIST-TANF Work Study-Professional Development Center	7,000.00	7,000.00	0.00	0.00%
	131,269,379.97	95,145,244.74	(36,124,135.23)	-27.52%
Total	108,424.76	(0.77)	(108,425.53)	-27.49%



BUDGET FORECAST BY DEPARTMENT

Bond Interest and Redemption

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
215.00.00000000.0000.0000 - General Program	58,000,000.00	55,000,000.00	(3,000,000.00)	-5.17%
	58,000,000.00	55,000,000.00	(3,000,000.00)	-5.17%
Expenditures				
215.00.00000000.0000.0000 - General Program	58,000,000.00	55,000,000.00	(3,000,000.00)	-5.17%
	58,000,000.00	55,000,000.00	(3,000,000.00)	-5.17%
Total	0.00	0.00	0.00	-5.17%



BUDGET FORECAST BY DEPARTMENT

Child Development

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
330.01.69200201.0000.0000 - SBVC-CDC Quality Start San Bndo	0.00	0.00	0.00	0.00%
330.02.69200202.0000.0000 - CHC-CDC Quality Start San Bndo	19,818.56	19,818.56	0.00	0.00%
335.01.69200101.2203.0000 - SBVC-Child Development Center 01	1,374,123.00	1,374,123.00	0.00	0.00%
335.01.69200101.2617.0000 - SBVC-CDSS Cost of Care	24,816.00	11,987.25	(12,828.75)	-51.70%
335.01.69200201.1207.0000 - SBVC-Child Care Food Program 01	234,827.00	234,827.00	0.00	0.00%
335.01.69200201.2206.0000 - SBVC-Child Development AB82 Stipend	2,382.79	0.00	(2,382.79)	-100.00%
335.01.69200201.2328.0000 - SBVC-Child Development AB 131 Stipends	74,280.00	25,410.93	(48,869.07)	-65.79%
335.01.69200201.2648.0000 - SBVC-CDC Quality Start San Bndo	25,516.00	8,834.54	(16,681.46)	-65.38%
335.01.69200301.2205.0000 - SBVC-State Preschool Grant	2,884,235.00	2,884,235.00	0.00	0.00%
335.01.69200301.2599.0000 - SBVC-CDSS Cost of Care	71,520.00	71,520.00	0.00	0.00%
335.01.69200301.2647.0000 - SBVC-Early Education CA State Preschool Program	188,902.00	188,902.00	0.00	0.00%
335.02.69200102.1207.0000 - CHC-Child Care Food Program	5,500.00	5,500.00	0.00	0.00%
335.02.69200202.2203.0000 - CHC-Child Development	223,382.54	223,284.74	(97.80)	-0.04%
335.02.69200202.2206.0000 - CHC-Child Development Covid Stipend	16,387.90	16,387.90	0.00	0.00%
335.02.69200202.2245.0000 - CHC-Child Development Parent Fees	149,445.80	171,472.89	22,027.09	14.74%
	5,295,136.59	5,236,303.81	(58,832.78)	-1.11%
Expenditures				
330.01.69200201.0000.0000 - SBVC-CDC Quality Start San Bndo	0.00	0.00	0.00	0.00%
330.02.69200202.0000.0000 - CHC-CDC Quality Start San Bndo	19,818.56	19,818.56	0.00	0.00%
335.01.69200101.2203.0000 - SBVC-Child Development Center 01	1,401,894.37	1,374,123.00	(27,771.36)	-1.98%
335.01.69200101.2617.0000 - SBVC-CDSS Cost of Care	24,816.00	11,987.25	(12,828.75)	-51.70%
335.01.69200201.1207.0000 - SBVC-Child Care Food Program 01	234,826.87	234,827.00	0.13	0.00%
335.01.69200201.2206.0000 - SBVC-Child Development AB82 Stipend	2,382.79	0.00	(2,382.79)	-100.00%
335.01.69200201.2328.0000 - SBVC-Child Development AB 131 Stipends	74,280.50	25,410.93	(48,869.57)	-65.79%
335.01.69200201.2648.0000 - SBVC-CDC Quality Start San Bndo	25,516.00	8,834.54	(16,681.46)	-65.38%
335.01.69200301.2205.0000 - SBVC-State Preschool Grant	2,979,599.12	2,884,235.00	(95,364.12)	-3.20%



BUDGET FORECAST BY DEPARTMENT

Child Development

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
335.01.69200301.2599.0000 - SBVC-CDSS Cost of Care	71,520.00	71,520.00	0.00	0.00%
335.01.69200301.2647.0000 - SBVC-Early Education CA State Preschool Program	188,902.00	188,902.00	0.00	0.00%
335.02.69200102.1207.0000 - CHC-Child Care Food Program	5,500.00	5,500.00	0.00	0.00%
335.02.69200202.2203.0000 - CHC-Child Development	228,080.63	223,284.74	(4,795.89)	-2.10%
335.02.69200202.2206.0000 - CHC-Child Development Covid Stipend	16,387.90	16,387.90	0.00	0.00%
335.02.69200202.2245.0000 - CHC-Child Development Parent Fees	180,484.78	171,472.89	(9,011.89)	-4.99%
	5,454,009.52	5,236,303.81	(217,705.71)	-3.99%
Total	158,872.93	0.00	(158,872.93)	-2.57%



BUDGET FORECAST BY DEPARTMENT

Capital Outlay

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
410.01.71010101.3645.0000 - EV Charging Station Project at SBVC Lot 3	120,555.20	281,300.00	160,744.80	133.34%
410.03.67200203.0000.0000 - Capital Outlay	100,000.00	0.00	(100,000.00)	-100.00%
410.03.71004803.0000.0000 - Buildings	400,077.33	0.00	(400,077.33)	-100.00%
415.01.71004801.3601.0000 - SBVC Technical Building Replacement-State Funds	13,289,000.00	2,337,480.00	(10,951,520.00)	-82.41%
415.02.71004802.3635.0000 - CHC New Performing Arts Center Building	6,675,000.00	788,000.00	(5,887,000.00)	-88.19%
415.03.67200203.3711.0000 - Land Parcels	61,483.53	119,645.00	58,161.47	94.60%
415.03.70100103.3710.0000 - Public Safety Training Lease	40,000.00	40,000.00	0.00	0.00%
415.35.71001003.2260.0000 - DIST-Prop 39 Clean Energy Funding	48,250.59	48,251.00	0.41	0.00%
	20,734,366.65	3,614,676.00	(17,119,690.65)	-82.57%
Expenditures				
410.01.71010101.3645.0000 - EV Charging Station Project at SBVC Lot 3	129,294.20	281,300.00	152,005.80	117.57%
410.03.67200203.0000.0000 - Capital Outlay	1,066,216.00	0.00	(1,066,216.00)	-100.00%
410.03.71000403.0000.0000 - Facilities Planning/Adm.Svcs.	568,333.70	414,761.18	(153,572.52)	-27.02%
410.03.71002703.0000.0000 - District Network Upgrades	925,018.00	925,289.00	271.00	0.03%
410.03.71004803.0000.0000 - Buildings	400,077.33	0.00	(400,077.33)	-100.00%
415.01.71004801.3601.0000 - SBVC Technical Building Replacement-State Funds	13,289,000.00	2,337,480.00	(10,951,520.00)	-82.41%
415.02.71004802.3635.0000 - CHC New Performing Arts Center Building	6,675,000.00	788,000.00	(5,887,000.00)	-88.19%
415.03.67200203.3711.0000 - Land Parcels	61,483.53	119,645.00	58,161.47	94.60%
415.03.70100103.3710.0000 - Public Safety Training Lease	40,000.00	40,000.00	0.00	0.00%
415.35.71001003.2260.0000 - DIST-Prop 39 Clean Energy Funding	48,250.59	48,251.00	0.41	0.00%
	23,202,673.35	4,954,726.18	(18,247,947.17)	-78.65%
Total	2,468,306.70	1,340,050.18	(1,128,256.52)	-80.50%



BUDGET FORECAST BY DEPARTMENT

Bond Measure M

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
<u>Revenue</u>				
435.03.71001503.3257.0000 - DIST-Measure M-01	450,000.00	800,000.00	350,000.00	77.78%
435.03.71001503.3640.0000 - DIST District Wide Initiatives	100,000,000.00	0.00	(100,000,000.00)	-100.00%
	100,450,000.00	800,000.00	(99,650,000.00)	-99.20%
<u>Expenditures</u>				
435.01.71005101.3603.0000 - SBVC M&O Repurposing	653,668.76	0.00	(653,668.76)	-100.00%
435.01.71005101.3606.0000 - SBVC Instructional & Student Services Building	0.00	854,969.00	854,969.00	100.00%
435.01.71005101.3607.0000 - SBVC Administration & Campus Center	955,334.30	659,447.65	(295,886.65)	-30.97%
435.01.71005101.3609.0000 - SBVC Physical Science & Health & Life Science	594,155.30	0.00	(594,155.30)	-100.00%
435.02.71005102.3621.0000 - CHC Crafton Hall Renovation	2,811,575.64	2,811,576.00	0.36	0.00%
435.02.71005102.3626.0000 - CHC Infrastructure Projects	0.00	827,030.55	827,030.55	100.00%
435.02.71005102.3631.0000 - CHC East Instructional Building	12,203,900.14	4,120,391.16	(8,083,508.98)	-66.24%
435.03.71001503.3640.0000 - DIST District Wide Initiatives	5,571,223.00	1,325,386.00	(4,245,837.00)	-76.21%
	22,789,857.14	10,598,800.36	(12,191,056.78)	-53.49%
Total	(77,660,142.86)	9,798,800.36	87,458,943.22	-90.75%



BUDGET FORECAST BY DEPARTMENT

Bond Measure CC

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
445.03.71010103.0000.0000 - Measure CC Program Support DSS	4,500,000.00	6,000,000.00	1,500,000.00	33.33%
	4,500,000.00	6,000,000.00	1,500,000.00	33.33%
Expenditures				
445.01.71010101.3601.0000 - SBVC Technical Building Replacement	50,252,560.90	44,267,240.01	(5,985,320.89)	-11.91%
445.01.71010101.3605.0000 - SBVC Softball Field	4,423,240.25	564,250.00	(3,858,990.25)	-87.24%
445.01.71010101.3606.0000 - SBVC Instructional & Student Services Building	20,504,220.86	15,014,370.68	(5,489,850.18)	-26.77%
445.01.71010101.3608.0000 - SBVC Career Pathways Phase 2	36,043,879.12	17,866,760.70	(18,177,118.42)	-50.43%
445.01.71010101.3610.0000 - SBVC Campus Wide Infrastructure	17,254,455.59	8,606,228.30	(8,648,227.29)	-50.12%
445.01.71010101.3645.0000 - Measure CC EV Charging Stations - Copy	221,900.00	0.00	(221,900.00)	-100.00%
445.02.71010102.3621.0000 - CHC Crafton Hall Renovation	1,251,564.44	3,198,686.74	1,947,122.30	155.58%
445.02.71010102.3624.0000 - CHC Student Support Building Renovation	104,054.95	181,857.31	77,802.36	74.77%
445.02.71010102.3625.0000 - CHC East Valley Public Safety Training Center	8,080,730.58	1,397,284.93	(6,683,445.65)	-82.71%
445.02.71010102.3626.0000 - CHC Campus Wide Infrastructure	11,575,699.83	1,323,166.75	(10,252,533.08)	-88.57%
445.02.71010102.3633.0000 - CHC Central Complex 2 Renovation	9,822,272.56	2,752,865.70	(7,069,406.86)	-71.97%
445.02.71010102.3634.0000 - CHC Child Development Center Renovation	2,248,438.14	1,246,865.37	(1,001,572.77)	-44.55%
445.02.71010102.3635.0000 - CHC Performing Arts Center Replacement	37,983,410.11	41,109,263.97	3,125,853.86	8.23%
445.03.71010103.0000.0000 - Measure CC Program Support DSS	497,498.49	534,709.43	37,210.93	7.48%
445.03.71010103.3640.0000 - DIST District Wide Initiatives	5,673,172.00	0.00	(5,673,172.00)	-100.00%
445.03.71010103.3641.0000 - DIST Student Information System	748,244.50	748,244.50	0.00	0.00%
445.03.71010103.3642.0000 - DIST Mill Street Site	32,156,845.22	16,685,509.75	(15,471,335.47)	-48.11%
445.03.71010103.3644.0000 - DIST Measure CC Outreach	25,000.00	24,000.00	(1,000.00)	-4.00%
	238,867,187.54	155,521,304.14	(83,345,883.41)	-34.89%
Total	234,367,187.54	149,521,304.14	(84,845,883.41)	-33.63%



BUDGET FORECAST BY DEPARTMENT

Cafeteria

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
520.01.69400201.0000.0000 - Cafeteria	521,526.00	575,500.00	53,974.00	10.35%
	521,526.00	575,500.00	53,974.00	10.35%
Expenditures				
520.01.69400201.0000.0000 - Cafeteria	521,525.71	575,500.00	53,974.30	10.35%
	521,525.71	575,500.00	53,974.30	10.35%
Total	(0.29)	0.00	0.30	10.35%



BUDGET FORECAST BY DEPARTMENT

Investment Properties

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
590.03.70903803.0000.0000 - DIST-550 E. Hospitality Lane	986,044.00	873,725.00	(112,319.00)	-11.39%
590.03.70903803.3645.0000 - DIST-550 E. Hospitality Lane EV Charging Stations - Copy	29,000.00	0.00	(29,000.00)	-100.00%
590.03.70903903.0000.0000 - DIST-560 E. Hospitality Lane	1,401,404.00	1,816,849.00	415,445.00	29.64%
590.03.70903903.3645.0000 - DIST-560 E. Hospitality Lane EV Charging Stations - Copy	29,000.00	0.00	(29,000.00)	-100.00%
590.03.70904003.0000.0000 - DIST-658 E. Brier Drive	2,002,902.00	2,648,313.00	645,411.00	32.22%
590.03.70904003.3645.0000 - DIST-658 E. Brier Drive EV Charging Stations - Copy	29,000.00	0.00	(29,000.00)	-100.00%
	4,477,350.00	5,338,887.00	861,537.00	19.24%
Expenditures				
590.03.67200203.0000.0000 - Investment Properties	51,500.00	51,500.00	0.00	0.00%
590.03.70903803.0000.0000 - DIST-550 E. Hospitality Lane	2,508,344.00	4,421,504.00	1,913,160.00	76.27%
590.03.70903803.3645.0000 - DIST-550 E. Hospitality Lane EV Charging Stations - Copy	38,970.93	0.00	(38,970.93)	-100.00%
590.03.70903903.0000.0000 - DIST-560 E. Hospitality Lane	3,736,094.00	1,150,022.00	(2,586,072.00)	-69.22%
590.03.70903903.3645.0000 - DIST-560 E. Hospitality Lane EV Charging Stations - Copy	38,970.93	0.00	(38,970.93)	-100.00%
590.03.70904003.0000.0000 - DIST-658 E. Brier Drive	1,714,943.00	1,073,465.00	(641,478.00)	-37.41%
590.03.70904003.3645.0000 - DIST-658 E. Brier Drive EV Charging Stations - Copy	38,970.93	0.00	(38,970.93)	-100.00%
	8,127,793.79	6,696,491.00	(1,431,302.79)	-17.61%
Total	3,650,443.79	1,357,604.00	(2,292,839.79)	-4.52%



BUDGET FORECAST BY DEPARTMENT

Workers Compensation and Self Insurance

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
<u>Revenue</u>				
615.03.67701703.3390.0000 - DIST-Self-Insurance Program - Logistical Services	2,532,920.00	2,444,920.00	(88,000.00)	-3.47%
620.03.67701803.0000.0000 - Insurance - Logistical Services	1,200,000.00	1,200,000.00	0.00	0.00%
	3,732,920.00	3,644,920.00	(88,000.00)	-2.36%
<u>Expenditures</u>				
615.03.67701703.3390.0000 - DIST-Self-Insurance Program - Logistical Services	5,546,839.00	2,986,865.00	(2,559,974.00)	-46.15%
620.03.67701803.0000.0000 - Insurance - Logistical Services	1,250,000.00	1,200,000.00	(50,000.00)	-4.00%
	6,796,839.00	4,186,865.00	(2,609,974.00)	-38.40%
Total	3,063,919.00	541,945.00	(2,521,974.00)	-25.62%



BUDGET FORECAST BY DEPARTMENT

Retiree Benefits

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
<u>Revenue</u>				
690.03.59000103.0000.0000 - Employee Benefits - Instructional Staff Retiree	41,100.00	60,000.00	18,900.00	45.99%
690.03.67400103.0000.0000 - Employee Benefits - Non-Instructional Retiree	346,600.00	311,000.00	(35,600.00)	-10.27%
	387,700.00	371,000.00	(16,700.00)	-4.31%
<u>Expenditures</u>				
690.03.59000103.0000.0000 - Employee Benefits - Instructional Staff Retiree	13,300.00	60,000.00	46,700.00	351.13%
690.03.67400103.0000.0000 - Employee Benefits - Non-Instructional Retiree	374,400.00	311,000.00	(63,400.00)	-16.93%
	387,700.00	371,000.00	(16,700.00)	-4.31%
Total	0.00	0.00	0.00	-4.31%



BUDGET FORECAST BY DEPARTMENT

Associated Students

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
<u>Revenue</u>				
710.01.69602601.0000.0000 - Associated Students	120,000.00	95,000.00	(25,000.00)	-20.83%
710.02.69602602.0000.0000 - Associated Students	62,155.03	51,000.00	(11,155.03)	-17.95%
	182,155.03	146,000.00	(36,155.03)	-19.85%
<u>Expenditures</u>				
710.01.69602601.0000.0000 - Associated Students	95,000.00	95,000.00	0.00	0.00%
710.02.69602602.0000.0000 - Associated Students	62,155.03	51,000.00	(11,155.03)	-17.95%
	157,155.03	146,000.00	(11,155.03)	-7.10%
Total	(25,000.00)	0.00	25,000.00	-13.94%



BUDGET FORECAST BY DEPARTMENT

Student Representation

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
720.01.69602701.0000.0000 - Student Representation Fee	55,000.00	55,000.00	0.00	0.00%
720.02.69602702.0000.0000 - Student Representation Fee	92,667.84	87,305.00	(5,362.84)	-5.79%
	147,667.84	142,305.00	(5,362.84)	-3.63%
Expenditures				
720.01.69602701.0000.0000 - Student Representation Fee	55,000.00	55,000.00	0.00	0.00%
720.02.69602702.0000.0000 - Student Representation Fee	92,667.84	87,305.00	(5,362.84)	-5.79%
	147,667.84	142,305.00	(5,362.84)	-3.63%
Total	0.00	0.00	0.00	-3.63%



BUDGET FORECAST BY DEPARTMENT

Student Body Center Fee

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
<u>Revenue</u>				
730.01.69603301.3306.0000 - SBVC-Student Body Center Fee	136,592.13	261,622.71	125,030.58	91.54%
730.02.64901702.3306.0000 - CHC-Student Body Center Fee	116,193.00	135,685.87	19,492.87	16.78%
	252,785.13	397,308.58	144,523.45	57.17%
<u>Expenditures</u>				
730.01.69603301.3306.0000 - SBVC-Student Body Center Fee	256,591.73	261,622.71	5,030.98	1.96%
730.02.64901702.3306.0000 - CHC-Student Body Center Fee	116,192.90	135,685.87	19,492.97	16.78%
	372,784.63	397,308.58	24,523.95	6.58%
Total	119,999.50	(0.00)	(119,999.50)	27.02%



BUDGET FORECAST BY DEPARTMENT

Financial Aid

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
<u>Revenue</u>				
745.01.64500201.0000.0000 - Student Financial Aid	22,799,765.00	23,304,732.00	504,967.00	2.21%
745.02.64600102.0000.0000 - Student Financial Aid	6,356,174.00	6,372,680.00	16,506.00	0.26%
	29,155,939.00	29,677,412.00	521,473.00	1.79%
<u>Expenditures</u>				
745.01.64500201.0000.0000 - Student Financial Aid	22,799,765.00	23,304,732.00	504,967.00	2.21%
745.02.64600102.0000.0000 - Student Financial Aid	6,356,174.00	6,372,680.00	16,506.00	0.26%
	29,155,939.00	29,677,412.00	521,473.00	1.79%
Total	0.00	0.00	0.00	1.79%



BUDGET FORECAST BY DEPARTMENT

Scholarship and Loan

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
755.01.69602901.0000.0000 - Scholarship and Loan	868,839.49	540,586.49	(328,253.00)	-37.78%
755.01.69627601.0000.0000 - Psychiatric Technician Scholarship	395.51	395.51	0.00	0.00%
755.02.69602902.0000.0000 - Scholarship and Loan	151,262.00	214,007.00	62,745.00	41.48%
	1,020,497.00	754,989.00	(265,508.00)	-26.02%
Expenditures				
755.01.69602901.0000.0000 - Scholarship and Loan	868,839.49	540,586.49	(328,253.00)	-37.78%
755.01.69627601.0000.0000 - Psychiatric Technician Scholarship	395.51	395.51	0.00	0.00%
755.02.69602902.0000.0000 - Scholarship and Loan	151,262.00	214,007.00	62,745.00	41.48%
	1,020,497.00	754,989.00	(265,508.00)	-26.02%
Total	0.00	0.00	0.00	-26.02%



BUDGET FORECAST BY DEPARTMENT

OPEB Trust

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
765.03.00000003.0000.0000 - OPEB Investment Trust Fund	1,000,000.00	1,000,000.00	0.00	0.00%
	1,000,000.00	1,000,000.00	0.00	0.00%
Expenditures				
765.03.00000003.0000.0000 - OPEB Investment Trust Fund	82,000.00	82,000.00	0.00	0.00%
	82,000.00	82,000.00	0.00	0.00%
Total	(918,000.00)	(918,000.00)	0.00	0.00%



BUDGET FORECAST BY DEPARTMENT

PARS Trust

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
775.03.00000003.0000.0000 - PARS Investment Trust Fund	5,050,000.00	5,400,000.00	350,000.00	6.93%
	5,050,000.00	5,400,000.00	350,000.00	6.93%
Expenditures				
775.03.00000003.0000.0000 - PARS Investment Trust Fund	4,157,724.00	4,002,000.00	(155,724.00)	-3.75%
	4,157,724.00	4,002,000.00	(155,724.00)	-3.75%
Total	(892,276.00)	(1,398,000.00)	(505,724.00)	2.11%



BUDGET FORECAST BY DEPARTMENT

Student Clubs and Trusts

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
810.01.69603401.0000.0000 - Student Clubs and Trusts	208,491.69	105,410.81	(103,080.88)	-49.44%
810.01.69629601.0000.0000 - SBVC CPR Card Trust	(2,120.)	0.00	2,120.00	-100.00%
810.02.69603502.0000.0000 - A&P Theatre Guild	2,581.21	2,581.00	(0.21)	-0.01%
810.02.69603602.0000.0000 - Alpha Gamma Sigma Club	4,595.74	4,595.74	0.00	0.00%
810.02.69603702.0000.0000 - Anime Manga Club	300.00	300.00	0.00	0.00%
810.02.69603902.0000.0000 - Aquatics Club	715.18	715.00	(0.18)	-0.03%
810.02.69604202.0000.0000 - Beta II Club	1,986.92	1,986.92	0.00	0.00%
810.02.69604302.0000.0000 - Biology Club	1,031.18	1,031.00	(0.18)	-0.02%
810.02.69604602.0000.0000 - CD Center Trust	352.64	0.00	(352.64)	-100.00%
810.02.69604702.0000.0000 - CHC Alumni Association	20.00	0.00	(20.00)	-100.00%
810.02.69604902.0000.0000 - CHC Silver Anniversary	142.26	142.00	(0.26)	-0.18%
810.02.69605102.0000.0000 - Child Development & Education Club	1,269.99	1,269.99	0.00	0.00%
810.02.69605302.0000.0000 - CH Compser's Collective Club	83.69	0.00	(83.69)	-100.00%
810.02.69605502.0000.0000 - CPR Training Center	47,786.84	25,197.00	(22,589.84)	-47.27%
810.02.69605602.0000.0000 - CH Arts League Club	1,211.56	1,211.56	0.00	0.00%
810.02.69605702.0000.0000 - Duane Stemple Trust	484.33	0.00	(484.33)	-100.00%
810.02.69605902.0000.0000 - CHC Paramedic Association	835.70	835.70	0.00	0.00%
810.02.69606002.0000.0000 - Fire Safety Trust	1,545.02	0.00	(1,545.02)	-100.00%
810.02.69606102.0000.0000 - Gala Club	52.93	52.93	0.00	0.00%
810.02.69606202.0000.0000 - Health Science Club	88.85	88.85	0.00	0.00%
810.02.69606402.0000.0000 - Information Technology Trust	1,064.86	0.00	(1,064.86)	-100.00%
810.02.69606502.0000.0000 - Jazz Festival	409.84	409.84	0.00	0.00%
810.02.69606602.0000.0000 - Lunafira Club	243.44	243.00	(0.44)	-0.18%
810.02.69606702.0000.0000 - Math Club	933.29	933.00	(0.29)	-0.03%
810.02.69606802.0000.0000 - Mecha Club	745.52	745.52	0.00	0.00%
810.02.69607002.0000.0000 - Obsidian Dance Club	600.00	600.00	0.00	0.00%



BUDGET FORECAST BY DEPARTMENT

Student Clubs and Trusts

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
810.02.69607102.0000.0000 - Paramedic Trust	6,675.00	0.00	(6,675.00)	-100.00%
810.02.69607202.0000.0000 - Phi Beta Lambda	96.75	96.75	0.00	0.00%
810.02.69607302.0000.0000 - Possibilities Club	100.00	100.00	0.00	0.00%
810.02.69607402.0000.0000 - Psychology Club	920.00	920.00	0.00	0.00%
810.02.69607602.0000.0000 - Repeat Course Trust	3,267.50	0.00	(3,267.50)	-100.00%
810.02.69607702.0000.0000 - Sand Canyon Review	1,035.00	1,035.00	0.00	0.00%
810.02.69607802.0000.0000 - Sociology Club	53.00	53.00	0.00	0.00%
810.02.69608002.0000.0000 - S.T.E.M G.I.R.L Club	794.45	794.00	(0.45)	-0.06%
810.02.69608202.0000.0000 - Terrestrial Investigation Trust	863.64	863.64	0.00	0.00%
810.02.69608302.0000.0000 - The Baroque Society	69.73	0.00	(69.73)	-100.00%
810.02.69608402.0000.0000 - Computer Science & Tech. Club	100.00	100.00	0.00	0.00%
810.02.69608502.0000.0000 - The Lighthouse Club	83.91	83.91	0.00	0.00%
810.02.69608802.0000.0000 - Veterans Club	148.93	148.93	0.00	0.00%
810.02.69609002.0000.0000 - Walking Tall Club	50.00	50.00	0.00	0.00%
810.02.69609702.0000.0000 - CHC Art Club	917.50	917.50	0.00	0.00%
810.02.69620402.0000.0000 - American Sign Language Club	187.49	187.00	(0.49)	-0.26%
810.02.69626302.0000.0000 - Circle K Club	50.00	50.00	0.00	0.00%
810.02.69626402.0000.0000 - Herbivore Club	303.50	303.50	0.00	0.00%
810.02.69626502.0000.0000 - Metaphysical Explores Club	48.51	48.51	0.00	0.00%
	291,217.59	154,101.60	(137,115.99)	-47.08%
Expenditures				
810.01.69603601.0000.0000 - Alpha Gamma Sigma Club	739.47	500.00	(239.47)	-32.38%
810.01.69604401.0000.0000 - Black Student Union	4,411.05	4,400.00	(11.05)	-0.25%
810.01.69606801.0000.0000 - Mecha Club	2,209.30	2,209.00	(0.30)	-0.01%
810.01.69608401.0000.0000 - Computer Science and Computer Engineering Club	1,343.86	1,343.00	(0.86)	-0.06%
810.01.69608801.0000.0000 - Veterans Club	194.59	194.59	0.00	0.00%
810.01.69609601.0000.0000 - Caduceus Club	1,403.78	0.00	(1,403.78)	-100.00%



BUDGET FORECAST BY DEPARTMENT

Student Clubs and Trusts

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
810.01.69609701.0000.0000 - Art Club	5,467.85	4,300.00	(1,167.85)	-21.36%
810.01.69610001.0000.0000 - Architectural Club	136.79	136.79	0.00	0.00%
810.01.69610101.0000.0000 - Tumaini Club	1,453.94	1,084.00	(369.94)	-25.44%
810.01.69610201.0000.0000 - History Club	648.97	648.97	0.00	0.00%
810.01.69610501.0000.0000 - Sexuality and Gender Acceptance Club	391.67	391.00	(0.67)	-0.17%
810.01.69610601.0000.0000 - Machine Technical Trust	12.41	0.00	(12.41)	-100.00%
810.01.69610901.0000.0000 - Awards Celebration Trust	95.00	0.00	(95.00)	-100.00%
810.01.69611301.0000.0000 - PDC Econ. Advance Proj.	1,326.71	0.00	(1,326.71)	-100.00%
810.01.69611501.0000.0000 - International Student Trust	310.00	0.00	(310.00)	-100.00%
810.01.69611701.0000.0000 - Camp. Crusade for Christ	476.30	0.00	(476.30)	-100.00%
810.01.69612001.0000.0000 - Comedy Club	22.00	0.00	(22.00)	-100.00%
810.01.69612301.0000.0000 - Culteral Diversity Book Trust	225.00	0.00	(225.00)	-100.00%
810.01.69612401.0000.0000 - R.N Student Rep. Trust	40.00	0.00	(40.00)	-100.00%
810.01.69612501.0000.0000 - Mike Todd Jr. Trust	38.64	0.00	(38.64)	-100.00%
810.01.69612701.0000.0000 - AIDS Education Trust	78.97	0.00	(78.97)	-100.00%
810.01.69612901.0000.0000 - Nursing Alumni Trust	2,276.73	0.00	(2,276.73)	-100.00%
810.01.69613401.0000.0000 - Volleyball Trust	1,083.50	314.84	(768.66)	-70.94%
810.01.69613501.0000.0000 - Student Life Trust	21,330.08	10,690.63	(10,639.45)	-49.88%
810.01.69613701.0000.0000 - Baseball Trust	0.87	0.87	0.00	0.00%
810.01.69613801.0000.0000 - Sports Medicine Trust	278.83	0.00	(278.83)	-100.00%
810.01.69613901.0000.0000 - Track & Cross Country	3,257.54	2,380.21	(877.33)	-26.93%
810.01.69614201.0000.0000 - Inter Club Council	14,513.71	0.00	(14,513.71)	-100.00%
810.01.69614301.0000.0000 - Misc. Clearing	2,505.65	0.00	(2,505.65)	-100.00%
810.01.69614401.0000.0000 - Women's Basketball Trust	6,821.56	0.00	(6,821.56)	-100.00%
810.01.69614701.0000.0000 - Child Care Parents Club	17.30	0.00	(17.30)	-100.00%
810.01.69614801.0000.0000 - Baseball Ring Trust	355.00	355.00	0.00	0.00%
810.01.69614901.0000.0000 - Sun Room Tips Trust	33,347.71	33,348.00	0.29	0.00%



BUDGET FORECAST BY DEPARTMENT

Student Clubs and Trusts

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
810.01.69615001.0000.0000 - Science and Math Trust	570.10	0.00	(570.10)	-100.00%
810.01.69615201.0000.0000 - Auto Collision Club	2.28	2.28	0.00	0.00%
810.01.69615401.0000.0000 - Theatre Program Trust	23,714.83	0.00	(23,714.83)	-100.00%
810.01.69615801.0000.0000 - Arrowhead Newspaper Trust	870.92	0.00	(870.92)	-100.00%
810.01.69616001.0000.0000 - SBCCD Hospitality Pepsi Trust	4,003.65	3,852.31	(151.34)	-3.78%
810.01.69616101.0000.0000 - Child Development Trust	3,540.39	3,540.39	0.00	0.00%
810.01.69616301.0000.0000 - Culinary Arts Club	1,933.05	1,930.00	(3.05)	-0.16%
810.01.69616601.0000.0000 - Talking Hands	605.00	600.00	(5.00)	-0.83%
810.01.69617001.0000.0000 - ICC Funding Request Club	17,854.80	0.00	(17,854.80)	-100.00%
810.01.69617101.0000.0000 - Humanities Div. Performing Arts Fund	19,971.98	0.00	(19,971.98)	-100.00%
810.01.69617201.0000.0000 - Academic Senate Refreshments Trust	17.84	0.00	(17.84)	-100.00%
810.01.69617301.0000.0000 - Black History Trust	77.76	0.00	(77.76)	-100.00%
810.01.69617401.0000.0000 - PE Fund Trust	5,229.23	0.00	(5,229.23)	-100.00%
810.01.69617501.0000.0000 - Human Services Club	1,365.56	1,365.00	(0.56)	-0.04%
810.01.69617601.0000.0000 - Student Assistant Program Trust	7,610.34	0.00	(7,610.34)	-100.00%
810.01.69618101.0000.0000 - Sigma Delta Mu Trust	1,736.97	0.00	(1,736.97)	-100.00%
810.01.69618701.0000.0000 - Mind and Matter Club	529.39	302.86	(226.53)	-42.79%
810.01.69619001.0000.0000 - Financial Aid Trust	520.64	0.00	(520.64)	-100.00%
810.01.69619201.0000.0000 - Spring Teaching Symposium Trust	1,212.90	0.00	(1,212.90)	-100.00%
810.01.69619501.0000.0000 - Honors Program Trust	126.62	0.00	(126.62)	-100.00%
810.01.69619601.0000.0000 - Athletics Trust	226.07	226.07	0.00	0.00%
810.01.69620101.0000.0000 - The Puente Club	2,093.36	2,093.00	(0.36)	-0.02%
810.01.69620401.0000.0000 - American Sign Language Program Trust	2,652.53	2,652.53	0.00	0.00%
810.01.69620901.0000.0000 - Men's Soccer Trust	1,157.69	1,157.69	0.00	0.00%
810.01.69621201.0000.0000 - VICA Trust	371.00	0.00	(371.00)	-100.00%
810.01.69621501.0000.0000 - Electronics Dept. Trust	356.31	0.00	(356.31)	-100.00%
810.01.69622101.0000.0000 - SBCCD Managers Association Trust	711.01	711.01	0.00	0.00%



BUDGET FORECAST BY DEPARTMENT

Student Clubs and Trusts

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
810.01.69622301.0000.0000 - Transfer Center Trust	429.45	0.00	(429.45)	-100.00%
810.01.69622801.0000.0000 - Art Dept. Trust	6,735.95	0.00	(6,735.95)	-100.00%
810.01.69622901.0000.0000 - Performing Arts Club	1,436.24	1,436.00	(0.24)	-0.02%
810.01.69623301.0000.0000 - Media Academy Trust	56.60	0.00	(56.60)	-100.00%
810.01.69623401.0000.0000 - Psych Tech Class of Aug	12.04	12.04	0.00	0.00%
810.01.69623701.0000.0000 - Women's Tennis Trust	426.83	0.00	(426.83)	-100.00%
810.01.69624001.0000.0000 - Costa Rica Trust	21.65	0.00	(21.65)	-100.00%
810.01.69624401.0000.0000 - Psych Tech of December	0.65	0.65	0.00	0.00%
810.01.69626101.0000.0000 - Zero Kelvin	2,235.83	2,235.83	0.00	0.00%
810.01.69626201.0000.0000 - SBCCD Hospitality Vendor Acct.	12,104.27	14,544.27	2,440.00	20.16%
810.01.69626801.0000.0000 - S.E.E.D	613.15	515.79	(97.36)	-15.88%
810.01.69626901.0000.0000 - Men's Basketball Trust	778.37	778.37	0.00	0.00%
810.01.69627001.0000.0000 - Career Services Trust	6,037.35	0.00	(6,037.35)	-100.00%
810.01.69627101.0000.0000 - Writers Block Trust	231.00	231.00	0.00	0.00%
810.01.69627201.0000.0000 - Softball Trust	1,845.40	1,845.40	0.00	0.00%
810.01.69627301.0000.0000 - SBVC Progressives	20.00	0.00	(20.00)	-100.00%
810.01.69627401.0000.0000 - Guardian Scholar's Club	887.55	887.55	0.00	0.00%
810.01.69627701.0000.0000 - SCTA - Student California Teachers Association	300.00	300.00	0.00	0.00%
810.01.69627801.0000.0000 - Aeronautics Club	499.99	0.00	(499.99)	-100.00%
810.01.69627901.0000.0000 - Media Club	499.99	499.00	(0.99)	-0.20%
810.01.69629001.0000.0000 - Valley Student Nurses Association	905.40	704.87	(200.53)	-22.15%
810.01.69629101.0000.0000 - Gresham Gallery Trust	620.00	0.00	(620.00)	-100.00%
810.01.69629201.0000.0000 - SBVC Networking Club	359.50	359.00	(0.50)	-0.14%
810.01.69629301.0000.0000 - Xochipilli Sacred Ethnobotany Club	200.00	331.00	131.00	65.50%
810.01.69629401.0000.0000 - Anime Club	210.00	0.00	(210.00)	-100.00%
810.01.69629501.0000.0000 - Twisted Taste Club	599.99	0.00	(599.99)	-100.00%
810.01.69629601.0000.0000 - SBVC CPR Card Trust	2,120.00	0.00	(2,120.00)	-100.00%



BUDGET FORECAST BY DEPARTMENT

Student Clubs and Trusts

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
810.01.69629801.0000.0000 - Pasefika Student Union (PSU)	499.99	0.00	(499.99)	-100.00%
810.02.69603502.0000.0000 - A&P Theatre Guild	2,581.21	2,581.00	(0.21)	-0.01%
810.02.69603602.0000.0000 - Alpha Gamma Sigma Club	4,595.74	4,595.74	0.00	0.00%
810.02.69603702.0000.0000 - Anime Manga Club	300.00	300.00	0.00	0.00%
810.02.69603902.0000.0000 - Aquatics Club	715.18	715.00	(0.18)	-0.03%
810.02.69604202.0000.0000 - Beta II Club	1,986.92	1,986.92	0.00	0.00%
810.02.69604302.0000.0000 - Biology Club	1,031.18	1,031.00	(0.18)	-0.02%
810.02.69604602.0000.0000 - CD Center Trust	352.64	0.00	(352.64)	-100.00%
810.02.69604702.0000.0000 - CHC Alumni Association	20.00	0.00	(20.00)	-100.00%
810.02.69604902.0000.0000 - CHC Silver Anniversary	142.26	142.00	(0.26)	-0.18%
810.02.69605102.0000.0000 - Child Development & Education Club	1,269.99	1,269.99	0.00	0.00%
810.02.69605302.0000.0000 - CH Compser's Collective Club	83.69	0.00	(83.69)	-100.00%
810.02.69605502.0000.0000 - CPR Training Center	47,786.84	25,197.00	(22,589.84)	-47.27%
810.02.69605602.0000.0000 - CH Arts League Club	1,211.56	1,211.56	0.00	0.00%
810.02.69605702.0000.0000 - Duane Stemple Trust	484.33	0.00	(484.33)	-100.00%
810.02.69605902.0000.0000 - CHC Paramedic Association	835.70	835.70	0.00	0.00%
810.02.69606002.0000.0000 - Fire Safety Trust	1,545.02	0.00	(1,545.02)	-100.00%
810.02.69606102.0000.0000 - Gala Club	52.93	52.93	0.00	0.00%
810.02.69606202.0000.0000 - Health Science Club	88.85	88.85	0.00	0.00%
810.02.69606402.0000.0000 - Information Technology Trust	1,064.86	0.00	(1,064.86)	-100.00%
810.02.69606502.0000.0000 - Jazz Festival	409.84	409.84	0.00	0.00%
810.02.69606602.0000.0000 - Lunafira Club	243.44	243.00	(0.44)	-0.18%
810.02.69606702.0000.0000 - Math Club	933.29	933.00	(0.29)	-0.03%
810.02.69606802.0000.0000 - Mecha Club	745.52	745.52	0.00	0.00%
810.02.69607002.0000.0000 - Obsidian Dance Club	600.00	600.00	0.00	0.00%
810.02.69607102.0000.0000 - Paramedic Trust	6,675.00	0.00	(6,675.00)	-100.00%
810.02.69607202.0000.0000 - Phi Beta Lambda	96.75	96.75	0.00	0.00%



BUDGET FORECAST BY DEPARTMENT

Student Clubs and Trusts

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
810.02.69607302.0000.0000 - Possibilities Club	100.00	100.00	0.00	0.00%
810.02.69607402.0000.0000 - Psychology Club	920.00	920.00	0.00	0.00%
810.02.69607602.0000.0000 - Repeat Course Trust	3,267.50	0.00	(3,267.50)	-100.00%
810.02.69607702.0000.0000 - Sand Canyon Review	1,035.00	1,035.00	0.00	0.00%
810.02.69607802.0000.0000 - Sociology Club	53.00	53.00	0.00	0.00%
810.02.69608002.0000.0000 - S.T.E.M G.I.R.L Club	794.45	794.00	(0.45)	-0.06%
810.02.69608202.0000.0000 - Terrestrial Investigation Trust	863.64	863.64	0.00	0.00%
810.02.69608302.0000.0000 - The Baroque Society	69.73	0.00	(69.73)	-100.00%
810.02.69608402.0000.0000 - Computer Science & Tech. Club	100.00	100.00	0.00	0.00%
810.02.69608502.0000.0000 - The Lighthouse Club	83.91	83.91	0.00	0.00%
810.02.69608802.0000.0000 - Veterans Club	148.93	148.93	0.00	0.00%
810.02.69609002.0000.0000 - Walking Tall Club	50.00	50.00	0.00	0.00%
810.02.69609702.0000.0000 - CHC Art Club	917.50	917.50	0.00	0.00%
810.02.69620402.0000.0000 - American Sign Language Club	187.49	187.00	(0.49)	-0.26%
810.02.69626302.0000.0000 - Circle K Club	50.00	50.00	0.00	0.00%
810.02.69626402.0000.0000 - Herbivore Club	303.50	303.50	0.00	0.00%
810.02.69626502.0000.0000 - Metaphysical Explores Club	48.51	48.51	0.00	0.00%
	331,410.09	154,101.60	(177,308.49)	-53.50%
Total	40,192.50	0.00	(40,192.50)	-50.50%



BUDGET FORECAST BY DEPARTMENT

KVCR

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
Revenue				
390.03.70900403.0000.0000 - Radio	1,252,200.00	1,331,628.00	79,428.00	6.34%
390.03.70901603.0000.0000 - KVCR, General	500,000.00	200,000.00	(300,000.00)	-60.00%
390.03.72000103.0000.0000 - Television	2,205,681.54	2,912,000.00	706,318.46	32.02%
395.03.70900403.3141.0000 - DIST-Legacy Funds - Radio	33,902.00	7,500.00	(26,402.00)	-77.88%
395.03.70900403.3701.0000 - Radio - CIELO Fund	38,000.00	6,000.00	(32,000.00)	-84.21%
395.03.70900703.3017.0000 - DIST-CPB Interconn FY2021	56.00	0.00	(56.00)	-100.00%
395.03.70900703.3020.0000 - DIST-TV CPB Interconn FY24	0.00	7,673.00	7,673.00	100.00%
395.03.70900703.3026.0000 - DIST-CPB Interconn	1,830.00	0.00	(1,830.00)	-100.00%
395.03.70901503.0000.0000 - KVCR/FNX	829,000.00	697,500.00	(131,500.00)	-15.86%
395.03.70901503.3702.0000 - KVCR/FNX - San Manuel Grant	50,050.00	0.00	(50,050.00)	-100.00%
395.03.70901603.3142.0000 - DIST-Autism Funds-02	16,232.00	16,232.00	0.00	0.00%
395.03.70901603.3373.0000 - KVCR Internship Program/Kitchell Foundation	47,030.00	13,000.00	(34,030.00)	-72.36%
395.03.70902703.1359.0000 - KVCR - Omnibus Grant	991,337.31	197,711.00	(793,626.31)	-80.06%
395.03.70902703.2327.0000 - KVCR AB-132 Postsecondary Education Bill	1,064,879.00	1,062,352.00	(2,527.00)	-0.24%
395.03.70902703.3109.0000 - DIST-CPB/CSG TV Grant FY24	437,398.00	30,000.00	(407,398.00)	-93.14%
395.03.70902703.3113.0000 - DIST-CPB/CSG TV Grant FY24	0.00	466,650.00	466,650.00	100.00%
395.03.70902703.3295.0000 - KVCR - Redlands Bowl Performing Arts	15,000.00	3,200.00	(11,800.00)	-78.67%
395.03.70902703.3322.0000 - KVCR/SBCSS Production Services	1,046,477.00	423,364.31	(623,112.69)	-59.54%
395.03.70902703.3721.0000 - DIST-Outreach and Education Subgrant - LMC	10,000.00	10,000.00	0.00	0.00%
395.03.70903503.3128.0000 - DIST-USSG Grant FY24	0.00	3,112.00	3,112.00	100.00%
395.03.72000103.2600.0000 - DIST-High Road Construction Careers Resilient Workforce Fund (HRCC-RWF)	180,000.00	169,090.00	(10,910.00)	-6.06%
395.03.72000103.3370.0000 - The Frieda Berlinski Foundation	18,000.00	7,000.00	(11,000.00)	-61.11%
395.03.72000103.3708.0000 - DIST-IECF Creative Corps	86,000.00	38,000.00	(48,000.00)	-55.81%
395.03.72000103.3714.0000 - DIST- KVCR Production - Lopez vs Secombe	0.00	25,000.00	25,000.00	100.00%
395.03.72000103.3719.0000 - DIST-The California Endowment	25,000.00	9,000.00	(16,000.00)	-64.00%
395.35.70900703.3027.0000 - DIST-CPB Interconn	4,548.00	0.00	(4,548.00)	-100.00%



BUDGET FORECAST BY DEPARTMENT

KVCR

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
395.35.70901603.3144.0000 - Veterans Initiative	47,651.00	45,000.00	(2,651.00)	-5.56%
395.35.70902703.3116.0000 - DIST-CPB/CSF Grant	3,243.00	0.00	(3,243.00)	-100.00%
395.35.70902703.3139.0000 - Uncovered in the Archives	7,584.00	0.00	(7,584.00)	-100.00%
395.35.70902803.3121.0000 - DIST-Univ Service Support	240.00	0.00	(240.00)	-100.00%
	8,911,338.85	7,681,012.31	(1,230,326.54)	-13.81%
Expenditures				
390.03.70900403.0000.0000 - Radio	838,153.59	1,071,476.73	233,323.14	27.84%
390.03.70901603.0000.0000 - KVCR, General	1,150,346.03	810,093.55	(340,252.48)	-29.58%
390.03.72000103.0000.0000 - Television	1,821,508.26	2,370,542.30	549,034.03	30.14%
395.03.70900403.3141.0000 - DIST-Legacy Funds - Radio	33,902.00	7,500.00	(26,402.00)	-77.88%
395.03.70900403.3701.0000 - Radio - CIELO Fund	38,000.00	6,000.00	(32,000.00)	-84.21%
395.03.70900703.3017.0000 - DIST-CPB Interconn FY2021	55.63	0.00	(55.63)	-100.00%
395.03.70900703.3020.0000 - DIST-TV CPB Interconn FY24	0.00	7,673.00	7,673.00	100.00%
395.03.70900703.3026.0000 - DIST-CPB Interconn	1,830.00	0.00	(1,830.00)	-100.00%
395.03.70901503.0000.0000 - KVCR/FNX	760,199.25	698,220.16	(61,979.09)	-8.15%
395.03.70901503.3702.0000 - KVCR/FNX - San Manuel Grant	50,050.00	0.00	(50,050.00)	-100.00%
395.03.70901603.3142.0000 - DIST-Autism Funds-02	16,232.00	16,232.00	0.00	0.00%
395.03.70901603.3373.0000 - KVCR Internship Program/Kitchell Foundation	47,030.00	13,000.00	(34,030.00)	-72.36%
395.03.70902703.1359.0000 - KVCR - Omnibus Grant	991,337.65	198,200.14	(793,137.51)	-80.01%
395.03.70902703.2327.0000 - KVCR AB-132 Postsecondary Education Bill	1,064,879.00	1,062,352.13	(2,526.87)	-0.24%
395.03.70902703.3109.0000 - DIST-CPB/CSG TV Grant FY24	437,398.00	30,000.00	(407,398.00)	-93.14%
395.03.70902703.3113.0000 - DIST-CPB/CSG TV Grant FY24	0.00	466,650.00	466,650.00	100.00%
395.03.70902703.3295.0000 - KVCR - Redlands Bowl Performing Arts	15,000.00	3,200.00	(11,800.00)	-78.67%
395.03.70902703.3322.0000 - KVCR/SBCSS Production Services	1,046,477.44	423,364.00	(623,113.44)	-59.54%
395.03.70902703.3721.0000 - DIST-Outreach and Education Subgrant - LMC	10,000.00	10,000.00	0.00	0.00%
395.03.70903503.3128.0000 - DIST-USSG Grant FY24	0.00	3,112.00	3,112.00	100.00%
395.03.72000103.2600.0000 - DIST-High Road Construction Careers Resilient Workforce Fund (HRCC-RWF)	180,000.00	169,090.00	(10,910.00)	-6.06%



BUDGET FORECAST BY DEPARTMENT

KVCR

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
395.03.72000103.3370.0000 - The Frieda Berlinski Foundation	18,000.00	7,000.00	(11,000.00)	-61.11%
395.03.72000103.3708.0000 - DIST-IECF Creative Corps	86,000.00	38,000.00	(48,000.00)	-55.81%
395.03.72000103.3714.0000 - DIST- KVCR Production - Lopez vs Secombe	0.00	25,000.00	25,000.00	100.00%
395.03.72000103.3719.0000 - DIST-The California Endowment	25,000.00	9,000.00	(16,000.00)	-64.00%
395.35.70900703.3027.0000 - DIST-CPB Interconn	4,548.00	0.00	(4,548.00)	-100.00%
395.35.70901603.3144.0000 - Veterans Initiative	47,651.00	45,000.00	(2,651.00)	-5.56%
395.35.70902703.3116.0000 - DIST-CPB/CSF Grant	3,243.00	0.00	(3,243.00)	-100.00%
395.35.70902703.3139.0000 - Uncovered in the Archives	7,584.00	0.00	(7,584.00)	-100.00%
395.35.70902803.3121.0000 - DIST-Univ Service Support	240.00	0.00	(240.00)	-100.00%
	8,694,664.86	7,490,706.01	(1,203,958.85)	-13.85%
Total	(216,673.99)	(190,306.30)	26,367.69	-13.83%



BUDGET FORECAST BY DEPARTMENT

Inland Futures Foundation

Budget Year 2024-2025

Program	2024 Budget	2025 Budget	Change	% Change
<u>Revenue</u>				
890.03.70901103.0000.0000 - Inland Futures Foundation - TV	692,000.00	744,000.00	52,000.00	7.51%
890.03.70903603.0000.0000 - Inland Futures Foundation - Radio	677,000.00	739,453.00	62,453.00	9.22%
	1,369,000.00	1,483,453.00	114,453.00	8.36%
<u>Expenditures</u>				
890.03.70901103.0000.0000 - Inland Futures Foundation - TV	692,000.00	744,000.00	52,000.00	7.51%
890.03.70903603.0000.0000 - Inland Futures Foundation - Radio	677,000.00	739,453.00	62,453.00	9.22%
	1,369,000.00	1,483,453.00	114,453.00	8.36%
Total	0.00	0.00	0.00	8.36%



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: June 13, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-06-13-BOT01
Regarding Compensation of the SBCCD Board of Trustees

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2024-06-13-BOT01 with Exhibit A, to increase the compensation of the SBCCD Board of Trustees and compensate Board members for excused absences.

OVERVIEW

Education Code section 72024 provides that in any community college district in which the Full-Time Equivalent Student (FTES) attendance for the prior school year was 25,000 or less but more than 10,000, each member of the governing board who actually attends all meetings held may receive compensation. Any member of a governing board who does not attend all meetings may receive compensation in an amount not greater than a pro rata share of the number of meetings actually attended unless the Board, by duly adopted resolution, finds that at the time of the missed meeting, the member was performing services outside the meeting for the community college district, was ill or on jury duty, or was absent due to a hardship deemed acceptable by the board.

Education Code section 72024 also provides that on an annual basis the governing board may increase the compensation of individual board members beyond the statutory limit, in an amount not to exceed 5% based on the present monthly rate of compensation.

ANALYSIS

Pursuant to Board Policy 2725 and in accordance with Education Code section 72024, compensation to Board members for absences during the period of June 1, 2023 - May 31, 2024, is provided in Exhibit A and attached to the resolution for consideration by the Board. In addition, given that SBCCD FTES for 2023-24 has exceeded 10,000, today's recommendation for an increase in compensation is as follows:

	Current Monthly Compensation For 2023-24	Recommended Monthly Compensation For 2024-25	% Increase
Trustees	\$441.00	\$ 463.05	5%
Student Trustees	\$220.50	\$ 231.53	5%



SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

If adopted, this change in monthly compensation will increase the Board of Trustees annual budget by \$2,116.80 in 2024-25.

**RESOLUTION #2024-06-13-BOT01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMPENSATION OF BOARD MEMBERS**

[v.2024-05-29.p. 1|3]

WHEREAS, Education Code section 72024(a)(3) provides that in any community college district in which the full-time equivalent student attendance (FTES) for the prior school year was 25,000 or less but more than 10,000, each member of the governing board of the district who actually attends all meetings held may receive as compensation for his or her services a sum not to exceed four hundred dollars (\$400) in any month; and

WHEREAS, the full-time equivalent student attendance for the prior school year was within the limits delineated in Education Code section 72024(a)(3); and

WHEREAS, Education Code section 72024(b) provides that any member of a governing board who does not attend all meetings held by the board in any month may receive, as compensation for his or her services, an amount not greater than a pro rata share of the number of meetings actually attended based upon the maximum compensation authorized by this subdivision; and

WHEREAS, Education Code section 72024(d) states that a member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board; and

WHEREAS, Education Code section 72024(e) provides that, on an annual basis, the governing board may increase the compensation of individual board members beyond the statutory limit, in an amount not to exceed 5% based on the present monthly rate of compensation; and

WHEREAS, pursuant to Board Policy 2725, and in accordance with Education Code section 72024(a)(3), the current monthly compensation for governing board members is \$441.00 per month for Trustees and \$220.50 per month for Student Trustees; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The San Bernardino Community College District Board of Trustees has determined that at absences indicated on the attached Exhibit A were of a nature, as described in Education Code section 72024(d), to warrant full payment for the meetings; and
2. The annual compensation of individual Board members shall be increased 5% (\$463.05 for governing board members and \$231.53 for Student Trustees).
3. This rate shall be effective at the start of the fiscal year on July 1, 2024.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on this 13th day of June 2024, by the following vote:

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

**RESOLUTION #2024-06-13-BOT01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMPENSATION OF BOARD MEMBERS**

[v.2024-05-29.p. 2|3]

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

Attested to:

Joseph R. Williams
Clerk, San Bernardino Community College District

**RESOLUTION #2024-06-13-BOT01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMPENSATION OF BOARD MEMBERS**

[v.2024-05-29.p. 3|3]

EXHIBIT A

Trustee and Student Trustee Board Meeting Absence for the
Period June 1, 2023-May 31, 2024

Trustee or Student Trustee	Date of Absence	Board Determination
Trustee Houston	July 13, 2023	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Gonzales	October 19, 2024	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Williams	October 19, 2024	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Houston	November 9, 2023	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Williams	November 9, 2023	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Reyes	December 8, 2023	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Viricel	January 11, 2024	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Houston	February 8, 2024	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Williams	February 8, 2024	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Reyes	April 11, 2024	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Viricel	April 11, 2024	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.

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: June 13, 2024

SUBJECT: Order of Election and Specifications of the Election Order

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution of the Order of Election and Specifications of the Election Order and send Order of Election to the San Bernardino County Registrar of Voters and San Bernardino County Superintendent of Schools.

OVERVIEW

The Biennial Election of School Trustees is required to be held on Tuesday, November 5, 2024. (Cal. Ed. Code §§ 5000, 5323, 5325 and 5340).

Section 5300 of the Education Code states that community college elections shall be governed by the Elections Code and Section 1302 of the Elections Code allows for a governing board election to be held biennially on the first Tuesday after the first Monday in November of each even numbered year to fill the offices of governing board members whose terms expire on the second Friday of December next succeeding the election. The County Superintendent of Schools shall call an election for said purpose and in accordance with the designations contained in the following specifications of the election order made under authority of Education Code Sections 5304 and 5322.

ANALYSIS

Every even-numbered year, the seats of the district governing board are elected as part of the November election. This year, four seats are to be open in the election.

The Order of Election declares four seats for SBCCD Board of Trustees to be on the election to be held November 5, 2024 Upon adoption of the Resolution, two copies are to be signed and filed with the San Bernardino County Registrar of Voters and County Superintendent of Schools no later than July 5, 2024.

Declaration of Candidacy: Effective July 15, 2024, candidates may obtain their Declaration of Candidacy from the San Bernardino County Registrar of Voters, 777 E. Rialto Avenue, San Bernardino, CA 92415-0770. The last day to file said Declaration of Candidacy is 5 p.m. August 09, 2024. (Cal. Elec. Code § 10603)



Extension of Filing Time: If an incumbent has not filed a Declaration of Candidacy by 5 p.m. on the 88th day (August 09) before the election, the nomination period shall extend to 5 p.m. on the 83rd day (August 14) before the election for other than the incumbent. (Cal. Elec. Code § 10604)

Legal Ad Method of Appointing: The governing board has the responsibility of publishing a legal notice regarding the procedure of appointing a governing board member when no candidate or an insufficient number of candidates have filed for the office. (Cal. Ed. Code § 5328.5)

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

Expense costs will be prorated among the school districts and other agencies consolidating with the election.

**ORDER OF ELECTION
and
SPECIFICATIONS OF THE ELECTION ORDER**

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OF
SAN BERNARDINO COUNTY, CALIFORNIA**

**RESOLUTION #2024-06-13CO01 ORDERING SCHOOL DISTRICT ELECTION FOR
GOVERNING BOARD MEMBERS WHOSE TERMS EXPIRE DECEMBER 13, 2024**

Resolved that, pursuant to Education Code, Section 5302, the County Superintendent of Schools of this County is hereby ORDERED to call an election for the purpose and in accordance with designations contained in the following specifications of the Election Order made under the authority of Education Code Sections 5304, 5320, and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

Date of Election: Tuesday, November 5, 2024

Purpose: Election of four (4) Governing Board Members

Polls will open at 7:00 a.m. and close at 8:00 p.m.

I, Joseph R. Williams Clerk/Secretary of the Governing Board of the San Bernardino Community College District of San Bernardino County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a business meeting thereof held at its regular place of meeting on June 13, 2024.

Dated: June 13, 2024

Clerk/Secretary

Submit one (1) copy to the San Bernardino County Registrar of Voters
Submit one (1) copy to the County Superintendent of Schools
Retain one (1) copy for your files

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: June 13, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-06-13-FS01
Regarding the Expenditure of Prop 30 Education Protection Account Funds

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2024-06-13-FS01 regarding the expenditure of Prop 30 Education Protection Account Funds.

OVERVIEW

The Education Protection Account (EPA) was created in November 2012 by Proposition 30, The Schools and Local Public Safety Protection Act of 2012, and it was implemented in 2013. The EPA is governed by Section 36 of Article XIII of the California Constitution, which was amended by Proposition 55 in November 2016.

The Board of Trustees is required to determine and discuss the use of EPA funds at an open public meeting prior to June 30 each year. Districts have sole authority to determine how the moneys received from the EPA are spent within guidelines, provided that 1) the governing board makes these determinations in an open session of a public meeting of the board and 2) the district does not use any of the funds from the EPA for administrative salaries or benefits, or any other administrative costs.

ANALYSIS

Pursuant to Article XIII, Section 36 of the California Constitution, SBCCD is required to report on its website an accounting of how much money was received from the EPA and how that money was spent.



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 adoption of this resolution is line with State legal requirements associated with the expenditure of these funds. As required, SBCCD does not use any of the funds from the EPA for administrative salaries or benefits, or any other administrative costs.

**RESOLUTION #2024-06-13-FS01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT REGARDING
EXPENDITURE OF PROP 30 EDUCATION PROTECTION ACCOUNT FUNDS**

[v.5.23.2024.p.1|3]

WHEREAS, the voters approved Proposition 30 on November 6, 2012, and Proposition 55 on November 8, 2016;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012 (sun setting 12/31/2017), and Proposition 55 Article XIII, Section 36(e) to the California Constitution effective November 8, 2016 (commencing 01/01/2018);

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

**RESOLUTION #2024-06-13-FS01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT REGARDING
EXPENDITURE OF PROP 30 EDUCATION PROTECTION ACCOUNT FUNDS**

[v.5.23.2024.p.2|3]

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of June 13, 2024.
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the San Bernardino Community College District has determined to spend the monies received from the Education Protection Act as attached.

PASSED AND ADOPTED by the Governing Board on June 13, 2024, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Diana Z. Rodriguez, Secretary to 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 _____ 2024.

Secretary to the Governing Board

**RESOLUTION #2024-06-13-FS01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT REGARDING
EXPENDITURE OF PROP 30 EDUCATION PROTECTION ACCOUNT FUNDS**

[v.5.23.2024.p.3|3]

**Expenditures through: June 30, 2024
For Fund 01, Resource 1400 Education Protection Account**

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0
Revenue Limit Sources	8010-8099	0
Federal Revenue	8100-8299	0
Other State Revenue	8300-8599	0
Other Local Revenue	8600-8799	19,384,452
All Other Financing Sources and Contributions	8900-8999	0
Deferred Revenue	9650	0
TOTAL AVAILABLE		19,384,452
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	19,384,452
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0
AU of a Multidistrict SELPA	2200	0
Instructional Library, Media, and Technology	2420	0
Other Instructional Resources	2490-2495	0
School Administration	2700	0
Pupil Services		
Guidance and Counseling Services	3110	0
Psychological Services	3120	0
Attendance and Social Work Services	3130	0
Health Services	3140	0
Speech Pathology and Audiology Services	3150	0
Pupil Testing Services	3160	0
Pupil Transportation	3600	0
Food Services	3700	0
Other Pupil Services	3900	0
Ancillary Services	4000-4999	0
Community Services	5000-5999	0
Enterprise	6000-6999	0
General Administration	7000-7999	0
Plant Services	8000-8999	0
Other Outgo	9000-9999	0
TOTAL EXPENDITURES AND OTHER FINANCING USES		19,384,452
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0

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: June 13, 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
CNA/N 624	Home Health Aide Theory
REQUISITES:	Limitation on Enrollment (e.g. Performance tryout or audition): Must attend a mandatory information session. Then, once provisionally accepted, must attend a mandatory orientation, meet all health requirements, and clear background check. Must be 16 years or older. No high school or GED required. Students must have an active CNA certificate with the state of CA OR have completed the Crafton Hills College CNA program within 1 month of start of HHA (waives requirement of active CNA cert).
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	Changing the age of entry from 18-16
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
DANCE 174X4	Dance Production Workshop
CONTACT HOURS:	96-108
RATIONALE:	Six-year revision
EQUATE:	Equates with Dance 206X4 at SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
RADIOL 208	Radiography Registry Review and Testing II
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
RADIOL 215	Radiography Registry Review and Testing I
STUDENT LEARNING OUTCOMES:	NEW
RATIONALE:	Six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
RADIOL 217	Computed Tomography
REQUISITES:	Acceptance into the Radiologic Technology Program
RATIONALE:	Six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE MODIFICATION - INFORMATIONAL

COURSE ID	COURSE TITLE
CNA/N 633	Acute Care Nursing Assistant Clinical
Min Lab/Field Instruction (Clinic Hours)	64
RATIONALE:	This was originally submitted to May 2024 board with Min Lab Field Instruction as 24 should be 64
EFFECTIVE:	Fall 2024

NEW COURSE - INFORMATIONAL

COURSE ID	COURSE TITLE
MATH 161	Precalculus & Trigonometry
UNITS:	6
RATIONALE:	This new course was submitted to board on January 11, 2024, the units were submitted as 6-8, it should have been 6
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
SPAN 101H	College Spanish I - Honors

RATIONALE:	This new course was submitted to board on November 09, 2023, the course title was submitted as College Spanish – Honors, should have been College Spanish I - Honors
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
THART 164	Fundamentals of Scenic Design and Stage Management
RATIONALE:	Original board submission was 12/8/23 for an effective date of Fall 2025 and should be Fall 2024 as it is going to be part of the Technical Theatre Certificate.
EFFECTIVE:	Fall 2024

DISTANT EDUCATION

COURSE ID:	RADIOL 090	FULLY ONLINE/OPA/PARTIALLY ONLINE
COURSE TITLE:	Survey of Radiologic Technology	
RATIONALE:	To better deliver the information to the students and open more sections each semester to serve the students.	
EFFECTIVE:	Fall 2024	
EQUATE:	Not currently equated with SBVC	

PROGRAMS DELETIONS

ASSOCIATE OF ARTS DEGREE ANTHROPOLOGY - A.A. Degree Major

REQUIRED COURSES

	6.0
ANTHRO 102 Cultural Anthropology	3.0
OR	
ANTHRO 102H Cultural Anthropology-Honors	3.0
ANTHRO 106 Biological Anthropology	3.0
OR	
ANTHRO 106H Biological Anthropology-Honors	

	3.0
<i>Students must complete at least twelve units from the following courses:</i>	
	12.0
ANTHRO 100 Introduction to Archaeology	
	3.0
ETHS 107 Native Peoples of North America Same as: ANTHRO 107, HIST 107	
	3.0
ANTHRO 110 Magic, Witchcraft, and Religion Same as: RELIG 110	
	3.0
GEOG 102 Cultural Geography	
	3.0
OR GEOG 102H Cultural Geography-Honors	
	3.0
GEOG 110 Physical Geography	
	3.0
OR GEOG 110H Physical Geography-Honors	
	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
SOC 100 Introduction to Sociology	
	3.0
OR SOC 100H Introduction to Sociology-Honors	
	3.0
Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the	

general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

Total: 18.0

Effective: Fall 2025

ASSOCIATE OF ARTS DEGREE MATHEMATICS - A.A. Degree Major

REQUIRED COURSES:

	13.0
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MATH 250 Single Variable Calculus I	4.0
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MATH 251 Single Variable Calculus II	4.0
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MATH 252 Multivariable Calculus	5.0
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<i>Students must complete at least five units from the following courses:</i>	5.0
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CSCI 110 Introduction to Computer Science I (C++)	3.0
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CSCI 120 Introduction to Computer Science II (C++)	3.0
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MATH 110 Introduction to Probability and Statistics	4.0
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OR	
MATH 110H Introduction to Statistics-Honors	4.0

MATH 115 The Ideas of Mathematics	3.0
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MATH 200 Discrete Structures Same as: CSCI 200	4.0
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MATH 255 Computer-Based Problems for Calculus	1.0-2.0
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MATH 265 Linear Algebra	4.0
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MATH 266 Introduction to Ordinary Differential Equations	4.0
PHYSIC 110 General Physics I	4.0
PHYSIC 111 General Physics II	4.0
PHYSIC 250 College Physics I	4.0
PHYSIC 251 College Physics II	4.0
PHYSIC 252 College Physics III	4.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

Total: 18.0

Program Goals and Objectives

To prepare students for upper division math courses.

Rationale

In the last five years the number of Mathematics transfer degrees has remained relatively the same each year ranging from 16 to 22; whereas the number of local degrees has decreased from 23 in 2018-2019 to 3 in 2022-2023. In addition, having both degrees is confusing for students when the transfer degree is what is needed for students to be guaranteed transfer. Moreover, Education Code 66749.8 requires community colleges to place transfer degrees on a student's SEP if the student has a goal to transfer and the college has both a local and a transfer degree for the same discipline. Equally important, having only the transfer degree maximizes the probability that students will transfer in a timely manner and minimizes accrual of excess units.

Effective: Fall 2025

ASSOCIATE OF ARTS DEGREE SOCIOLOGY - A.A. Degree Major

REQUIRED COURSES

SOC 100 Introduction to Sociology	9.0
OR SOC 100H Introduction to Sociology-Honors	3.0

	3.0
SOC 105 Social Problems	
	3.0
SOC 141 Race, Ethnicity and Diversity	
	3.0
OR SOC 141H Race, Ethnicity and Diversity-Honors Same as: ETHS 141H	
	3.0
<i>Students must complete at least six units from the following courses:</i>	
	6.0-7.0
ANTHRO 102 Cultural Anthropology	
	3.0
OR ANTHRO 102H Cultural Anthropology-Honors	
	3.0
GEOG 102 Human Geography	
	3.0
OR GEOG 102H Human Geography-Honors	
	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
PSYCH 100 General Psychology	
	3.0
OR PSYCH 100H General Psychology - Honors	
	3.0

Students must complete at least three additional units from the courses listed above or the following courses:

	3.0
SOC 130 Marriage, Family and Intimate Relationships	3.0
SOC 150 Gerontology	3.0
Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org .	
Total: 18.0-19.0	

Effective: Fall 2025

TECHNICAL THEATER ENTERTAINMENT TECHNOLOGY LEVEL 1 SKILLS - Certificate of Achievement

Required Courses

	19.0
	3.0
THART 100 Introduction to Theatre	3.0
OR	
THART 100H Introduction to Theatre-Honors	3.0
THART 134X4 Technical Theatre Workshop	1.0
THART 145 Advanced Theatre Practicum I	3.0
THART 176 Fundamentals of Stagecraft I	3.0

THART 179 Fundamentals of Stagecraft II	3.0
THART 245 Advanced Theatre Practicum II	3.0
MULTI 212 Digital Media Careers	3.0

Note: THART 134X4 must be taken twice at one (1) unit to equal two (2) completed units.

Total: 19.0

Program Goals and Objectives

To have students be able to demonstrate basic competency using technical theater systems for scenery, lights and sound in the production and realization of scenery, lighting plans and/or audio plans for live events. Serve as technical crew, designer's assistant, designers and or crew heads in the realization of a fully produced theater event. Identify theater literature and visual styles practices, systems, and historical context used within the realization of theater events.

Rationale

The new Technical Theater Certificate is actually a modification of this certificate.

Effective: Fall 2024

PROGRAM MODIFICATION - INFORMATIONAL

Acute Care Nursing Assistant - Certificate of Completion

CNA/N 633 Acute Care Nursing Assistant Clinical	64.0
CNA/N 632 Acute Care Nursing Assistant Skills Lab	24.0
CNA/N 631 Acute Care Nursing Assistant Theory	40.0
Total Hours: 128.0	

Program Level Outcomes

1. Implement safe and competent patient care in an acute care facility. 2. Utilize effective infection control, safety, and communication skills in an acute care facility. 3. Demonstrate professional competencies including legal and ethical principles.

Program Goals and Objectives

1. Implement safe and competent patient care in an acute care facility.

2. Utilize effective infection control, safety, and communication skills in an acute care facility.
3. Demonstrate professional competencies including legal and ethical principles.

Rationale

This is under Business and Econ but should be Allied Health Selecting the correct versions of the classes that are associated with this program.

Catalog Description

This noncredit certificate focuses on the application of principles of nursing care necessary to meet the hygiene, comfort, and safety needs of patients in an acute care environment. Current CNA state certification required or a recent graduate of the Crafton Hills College CNA program pending certification. Application and related forms are provided at the information session.

Effective: Fall 2024

PROGRAM MODIFICATION – INFORMATIONAL Continued

ASSOCIATE OF ARTS DEGREE FINE ARTS - A.A. Degree Major

REQUIRED COURSES:

6.0

A minimum of six (6) units must be taken from the following courses in at least two disciplines. A minimum of six units must be taken from the following courses in at least two disciplines.

ART 100

Art History I: Prehistoric Art to Medieval Art

3.0

OR

ART 100H

Art History I: Prehistoric Art to Medieval Art-Honors

3.0

ART 102

Art History II: Renaissance Art to Contemporary Art

3.0

OR

ART 102H

Art History II: Renaissance Art to Contemporary Art-Honors

3.0

MUSIC 103

Appreciation of American Popular Music

3.0

OR

MUSIC 103H

Appreciation of American Popular Music-Honors

3.0

MUSIC 120

Appreciation of Musical Literature

OR	3.0
MUSIC 120H	
Appreciation of Musical Literature-Honors	
	3.0
THART 100	
Introduction to Theatre	
	3.0
OR	
THART 100H	
Introduction to Theatre-Honors	
	3.0
Students must complete at least twelve additional units from the following courses in at least two disciplines:	
	12.0
<i>ART</i>	
ART 100	
Art History I: Prehistoric Art to Medieval Art	
	3.0
OR	
ART 100H	
Art History I: Prehistoric Art to Medieval Art-Honors	
	3.0
ART 102	
Art History II: Renaissance Art to Contemporary Art	
	3.0
OR	
ART 102H	
Art History II: Renaissance Art to Contemporary Art-Honors	
	3.0
ART 105	
History of Modern Art	
	3.0
ART 120	
Foundations of Two-Dimensional Design	
	3.0
ART 121	
Foundations of Three-Dimensional Design	
	3.0
ART 124	
Drawing I	
	3.0
ART 126	
Painting I	
	3.0
ART 132	
Life Drawing I	

ART 175 Sculpture	3.0
ART 226 Painting II	3.0
ART 232 Life Drawing II	3.0
<i>MUSIC</i>	3.0
MUSIC 100 Fundamental Skills in Music	3.0
MUSIC 101 Music Theory I	4.0
MUSIC 102 Music Theory II	4.0
MUSIC 103 Appreciation of American Popular Music	3.0
OR MUSIC 103H Appreciation of American Popular Music-Honors	3.0
MUSIC 120 Appreciation of Musical Literature	3.0
OR MUSIC 120H Appreciation of Musical Literature-Honors	3.0
MUSIC 132 Guitar I	2.0
MUSIC 133 Guitar II	2.0
MUSIC 134 Jazz History	3.0
MUSIC 135 Piano I	2.0
MUSIC 136 Piano II	2.0

MUSIC 150X4 Concert Choir	2.0
MUSIC 164X4 Concert Band	1.0
MUSIC 174X4 Jazz Band I	1.0
MUSIC 179X4 Contemporary Ensemble	1.0
MUSIC 180X4 Musical Theatre Workshop	1.0
MUSIC 190 Songwriting and Composition	2.0
MUSIC 195 Music Technology and Recording	3.0
MUSIC 201 Music Theory III	3.0
MUSIC 202 Music Theory IV	4.0
MUSIC 232 Guitar III	4.0
MUSIC 233 Guitar IV	2.0
MUSIC 235 Piano III	2.0
MUSIC 236 Piano IV	2.0
THEATRE ARTS	2.0
THART 100 Introduction to Theatre	3.0
OR THART 100H Introduction to Theatre-Honors	3.0

THART 108 World Drama I Same as: ENGL 108	3.0
THART 109 World Drama II Same as: ENGL 109	3.0
THART 110 Voice and Diction Same as: COMMST 110	3.0
THART 120 Beginning Acting	3.0
THART 124X2 Beginning Performance Workshop	3.0
THART 133 Audition Techniques	2.0
THART 134X4 Technical Theatre Workshop	1.0
THART 140X2 Intermediate Performance Workshop	3.0
THART 145 Advanced Theatre Practicum I	3.0
THART 150A Summer Theatre Workshop I	3.0
THART 150B Summer Theatre Workshop II	3.0
THART 150C Summer Theatre Workshop III	3.0
THART 150D Summer Theatre Workshop IV	3.0
THART 174X4 Dance Production Workshop Same as: DANCE 174X4	2.0
THART 176 Fundamentals of Stagecraft I	

	3.0
THART 179 Fundamentals of Stagecraft II	
	3.0
THART 205 Play Directing	
	3.0
THART 220 Intermediate Acting	
	3.0
THART 221 Advanced Acting	
	3.0
THART 226 Play and Screenplay Analysis Same as: ENGL 226	
	3.0
THART 245 Advanced Theatre Practicum II	
	3.0
THART 250 Advanced Summer Theatre Workshop	
	3.0

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.

Total: 18.0

Program Goals and Objectives
To allow students interested in the fine arts the opportunity to earn an associate degree with a broad area of emphasis.

Rationale
THART 150 was replaced with THART 150A, THART 150B, THART 150C, THART 150D

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: June 13, 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 and 2025-2026 College Catalogs.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

None.



SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
June 13, 2024

CONTENT REVIEW

No Changes to the College Catalog

ASTRON 125	CHEM 151	CHEM 213	CIT 031	CIT 090
CIT 093	CIT 098	CIT 100	CIT 215	CIT 222
CIT 606	COMMST 111	COMMST 111H	CS 215	ELEC 218C
ELEC 219C	ENGL 125	ENGL 141	ENGL 153	ENGL 175
POLIT 150	POLIT 170	POLIT 173	SPAN 101H	

Rationale: Content Review
Effective: Fall 2025

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: AERO 022L
Course Title: Private Pilot Flight Lab
Units: 1
Laboratory: 48 - 54 contact hours per semester
Prerequisite/Corequisite: AERO 022
Course Description: This course provides students with the opportunity to accumulate flight hours essential for obtaining certification and licensing as a commercial instrument pilot. It focuses on training in specific areas to develop proficiency in essential pilot operations required for various certificates and ratings. All instruction follows the guidelines set forth by the Federal Aviation Regulations (FAR) Part 61 and Part 141. Flight training labs adhere to an approved FAR Part 141 curriculum.
TOP Code: 3020.20
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: AERO 041L
Course Title: Instrument Pilot Flight Lab
Units: 1
Laboratory: 48 - 54 contact hours per semester
Prerequisite/Corequisite: AERO 040
Limitation on Enrollment: Students must receive approval to enroll in this course from an Aeronautics faculty member.
Course Description: Students taking this course will receive training in the maneuvers and procedures necessary to meet the standards contained in the FAA Instrument Rating Practical Test Standards. Additionally, students will receive training in safety awareness, crew resource management, and aeronautical decision-making. At the successful completion of this course, students will have gained the aeronautical experience necessary to attain the addition of an Instrument Rating for the Private Pilot Certificate. This course is offered as pass/no-pass basis only.
TOP Code: 3020.20
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID:	AERO 070
Course Title:	Introduction to Air Traffic Control (ATC)
Units:	3
Lecture:	48 - 54 contact hours per semester
Outside of Class Hours:	96 – 108 hours per semester
Course Description:	This course is an introductory course in air traffic control and is a requirement for all students in the Flight Operations - ATC Pathway (degree) sequence. The course material covers a broad range of topics specific to the air traffic control system and its application to the aviation profession. Topics included are the history of air traffic control (ATC), National Airspace System (NAS), navigation systems, ATC systems and airspace, ATC communications, ATC procedures and organization, tower, TRACON and enroute operations, NextGen and the future of the national airspace system.
TOP Code:	0950.00
Equate:	Course not offered at CHC.
Effective:	Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID:	AERO 071
Course Title:	Civil Aircraft Recognition and Performance
Units:	2
Lecture:	32 - 36 contact hours per semester
Outside of Class Hours:	64 - 72 hours per semester
Course Description:	This course is designed for students who want to become air traffic controllers for the Federal Aviation Administration (FAA). Students will learn to recognize the distinctive features of aircraft, identify types of aircraft, classify aircraft as to FAA category and class, and analyze aircraft for performance characteristics required for air traffic control separation.
TOP Code:	0950.00
Equate:	Course not offered at CHC.
Effective:	Fall 2024

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID:	ARCH 107
Course Title:	Urban Planning: Shaping Communities through Design
Units:	3
Lecture:	48 - 54 contact hours per semester
Outside of Class Hours:	96 - 108 hours per semester
Advisory:	ENGL 101 or ENGL 101H
Course Description:	This comprehensive course describes how urban planning and design influence community development. Students will explore essential concepts such as land use, zoning, and environmental sustainability, learning how effective design contributes to creating livable, resilient, and inclusive communities. The course combines lectures, case studies, and hands-on projects, focusing on innovative strategies to address contemporary urban challenges, notably climate change and social equity. Students will gain insights into the transformative role of design in urban planning and will acquire skills to positively impact sustainable and people-centered community development.

TOP Code: 0299.00
Equate: Course not offered at CHC.
Effective: Fall 2025

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AUTO 650**
Course Title: Automotive Brakes
Hours: 48 - 54 hours per semester
Lecture: 48 - 54 hours per semester
Corequisite: AUTO 650L
Course Description: This noncredit course is designed for students and current technicians to gain knowledge and skills in automotive brake systems. This course covers the safety procedures, ethics, and diversity in the automotive industry while focusing on inspection, diagnosis, and servicing of the brake system. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test A-5. This course may also be for credit as AUTO 050.

TOP Code: 0948.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AUTO 650L**
Course Title: Automotive Brakes - Laboratory
Hours: 48 - 54 hours per semester
Laboratory: 48 - 54 hours per semester
Corequisite: AUTO 650
Course Description: This noncredit laboratory course is designed for students and current technicians to gain knowledge and skills in automotive brake systems. This course covers the safety procedures, ethics, and diversity in the automotive industry while focusing on inspection, diagnosis, and servicing of the brake system. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test A-5. This course may also be offered for credit as AUTO 050L.

TOP Code: 0948.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AUTO 652**
Course Title: Automotive Suspension and Steering
Hours: 48 - 54 hours per semester
Lecture: 48 - 54 hours per semester
Corequisite: AUTO 652L
Course Description: This noncredit course is designed for students and current technicians to gain knowledge and skills in automotive suspension and steering systems. This course covers the safety procedures, ethics, and diversity in the automotive industry while focusing on inspection, diagnosis, and servicing of suspension and steering systems. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test. This course may also be offered for credit as AUTO 052.

TOP Code: 0948.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AUTO 652L**
Course Title: Automotive Suspension and Steering - Laboratory
Hours: 48 - 54 hours per semester
Laboratory: 48 - 54 hours per semester
Corequisite: AUTO 652
Course Description: This noncredit laboratory course is designed for students and current technicians to gain hands-on knowledge and skills in automotive suspension and steering systems. This course covers the safety procedures, ethics, and diversity in the automotive industry while focusing on inspection, diagnosis, and servicing of suspension and steering systems. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test. This course may also be offered for credit as AUTO 052L.

TOP Code: 0948.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AUTO 675**
Course Title: Automatic Transmissions and Transaxles
Hours: 48 - 54 hours per semester
Lecture: 48 - 54 hours per semester
Corequisite: AUTO 675L
Course Description: This noncredit course is designed for students and current technicians to gain knowledge and skills in automotive transmissions and transaxle systems. This course covers the safety procedures, ethics, and diversity in the automotive industry while focusing on operation, inspection, diagnosis, and servicing of the transmissions and transaxles system. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test. This course may also be offered for credit as AUTO 075.

TOP Code: 0948.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AUTO 675L**
Course Title: Automatic Transmissions and Transaxles - Laboratory
Hours: 48 - 54 hours per semester
Laboratory: 48 - 54 hours per semester
Corequisite: AUTO 675
Course Description: This noncredit laboratory course is designed for students and current technicians to gain knowledge and skills in automotive transmission and transaxle systems. This course covers the safety procedures, ethics, and diversity in the automotive industry while focusing on operation, inspection, diagnosis, and servicing of the transmission and transaxle systems. This course may be used in preparation for

the Automotive Service Excellence (ASE) National Test. This course may also be offered for credit as AUTO 075L.

TOP Code: 0948.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AUTO 684**
Course Title: General Automotive Technology
Hours: 48 - 54 hours per semester
Lecture: 48 - 54 hours per semester
Corequisite: AUTO 684L
Course Description: This noncredit course is designed for students and current technicians to gain knowledge and skills in automotive systems. This course covers the safety procedures, ethics, and diversity in the automotive industry while focusing on inspection, diagnosis, and servicing of the automotive systems. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test. This course may also be offered for credit as AUTO 084.

TOP Code: 0948.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AUTO 684L**
Course Title: General Automotive Technology - Laboratory
Hours: 48 - 54 hours per semester
Laboratory: 48 - 54 hours per semester
Corequisite: AUTO 684
Course Description: This noncredit laboratory course is designed for students and current technicians to gain knowledge and skills in automotive systems. This course covers the safety procedures, ethics, and diversity in the automotive industry while focusing on identification, inspection, diagnosis, and servicing of the automotive systems. This course may also be offered for credit as AUTO 084L.

TOP Code: 0948.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AUTO 690**
Course Title: Engine Repair
Hours: 48 - 54 hours per semester
Lecture: 48 - 54 hours per semester
Corequisite: AUTO 690L
Course Description: This noncredit course is designed for students and current technicians to gain knowledge and skills in automotive engine repair system. This course covers the safety procedures, ethics, and diversity in the automotive industry while focusing on operation, inspection, diagnosis, and servicing of the engine repair system. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test. This course may also be offered for credit as AUTO 090.

TOP Code: 0948.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **AUTO 690L**
Course Title: Engine Repair - Laboratory
Hours: 48 - 54 hours per semester
Laboratory: 48 - 54 hours per semester
Corequisite: AUTO 690
Course Description: This noncredit laboratory course is designed for students and current technicians to gain knowledge and skills in automotive engine repair systems. This course covers the safety procedures, ethics, and diversity in the automotive industry while focusing on inspection, diagnosis, and servicing of the engine repair system. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test. This course may also be offered for credit as AUTO 090L.

TOP Code: 0948.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID: **COMMST 136**
Course Title: Introduction to Public Relations
Units: 3
Lecture: 48 - 54 contact hours per semester
Outside of Class Hours: 96 - 108 hours per semester
Departmental Advisory: ENGL 101 or ENGL 101H
Course Description: Public Relations is a key component of modern business practices. Since the inception of social media, everyone needs to understand the basic principles, history, development, and professional practice of modern public relations. This includes concepts of planning and executing effective communication strategies, including message design and distribution, for multiple media platforms.

TOP Code: 0606.00
Equate: Course not offered at CHC.
Effective: Fall 2025

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID: **CS 104**
Course Title: Data Programming with Python
Units: 4
Lecture: 48 - 54 contact hours per semester
Laboratory: 48 - 54 contact hours per semester
Outside of Class Hours: 96 - 108 hours per semester
Departmental Advisory: CS 102
Course Description: This course takes students further in Python knowledge and also explores the Python packages and libraries for different applications such as machine learning, data science, and artificial intelligence. It also utilizes the popular packages such as Numpy, Pandas, Matplotlib, SKLearn, and Pytorch. It takes

the students through the usage of popular coding notebook with the IPython kernel such as Jupyter, and the popular cloud GPU services. By the completion of this course, students will have experience using notebook for coding using the aforementioned packages and services to further into area of interest related to programming, especially in the area of data science, machine learning, and artificial intelligence.

TOP Code: 0706.00
Equate: Course not offered at CHC.
Effective: Fall 2025

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID: **CS 160**
Course Title: Introduction to Data Science and Engineering
Units: 4
Lecture: 48 - 54 contact hours per semester
Laboratory: 48 - 54 contact hours per semester
Outside of Class Hours: 96 - 108 hours per semester
Prerequisite: CIT 103
Course Description: This course introduces the essential elements of data science using Python. Although some Python programming knowledge is helpful, it is not a requirement for this general introduction. This course covers data collection, importing, cleansing, wrangling, management, modeling, testing, validating, visualization and presentation. Basic statistical and machine learning techniques are introduced for prediction as well as solving engineering problems. Python programming language and Jupyter notebooks are used for practices.

TOP Code: 0706.00
Equate: Course not offered at CHC.
Effective: Fall 2025

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID: **ENGL 260H**
Course Title: American Literature to 1865 - Honors
Units: 3
Lecture: 48 - 54 contact hours per semester
Prerequisite: ENGL 101 or ENGL 101H
Course Description: This survey course introduces students to the multi-cultural literary traditions of America, from Iroquois, Navajo and other nations' origin stories to conquest, colonial, revolutionary, slavery, abolitionist, and Civil War writings, up through 1865. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.

TOP Code: 1501.00
Equate: Course not offered at CHC.
Effective: Fall 2025

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID:	FTVM 602
Course Title:	Producing 101
Hours:	16 - 20 hours per semester
Lecture:	4 - 6 hours per semester
Laboratory:	12 - 14 hours per semester
Course Description:	In this noncredit course students will learn the multiple facets of creative producing for all levels of media, including streaming, cinema, and broadcast. Topics covered include story development, casting, scheduling with professional level scheduling software, pre-production planning, location scouting, production paperwork and forms, and understanding the day to day logistics of producing for broadcast and cinema.
TOP Code:	0612.20
Equate:	Course not offered at CHC.
Effective:	Fall 2024

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID:	LPPS 110
Course Title:	Introduction to Law and Society
Units:	3
Lecture:	48 - 54 contact hours per semester
Outside of Class Hours:	96 - 108 hours per semester
Advisory:	ENGL 101 or ENGL 101H
Course Description:	This course provides an overview of the American legal system including its development, structure and history. The course will review the legal and judicial process in the United States covering the adversarial system, jurisdiction of federal and state courts, and the general process of judicial review. Explanation of different sources of law including statutes, court cases and administrative agency rules. Review of basic legal reasoning and introductory research methods. Introduction to civil law, criminal law, family law, real property law, contracts, employment, immigration, intellectual property, and other areas of law. Also included is a review of the principles of legal ethics.
TOP Code:	1401.00
Equate:	Course not offered at CHC.
Effective:	Fall 2025

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID:	MATH 650
Course Title:	Support for Calculus
Hours:	18 - 54 hours per semester
Laboratory:	18 - 54 hours per semester
Corequisite:	MATH 250
Course Description:	This noncredit course is a review of the prerequisite skills essential for calculus. The course includes a review of topics covered in college algebra and trigonometry as appropriate, based on individual student needs. The course is intended for students who need to refresh their math skills while enrolled in a calculus course to be used for just in time remediation.
TOP Code:	Course not offered at CHC.
Equate:	1701.00

Effective: Fall 2024

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **POLICE 601**
Course Title: Mature Driving
Hours: 8 - 10 hours per semester
Lecture: 8 - 10 hours per semester
Course Description: This noncredit course is designed to update the driving skills of mature students. Curriculum for this course is provided by the State of California's Department of Motor Vehicles (DMV) to help older drivers become more defensive, more alert to their surroundings, and to familiarize them with new traffic laws. This course is intended for adults 55 and older but is open to all students.
TOP Code: 0899.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID: **SPAN 109**
Course Title: Spanish Civilization and Culture
Units: 3
Lecture: 48 - 54 contact hours per semester
Outside of Class Hours: 96 - 108 hours per semester
Advisory: ENGL 101 or ENGL 101H
Course Description: This course offers a broad overview and brief analysis of the rich tapestry of Spain's civilization and culture, spanning from ancient times to the present day. Students will examine major historical periods, diverse territories and lands, and their profound influences on the Spanish language and culture. Through a multidisciplinary approach, the course aims to enhance understanding and appreciation of Spain's historical, cultural, artistic, and linguistic heritage. Instruction is conducted in English, but Spanish majors have the option to submit their work in Spanish.
TOP Code: 1105.00
Equate: Course not offered at CHC.
Effective: Fall 2025

NEW COURSE

Addition to the 2024-2025 College Catalog

Course ID: **SPAN 110**
Course Title: Latin American Civilization and Culture
Units: 3
Lecture: 48 - 54 contact hours per semester
Outside of Class Hours: 96 - 108 hours per semester
Advisory: ENGL 101 or ENGL 101H
Course Description: This course provides an overview of Latin American civilizations and cultures. The course aims to foster cultural sensitivity and global awareness of the diversity within Latin America and its global impact. The course includes an exploration of Latin America's rich history, customs, politics, arts, and contemporary issues, including its various indigenous populations, customs and contributions. Instruction is conducted in English, but Spanish majors have the option to submit their work in Spanish.

TOP Code: 1105.00
Equate: Course not offered at CHC.
Effective: Fall 2024

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID: **WST 088**
Course Title: Pumps and Motors
Units: 3
Lecture: 48 - 54 contact hours per semester
Outside of Class Hours: 96 - 108 hours per semester
Departmental Advisory: WST 053 or WST 052
Course Description: This class is designed to familiarize the students with the basic principles of mechanical equipment. This will include installation, operation, maintenance and repair. Emphasis will be placed on understanding the value of preventive, predictive and proactive maintenance techniques, such as: equipment monitoring, lubrication analysis, machine alignment, balancing and scheduled periodic maintenance, overhaul and safety.

TOP Code: 0958.00
Equate: Course not offered at CHC.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
CIT 013	INTERMEDIATE KEYBOARDING

Course Description: This course provides instruction in touch control of the computer keyboard, and is designed to develop a keyboarding speed of 45 net words per minute for five minutes. In addition, students receive instructions in the preparation of business documents using word processing software.

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

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
CIT 045	MEDICAL INSURANCE BILLING AND CODING

Prerequisite: CIT 144
Advisory: CIT 010
Equate: Course not offered at CHC.
Rationale: Updating requisites, outcomes, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
CIT 048	MEDICAL OFFICE PROCEDURES

Prerequisite: CIT 144
Corequisite: CIT 144
Advisory: CIT 010
Equate: Course not offered at CHC.
Rationale: Updating requisites, outcomes, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
CIT 050	MEDICAL RECORDS AND HEALTH INFORMATION

Prerequisite: CIT 144
Equate: Course not offered at CHC.
Rationale: Updating requisites, outcomes, objectives, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
CIT 051	INTRODUCTION TO ELECTRONIC HEALTH RECORDS

Prerequisite: CIT 048 and CIT 144
Corequisite: CIT 048 and CIT 144
Equate: Course not offered at CHC.
Rationale: Updating requisites, outcomes, objectives, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
CIT 601	INTRODUCTION TO BASIC COMPUTER SKILLS

Hours: 22 - 26 hours per semester
Lecture: 6 - 8 hours per semester
Laboratory: 16 - 18 hours per semester
Equate: Course not offered at CHC.
Rationale: Updating hours, outcomes, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
CIT 602	MICROSOFT WORD FUNDAMENTALS

Hours: 22 - 26 hours per semester
Lecture: 6 - 8 hours per semester
Laboratory: 16 - 18 hours per semester
Equate: Course not offered at CHC.
Rationale: Updating hours, outcomes, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
CIT 603	MICROSOFT EXCEL FUNDAMENTALS

Hours: 22 - 26 hours per semester
Lecture: 6 - 8 hours per semester
Laboratory: 16 - 18 hours per semester
Equate: Course not offered at CHC.
Rationale: Updating hours, outcomes, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
CIT 604	MICROSOFT POWERPOINT FUNDAMENTALS

Hours: 22 - 26 hours per semester
Lecture: 6 - 8 hours per semester
Laboratory: 16 - 18 hours per semester
Equate: Course not offered at CHC.
Rationale: Updating hours, outcomes, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
CIT 605	MICROSOFT OUTLOOK FUNDAMENTALS

Hours: 22 - 26 hours per semester
Lecture: 6 - 8 hours per semester
Laboratory: 16 - 18 hours per semester
Equate: Course not offered at CHC.

Rationale: Updating hours, outcomes, content, assignments, and textbooks.
Effective: Fall 2025

Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
COMMST 100	ELEMENTS OF PUBLIC SPEAKING

Course Description: This course focuses on training in the application of the concepts, principles, and skills of effective public speaking. Concepts such as structure, adapting messages to culturally diverse audiences, research principles, and critical evaluation of evidence and arguments are explored, including theories of argumentation and rhetoric. Delivery, listening, and feedback skills are also discussed and practiced in a variety of presentations.

Equate: COMMST 100 at CHC.

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

Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
COMMST 100H	ELEMENTS OF PUBLIC SPEAKING - HONORS

Course Description: This course focuses on training in the application of the concepts, principles, and skills of effective public speaking. Concepts such as structure, adapting messages to culturally diverse audiences, research principles, and critical evaluation of evidence and arguments are explored, including theories of argumentation and rhetoric. Delivery, listening, and feedback skills are also discussed and practiced in a variety of presentations. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**

Equate: COMMST 100H at CHC.

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

Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
COMMST 140	SMALL GROUP COMMUNICATION

Course Description: This course explores discussion principles, communication skills, conflict management, participation practices, and leadership within small groups in a variety of contexts. Group formation, verbal and non-verbal communication, listening, and decision-making procedures are also examined, including Group

Equate: Decision Making and Leadership theories. Emphasis is on group participation, group discussion, and group projects/presentations.
Rationale: COMMST 140 at CHC.
Effective: Updating description, content, and assignments.
 Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 101	COLLEGE COMPOSITION

Corequisite: Students who require supplemental support to succeed in ENGL 101 may be required to take ENGL 086/ENGL 686 or ENGL 087/ENGL 687 depending on assessment.

Equate: ENGL 101 at CHC.
Rationale: Updating corequisite.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 122	JOURNALISM PRODUCTION: INTRODUCTION

Course Description: This course provides an introduction to gathering, synthesizing/organizing and writing news in journalistic style across multiple platforms resulting in the production of the campus student news magazine. Topics include the role of the journalist and related legal, ethical issues, social and cultural issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other campus events, writing under deadline, and use of AP Style.

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

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 123	JOURNALISM PRODUCTION: INTERMEDIATE

Course Description: This course provides further instruction on gathering, synthesizing/organizing and writing news in journalistic style across multiple platforms resulting in the production of the campus newspaper as well as development of editorial leadership skills. Topics include the role of the journalist and related legal, ethical, social and cultural issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other campus events, writing under deadline, and use of AP Style.

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

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 140	EXPLORING THE WORLD OF SCIENCE FICTION

Course Description: This course is a survey of science fiction genre from the late 19th Century to the present. Students read, analyze, and discuss major themes, genres (short story, novels, drama, and poetry), media (radio, film, tv, internet) written by diverse authors. Student explore the function of science fiction as a literary form that reflects human concern for solving or escaping problems in an increasingly technological culture and age.

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

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 151	FRESHMAN COMPOSITION AND LITERATURE

Course Title: College Composition and Literature
Equate: ENGL 152 at CHC.
Rationale: Updating title, outcomes, content, and assignments.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 151H	FRESHMAN COMPOSITION AND LITERATURE - HONORS

Course Title: College Composition and Literature - Honors
Equate: ENGL 152H at CHC.
Rationale: Updating title, outcomes, content, assignments, and textbooks.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 161	WOMEN WRITERS

Course Description: This course is a survey of poetry and prose written by diverse women writers that explores the social, cultural, historical and contemporary issues that impact women's lives.

Equate: ENGL 160 at CHC.

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

Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 260	AMERICAN LITERATURE TO MID 19TH CENTURY

Course Title: American Literature to 1865

Course Description: This survey course introduces students to the multi-cultural literary traditions of America, from Iroquois, Navajo and other nations' origin stories to conquest, colonial, revolutionary, slavery, abolitionist, and Civil War writings, up through 1865.

Equate: Course not offered at CHC.

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

Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 261	AMERICAN LITERATURE FROM 1865 TO PRESENT

Course Description: This course introduces students to American multicultural literary traditions from 1865 to the present, with an emphasis on the political and social contexts within which American literary movements emerged.

Equate: Course not offered at CHC.

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

Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 271	ENGLISH LITERATURE: 18TH CENTURY TO PRESENT

Course Title:	English Literature: Late 18th Century to Present
Course Description:	This course surveys diverse voices in English literature from the late 18th Century to the present, including coverage of all significant literary types, ranging from essay and personal narrative to poetry, the short story, the novel, and drama.
Equate:	ENGL 271 at CHC.
Rationale:	Updating title, description, outcomes, objectives, content, assignments, and materials.
Effective:	Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ENGL 271H	ENGLISH LITERATURE: 18TH CENTURY TO PRESENT-HONORS

Course Title:	English Literature: Late 18th Century to Present - Honors
Course Description:	This course surveys diverse voices in English literature from the late 18th Century to the present, including coverage of all significant literary types, ranging from essay and personal narrative to poetry, the short story, the novel, and drama. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.
Equate:	ENGL 271 at CHC.
Rationale:	Updating title, description, outcomes, objectives, content, assignments, and materials.
Effective:	Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLICE 002	BASIC LAW ENFORCEMENT ACADEMY

Units:	26
Lecture:	325 hours per semester
Laboratory:	444 hours per semester
Outside of Class Hours:	650 hours per semester
Equate:	Course not offered at CHC.
Rationale:	Updating units and hours.

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLIT 100	AMERICAN POLITICS

Advisory: ENGL 101 or ENGL 101H
Equate: POLIT 100 at CHC.
Rationale: Updating advisory and outcomes.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLIT 110	INTRODUCTION TO POLITICAL THEORY

Advisory: ENGL 101 or ENGL 101H
Equate: POLIT 110 at CHC.
Rationale: Updating advisory, outcomes, and materials.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLIT 110H	INTRODUCTION TO POLITICAL THEORY – HONORS

Advisory: ENGL 101 or ENGL 101H
Equate: POLIT 110 at CHC.
Rationale: Updating advisory, outcomes, and materials.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLIT 138	SERVICE LEARNING: STUDENT LEADERSHIP

Advisory: ENGL 101 or ENGL 101H
Equate: Course not offered at CHC.
Rationale: Updating advisory, outcomes, and materials.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLIT 138H	SERVICE LEARNING: STUDENT LEADERSHIP - HONORS

Advisory: ENGL 101 or ENGL 101H
Equate: Course not offered at CHC.
Rationale: Updating advisory, outcomes, and materials.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLIT 139	SERVICE LEARNING: COMMUNITY LEADERSHIP

Advisory: ENGL 101 or ENGL 101H
Equate: Course not offered at CHC.
Rationale: Updating advisory, outcomes, and materials.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLIT 139H	SERVICE LEARNING: COMMUNITY LEADERSHIP - HONORS

Advisory: ENGL 101 or ENGL 101H
Equate: Course not offered at CHC.
Rationale: Updating advisory, outcomes, and materials.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLIT 140	INTRODUCTION TO COMPARATIVE POLITICS

Advisory: ENGL 101 or ENGL 101H
Equate: Course not offered at CHC.
Rationale: Updating advisory, outcomes, and materials.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLIT 141	INTRODUCTION TO WORLD POLITICS

Advisory: ENGL 101 or ENGL 101H
Equate: POLIT 106 at CHC.
Rationale: Updating advisory, outcomes, and materials.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
POLIT 141H	INTRODUCTION TO WORLD POLITICS - HONORS

Advisory: ENGL 101 or ENGL 101H
Equate: POLIT 106 at CHC.
Rationale: Updating advisory, outcomes, and materials.
Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
PSYTCH 084	INTRODUCTION TO PSYCHIATRIC TECHNOLOGY

Units: 19
Lecture: 200 – 225 contact hours per semester
Laboratory: 312 – 351 contact hours per semester
Outside of Class Hours: 400 - 450 hours per semester
Equate: Course not offered at CHC.
Rationale: Updating units, hours, and outcomes.
Effective: Spring 2025

COURSE MODIFICATION

Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
PSYTCH 085	PSYCHIATRIC TECHNOLOGY: NURSING SCIENCE

Lecture: 120 – 135 contact hours per semester
Laboratory: 216 – 243 contact hours per semester
Outside of Class Hours: 240 - 270 hours per semester
Equate: Course not offered at CHC.
Rationale: Updating hours and outcomes.
Effective: Spring 2025

COURSE MODIFICATION

Changes to the 2024-2025 College Catalog

COURSE ID	COURSE TITLE
PSYTCH 086	INTRODUCTION TO PSYCHIATRIC TECHNOLOGY: BEHAVIORAL SCIENCE

Units: 19
Lecture: 200 – 225 contact hours per semester
Laboratory: 312 – 351 contact hours per semester
Outside of Class Hours: 400 - 450 hours per semester
Equate: Course not offered at CHC.
Rationale: Updating units, hours, and outcomes.
Effective: Spring 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
RELIG 175	THE LITERATURE AND RELIGION OF THE BIBLE

Course Description: This course covers The English Bible as literature and as religion including an examination of the types of literature found in the Bible, the historical and religious context in which the literature was developed and an extensive reading of the two testaments. This course is also offered as ENGL 175.
Equate: RELIG 175 at CHC.
Rationale: Updating description, outcomes, content, assignments, and materials.
Effective: Fall 2025

COURSE DELETION

POLICE 004

Rationale: Courses are no longer offered.
Effective: Fall 2023

DISTANCE EDUCATION

ARCH 107	AUTO 650	AUTO 652	AUTO 675	AUTO 684
AUTO 690	CIT 013	CIT 031	CIT 045	CIT 048
CIT 050	CIT 051	CIT 090	CIT 093	CIT 098
CIT 100	CIT 601	CIT 602	CIT 603	CIT 604
CIT 605	COMMST 111	COMMST 111H	COMMST 136	CS 104
CS 160	ELEC 218C	ELEC 219C	ENGL 101	ENGL 122
ENGL 123	ENGL 125	ENGL 140	ENGL 141	ENGL 153
ENGL 175	ENGL 260	ENGL 260H	ENGL 271	ENGL 271H
FTVM 602	LPPS 110	MATH 650	POLICE 601	POLIT 100
POLIT 110	POLIT 110H	POLIT 138	POLIT 138H	POLIT 139
POLIT 139H	POLIT 140	POLIT 141	POLIT 141H	POLIT 150
POLIT 170	POLIT 173	PSYTCH 084	PSYTCH 085	PSYTCH 086
RELIG 175	SPAN 101H	SPAN 109	SPAN 110	WST 088

Rationale: Distance Education Delivery

One of the planning themes and goals of San Bernardino Valley College (SBVC) is student access. The faculty and curriculum committee have worked to examine course delivery and make curricular adjustments to meet the necessary demand for distance education. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.

Effective: Fall 2024 and Fall 2025

NEW CERTIFICATE
Journalism - Certificate of Achievement

Embark on a transformative journey into the realm of journalism with our specialized Certificate in Journalism, focusing on writing, video creation, and documentary production. This immersive program offers aspiring journalists a unique opportunity to develop a comprehensive skill set tailored to the demands of modern media. Through a carefully crafted curriculum, students will delve into the art of storytelling through the written word, mastering the fundamentals of journalistic writing techniques, narrative structure, and style. Additionally, students will explore the captivating realm of documentary filmmaking, gaining hands-on experience in research, interviewing, and production to create powerful and impactful documentaries. This certificate program provides a dynamic and supportive learning environment where creativity thrives and innovation flourishes. Whether you're aspiring to launch a career in journalism, enhance your existing skill set, or pursue a passion project, this certificate will equip you with the tools and knowledge needed to excel in today's diverse and dynamic media landscape. Join us and unleash your potential as a storyteller and media innovator.

REQUIRED COURSES:

ENGL 122	Journalism Production: Introduction	3.0
ENGL 123	Journalism Production: Intermediate	3.0
FTVM 114	Editing I	3.0
FTVM 133	Broadcast News	3.0
FTVM 198	Media Practicum	3.0
COMMST 136	Introduction to Public Relations	3.0
		Total: 18.0

This is a Gainful Employment Program

Effective: Fall 2025

NEW CERTIFICATE
Sustainable Design - Certificate of Achievement

The Sustainable Design Certificate is an innovative program that integrates principles of sustainability with practical design applications, Geographic Information Systems (GIS), and interdisciplinary knowledge from geography and environmental studies. This program is designed for students seeking to make a tangible impact on the built and natural environments through sustainable design practices.

REQUIRED COURSES:

ARCH 106	Sustainability in the Built Environment	3.0
ARCH 112	Design Studio I	4.0
ARCH 113	Design Studio II	4.0
GEOG 102	Cultural Geography OR	3.0
ENVSCI 100	Introduction to Environmental Science	3.0
GEOG 114	Weather and Climate	4.0
		Total: 18.0

This is a Gainful Employment Program**Effective:** Fall 2025**NEW CERTIFICATE****Urban Planning - Certificate of Achievement**

The Urban Planning Certificate is designed to equip students with the knowledge and skills necessary to confront the pressing challenges of today's urbanized world. This program addresses the growing demand for skilled urban planners who can navigate complex issues such as climate change, urban sprawl, and social inequities. Our curriculum merges theoretical insights with practical application, and focuses on sustainable, eco-friendly, and people-centered urban planning and design principles.

REQUIRED COURSES:

ARCH 104	The Built Environment: Culture, Profession, and Urbanization	3.0
ARCH 105	Design Theories, Methods, and Visualizations	3.0
ARCH 106	Sustainability in the Built Environment	3.0
ARCH 107	Urban Planning: Shaping Communities through Design	3.0
GEOG 130	Introduction to Geographic Information Systems (GIS) OR	3.0
GIS 130	Introduction to Geographic Information Systems (GIS)	3.0
GIS 135	Spatial Analysis with GIS	3.0
		Total: 18.0

This is a Gainful Employment Program**Effective:** Fall 2025**CERTIFICATE MODIFICATION****Basic Peace Officer - Certificate of Achievement**

The Basic Peace Officer certificate is designed for state certified entry-level positions in law enforcement agencies. Successful completion of this program and subsequent completion of the hiring agencies probationary period in a Peace Officers' Standards and Training (POST) certified agency qualifies the student for a California POST certificate. This program meets Penal Code §832 requirement of training as a peace officer in the state of California.

This program is offered in two formats: The Intensive Format (approximately 24 weeks) and the Extended Format (approximately 50 weeks). Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:

POLICE 002	Basic Law Enforcement Academy	26.0
POLICE 100	Criminal Law	3.0
POLICE 101	Procedure and Evidence	3.0
POLICE 102	Community Policing	3.0
POLICE 103	Introduction to Criminal Investigation	3.0

RECOMMENDED COURSE:

POLICE 001	Police Academy Preparation	1.5
		Total: 38.0

This is a Gainful Employment Program

Rationale: Updating POLICE 002 units.
Effective: Fall 2025

CERTIFICATE MODIFICATION

Digital Marketing - Certificate of Achievement

Our Digital Marketing Certificate program offers comprehensive training in the ever-evolving landscape of digital marketing, equipping participants with the essential skills and knowledge needed to excel in today's competitive online marketplace. Through a blend of theoretical insights and hands-on practical exercises, students delve into topics ranging from social media marketing and search engine optimization to content strategy and data analytics. Led by industry experts, this program provides a deep understanding of digital marketing tools and techniques, empowering participants to develop effective marketing strategies, drive online engagement, and achieve measurable results for businesses of all sizes. Whether you're a marketing professional seeking to enhance your skills or an aspiring digital marketer aiming to break into the field, our certificate program offers the perfect pathway to success in the dynamic world of digital marketing.

REQUIRED COURSES:

FTVM 198	Media Practicum	3.0
FTVM 110	Audio Performance	3.0
FTVM 114	Editing I	3.0
ART 161	Digital Photography	3.0
COMMST 136	Introduction to Public Relations	3.0
FTVM 132	Video Production	3.0
		Total: 18.0

This is a Gainful Employment Program

Rationale:	Formerly the Social Media Studio Production Certificate. Updating title, description, courses, units, and outcomes.
Effective:	Fall 2025

CERTIFICATE MODIFICATION

Psychiatric Technology - Certificate of Achievement

This certificate is designed to prepare students for employment as a Psychiatric Technician, providing care and participating in the treatment of mentally and developmentally disabled clients. Learning activities are conducted on the college campus and a variety of community agencies.

The curriculum prepares students to take the California Psychiatric Technician license examination. The Psychiatric Technology program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians.

Students must complete program prerequisites, apply and be accepted into the Psychiatric Technology program. To enroll in the program, students must pass a background check and meet health requirements. The California Board of Vocational Nursing and Psychiatric Technicians may deny a license based on any conviction or action substantially related to Psychiatric Technician practice.

GENERAL EDUCATION REQUIREMENTS:

BIOLOGY (4-8 UNITS)

BIOL 155	Introductory Anatomy and Physiology OR	4.0
BIOL 250	Human Anatomy and Physiology I AND	4.0
BIOL 251	Human Anatomy and Physiology II OR	4.0
BIOL 260	Human Anatomy AND	4.0
BIOL 261	Human Physiology	4.0

PSYCHOLOGY (3 UNITS)

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

REQUIRED COURSES (46 UNITS):

PSYTCH 084	Introduction to Psychiatric Technology	19.0
PSYTCH 085	Psychiatric Technology: Nursing Science	12.0
PSYTCH 086	Introduction to Psychiatric Technology: Behavioral Science	19.0
Total:		57.0-61.0

Rationale: Removing English and Math requirements and updating units.
Effective: Spring 2025

CERTIFICATE MODIFICATION**Social Media Production - Certificate of Achievement**

Our Social Media Production Certificate program is designed to provide students with comprehensive training in the creation of engaging and visually compelling content for various social media platforms. Through a combination of Film, Television, Media Classes such as video production, editing, and Art classes such as graphic design and typography classes, participants will develop the skills necessary to craft impactful multimedia content that captivates audiences and drives engagement. From conceptualization to execution, students will learn the fundamentals of storytelling, cinematography, and graphic design techniques, empowering them to produce professional-quality content tailored to the unique demands of social media. Whether you're an aspiring content creator looking to launch a career in digital media or a marketing professional seeking to enhance your social media presence, our certificate program offers the perfect blend of theory and hands-on experience to succeed in the fast-paced world of social media production.

REQUIRED COURSES:

FTVM 198	Media Practicum	3.0
ART 144	Typography and Visual Communication	3.0
ART 148	Fundamental Graphic Design Principles and Digital Practices	3.0
FTVM 213	Radio and Podcast Operations	3.0
FTVM 215	Editing II	3.0
Total:		15.0

Rationale: Updating title, description, courses, units, and outcomes.
Effective: Fall 2025

NEW DEGREE**Journalism Associate in Arts - Transfer Degree, AA-T**

Immerse yourself in the dynamic world of journalism with our comprehensive Associate of Arts for transfer degree in Journalism. Designed to equip students with the essential skills and knowledge needed to excel in today's rapidly evolving media landscape, this program offers a rigorous blend of theoretical study and practical experience. This program will guide you through courses covering multimedia storytelling, investigative reporting, ethics and public relations, digital media production, and more. You'll have the opportunity to hone your craft through hands-on projects, internships with KVCR Radio and Television, and engagement with cutting-edge technologies. Whether your passion lies in print, broadcast, online journalism, or emerging media platforms, our Journalism degree program will empower you to become a versatile, ethical, and impactful storyteller prepared to thrive in a variety of media environments. Join us and embark on a journey to shape the future of journalism.

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 Journalism AA-T degree, students must meet the following requirements:

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

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

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

REQUIRED COURSES: (9 units)

COMMST 135	Mass Media and Society	3.0
FTVM 198	Media Practicum	3.0
ENGL 122	Journalism Production: Introduction	3.0

LIST A - Select one course from the following: (3 units)

FTVM 133	Broadcast News	3.0
COMMST 136	Introduction to Public Relations	3.0
ENGL 123	Journalism Production: Intermediate	3.0

LIST B - Select two courses from the following: (6 units)

ART 161	Digital Photography	3.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
ECON 208	Business and Economic Statistics OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0
ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors OR	3.0
ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
POLIT 100	American Politics OR	3.0
POLIT 100H	American Politics – Honors	3.0
POLIT 140	Introduction to Comparative Politics	3.0
ENGL 102	Intermediate Composition and Critical Thinking OR	4.0
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	4.0
PHIL 103	Introduction to Logic: Argument and Evidence	3.0
COMMST 125	Critical Thinking Through Argumentation and Debate	3.0
ART 148	Fundamental Graphic Design Principles and Digital Practices	3.0
FTVM 120	Writing for Streaming and Broadcast OR	3.0
FTVM 121	Writing for Cinema	3.0
PHIL 102	Critical Thinking and Writing	3.0
FTVM 101	Introduction to Electronic Media	3.0

Major Total: 18-20

Total Units That May Be Double Counted: 15

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

Elective (CSU Transferable) Units: 16-20

Total: 60.0

Effective:

Fall 2025

NEW DEGREE

Law, Public Policy, and Society Associate in Arts - Transfer Degree, AA-T

The Law, Public Policy, and Society degree is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in American Studies, Communications, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, Political Science, Social and Behavioral Sciences or a similar major. Upon completion of this degree, students will have a strong academic foundation in the field and be prepared for upper division baccalaureate study. Students who have completed the Law, Public Policy, and Society transfer degree will have satisfied the lower division requirements for transfer into American Studies, Communications, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, Political Science, Social and Behavioral Sciences or similar major for many campuses in the California State University system.

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 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 (CSU-GE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

Students planning to transfer to a four-year institution and major in Law, Public Policy, and Society should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED COURSES: (24 units)

LPPS 110	Introduction to Law and Society OR	3.0
ADJUS 101	Introduction to Administration of Justice OR	3.0
ADJUS 102	Principles and Procedures of the Justice System OR	3.0
ADJUS 103	Concepts of Criminal Law OR	3.0
BUSAD 210	Business Law	3.0
PHIL 105	Introduction to Ethics	3.0
COMMST 100	Elements of Public Speaking OR	3.0
COMMST 100H	Elements of Public Speaking – Honors OR	3.0
COMMST 125	Critical Thinking Through Argumentation and Debate OR	3.0
COMMST 140	Small Group Communication	3.0
ENGL 101	College Composition OR	4.0
ENGL 101H	College Composition – Honors	4.0
COMMST 125	Critical Thinking Through Argumentation and Debate OR	3.0
ENGL 102	Intermediate Composition and Critical Thinking OR	4.0
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences OR	4.0
ECON 208	Business and Economic Statistics	4.0
HIST 100	United States History to 1877 OR	3.0
HIST 100H	United States History to 1877 – Honors OR	3.0
HIST 101	United States History: 1865 to Present OR	3.0

HIST 101H	United States History: 1865 to Present – Honors	3.0
POLIT 100	American Politics OR	3.0
POLIT 100H	American Politics – Honors	3.0

List A - Two courses from two of the areas listed below.

Note: courses must not have been used above.

Area 1: Administration of Justice

ADJUS 101	Introduction to Administration of Justice OR	3.0
ADJUS 102	Principles and Procedures of the Justice System OR	3.0
ADJUS 103	Concepts of Criminal Law OR	3.0
ADJUS 104	Legal Aspects of Evidence OR	3.0
ADJUS 105	Community Relations OR	3.0
ADJUS 108	Juvenile Procedures OR	3.0
ADJUS 151	Introduction to Corrections OR	3.0
SOC 135	Introduction to Crime	3.0

Area 2: Business

BUSAD 210	Business Law	3.0
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Area 3: Economics

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

Area 4: Political Science

POLIT 110	Introduction to Political Theory OR	3.0
POLIT 110H	Introduction to Political Theory – Honors OR	3.0
POLIT 140	Introduction to Comparative Politics OR	3.0
POLIT 141	Introduction to World Politics OR	3.0
POLIT 141H	Introduction to World Politics – Honors	3.0

Area 5: Public Policy

GLST 101	Introduction to Global Studies OR	3.0
GLST 102	Global Issues OR	3.0
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History OR	3.0
HUMSV 130	Introduction to Addiction Studies: Drugs, Health, and Society OR	3.0
SOC 110	Social Problems OR	3.0
SOC 110H	Social Problems – Honors OR	3.0
SOC 120	Health and Social Justice	3.0
POLIT 150	Introduction to Public Policy	3.0

Area 6: Diversity

ANTHRO 102	Cultural Anthropology OR	3.0
ANTHRO 102H	Cultural Anthropology – Honors OR	3.0
COMMST 174	Intercultural Communication OR	3.0
GEOG 120	World Regional Geography OR	3.0
SOC 145	Sociology of Gender OR	3.0
SOC 141	Race and Ethnic Relations OR	3.0
SOC 141H	Race and Ethnic Relations – Honors OR	3.0
ETHS 141	Race and Ethnic Relations OR	3.0
ETHS 141H	Race and Ethnic Relations – Honors	3.0

Area 7: College Success

SDEV 102	Pathways for College and Life Success	3.0
SDEV 103	Career Exploration and Life Planning	3.0
SDEV 103H	Career Exploration and Life Planning-Honors	3.0

Major Total Units: 32-33

Total Units that may be Double Counted: 24-30

General Education (CSU-GE or IGETC) Units: 37-39
 Elective (CSU Transferable) Units: 14-19

Total: 60.0

Effective: Fall 2025

DEGREE MODIFICATION

Chemistry - A.S. Degree

The Associate of Science degree in Chemistry is designed to provide students with a strong foundation in the fundamental principles of chemistry, including organic and inorganic chemistry, and biochemistry. This degree prepares students for a variety of career paths in fields such as pharmaceuticals, materials science, environmental science, and chemical engineering. Additionally, this degree is intended to provide students with the necessary knowledge and skills to transfer to a four-year university to pursue a Bachelor's degree in Chemistry or a related field. Upon transfer to a four-year institution, students may choose to specialize in one particular aspect of chemistry, such as Environmental Chemistry, Organic Chemistry, Atmospheric Chemistry, or Physical Chemistry.

To graduate with the A.S degree in chemistry, students must complete the following required courses plus the general breadth requirements for the Associate's Degree (minimum total = 60 units). Students planning to transfer to a four-year institution and major in Chemistry should consult with a STEM counselor or general counselor regarding the transfer process and lower division requirements. Completion of IGETC-CSU for STEM is required in addition to the major requirements.

REQUIRED COURSES:

CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0
CHEM 212	Organic Chemistry I	5.0
CHEM 213	Organic Chemistry II	5.0
MATH 250	Single Variable Calculus I	4.0
MATH 251	Single Variable Calculus II	4.0

RECOMMENDED COURSES:

CHEM 205	Quantitative Chemical Analysis	5.0
PHYSIC 202	Physics I OR	4.0
PHYSIC 151	General Physics for the Life Sciences I	4.0
PHYSIC 203	Physics II OR	4.0
PHYSIC 152	General Physics for the Life Sciences II	4.0

Total: 28.0

Rationale: Updating description and outcomes.
Effective: Fall 2025

DEGREE MODIFICATION

Chemistry Associate in Science - Transfer Degree, AS-T

The Associate in Science for Transfer (AS-T) in Chemistry is intended for students who plan to transfer and complete a Bachelor's degree in Chemistry, or a similar major at a CSU campus. It serves the diverse needs of students who wish to obtain a broad and in-depth understanding of the field. The Chemistry Department offers comprehensive and integrative studies in each of the introductory courses in Chemistry. This AS-T in Chemistry is designed to prepare students who wish to pursue a Bachelor's Degree from a four-year institution. At the four-year institution, students may choose to specialize in one particular aspect of chemistry, such as Environmental Chemistry, Organic Chemistry, Atmospheric Chemistry, or Physical Chemistry. The objective of this degree is to delineate a successful career path for community college students entering the Chemistry program and to provide opportunities to explore the Chemistry major.

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 this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

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

- Completion of the following major requirements with grades of "C" (or "P") or better;
- Completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC-CSU) for STEM which requires a minimum of 31-33 units.

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

Students planning to transfer to a four-year institution and major in Chemistry should consult with a STEM counselor or general counselor regarding the transfer process and lower division requirements. Completion of IGETC-CSU for STEM is required in addition to the major requirements.

REQUIRED COURSES: (36 Units)

CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0
CHEM 212	Organic Chemistry I	5.0
CHEM 213	Organic Chemistry II	5.0
PHYSIC 202	Physics I	4.0
PHYSIC 203	Physics II	4.0
MATH 250	Single Variable Calculus I	4.0
MATH 251	Single Variable Calculus II	4.0

Major Total: 36

Total units that may be double counted: 7

General Education (IGETC for STEM) Units: 31-33

Elective (CSU Transferable) Units: 0

Total: 60.0

Rationale: Updating description and outcomes.
Effective: Fall 2025

DEGREE MODIFICATION

Flight Operations and Management - A.S. Degree

To graduate with a specialization in Flight Operations and Management students must complete the following requirements with a grade of C or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units). This degree is for students who are interested in a career as a commercial pilot either in general aviation, the airlines, or in the area of aviation management.

REQUIRED COURSES:

AERO 021	Aviation Fundamentals	3.0
AERO 022	Private Pilot Ground School	6.0
AERO 024	Aircraft Powerplants	3.0
AERO 025	Flight Safety	2.0
AERO 026	Airframe Structures	3.0
AERO 027	Airport Certification and Operations	2.0
AERO 034	Civil Aviation Management and Laws	3.0
AERO 040	Instrument Ground School	4.0
AERO 046	Aviation Weather	3.0

RECOMMENDED COURSES:

AERO 022L	Private Pilot Flight Lab	1.0
AERO 041L	Instrument Pilot Flight Lab	1.0
AERO 070	Introduction to Air Traffic Control (ATC)	3.0
AERO 071	Civil Aircraft Recognition and Performance	2.0
		Total: 29.0

Rationale: Adding recommended courses.

Effective: Fall 2024

DEGREE MODIFICATION

Liberal Arts - Biological & Physical Sciences - A.A. Degree

Division: Student Services

Department: Student Development

Catalog Description

The Associate Degree in Liberal Arts is designed for students who wish to pursue a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". An area of emphasis is ideal for students planning to transfer to the California State University (CSU) or University of California (UC). Students can satisfy required general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Students are advised to consult with a counselor for specific information regarding choice of major and transfer university. Students may obtain an Associate of Arts Degree in Liberal Arts by completing a minimum of 60 semester units as outlined below.

It is recommended that students complete either the IGETC or the CSU-GE for the general education pattern related to their educational goal. Students are also strongly advised to consult with a counselor relative to required courses for the selected option.

Students must complete 18 units in one of the "Area of Emphasis" degrees listed below. A minimum of two courses from one discipline is required.

Courses that include a symbol X in the number, such as MUS 141X2, indicate the course may be taken two times for credit. Students may apply each course with a symbol X only one time towards graduation requirements.

Biological and Physical Sciences

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of world civilization.

Students must choose a minimum of 18 units, two courses from one discipline required.

REQUIRED COURSES:

Anthropology (ANTHRO)

ANTHRO 106 Biological Anthropology OR	3.0
ANTHRO 106H Biological Anthropology – Honors	3.0
ANTHRO 106L Biological Anthropology Laboratory	1.0

Astronomy (ASTRON)

ASTRON 120 Introduction to Astronomy	3.0
ASTRON 125 Astronomy Laboratory	1.0

Biology (BIOL)

BIOL 100 General Biology	4.0
BIOL 104 Human Ecology	3.0
BIOL 141 Genetics	3.0
BIOL 155 Introductory Anatomy and Physiology	4.0
BIOL 205 Cell and Molecular Biology	4.0
BIOL 206 Organismal Biology	4.0
BIOL 207 Evolutionary Ecology	4.0
BIOL 250 Human Anatomy and Physiology I	4.0
BIOL 251 Human Anatomy and Physiology II	4.0
BIOL 260 Human Anatomy	4.0
BIOL 261 Human Physiology	4.0
BIOL 270 Microbiology	5.0

Chemistry (CHEM)

CHEM 101 Introductory Chemistry	4.0
CHEM 104 Introduction to Organic Chemistry and Biochemistry	4.0
CHEM 105 Introduction to General, Organic and Biochemistry	5.0
CHEM 150 General Chemistry I	5.0
CHEM 151 General Chemistry II	5.0
CHEM 212 Organic Chemistry I	5.0
CHEM 213 Organic Chemistry II	5.0

Economics (ECON)

ECON 208 Business and Economic Statistics	4.0
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Environmental Science (ENVSCI)

ENVSCI 100 Introduction to Environmental Science	3.0
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Geography (GEOG)

GEOG 110 Physical Geography	3.0
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GEOG 111 Physical Geography Laboratory OR	1.0
GEOG 111H Physical Geography Laboratory – Honors	1.0
GEOG 114 Weather and Climate	4.0

Geology (GEOL)

GEOL 101 Introduction to Physical Geology	3.0
GEOL 111 Introduction to Physical Geology Laboratory	1.0
GEOL 112 Historical Geology	4.0
GEOL 122 Environmental Geology	3.0

GEOL 140	Earth Science	3.0
GEOL 141	Earth Science Laboratory	1.0
GEOL 250	Geology of California	3.0
GEOL 251	Geology of the National Parks and Monuments	3.0

Mathematics (MATH)

MATH 102	College Algebra	4.0
MATH 103	Plane Trigonometry	4.0
MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors	4.0
MATH 115	Ideas of Mathematics	3.0
MATH 141	Business Calculus	4.0
MATH 151	Precalculus	4.0
MATH 180	Introduction to Data Science	4.0
MATH 250	Single Variable Calculus I	4.0
MATH 251	Single Variable Calculus II	4.0
MATH 252	Multivariable Calculus	5.0
MATH 265	Linear Algebra	4.0
MATH 266	Ordinary Differential Equations	4.0

Oceanography (OCEAN)

OCEAN 101	Elements of Oceanography	3.0
OCEAN 111	Elements of Oceanography Laboratory	1.0

Physics (PHYSIC)

PHYSIC 101	Introductory Physics	4.0
PHYSIC 151	General Physics for the Life Sciences I	4.0
PHYSIC 152	General Physics for the Life Sciences II	4.0
PHYSIC 202	Physics I	4.0
PHYSIC 203	Physics II	4.0
PHYSIC 204	Physics III	4.0

Psychology (PSYCH)

PSYCH 105	Statistics for the Behavioral Sciences	4.0
PSYCH 141	Introduction to Biological Psychology ¹	3.0

¹Completed Fall 2009 or later.

Total: 18.0

Rationale: Annual updates.
Effective: Fall 2024

DEGREE MODIFICATION

Liberal Arts - Humanities & Fine Arts - A.A. Degree

The Associate Degree in Liberal Arts is designed for students who wish to pursue a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". An area of emphasis is ideal for students planning to transfer to the California State University (CSU) or University of California (UC). Students can satisfy required general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Students are advised to consult with a counselor for specific information regarding choice of major and transfer university. Students may obtain an Associate of Arts Degree in Liberal Arts by completing a minimum of 60 semester units as outlined below.

It is recommended that students complete either the IGETC or the CSU-GE for the general education pattern related to their educational goal. Students are also strongly advised to consult with a counselor relative to required courses for the selected option.

Students must complete 18 units in one of the "Area of Emphasis" degrees listed below. A minimum of two courses from one discipline is required.

Courses that include a symbol X in the number, such as MUS 141X2, indicate the course may be taken two times for credit. Students may apply each course with a symbol X only one time towards graduation requirements.

Humanities and Fine Arts

These courses emphasize the study of cultural, literary, humanistic activities, and artistic expressions of human beings. Students will evaluate and interpret the ways in which people throughout the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students must also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Students must complete a minimum of 18 units, two courses from one discipline required.

REQUIRED COURSES:

American Sign Language (ASL)

ASL 109	American Sign Language I	4.0
ASL 110	American Sign Language II	4.0
ASL 111	American Sign Language III	4.0
ASL 112	American Sign Language IV	4.0
ASL 120	Introduction to Deaf Studies	3.0

Anthropology (ANTHRO)

ANTHRO 108	Introduction to Native American Studies	3.0
ANTHRO 109	Visual Culture and Art	3.0
ANTHRO 111	The Anthropology of Magic, Witchcraft, and Religion OR	3.0
ANTHRO 111H	The Anthropology of Magic, Witchcraft, and Religion – Honors	3.0

Arabic (ARAB)

ARAB 101	College Arabic I	5.0
ARAB 102	College Arabic II	5.0

Architecture (ARCH)

ARCH 145	History of Architecture: Early Design through Gothic OR	3.0
ARCH 145H	History of Architecture: Early Design through Gothic – Honors	3.0
ARCH 146	History of Architecture: Renaissance through Modern OR	3.0
ARCH 146H	Architecture History: Renaissance to Modern – Honors	3.0

Art (ART)

ART 100	Art History: The Stone Age to the Middle Ages	3.0
ART 102	Art History: Renaissance to Present OR	3.0
ART 102H	Art History: Renaissance to Present – Honors	3.0
ART 103	Art Appreciation	3.0
ART 105	History of Modern Art	3.0
ART 107	Art History: Africa, Oceania and the Americas	3.0
ART 108	Art of Mexico and Mesoamerica	3.0
ART 120	Two-Dimensional Design	3.0
ART 121	Three-Dimensional Design	3.0
ART 124A	Beginning Drawing	3.0
ART 126A	Beginning Painting	3.0
ART 132A	Beginning Life Drawing	3.0
ART 145	Introduction to Digital Applications for Graphic Design	3.0
ART 148	Fundamental Graphic Design Principles and Digital Practices	3.0
ART 161	Digital Photography	3.0
ART 175A	Beginning Sculpture	3.0
ART 212A	Beginning Ceramics	3.0

ART 240A	Beginning Glassblowing	3.0
ART 270A	Beginning Design in Glass	3.0
ART 280	Beginning 3D Digital Animation and Visualization	3.0
<i>Chinese (CHIN)</i>		
CHIN 101	College Mandarin Chinese I	5.0
CHIN 102	College Mandarin Chinese II	5.0
<i>Dance (DANCE)</i>		
DANCE 100	Dance History and Appreciation	3.0
<i>English (ENGL)</i>		
ENGL 151	Freshman Composition and Literature OR	3.0
ENGL 151H	Freshman Composition and Literature-Honors	3.0
ENGL 153	Literature and Film	3.0
ENGL 161	Women Writers	3.0
ENGL 163	Chicana/o Literature	3.0
ENGL 165	African-American Literature	3.0
ENGL 175	The Literature and Religion of the Bible	3.0
ENGL 232	Creative Writing	3.0
ENGL 260	American Literature to Mid 19th Century	3.0
ENGL 261	American Literature from 1865 to Present	3.0
ENGL 270	English Literature: Middle Ages to 18th Century OR	3.0
ENGL 270H	English Literature: Middle Ages to 18th Century-Honors	3.0
ENGL 271	English Literature: 18th Century to Present OR	3.0
ENGL 271H	English Literature: 18th Century to Present-Honors	3.0
<i>Film, Television, and Media (FTVM)</i>		
FTVM 102	Introduction to Film and Media Aesthetics	3.0
FTVM 103	Ethnicity and Identity in Media	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
FTVM 131	Cinematography	3.0
<i>French (FRENCH)</i>		
FRENCH 101	College French I	5.0
FRENCH 102	College French II	5.0
<i>History (HIST)</i>		
HIST 100	United States History to 1877 OR	3.0
HIST 100H	United States History to 1877 – Honors	3.0
HIST 101	United States History: 1865 to Present OR	3.0
HIST 101H	United States History: 1865 to Present – Honors	3.0
HIST 107	Native American Experiences in U.S. History OR	3.0
HIST 107H	Native American Experiences in U.S. History – Honors	3.0
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History	3.0
HIST 138	The African American Experience in U.S. History to 1877	3.0
HIST 139	The African American Experience in U.S. History from 1877	3.0
HIST 140	Chicano Experiences in U.S. History OR	3.0
HIST 140H	Chicano Experiences in U.S. History – Honors	3.0
HIST 142	Experiences of Asian Americans in U.S. History	3.0
HIST 145	History of California OR	3.0
HIST 145H	History of California – Honors	3.0
HIST 150	Introduction to Latin American History	3.0
HIST 170	World History to 1500	3.0
HIST 171	World History Since 1500	3.0
HIST 176	Comparative History of Genocide and War Crimes	3.0
HIST 185	Women in United States History	3.0
<i>Music (MUS)</i>		

MUS 100	Music Appreciation OR	3.0
MUS 100H	Music Appreciation – Honors	3.0
MUS 101	Music Theory I: Fundamentals	3.0
MUS 101L	Musicianship I	1.0
MUS 102	Music Theory II: Scales and Modes	3.0
MUS 102L	Musicianship II	1.0
MUS 104	History of Rock and Roll	3.0
MUS 105	American Popular Music	3.0
MUS 106	History of Jazz	3.0
MUS 107	Music Cultures of the World	3.0
MUS 108	History of Hip Hop Music	3.0
MUS 117A	Elementary Acoustic Guitar	1.0
MUS 121	Music History and Literature-Middle Ages through Baroque OR	3.0
MUS 121H	Music History and Literature - Middle Ages through Baroque – Honors	3.0
MUS 122	Music History and Literature - Classic through Contemporary OR	3.0
MUS 122H	Music History and Literature - Classic through Contemporary – Honors	3.0
MUS 123	Electronic Music I	3.0
MUS 124	Electronic Music II	3.0
MUS 130	Elementary Voice	3.0
MUS 131	Intermediate Voice	3.0
MUS 133	Elementary Piano	1.0
MUS 134	Intermediate Piano	1.0
MUS 135	Advanced Piano	1.0
MUS 141X2	Applied Music I	0.5
MUS 150X4	Mixed Chorus	1.0
MUS 152X4	Chamber Singers	1.0
MUS 153x4	Chamber Chorale	1.0
MUS 154X4	College Singers	1.0
MUS 156X4	Concert Choir	1.0
MUS 158X4	Gospel Choir	1.0
MUS 159x4	Theatrical Music Workshop	1.0
MUS 162x4	Wind Ensemble	1.0
MUS 166x4	Concert Band	1.0
MUS 170x2	Jazz Improvisation and Theory I	1.0
MUS 171x2	Jazz Improvisation and Theory II	1.0
MUS 180x4	Instrumental Chamber Music	1.0
MUS 201	Music Theory III: Basic Harmony	3.0
MUS 202	Music Theory IV: Harmony	3.0
MUS 201L	Musicianship III	1.0
MUS 202L	Musicianship IV	1.0
MUS 210	Conducting	3.0
MUS 241x2	Applied Music II	0.5
Philosophy (PHIL)		
PHIL 101	Introduction to Philosophy OR	3.0
PHIL 101H	Introduction to Philosophy – Honors	3.0
PHIL 105	Introduction to Ethics	3.0
PHIL 109	Philosophy of Religion	3.0
PHIL 112	Philosophy in Literature	3.0
PHIL 180	Death and Dying	3.0
Religious Studies (RELIG)		
RELIG 100	Introduction to Religious Studies OR	3.0
RELIG 100H	Introduction to Religious Studies-Honors	3.0

RELIG 101	Introduction to World Religions	3.0
RELIG 115	Magic, Witchcraft, Cults and New Religious Movements	3.0
RELIG 135	Religion in America	3.0
RELIG 150	Introduction to Mythology	3.0
RELIG 175	The Literature and Religion of the Bible	3.0
RELIG 176	Jesus and His Interpreters	3.0
RELIG 180	Death and Dying	3.0
Spanish (SPAN)		
SPAN 101	College Spanish I OR	5.0
SPAN 101H	College Spanish I – Honors	5.0
SPAN 102	College Spanish II OR	5.0
SPAN 102H	College Spanish II – Honors	5.0
SPAN 103	College Spanish III OR	4.0
SPAN 103H	College Spanish III – Honors	4.0
SPAN 104	College Spanish IV	4.0
SPAN 157	Spanish for Heritage Speakers I	4.0
SPAN 158	Spanish for Heritage Speakers II	4.0
Theatre Arts (THART)		
THART 100	Introduction to the Theatre	3.0
THART 105	Script Analysis	3.0
THART 110	Voice and Diction for Actors	3.0
THART 114x4	Rehearsal and Performance	4.0
THART 120	Acting Fundamentals I	3.0
THART 121	Acting Fundamentals II	3.0
THART 131	Sound for Stage and Screen	3.0
THART 132	Lighting Design Fundamentals	3.0
THART 135	Directing Fundamentals	3.0
THART 136	Introduction to Theatre Design	3.0
THART 139	Fundamentals of Costume Design	3.0
THART 147	Theatre Movement	3.0
THART 160x4	Technical Theatre in Production	3.0
THART 165	Stage Makeup	3.0
THART 166	Improvisational Acting	3.0
		Total: 18.0

Rationale: Annual updates.
Effective: Fall 2024

DEGREE MODIFICATION

Liberal Arts - Social & Behavioral Science - A.A. Degree

The Associate Degree in Liberal Arts is designed for students who wish to pursue a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". An area of emphasis is ideal for students planning to transfer to the California State University (CSU) or University of California (UC). Students can satisfy required general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Students are advised to consult with a counselor for specific information regarding choice of major and transfer university. Students may obtain an Associate of Arts Degree in Liberal Arts by completing a minimum of 60 semester units as outlined below.

It is recommended that students complete either the IGETC or the CSU-GE for the general education pattern

related to their educational goal. Students are also strongly advised to consult with a counselor relative to required courses for the selected option.

Students must complete 18 units in one of the "Area of Emphasis" degrees listed below. A minimum of two courses from one discipline is required.

Courses that include a symbol X in the number, such as MUS 141X2, indicate the course may be taken two times for credit. Students may apply each course with a symbol X only one time towards graduation requirements.

Social and Behavioral Sciences

These courses emphasize the perspective, concepts, theories, and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

Students must choose a minimum of 18 units, two courses from one discipline required.

REQUIRED COURSES:

Anthropology (ANTHRO)

ANTHRO 100 Introduction to Archaeology	3.0
ANTHRO 102 Cultural Anthropology OR	3.0
ANTHRO 102H Cultural Anthropology – Honors	3.0
ANTHRO 103 Anthropology of Food	3.0
ANTHRO 106 Biological Anthropology OR	3.0
ANTHRO 106H Biological Anthropology – Honors	3.0
ANTHRO 108 Introduction to Native American Studies	3.0
ANTHRO 109 Visual Culture and Art	3.0
ANTHRO 111 The Anthropology of Magic, Witchcraft, and Religion OR	3.0
ANTHRO 111H The Anthropology of Magic, Witchcraft, and Religion – Honors	3.0
ANTHRO 125 Language and Culture	3.0

Child Development (CD)

CD 105 Child Growth and Development OR	3.0
CD 105H Child Growth and Development – Honors	3.0
CD 108 Early Childhood Development	3.0
CD 126 Child, Family, and the Community	3.0
CD 160 Middle Childhood Development	3.0

Communication Studies (COMMST)

COMMST 135 Mass Media and Society	3.0
COMMST 174 Intercultural Communication	3.0
COMMST 176 Gender Differences in Communication	3.0

Economics (ECON)

ECON 100 Introduction to Economics	3.0
ECON 200 Principles of Macroeconomics OR	3.0
ECON 200H Principles of Macroeconomics – Honors	3.0
ECON 201 Principles of Microeconomics OR	3.0
ECON 201H Principles of Microeconomics – Honors	3.0

Ethnic Studies (ETHS)

ETHS 100 Introduction to Ethnic Studies	3.0
ETHS 103 Ethnicity and Identity in Media	3.0
ETHS 104 Latina/o/x Studies	3.0
ETHS 105 Introduction to Asian American Studies	3.0
ETHS 106 Introduction to Black Studies	3.0
ETHS 107 Native American Experiences in U.S. History OR	3.0

ETHS 107H	Native American Experiences in U.S. History – Honors	3.0
ETHS 108	Introduction to Native American Studies	3.0
ETHS 141	Race and Ethnic Relations OR	3.0
ETHS 141H	Race and Ethnic Relations – Honors	3.0
ETHS 163	Chicana/o Literature	3.0
ETHS 165	African-American Literature	3.0
<i>Film, Television, and Media (FTVM)</i>		
FTVM 101	Introduction to Electronic Media	3.0
<i>Geography (GEOG)</i>		
GEOG 102	Cultural Geography	3.0
GEOG 106	Geographic Perspectives on the Environment	3.0
GEOG 118	California Geography	3.0
GEOG 120	World Regional Geography	3.0
<i>Global Studies (GLST)</i>		
GLST 101	Introduction to Global Studies	3.0
GLST 102	Global Issues	3.0
<i>Health (HEALTH)</i>		
HEALTH 100	Introduction to Public Health	3.0
<i>History (HIST)</i>		
HIST 100	United States History to 1877 OR	3.0
HIST 100H	United States History to 1877 – Honors	3.0
HIST 101	United States History: 1865 to Present OR	3.0
HIST 101H	United States History: 1865 to Present – Honors	3.0
HIST 107	Native American Experiences in U.S. History OR	3.0
HIST 107H	Native American Experiences in U.S. History – Honors	3.0
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History	3.0
HIST 138	The African American Experience in U.S. History to 1877	3.0
HIST 139	The African American Experience in U.S. History from 1877	3.0
HIST 140	Chicano Experiences in U.S. History OR	3.0
HIST 140H	Chicano Experiences in U.S. History – Honors	3.0
HIST 142	Experiences of Asian Americans in U.S. History	3.0
HIST 145	History of California OR	3.0
HIST 145H	History of California – Honors	3.0
HIST 150	Introduction to Latin American History	3.0
HIST 170	World History to 1500	3.0
HIST 171	World History Since 1500	3.0
HIST 176	Comparative History of Genocide and War Crimes	3.0
HIST 185	Women in United States History	3.0
<i>Philosophy (PHIL)</i>		
PHIL 109	Philosophy of Religion	3.0
PHIL 180	Death and Dying	3.0
<i>Political Science (POLIT)</i>		
POLIT 100	American Politics OR	3.0
POLIT 100H	American Politics – Honors	3.0
POLIT 110	Introduction to Political Theory OR	3.0
POLIT 110H	Introduction to Political Theory – Honors	3.0
POLIT 140	Introduction to Comparative Politics	3.0
POLIT 141	Introduction to World Politics OR	3.0
POLIT 141H	Introduction to World Politics – Honors	3.0
POLIT 150	Introduction to Public Policy	3.0
POLIT 170	Introduction to the Politics of Race and Gender	3.0
<i>Psychology (PSYCH)</i>		

PSYCH 100	General Psychology OR	3.0
PSYCH 100H	General Psychology – Honors	3.0
PSYCH 102	Personal and Social Adjustment	3.0
PSYCH 110	Abnormal Psychology	3.0
PSYCH 111	Developmental Psychology: Lifespan	3.0
PSYCH 112	Developmental Psychology: Child and Adolescent Psychology	3.0
PSYCH 118	Human Sexual Behavior	3.0
PSYCH 119	Multicultural Psychology	3.0
PSYCH 201	Research Methods for the Behavioral Sciences	4.0
Religious Studies (RELIG)		
RELIG 115	Magic, Witchcraft, Cults and New Religious Movements	3.0
RELIG 135	Religion in America	3.0
RELIG 180	Death and Dying	3.0
Sociology (SOC)		
SOC 100	Introduction to Sociology OR	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
SOC 110	Social Problems OR	3.0
SOC 110H	Social Problems – Honors	3.0
SOC 120	Health and Social Justice	3.0
SOC 130	Family Sociology	3.0
SOC 135	Introduction to Crime	3.0
SOC 141	Race and Ethnic Relations OR	3.0
SOC 141H	Race and Ethnic Relations – Honors	3.0
SOC 145	Sociology of Gender	3.0
SOC 150	Aging and the Life Course	3.0
		Total: 18.0

Rationale: Annual updates.
Effective: Fall 2024

DEGREE MODIFICATION

Psychiatric Technology - A.S. Degree

This degree program is designed to prepare students to become Psychiatric Technicians who provide quality care and assist patients in attaining their maximum level of wellness. Graduates are eligible to take the state licensing examination. The program is accredited by the California State Board of Vocational Nurses and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833.

Students are admitted in the Fall and Spring semesters. Students must complete program prerequisites, support courses, required courses, apply and be accepted to the program. To enroll in the program, students must pass a Livescan background check and meet the health requirements. California law allows for denial of the PT license based on any conviction or legal action related to PT practice.

GENERAL EDUCATION REQUIREMENTS:

BIOLOGY

BIOL 155	Introductory Anatomy and Physiology OR	4.0
BIOL 250	Human Anatomy and Physiology I AND	4.0
BIOL 251	Human Anatomy and Physiology II OR	4.0
BIOL 260	Human Anatomy AND	4.0
BIOL 261	Human Physiology	4.0

ENGLISH

ENGL 101	College Composition OR	4.0
ENGL 101H	College Composition – Honors	4.0

MATHEMATICS

MATH 108	Introduction to Probability and Statistics OR	4.0
MATH 108H	Introduction to Probability and Statistics – Honors OR	4.0
ECON 208	Business and Economic Statistics OR	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0

PSYCHOLOGY

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

REQUIRED COURSES:

PSYTCH 084	Introduction to Psychiatric Technology	19.0
PSYTCH 085	Psychiatric Technology: Nursing Science	12.0
PSYTCH 086	Introduction to Psychiatric Technology: Behavioral Science	19.0
		Total: 65.0-69.0

Rationale: Updating units.
Effective: Spring 2025

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

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

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

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

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

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

REQUIRED COURSES:

EDUC 200	Introduction to Elementary Education	3.0
CD 105	Child Growth and Development OR	3.0
CD 105H	Child Growth and Development-Honors	3.0
BIOL 100	General Biology	4.0
CHEM 101	Introductory Chemistry	4.0

PHYSIC 101	Introductory Physics	4.0
GEOL 140	Earth Science	3.0
GEOL 141	Earth Science Laboratory	1.0
MATH 106	Mathematical Concepts for Elementary School Teachers	3.0
COMMST 100	Elements of Public Speaking OR	3.0
COMMST 100H	Elements of Public Speaking – Honors	3.0
ENGL 101	College Composition OR	4.0
ENGL 101H	College Composition – Honors	4.0
ENGL 151	Freshman Composition and Literature OR	3.0
ENGL 151H	Freshman Composition and Literature-Honors	3.0
GEOG 120	World Regional Geography	3.0
HIST 170	World History to 1500	3.0
HIST 100	United States History to 1877 OR	3.0
HIST 100H	United States History to 1877 – Honors	3.0
POLIT 100	American Politics OR	3.0
POLIT 100H	American Politics – Honors	3.0

List A - One course from the following:

COMMST 125	Critical Thinking Through Argumentation and Debate	3.0
ENGL 102	Intermediate Composition and Critical Thinking	4.0
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	4.0
PHIL 102	Critical Thinking and Writing	3.0
PHIL 103	Introduction to Logic: Argument and Evidence	3.0
READ 102	Critical Reading as Critical Thinking	3.0
READ 104	Critical Reading, Thinking and Literacy	3.0

List B - One course from the following:

ART 103	Art Appreciation	3.0
DANCE 100	Dance History and Appreciation	3.0
MUS 100	Music Appreciation	3.0
MUS 100H	Music Appreciation – Honors	3.0
THART 100	Introduction to the Theatre	3.0
ART 102	Art History: Renaissance to Present OR	3.0
ART 102H	Art History: Renaissance to Present – Honors	3.0

Major Total: 53-54

Total Units that may be Double Counted: 31-34

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

Total: 60.0

Rationale: Adding MUS 100H to course list.
Previous Board Approval: 06/08/2023
Effective: Fall 2024

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: June 13, 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 2024-2025 budgets.





Adjunct and Substitute Academic Employees

Presented for Information June 13, 2024

[v.5.22.2024.p.2|3]

2024 – 2025 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Blanburk, Teodora	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Bonetta, Ali	CHC	Counseling	Counseling
Brossia, Karen	CHC	Counseling	Counseling
Delmonico, Shana	CHC	Counseling	Counseling
Farley, Diana	CHC	Counseling	Counseling
Gonzales, Robin	CHC	Counseling	Counseling
Henry, Jaquelyn	CHC	Counseling	Counseling
Hussain, Danielle Kennelly	CHC	Counseling	Counseling
Ibara, Rosa	CHC	Counseling	Counseling
Kusko, Vaughan	CHC	Counseling	Counseling
Noreen, Eric	CHC	Fire Technology	Fire Technology
Wilson, Debbra (Debbie)	CHC	Counseling	Counseling
Bernardo, Yecica	SBVC	Student Development/Counseling	Counseling
Brown, Janeth	SBVC	Student Development/Counseling	Counseling
Deam, Phylicia	SBVC	Student Development	Counseling
Dennett, Loni	SBVC	Counseling	Counseling
Fierro, Marie	SBVC	Student Development	Counseling
Gutierrez, Arnold	SBVC	Student Development/Counseling	Counseling
Hall, Courtney	SBVC	Student Development/Counseling	Counseling
Huang, Michael	SBVC	Student Development/Counseling	Counseling
Hunt, SynToia	SBVC	Student Development	Counseling
Jaramillo, Danny	SBVC	Student Development/Counseling	Counseling
Jauregui-Gomez, Melissa	SBVC	Student Development/Counseling	Counseling
Laguna, Tania	SBVC	Counseling-EOPS	Counseling
Lochard, Armone	SBVC	Student Development/Counseling	Counseling
Marquis, Jeanne	SBVC	Counseling	Counseling
Martin, Desiree	SBVC	Counseling	Counseling
Navarrete, Belinda	SBVC	Student Development/Counseling	Counseling
Nguyen, Duc	SBVC	Student Development/Counseling	Counseling
Orozco, Brenda	SBVC	Student Development	Counseling
Perez, Alberto	SBVC	Student Development/Counseling	Counseling
Perez, Alecia	SBVC	Student Development/Counseling	Counseling



Adjunct and Substitute Academic Employees

Presented for Information June 13, 2024

[v.5.22.2024.p.3|3]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Rodriguez, Andrea	SBVC	Student Development/Counseling	Counseling
Sanchez, Victoria	SBVC	Student Development/Counseling	Counseling
Schour, Lisa	SBVC	Student Development/Counseling	Counseling
Solorio, Carlos	SBVC	Counseling	Counseling
Teposte, Manuel	SBVC	Counseling	Counseling
Urell, Mary	SBVC	Counseling	Counseling
Valdez-Flynn, Veronica	SBVC	Counseling	Counseling
Valenzuela, Jennifer	SBVC	Student Development	Counseling

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

PREPARED BY: Dr. Keith Wurtz, Vice President Instruction, CHC
Meridyth McLaren, Academic Senate President, CHC
Dr. Dina Humble, Vice President Instruction, SBVC
Davena Burns-Peters, Academic Senate President, SBVC

DATE: June 13, 2024

SUBJECT: Advancement in Rank

RECOMMENDATION

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

OVERVIEW

In accordance with District policy, AP 7210, the SBVC Academic Senate has prepared the following list of faculty who have achieved advancement in rank.

ANALYSIS

None.

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.





Advancement in Rank

Presented for Information June 13, 2024

[v.5.22.2024.p.2|3]

Employee Name	Location Assignment	From	To
Bailes, Brandi	CHC	Associate Professor	Professor
Chavira, Rejoice	CHC	Associate Professor	Professor
Harris, Kashaunda	CHC	Associate Professor	Professor
Gibbons, Ann	SBVC	Associate Professor	Professor
Allen, Tammy	SBVC	Associate Professor	Professor
Bjerke, Jennifer	SBVC	Associate Professor	Professor
Burns-Peters, Davena	SBVC	Associate Professor	Professor
Fogle, Melinda	SBVC	Associate Professor	Professor
Gibbons, Ann	SBVC	Associate Professor	Professor
Henkle, Lisa	SBVC	Associate Professor	Professor
Jakpor, Raise	SBVC	Associate Professor	Professor
King, Melissa	SBVC	Associate Professor	Professor
Mattson, Susan	SBVC	Associate Professor	Professor
Melancon , Berchman "Kenny"	SBVC	Associate Professor	Professor
Aguilar-Kitibutr, Ailsa	SBVC	Professor	Professor Emeritus
Bastedo, David	SBVC	Professor	Professor Emeritus



Advancement in Rank

Presented for Information June 13, 2024

[v.5.22.2024.p.3|3]

Employee Name	Location Assignment	From	To
Drewes, Glenn	SBVC	Professor	Professor Emeritus
Manning Scully , Madeline “Matie”	SBVC	Professor	Professor Emeritus

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, and Health and Safety Administration

DATE: June 13, 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 and 2024-2025 budgets.





Appointment of District Employees

Submitted for Board Approval June 13, 2024

[v.5.28.2024.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Adame, Daniel Producer/Director - Television DSO KVCR	06/17/24	Classified 50C	New	KVCR General Fund	08/06/22
Brown, Deanna Director, Child Development Center CHC Child Development Center	07/08/24	Management 14C	Deborah Wasbotten	General Fund	TBD [†]
Butler, Sara Division Dean CHC Instruction	07/01/24	Academic 23E	Katherine Weiss	General Fund	TBD [†]
Cruz, Arlene Student Services Technician I SBVC Assesment Center	06/17/24	Classified 30B	Marina Serna-Pulido.	Student Success & Support Program	01/21/15
Jaime, Jazmin Assistant Professor, Automotive SBVC Automotive	08/06/24	Academic D8	Guy Hinrich	Automotive General Funds	07/17/23
Kelly, Elizabeth Manager, Production DSO KVCR	06/17/24	Management 14A	New	KVCR General Fund	06/13/22
Valle, Denise Associate Dean, Health Sciences & Director, Nursing SBVC Nursing	06/17/24	Management 21F	Yolanda Simental	General Fund	TBD [†]

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Consideration of Approval to Appoint Interim Managers

RECOMMENDATION

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

OVERVIEW

The employee on the attached list is submitted for approval.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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





Appointment of Interim Managers

Submitted for Board Approval June 13, 2024

[v.6.5.2024.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
Blacksher, Anthony Interim Division Dean, Social Sciences, Human Development and Physical Education SBVC Social Science	07/01/24 to 12/31/24	23A	Wally Johnson	General Fund	01/04/16
Cortez, Eduardo Interim Tool Room Supervisor SBVC Tool Room	07/01/24 to 12/31/24	6A	Phuong Nguyen	General Fund	06/21/22
Dale, April Interim Associate Dean, Student Support Services SBVC Student Services	07/01/24 to 12/31/24	21F	Sharaf Williams	General Fund	08/04/10
Rosas, Rosa Olivia Interim Vice President Student Services SBVC Student Services	07/01/24 to 12/31/24	26D	Scott Thayer	General Fund	08/25/21
Simonds, Lindsey Interim Associate Director of Fiscal Services DSO Fiscal, Administrative & Media	07/01/24 to 12/31/24	17B	Tenille Norris	General Fund	01/04/23
Tasaka, Bethany Interim Division Dean, Mathematics, Business & Computer Technology SBVC Math, Business & Computer Technology	07/01/24 to 06/30/25	23A	Stephanie Lewis	General Fund	08/08/12
Thaimas, Yusoff Interim Police Sergeant DSO Police Services	07/01/24 to 12/31/24	16A	New	General	08/15/22

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Consideration of Approval to Appoint Temporary Academic Employees

RECOMMENDATION

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

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of these appointments is included in the appropriate 2024-2025 budgets.





Appointment of Temporary Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.23.2024.p.1|1]

Employee Name Location Assignment & Department	From	To	Range & Step	Fund	Live Scan Clearance
Hogan, Ryan MAP/CPL Counselor SBVC Computer & Information Science	07/01/24	06/30/25	D7	Perkins Fund	10/27/17
Lyons, Kevin Professor, Film, Television & Media Studies SBVC Communication Studies	07/01/24	06/30/25	E7	FVTM/IMA Fund	08/06/15

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, and Health and Safety Administration

DATE: June 13, 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 2024-2025 budgets.





Classification Advancement for Academic Employees

Submitted for Board Approval on June 13 2024

[v.5.23.2024.p.2|3]

Employee Name Location Assignment Department	From Column	To Column	Days of Service	Effective Date
De Los Reyes, Chloe Professor, English CHC English	E	F	175	07/01/24
Ivy, Krista Librarian CHC Library	G	H	198	07/01/24
Reichert, Nicholas Tutoring Coordinator CHC Learning Resources Center	E	F	219	07/01/24
Ward, Amanda Professor, EMS CHC Emergency Medical Services	D	H	219	07/01/24
Begg, Erica Counselor SBVC Counseling	D	F	198	07/01/24
Burnham, Lorrie Professor, Micobiology SBVC Science	E	F	175	07/01/24
Foscolos, Espree Professor, Nursing SBVC Nursing	E	H	175	07/01/24
Garcia, Jaime Professor, Communications Studies SBVC Communications	E	F	175	07/01/24
Ghazelah, Rema Counselor SBVC Counseling	F	H	198	07/01/24
Jimenez, Nicole Counselor SBVC Counseling	G	H	198	07/01/24



Classification Advancement for Academic Employees

Submitted for Board Approval on June 13 2024

[v.5.23.2024.p.3|3]

Employee Name Location Assignment Department	From Column	To Column	Days of Service	Effective Date
Jones, Patricia Counselor SBVC Counseling	F	G	198	07/01/24
Lopez, Maria Adult Education Block Counselor SBVC Counseling	F	G	198	07/01/24
Matavao, Ulavale Counselor SBVC Counseling	D	E	198	07/01/24
Mattson, Susan Professor, Communications Studies SBVC Communication Studies	F	G	175	07/01/24
Murillo, Joan Professor, Anatomy/Physiology SBVC Anatomy/Physiology	E	F	175	07/01/24
Orozco, Debbie Counselor SBVC Counseling	E	F	198	07/01/24
Torrez, Michael Professor, Chemistry SBVC Chemistry	F	G	175	07/01/24
Wooten, Andre Counselor SBVC Counseling	D	E	198	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, and Health and Safety Administration

DATE: June 13, 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 June 13, 2024

[v.5.23.2024.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Zaldivar, Marie	DSO TESS Braille Program Manager Management Salary Schedule Range 10, Step E	DSO TESS Director, Alternative Text Production Center Management Salary Schedule Range 17, Step B	Jeffrey Baugher	Technology Services Academic Information System & Technology Fund	06/17/24
Laughlin, Courtnee	DSO Business Services Purchasing Technician Classified Salary Schedule Range 31, Step C	DSO Business Services Contracts Technician Classified Salary Schedule Range 41, Step A	Angela Davis	General Fund	06/17/24

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, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Consideration of Approval of Employment Contracts for Academic & Classified Managers

RECOMMENDATION

It is recommended that the Board of Trustees approve employment contracts for academic and classified managers as indicated on the attached.

OVERVIEW

It is recommended that the District issue an employment contract to each manager, director, and supervisor in the District. The issuance of contracts places the District in accordance with proper employment practices as well as documenting, for both the employee and the employer, the specific conditions of their employment.

ANALYSIS

The attached list of academic and classified management employees will receive employment contracts effective July 1, 2024.

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 contracts will be included in the appropriate budgets.





Employment Contracts for Academic & Classified Managers

Submitted for Board Approval June 13, 2024

[v.6.5.2024.p.169|3]

One-Year Employment Contracts for Academic & Classified Managers July 1, 2024 through June 30, 2025

SBCCD Position	Employee Name	Location Assignment
Director, Financial Aid And Scholarships	Samuel Trejo	SBVC
Division Dean	Stephanie Lewis	SBVC
Maintenance & Grounds Supervisor	Kevin Grishow	SBVC

SBCCD Position	Employee Name	Location Assignment
Assistant Manager, Workforce Development	Manuel Elias	District
Assistant Manager, Workforce Development	Jessica Velasquez	District
Assistant Manager, Workforce Development	Roxane Joyce	District
Assistant Manager, Workforce Development	Tiffany Edwards Lee	District
Braille Program Manager	Marie Joyce Zaldivar	District
Campus Project Manager	Jian Cong	District
Director of Administrative Application Systems	Andrew Chang	District
Director of Operations KVCR	Anthony Papa	District
Director, Special Programs & Workforce Development	Shalita Tillman	District
Director, Workforce Development	Kurt Augsburg	District
District Dean, Educational & Student Support Services	Jose Cabrales	District
Executive Director, Economic Development	Deanna Krehbiel	District
Manager, Regional Employer Engagement	Nelky Rodriguez	District
Manager, Workforce Development	Abe Fulgham III	District
Manager, Workforce Development	Eduardo Rubio	District
Manager, Workforce Development	Stacy Garcia	District



Employment Contracts for Academic & Classified Managers

Submitted for Board Approval June 13, 2024

[v.6.5.2024.p.170|3]

Two-Year Employment Contracts for Academic & Classified Managers

July 1, 2024 through June 30, 2026

SBCCD Position	Employee Name	Location Assignment
Associate Dean Student Support Services	Ericka Paddock	CHC
Associate Dean, Student Support Services	Latesha Hagler	CHC
Dean Student Services	Mauro Ivan Pena Leon	CHC
Director of Athletics	Heather Chittenden	CHC
Director of Institutional Advancement	Michelle Riggs	CHC
Director, Facilities, Maintenance & Operations	Demian Brunty	CHC
Vice President, Administrative Services	Michael Strong	CHC
Vice President of Instruction	Keith Wurtz	CHC
Vice President, Student Services	Delmy Spencer	CHC

SBCCD Position	Employee Name	Location Assignment
Associate Dean, Student Support Services	Joanne Hinojosa	SBVC
Campus Director Of Marketing, Creative Services & Public Affairs	Pavel Bratulin	SBVC
Circulation Supervisor	Angelita Gideon	SBVC
College Director, Technology Services	Uvaldo Sifuentes	SBVC
Dean Student Services	Marco A Cota	SBVC
Dean Student Services	Maria Rodriguez	SBVC
Dean Student Services	Raymond Carlos	SBVC
Dean, Academic Success, Grants and Learning Services	Patricia Quach	SBVC
Director Adult Education Block	Emma Diaz	SBVC
Director of Admissions & Records	April Dale	SBVC
Director of Athletics	David Rubio	SBVC
Director, Student Accessibility Services	Marty Milligan	SBVC
Food Services Supervisor	Erik Morden	SBVC
Vice President, Administrative Services	Keith Bacon	SBVC
Vice President, Instruction	Dina Humble	SBVC



Employment Contracts for Academic & Classified Managers

Submitted for Board Approval June 13, 2024

[v.6.5.2024.p.171|3]

SBCCD Position	Employee Name	Location Assignment
Associate Director of Bond Program Planning and Construction	Abel Favela Gomez	District
Associate Director of Energy, Sustainability & Safety	Yash Patel	District
Associate Director, Fiscal Services	Jorge Andrade Cortes	District
Business Manager	Steven Sutorus	District
Business Systems Administrator	Yvette Tram	District
Chief Technology Officer	Michael Bixler	District
Director of Corporate And Strategic Relations	Manuel Saucedo	District
Director, Facilities Planning, Emergency Management & Construction	Farideh Farzaneh	District
Director, Human Resources	Karla Bonnet	District
Director, Human Resources	Tiffany Guevara	District
Executive Director KVCR	Connie Leyva	District
Executive Director of Research, Planning & Institutional Effectiveness	Christopher Crew	District
Facilities Project Manager	Hassan Mirza	District
Police Sergeant	Blake Bonnet	District
Police Sergeant	Kenneth Owens	District

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, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Consideration of Approval of Employment Contracts for Executive Managers

RECOMMENDATION

It is recommended that the Board of Trustees approve employment contracts for executive managers as indicated on the attached.

OVERVIEW

The issuance of contracts places SBCCD in accordance with proper employment practices as well as documents, for both employee and employer, the specific conditions of employment.

ANALYSIS

The attached list of executive managers will receive employment contracts effective July 1, 2024 at the appropriate step placement.

INSTITUTIONAL VALUES

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 contracts will be included in the appropriate budgets.



Employment Contracts for Executive Managers

Submitted for Board Approval June 13, 2024

	Contract Dates	Executive Management Range & Step
Contreras, Gilbert College President, SBVC	07/01/24 – 06/30/27	4F
Hannon, Kristina Vice Chancellor of Human Resources, Payroll, Police Services, and Health & Safety Administration, DSO	07/01/24 – 06/30/27	4F
Horan, Kevin College President, CHC	07/01/24 – 06/30/27	4G
Ornelas, Nohemy Vice Chancellor Educational Services, DSO	07/01/24 – 06/30/27	4F
Rodriguez, Angel Associate Vice Chancellor of Government Relations & Strategic Communications, DSO	07/01/24 – 06/30/27	2A
Torres, Jose Executive Vice Chancellor, DSO	07/01/24 – 06/30/27	5G

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor of Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Consideration of Approval of Management Job Description Update

RECOMMENDATION

It is recommended that the Board of Trustees approve the management job description update of range on the management salary schedule to range 21 as presented.

1. Job Description

- Associate Dean, Health Sciences and Director of Nursing (SBVC)

OVERVIEW

The job description is necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services. The revised management salary schedule reflects this proposed position change, aligning the position with other Associate Dean positions.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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





Associate Dean, Health Sciences and Director of Nursing (SBVC)

Management Range: ~~1921~~

~~Board Approved: 11/14/2019~~ Pending Board Approval: 06/13/24

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

SUMMARY DESCRIPTION:

Under the general direction of the Dean, the Associate Dean of Health Sciences and Director of Nursing is responsible for the organization, operation, administration, supervision, and evaluation of the services provided by the SBVC Nursing and Health Sciences Office. This position will also serve as the Nursing Director of for the SBVC Nursing Program. The Associate Dean also provides leadership, direction and commitment to the success of the Health Science program from student recruitment to successful completion as regulated by the Board of Registered Nursing.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

1. Provides leadership, direction and commitment to student-centered learning by assessing local and national trends, and by working with others to identify program and services that will meet the needs of a diverse community.
2. Works together with the Division Dean, Faculty Chair(s), and Assistant Director(s), and other members as a team to develop and implement strategies to improved student success and college-wide goals.
3. Carries out functions of Nursing Director as regulated by the Board of Registered Nursing (BRN) and the Accreditation Commission for Education in Nursing (ACEN) to ensure program compliance.
4. Manages, plans and evaluates all aspects of the Health Sciences programs including faculty, staff, curriculum development and implementation, and accreditation.
5. Obtains data and prepares annual statistical reports and other documents as needed.
6. Prepares and submits all appropriate forms and documents required for approval of faculty and clinical facilities, curriculum changes, and licensure of graduates.
7. Provides leadership in the development and maintenance of all curricular matters assuring standards for accreditation are met.
8. Coordinates the various program and staff schedules.
9. Coordinates, develops and implements the program budgets including electronically approving purchase requisitions.
10. Coordinates the orientation of new faculty.
11. Monitors student activities in the programs.
12. Coordinates one or more college-wide initiatives for the improvement of programs and services.



Associate Dean, Health Sciences and Director of Nursing (SBVC)

Management Range: ~~1921~~

~~Board Approved: 11/14/2019~~ Pending Board Approval: 06/13/24

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13. Resolves and addresses student, staff and faculty complaints and grievances on both an informal and/or formal basis in accordance with District policies and procedures.
14. Arranges off-campus labs and ensures that the contractual requirements of clinical agencies are met.
15. Conducts or coordinates regularly scheduled faculty meetings.
16. Works together with the Faculty Chair and Assistant Director(s) as a team to coordinate class schedules to ensure maximum utilization of facilities and effective use of clinical sites and enables the college to meet its FTES goals.
17. Stays abreast of leading instructional technology changes, and works to incorporate technology as applicable to the classroom curriculum.
18. Works closely with education and community partners and stays informed of health sciences educational trends.
19. Maintains accessibility and strong lines of communication with students and departmental faculty and staff.
20. Performs other duties as assigned.

QUALIFICATIONS:

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

Knowledge of

- Nursing principles, practices and content.
- Applicable nursing accreditation standards.
- Principles and practices of an associate degree in nursing curriculum.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- The use of educational technology for course delivery.
- Conducting student outcomes assessment.
- Best practices in teaching lecture and lab courses.
- Appropriate sections of the Education Code and Title 5.



Associate Dean, Health Sciences and Director of Nursing (SBVC)

Management Range: ~~1921~~

~~Board Approved: 11/14/2019~~ Pending Board Approval: 06/13/24

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Ability to

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.

Instruct and evaluate educational content.

Prioritize and execute a wide range of projects simultaneously.

Research topics, collect data, analyze data and form conclusions

Work independently, assume responsibility, and take initiative in carrying out assignments.

Understand the organization and operation of the District and of clinical facilities as necessary to assume assigned responsibilities.

Select, train, and evaluate staff.

Network with statewide nursing programs and identify trends in nursing education and programs.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Provide guidance and leadership to Faculty Chairs and Directors.

Help strengthen the various health science programs.

Communicate effectively both orally and in writing.

Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work, including colleagues at medical or clinical facilities.

Education/Training

Required Education:

Master's degree from an accredited institution in Nursing.

Required Experience:

1. Two (2) years of full-time experience in a registered nursing program.
2. One year experience as an Assistant Director.
3. At least one year of continuous full-time experience providing direct patient care as a Registered Nurse (RN).
4. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students and staff, including those with physical and/or learning disabilities.

Required License:

A current California Registered Nursing License certified by the California Board of Registered Nursing.

Desired Experience:

Experience working with other health sciences programs such as but not limited to Pharmacy or Psychiatric Technology.



Associate Dean, Health Sciences and Director of Nursing (SBVC)

Management Range: ~~1921~~

~~Board Approved: 11/14/2019~~ Pending Board Approval: 06/13/24

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

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

DATE: June 13, 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, 2023, 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 April 11, 2024.

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 and 2024-2025 budgets.





Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.1|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Bonetta, Ali Extended Opportunity Programs and Services (EOPS) Categorical Fund	CHC	07/02/24	08/09/24	\$68.57	100	\$6,857.00	Adjunct Counselor, provide academic support and completion of ed plan for EOPS
Brossia, Karen Office of Instruction General Fund	CHC	07/13/24	08/09/24	\$64.07	50	\$3,203.50	Adjunct Counselor, provide dual enrollment counseling,
Cline, Melissa Guided Pathways Funds	CHC	04/15/24	05/20/24	\$57.88	20	\$1,157.60	Revision to the Public Health Transfer Model <i>Ratification: Hours were missed or increased for 2024 spring.</i>
Commander, John Office of Instruction General Fund	CHC	07/01/24	06/30/25	\$57.88	10	\$578.80	Fit Testing for RT Program
Delmonico, Shana Office of Instruction General Fund	CHC	07/13/24	08/09/24	\$70.82	50	\$3,541.00	Adjunct Counselor, provide dual enrollment counseling,
De Los Reyes, Chloe Honors Program General Fund	CHC	01/16/24	05/20/24	\$57.88	10	\$520.00	Faculty member will work with Honor students to customize their projects and deepen their knowledge of course subject matter. <i>Ratification: Hours were missed or increased for 2024 spring.</i>
Diep, Matthew General Library Funds	CHC	05/28/24	06/30/24	\$63.44	30	\$1,903.20	Adjunct Librarian <i>Ratification: Hours were not confirmed in time to meet the prior board agenda deadline.</i>
Diep, Matthew General Library Funds	CHC	07/01/24	08/01/24	\$64.07	25	\$1,601.75	Adjunct Librarian



Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.2|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Estus, Steven Office of Instruction General Fund	CHC	04/26/24	04/26/24	\$57.88	3	\$173.64	AB 705 Workshop <i>Ratification: Names not provided until they attend the first workshop.</i>
Farley, Diana Office of Instruction General Fund	CHC	07/13/24	08/09/24	\$70.82	50	\$3,541.00	Adjunct Counselor, provide dual enrollment counseling,
Gonzales, Robin Office of Instruction General Fund	CHC	07/13/24	08/09/24	\$64.07	50	\$3,203.50	Adjunct Counselor, provide dual enrollment counseling,
Hamlett, Cynthia Office of Instruction General Fund	CHC	01/15/24	05/20/24	\$57.00	423	\$24,111.00	Faculty Lead, Distance Education <i>Amendment: Department transposed the not to exceed hours submitted to January 11, 2024 board. This amendment corrects the submission to allow for the additional 81 hours to be paid to the employee</i>
Harold, Ryan Strong Workforce	CHC	06/01/24	06/30/24	\$57.88	30	\$1,736.40	Yucaipa Fire Intern Program <i>Ratification: Information for project was not received in time for May board.</i>
Harold, Ryan Strong Workforce	CHC	07/01/24	07/31/24	\$57.88	30	\$1,736.40	Yucaipa Fire Intern Program <i>Ratification: Information for project was not received in time for May board.</i>
Henry, Jaquelyn Office of Instruction General Fund	CHC	07/13/24	08/09/24	\$64.07	50	\$3,203.50	Adjunct Counselor, provide academic support and completion of ed plan for EOPS, CSRE/NEXTUp



Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.3|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Hussain, Danielle Kennelly Disabled Students Program- DSPS Categorical Fund	CHC	08/12/24	12/20/24	\$66.33	150	\$9,949.50	Adjunct Counselor, provide counseling, ed plan development and other counseling services, SAS
Ibara, Rosa Disabled Students Program- DSPS Categorical Fund	CHC	08/12/24	12/20/24	\$66.33	150	\$9,949.50	Adjunct Counselor, provide counseling, ed plan development and other counseling services, SAS
Jennings, Sara Robin Office of Instruction General Fund	CHC	04/26/24	04/26/24	\$57.88	3	\$173.64	AB 705 Workshop <i>Ratification: Names not provided until they attend the first workshop.</i>
Kusko, Vaughan Office of Instruction General Fund	CHC	07/13/24	08/09/24	\$70.82	50	\$3,541.00	Adjunct Counselor, provide dual enrollment counseling,
Lamb, Wendy Office of Instruction General Fund	CHC	06/14/24	06/30/24	\$57.88	3	\$173.64	Commencement Obligations
Lopez, Natalie MESA Funds	CHC	06/03/24	06/24/24	\$57.88	14	\$810.32	STEM Summer Research <i>Ratification: Hours were not confirmed in time to meet the prior board agenda deadline.</i>
McCool, Karol HR General Funds	CHC	05/07/24	05/08/24	\$57.88	12	\$694.56	Division Dean, LAAS Hiring Committee <i>Ratification: Participation in recruitment occurred after board item submission deadline for May board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.4|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
McCool, Karol General Library Funds	CHC	05/28/24	06/30/24	\$70.12	35	\$2,454.20	Adjunct Librarian <i>Ratification: Hours were not confirmed in time to meet the prior board agenda deadline</i>
McCool, Karol General Library Funds	CHC	07/01/24	08/01/24	\$70.82	50	\$3,541.00	Adjunct Librarian
McCoy, Danielle Office of Instruction General Fund	CHC	07/01/24	07/31/24	\$57.88	50	\$2,894.00	AB1705 Curriculum
Montejano, Jordon General Tutoring Funds	CHC	05/28/24	06/30/24	\$57.88	20	\$1,157.60	Assistance & Support to Tutors & SI Leaders Tutoring Center <i>Ratification: Hours were not confirmed in time to meet the prior board agenda deadline</i>
Montejano, Jordon General Tutoring Funds	CHC	07/01/24	08/01/24	\$57.88	20	\$1,157.60	Assistance & Support to Tutors & SI Leaders Tutoring Center
Montes, Ashley General Library Funds	CHC	05/28/24	06/30/24	\$65.67	50	\$3,283.50	Adjunct Librarian <i>Ratification: Hours were not confirmed in time to meet the prior board agenda deadline</i>
Montes, Ashley General Library Funds	CHC	07/01/24	08/01/24	\$66.33	30	\$1,989.90	Adjunct Librarian
Pennington, Annie General Library Funds	CHC	05/28/24	06/30/24	\$70.12	50	\$3,506.00	Adjunct Librarian <i>Ratification: Hours were not confirmed in time to meet the prior board agenda deadline</i>
Pennington, Annie General Library Funds	CHC	07/01/24	08/01/24	\$70.82	35	\$2,478.70	Adjunct Librarian



Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.5|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Peyton, Allison General Library Funds	CHC	05/28/24	06/30/24	\$65.67	34	\$2,232.78	Adjunct Librarian <i>Ratification: Hours were not confirmed in time to meet the prior board agenda deadline</i>
Peyton, Allison General Library Funds	CHC	07/01/24	08/01/24	\$66.33	20	\$1,326.60	Adjunct Librarian
Wilson, Debra (Debbie) Student Equity and Achievement Categorical Fund	CHC	06/13/24	06/30/24	\$70.12	20	\$1,402.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Zepeda, Isidro MESA Funds	CHC	06/03/24	07/08/24	\$57.88	5	\$289.40	STEM Summer Research <i>Ratification: Hours were not confirmed in time to meet the prior board agenda deadline</i>
Arnold, Anita STEM- MESA General Fund	SBVC	08/12/24	12/30/24	\$57.88	25	\$1,447.00	STEM-MESA Faculty Sponsor
Arnold, Anita STEM- MESA General Fund	SBVC	01/21/25	06/30/25	\$57.88	25	\$1,447.00	STEM-MESA Faculty Sponsor
Begg, Erica ZTC/OER Implementation Grant Fund	SBVC	06/14/24	06/30/24	\$57.88	30	\$1,736.40	ZTC/OER Implementation
Bernardo, Yecica SSSP Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Bernardo, Yecica SSSP Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling
Brown, Janeth SSSP Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Brown, Janeth SSSP Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling



Non-Instructional Pay for Academic Employees

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[v.5.29.2024.p.6|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Burns-Peters, Davena Instruction Office General Fund	SBVC	07/01/24	08/11/24	\$57.88	50	\$2,894.00	DE Facilitator, On-line
Burns-Peters, Davena ZTC/OER Planning Grant Fund	SBVC	07/01/24	07/31/24	\$57.88	30	\$1,736.40	ZTC Implementation
Calderon, Colleen Office of Instruction General Fund	SBVC	06/14/24	06/30/24	\$57.88	40	\$2,315.20	Strategic Schedule Optimization for Social Science Division
Corrales, Athena Office of Instruction General Fund	SBVC	07/01/24	06/30/25	\$70.82	1080	\$76,485.60	Nursing Counselor
Cuny, Lucas ZTC/OER Accelerator Grant Fund	SBVC	06/14/24	06/30/24	\$57.88	30	\$1,736.40	ZTC/OER Cohort Resource Development
Deam, Phylicia California College Promise Categorical	SBVC	07/12/24	07/30/24	\$73.07	140	\$10,229.80	Adjunct Counseling
Deam, Phylicia California College Promise Categorical	SBVC	08/01/24	12/20/24	\$73.07	410	\$29,958.70	Adjunct Counseling
Dennett, Loni SAS Categorical Fund	SBVC	07/01/24	08/09/24	\$70.82	138	\$9,773.16	Adjunct Counseling- SAS
Dennett, Loni SAS Categorical Fund	SBVC	08/12/24	12/17/24	\$70.82	422	\$29,886.04	Adjunct Counseling- SAS
Ellis, Pamela Guided Pathways Categorical Fund	SBVC	07/01/24	07/31/24	\$57.88	25	\$1,447.00	Writing Center Oversight Faculty Lead
Elpel, Kristina Office of Instruction General Fund	SBVC	08/12/24	12/30/24	\$66.33	352	\$23,348.16	STEM-MESA Counseling



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[v.5.29.2024.p.7|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Elpel, Kristina Office of Instruction General Fund	SBVC	01/21/25	06/30/25	\$66.33	352	\$23,348.16	STEM-MESA Counseling
Fierro, Marie Student Equity Categorical	SBVC	07/01/24	07/30/24	\$73.07	140	\$10,229.80	Adjunct Counseling
Fierro, Marie Student Success & Support Categorical	SBVC	08/01/24	12/20/24	\$73.07	410	\$29,958.70	Adjunct Counseling
Gifford, Mercedes Instruction General Fund	SBVC	07/01/24	06/30/25	\$70.82	400	\$28,328.00	Library Reference Desk
Graham, Danielle ZTC/OER Accelerator Grant Fund	SBVC	06/14/24	06/30/24	\$57.88	30	\$1,736.40	ZTC/OER Cohort Resource Development
Green, Kenneth Extended Police Academy General Fund	SBVC	07/01/24	06/30/25	\$57.88	422	\$24,425.36	Backup Coordinator
Gutierrez, Arnold Counseling General Fund	SBVC	07/01/24	08/09/24	\$64.07	120	\$7,688.40	Adjunct Counselor - Colton USD
Gutierrez, Arnold Counseling General Fund	SBVC	08/12/24	12/20/24	\$64.07	422	\$27,037.54	Adjunct Counselor - Colton USD
Hall, Courtney SSSP Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Hall, Courtney SSSP Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling
Hecht, Andrea Guided Pathways	SBVC	07/01/24	08/09/24	\$57.88	60	\$3,472.80	AB 928 Implementation
Hecht, Andrea Guided Pathways	SBVC	08/12/24	12/20/24	\$57.88	100	\$5,788.00	AB 928 Implementation



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[v.5.29.2024.p.8|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Herrera, Jamie Guided Pathways	SBVC	07/01/24	08/09/24	\$57.88	60	\$3,472.80	AB 928 Implementation
Herrera, Jamie Guided Pathways	SBVC	08/12/24	12/20/24	\$57.88	100	\$5,788.00	AB 928 Implementation
Hinkle, Lisa ZTC/OER Implementation Grant Fund	SBVC	06/14/24	06/30/24	\$57.88	30	\$1,736.40	ZTC/OER Implementation
Hinkle, Lisa ZTC/OER Implementation Grant Fund	SBVC	07/01/24	07/31/24	\$57.88	30	\$1,736.40	ZTC/OER Implementation
Huang, Michael SSSP Categorical	SBVC	07/01/24	08/09/24	\$64.07	120	\$7,688.40	Adjunct Counseling
Huang, Michael SSSP Categorical	SBVC	08/12/24	12/20/24	\$64.07	422	\$27,037.54	Adjunct Counseling
Hunt, SynToia California College Promise Categorical	SBVC	07/01/24	07/30/24	\$64.07	140	\$8,969.80	Adjunct Counseling
Hunt, SynToia California College Promise Categorical	SBVC	08/01/24	12/20/24	\$64.07	410	\$26,268.70	Adjunct Counseling
Huston, Celia ZTC/OER Accelerator Grant Fund	SBVC	06/14/24	06/30/24	\$57.88	30	\$1,736.40	ZTC/OER Cohort Resource Development
Jaramillo, Danny SSSP Categorical	SBVC	07/01/24	08/09/24	\$64.07	120	\$7,688.40	Adjunct Counseling
Jaramillo, Danny SSSP Categorical	SBVC	08/12/24	12/20/24	\$64.07	422	\$27,037.54	Adjunct Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.9|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Jauregui, Gomez, Melissa SSSP Categorical	SBVC	07/01/24	08/09/24	\$64.07	120	\$7,688.40	Adjunct Counseling
Jauregui, Gomez, Melissa SSSP Categorical	SBVC	08/12/24	12/20/24	\$64.07	422	\$27,037.54	Adjunct Counseling
Jones, Carol STEM- MESA General Fund	SBVC	08/12/24	12/30/24	\$57.88	25	\$1,447.00	STEM-MESA Faculty Sponsor
Kelly, Matthew Office of Instruction General Fund	SBVC	07/01/24	06/30/25	\$70.82	400	\$28,328.00	Library Reference Desk
Laguna, Tania EOPS Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling-EOPS
Laguna, Tania EOPS Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling-EOPS
Laguna, Tania EOPS Categorical	SBVC	01/06/25	05/30/25	\$70.82	422	\$29,886.04	Adjunct Counseling-EOPS
Laguna, Tania EOPS Categorical	SBVC	06/02/25	06/30/25	\$70.82	120	\$8,498.40	Adjunct Counseling-EOPS
Lee, Dirkson Guided Pathways Categorical Fund	SBVC	07/01/24	07/31/24	\$57.88	78	\$4,514.64	Writing Center Oversight Faculty Lead
Lee, Yeon STEM- MESA General Fund	SBVC	08/12/24	12/30/24	\$57.88	25	\$1,447.00	STEM-MESA faculty
Lewis, Rosalind Extended Police Academy General Fund	SBVC	07/01/24	06/30/25	\$57.88	422	\$24,425.36	Coordinator
Lochard, Armone SSSP Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.10|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Lochard, Armone SSSP Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling
Loydie, Burmah ZTC/OER Accelerator Grant Fund	SBVC	06/14/24	06/30/24	\$57.88	30	\$1,736.40	ZTC/OER Cohort Resource Development
Lyons, Kevin ZTC/OER Accelerator Grant Fund	SBVC	06/14/24	06/30/24	\$57.88	30	\$1,736.40	ZTC/OER Cohort Resource Development
Maldonado, Lourdes Office of Instruction General Fund	SBVC	08/12/24	12/30/24	\$68.57	352	\$24,136.64	STEM-MESA Counseling
Maldonado, Lourdes Office of Instruction General Fund	SBVC	01/21/25	06/30/25	\$68.57	352	\$24,136.64	STEM-MESA Counseling
Marquis, Jeanne SSSP Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Marquis, Jeanne SSSP Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling
Martin, Desiree SSSP Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Martin, Desiree SSSP Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling
Melgar, Luisa Office of Instruction General Fund	SBVC	07/01/24	06/30/25	\$57.88	1080	\$62,510.40	Nursing Department Clinical Placement Coordinator
Navarrete, Belinda SSSP Categorical	SBVC	07/01/24	08/09/24	\$64.07	120	\$7,688.40	Adjunct Counseling
Navarrete, Belinda SSSP Categorical	SBVC	08/12/24	12/20/24	\$64.07	422	\$27,037.54	Adjunct Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.11|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Nguyen, Duc SSSP Categorical	SBVC	07/01/24	08/09/24	\$64.07	120	\$7,688.40	Adjunct Counseling
Nguyen, Duc SSSP Categorical	SBVC	08/12/24	12/20/24	\$64.07	422	\$27,037.54	Adjunct Counseling
Notarangelo, Maria ZTC/OER Accelerator Grant Fund	SBVC	06/14/24	06/30/24	\$57.88	30	\$1,736.40	ZTC/OER Cohort Resource Development
Ontiveros, Doris Office of Instruction General Fund	SBVC	01/09/24	06/30/24	\$57.88	50	\$2,894.00	Pharm Tech Dept. Chair <i>Ratification: Item inadvertently removed from prior campus board item submission by HR.</i>
Orozco, Brenda Student Equity Categorical	SBVC	07/01/24	07/30/24	\$64.07	140	\$8,969.80	Adjunct Counseling
Orozco, Brenda Student Success & Support Categorical	SBVC	08/01/24	12/20/24	\$64.07	410	\$26,268.70	Adjunct Counseling
Perez, Alberto Counseling General Fund	SBVC	07/01/24	08/09/24	\$64.07	120	\$7,688.40	Adjunct Counselor - Colton USD
Perez, Alberto Counseling General Fund	SBVC	08/12/24	12/20/24	\$64.07	422	\$27,037.54	Adjunct Counselor - Colton USD
Perez, Alecia STAR Program- Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Perez, Alecia STAR Program- Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling
Perez, Ebony STEM- MESA General Fund	SBVC	08/12/24	12/30/24	\$57.88	25	\$1,447.00	STEM-MESA Faculty Sponsor
Robles, Maritza Office of Instruction General Fund	SBVC	07/01/24	08/10/24	\$68.57	160	\$10,971.20	Nursing Counselor



Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.12|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Robles, Maritza Office of Instruction General Fund	SBVC	08/11/24	06/30/25	\$70.82	920	\$65,154.40	Nursing Counselor
Rodriguez, Andrea BSI Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Rodriguez, Andrea BSI Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling
Roza, Amanda Office of Instruction General Fund	SBVC	07/01/24	06/30/25	\$57.88	1080	\$62,510.40	Nursing Department Clinical Placement Coordinator
Sanchez, Victoria SSSP Categorical	SBVC	07/01/24	08/09/24	\$64.07	120	\$7,688.40	Adjunct Counseling
Sanchez, Victoria SSSP Categorical	SBVC	08/12/24	12/20/24	\$64.07	422	\$27,037.54	Adjunct Counseling
Schour, Lisa SSSP Categorical	SBVC	07/01/24	08/09/24	\$64.07	75	\$4,805.25	Adjunct Counseling
Schour, Lisa SSSP Categorical	SBVC	08/12/24	12/20/24	\$64.07	285	\$18,259.95	Adjunct Counseling
Silva, Steven Office of Instruction General Fund	SBVC	08/12/24	12/30/24	\$70.82	352	\$24,928.64	STEM-MESA Counseling
Silva, Steven Office of Instruction General Fund	SBVC	01/21/25	06/30/25	\$70.82	352	\$24,928.64	STEM-MESA Counseling
Smalls, Hailey STEM- MESA General Fund	SBVC	08/12/24	12/30/24	\$57.88	25	\$1,447.00	STEM-MESA Faculty Sponsor
Solorio, Carlos SSSP Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Solorio, Carlos SSSP Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.13|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Teposte, Manuel SSSP Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Teposte, Manuel SSSP Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling
Tolstova, Anna STEM- MESA General Fund	SBVC	08/12/24	12/30/24	\$57.88	25	\$1,447.00	STEM-MESA Faculty Sponsor
Urell, Mary CalWORKs	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Urell, Mary CalWORKs	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling
Valdez-Flynn, Veronica SSSP Categorical	SBVC	07/01/24	08/09/24	\$70.82	120	\$8,498.40	Adjunct Counseling
Valdez-Flynn, Veronica SSSP Categorical	SBVC	08/12/24	12/20/24	\$70.82	422	\$29,886.04	Adjunct Counseling
Valenzuela, Jennifer California College Promise Categorical	SBVC	07/01/24	07/30/24	\$64.07	140	\$8,969.80	Adjunct Counseling
Valenzuela, Jennifer California College Promise Categorical	SBVC	08/01/24	12/20/24	\$64.07	410	\$26,268.70	Adjunct Counseling
Voisard, Steven Library General Fund	SBVC	07/01/24	06/30/25	\$70.82	400	\$28,328.00	Library Reference Desk
Voisard, Steven ZTC/OER Accelerator Grant Fund	SBVC	06/14/24	06/30/24	\$57.88	30	\$1,736.40	ZTC/OER Cohort Resource Development
Watterlond, John STEM- MESA General Fund	SBVC	08/12/24	12/30/24	\$57.88	25	\$1,447.00	STEM-MESA faculty
Wilkins, Janice Guided Pathways	SBVC	07/01/24	08/09/24	\$57.88	60	\$3,472.80	AB 928 Implementation



Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 13, 2024

[v.5.29.2024.p.14|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Wilkins, Janice Guided Pathways	SBVC	08/12/24	12/20/24	\$57.88	100	\$5,788.00	AB 928 Implementation
Worsley, Maggie Instruction Office General Fund	SBVC	07/01/24	08/11/24	\$57.88	50	\$2,894.00	DE Facilitator, On-line

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,
and Health and Safety Administration

DATE: June 13, 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 and 2024-2025 budgets.





Payment of Stipends

Submitted for Board Approval June 13, 2024

[v.5.22.2024.p.2|5]

Faculty Chair 07/01/24 – 12/31/24

Employee Name	Location Assignment	Department	Stipend
Hogrefe, Richard	CHC	Communication and Language	\$3,500.00

Faculty Chair 01/01/25 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
Brighton, Breanna	CHC	Communication and Language	\$3,500.00

Faculty Chair 07/01/24 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
Rojas, Daniel	CHC	Allied Health Services	\$4,000.00
Bond, Lauren	CHC	English	\$4,500.00
Cervantes, Jeffrey	CHC	Social and Cultural Studies	\$4,000.00
DiBartolo, Cheryl	CHC	Social Sciences	\$8,000.00
Grabow, James	CHC	Counseling and Career Services	\$2,500.00
Grounds, John	CHC	Fire, Public Safety and Services	\$8,000.00
Hayes, Ashley	CHC	English	\$4,500.00
Jaques, Paul	CHC	Performing Arts	\$3,000.00
Lopez, Natalie	CHC	Library	\$6,000.00
Mansourian, Farhad	CHC	Communication and Language	\$8,000.00
McConnell, Mark	CHC	Performing Arts	\$3,000.00
McCoy, Danielle	CHC	Mathematics	\$8,000.00
McKee, Julie	CHC	Social and Cultural Studies	\$4,000.00
McLaren, Meridyth	CHC	Human Development	\$5,000.00
McLaren, Meridyth	CHC	Visual and Media Arts	\$6,000.00
Olivera, Christopher	CHC	Kinesiology and Health Education	\$7,000.00
Rivera, Ernesto	CHC	Counseling and Career Services	\$2,500.00
Ruiz, Sandra	CHC	Computer and Information Science	\$6,000.00
Sheahan, Michael	CHC	Allied Health Services	\$4,000.00
Truong, Sam	CHC	Physical and Biological Sciences	\$9,000.00



Payment of Stipends

Submitted for Board Approval June 13, 2024

[v.5.22.2024.p.3|5]

Faculty Coordinator 07/01/24 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
Akers, Elaine	SBVC	Student Health Services	\$4,400.00
Buffong, Keynasia	SBVC	Transfer & Career	\$4,800.00
Carter, Yancie	SBVC	Matriculation	\$4,800.00
Hamdy, Rania	SBVC	Professional Development	\$4,400.00

Head Coach 12/18/23 – 06/30/24

Ratification: Track & Field playoff stipends for Head Coaches with teams who participated in the playoffs. Per the employee's contracts, they are paid \$1,800.00 for having student-athletes compete in State Finals (3 weeks of playoffs at \$600.00 per week).

Employee Name	Location Assignment	Department	Stipend
Lawler, Kenneth	SBVC	Athletics/Men's Track & Field	\$1,800.00
Ratigan, James	SBVC	Athletics/Women's Track & Field	\$1,800.00

Assistant Coach 03/15/24 – 06/30/24

Ratification: Hiring of Assistnat Baseball coach was after prior Board deadline submissions.

Employee Name	Location Assignment	Department	Stipend
Ho, Stephen Kaito	SBVC	Athletics/Baseball	\$3,000.00

Other 01/16/24 – 05/20/24

English as a Second Language Beginning Level 1, 601-25 changed to zero textbook.

Ratification: Hours were missed or increased.

Employee Name	Location Assignment	Department	Stipend
Bader, Kelly	CHC	English and Reading	\$500.00



Payment of Stipends

Submitted for Board Approval June 13, 2024

[v.5.22.2024.p.4|5]

Other 03/15/24 – 06/30/24

Basic Skills Projects- Community of Practice Leadership Team

Ratification: Community of Practice Leadership Team was originally board approved through the Fall semester. This submission includes Spring semester as well.

Employee Name	Location Assignment	Department	Stipend
Alhoch, Bashar	SBVC	English-Community of Practice	\$1,500.00
Colern-Mulz, Leslie	SBVC	English-Community of Practice	\$1,500.00
Hoelle, Janet Nicole	SBVC	English-Community of Practice	\$1,500.00
Joshua, Judith	SBVC	English-Community of Practice	\$1,000.00
Kellogg, Elena	SBVC	English-Community of Practice	\$1,500.00
Vogel, Katherine	SBVC	English-Community of Practice	\$1,500.00

Other 04/05/24 – 05/01/24

Substitute setup to cover for class.

Ratification: Hours were missed or increased.

Employee Name	Location Assignment	Department	Stipend
McCoy, Danielle	CHC	Mathematics	\$520.00
Robertson, Jillian	CHC	Mathematics	\$520.00

Other 04/30/24 (1 day)

Taytayan Learning Community Mentor-Mentee Paint Party Event sponsored by the Office of Student Life at SBVC.

Ratification: Event details not solidified before prior Board submission deadline.

Employee Name	Location Assignment	Department	Stipend
Syphengpheth, Kamphoune	SBVC	Arts and Humanities	\$750.00

Other 05/28/24 – 08/01/24

History 101 changed to zero textbook cost.

Ratification: Hours were missed or increased

Employee Name	Location Assignment	Department	Stipend
Mello, Brandice	CHC	History	\$500.00



Payment of Stipends

Submitted for Board Approval June 13, 2024

[v.5.22.2024.p.5|5]

Other 06/01/24 – 06/30/24

Nursing services summer program work

Ratification: Information was not provided in time for prior board approval.

Employee Name	Location Assignment	Department	Stipend
Ouellette, Anamay	CHC	Nursing Services	\$284.00

Other 06/10/24 – 08/01/24

Summer Bridge Program, COUN 100 and ENGL 101

Ratification: Program staff were not able to meet before May 09, 2024 board meeting to select faculty that will be teaching the courses

Employee Name	Location Assignment	Department	Stipend
Schoenfeld, Racquel	CHC	Counseling	\$600.00
Tovar, Jonathan	CHC	English	\$600.00

Other 06/10/24 – 08/02/24

Faculty Advisor to students participating in STEM Summer Research, Summer 2024.

Ratification: Hours were missed or increased.

Employee Name	Location Assignment	Department	Stipend
Olivera, Christopher	CHC	Physical and Biological Sciences	\$1,500.00
Robertson, Jillian	CHC	Mathematics	\$1,500.00
Ruiz, Sandra	CHC	Computer and Information Sciences	\$1,500.00

Other 07/01/24 – 08/02/24

Online Teaching Verification Workshops

Employee Name	Location Assignment	Department	Stipend
Hamett, Cynthia	CHC	Distance Education	\$2,600.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Consideration Approval of the Ratification of the San Bernardino Community College District Police Officers' Association (POA) Bargaining Agreement, Articles, and Appendices

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Bargaining Agreement, Articles, and Appendices between the San Bernardino Community College District and San Bernardino Community College District Police Officers' Association (POA).

OVERVIEW

The San Bernardino Community College District and POA reached an agreement on the following Articles: Preamble, 1, 2, 3, 5, 6, 7, 9, 12, 13, 14, 15, 16, 17, 19, and 24, and Appendices for the Successor Agreement as set for the in the attached documentation, effective July 1, 2023, through June 30, 2026.

The POA membership ratified the Bargaining Agreement, Articles, and Appendices on May 22, 2024.

ANALYSIS

On May 1, 2024, the Parties met and reached an agreement for the 2023–2026 POA Bargaining Agreement.

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 are included in the appropriate budgets.



AGREEMENT BETWEEN

**SAN BERNARDINO COMMUNITY COLLEGE
DISTRICT (SBCCD)**

AND

**SAN BERNARDINO COMMUNITY COLLEGE
DISTRICT POLICE OFFICERS' ASSOCIATION
(SBCCDPOA)**

JULY 1, 2023 – JUNE 30, 2026

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PREAMBLE

This is an agreement made and entered into the 1st day of ~~July 2020~~ [TBD], between the San Bernardino Community College District, hereinafter referred to as DISTRICT, and the San Bernardino Community College District Police Officer Association, hereinafter referred to as ASSOCIATION.

Reference to the PARTIES shall include both the DISTRICT and the ASSOCIATION.

Reference to “day(s)” shall mean a business day, defined as a weekday (Monday – Friday) with the exception of District holidays as identified in the District’s Non-Academic Calendar ([click here for Non-Academic Calendar](#)), unless otherwise referred to as a calendar day(s).

ARTICLE 1: RECOGNITION

- 1.1 **ACKNOWLEDGEMENT.** The DISTRICT recognizes the ASSOCIATION as the exclusive representative for all sworn college school police officers (“unit members”) except those positions identified as management and non-sworn employees. Excluded are all other employees.

- 1.2 The DISTRICT agrees to ~~not contract or assign police service of unit members as outlined in the DISTRICT Job Description for College Police Officers dated June 21, 2018, and as modified thereafter, to either non-sworn employees or through an outside contractor without first meeting and conferring with the ASSOCIATION.~~ **adhere to Education Code Section 88003.1 and the ASSOCIATION retains the right to negotiate.**
 - 1.2.1 The contract does not cause the displacement of DISTRICT unit members. The term “displacement” includes layoff, demotion, involuntary transfer to a new classification, involuntary transfer to a new location requiring a change of residence, and time base reductions. Displacement does not include changes in shifts or days off, nor does it include reassignment to other positions within the same classification and general location or employment with the contractor, so long as wages and benefits are comparable to those paid by the school DISTRICT.

ARTICLE 2: MANAGEMENT RIGHTS

- 2.1 It is understood and agreed that the DISTRICT retains all of its powers and authority to direct, manage, and control its operation as specified by and to the full extent of the law, except as specified in this Agreement.
- 2.2 Included in, but not limited to, those duties and powers are the exclusive right to:
- a. ~~d~~Determine the times and hours of operation;
 - b. ~~d~~Determine the kinds and levels of services to be provided, and the methods and means of providing them (see Article 1);
 - c. ~~e~~Establish ~~it's~~ the educational policies, goals and objectives;
 - d. ~~i~~Ensure the rights and educational opportunities of students;
 - e. ~~d~~Determine staffing patterns; ~~classify and reclassify~~;
 - f. ~~d~~Determine the number and kinds of personnel required;
 - g. Direct the work of unit members;
 - h. ~~m~~Maintain the efficiency of DISTRICT operations;
 - i. ~~d~~Determine the curriculum;
 - j. ~~b~~Build; move, or modify buildings and facilities;
 - k. ~~e~~Establish budget procedures and determine budgetary allocation;
 - l. ~~d~~Determine the methods of raising revenue; and
 - m. ~~d~~Determine the level of safety standards to comply with Federal and State requirements; ~~and contract out work not customarily and routinely performed by bargaining unit members or where expressly forbidden by law.~~
- The DISTRICT also retains the right to hire, classify/~~reclassify~~, evaluate, promote, layoff, terminate, and discipline ~~employees~~ unit members.
- 2.3 The DISTRICT retains its right to amend, modify, or rescind policies and practices set forth in this Agreement in cases of emergency and to determine when an emergency exists. For the purpose of this Article, the term "emergency" shall mean a situation which could not have been reasonably foreseen and which when not acted upon might incur loss of life or limb or serious damage to property such as a natural disaster, conflagration, epidemic, or work stoppage.
- 2.4 The exercise of these powers, rights, authority, duties, and responsibilities shall be directed by the DISTRICT; the adoption of policies, rules, regulations, and practices in

furtherance thereof; and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the laws of the State of California.

- 2.5 The exercise of any right reserved to the District in a particular manner or the non-exercise of any such right shall not be deemed a waiver of the District's right to preclude the District from executing the right in a different manner.
- 2.6 The ASSOCIATION, on behalf of its unit members, agrees that it will not cause, encourage, participate in, or support any strike, boycotting, or work stoppage, or refuse to render services or to work at any time during the term of this Agreement. In the event of a violation of this section by the ASSOCIATION and/or the unit members, the DISTRICT may, in addition to other remedies, discipline such unit members up to and including discharge. Unit members shall not be entitled to any benefits or wages whatsoever while they are engaged in a strike, work stoppage or other interruption of work.

ARTICLE 3: NON DISCRIMINATION

- 3.1 ~~It is understood and agreed that neither the DISTRICT nor the ASSOCIATION shall discriminate against any unit member because of rights guaranteed by the Educational Employment Relations Act. Such discrimination is subject to unfair practice procedures and shall not be grievable under Article 18 of this Agreement. Refer to DISTRICT Discrimination and Harassment policy (click [here](#) for policy).~~
- 3.2 The San Bernardino Community College District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all District employment and opportunities. Harassment of any employee/student with regard to race, color, national origin, gender, or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer and/or Section 504/ADA Coordinator. The Title IX Officer and/or Section 504/ADA Coordinator is the Vice Chancellor of Human Resources, or designee, ~~Department~~ Office of Human Resources, 550 E Hospitality Lane Suite 200, San Bernardino, CA 92408, (909) 388-6950.
- 3.3 It is understood and agreed that neither the DISTRICT nor the ASSOCIATION shall discriminate against any unit member because of rights guaranteed by the Educational Employment Relations Act. Such discrimination is subject to unfair practice procedures and shall not be grievable under Article 18 of this Agreement. [moved down from 3.1]

ARTICLE 4: DUES AND ORGANIZATIONAL SECURITY

4.1 PROVISIONS.

- 4.1.1 The DISTRICT shall deduct ASSOCIATION membership dues and any other agreed-upon payroll deduction to the extent permitted by law from the pay of each unit member in accordance with the procedures set forth herein.

4.2 DUES DEDUCTION.

- 4.2.1 The ASSOCIATION has the sole and exclusive right to have unit member organization membership dues and service fees deducted by the DISTRICT for unit members.
- 4.2.2 Employees shall communicate their request to begin or cancel membership deductions to the ASSOCIATION and the ASSOCIATION shall inform the DISTRICT. Dues paying bargaining unit members who have affirmatively consented to or authorized dues deductions shall be entitled to have dues deducted by signing and filing with the ASSOCIATION an authorization form provided by the ASSOCIATION. The ASSOCIATION will notify the DISTRICT of the employee name and amount of dues to be withheld.
- 4.2.3 The DISTRICT agrees to direct each unit member to the ASSOCIATION with regard to any questions or concerns related to membership dues or any other mutually agree upon payroll deduction.
- 4.2.4 The ASSOCIATION is responsible for providing the DISTRICT with timely information regarding changes to unit member's dues and any other lawful ASSOCIATION related payroll deductions.
- 4.2.5 Dues withheld by the DISTRICT shall be transmitted monthly to the ASSOCIATION officer designated in writing by the ASSOCIATION as the person authorized to receive the funds, at the address specified.
- 4.2.6 If dues deduction would result in a negative balance for an employee, the dues will not be withheld, and the ASSOCIATION will be notified.

- 4.2.7 The ASSOCIATION shall refund to the DISTRICT any amounts paid to it in error upon presentation of supporting evidence. The DISTRICT will pay to the ASSOCIATION any amounts which were not deducted in accordance with the procedures prescribed in this Section.
- 4.2.8 The DISTRICT shall make payroll deductions in reliance on the ASSOCIATION'S certification that the ASSOCIATION has and will maintain an authorization signed by each unit member who affirmatively consents to pay ASSOCIATION membership dues. Similarly, the DISTRICT shall only cancel or modify membership dues or any other mutually agreed payroll deduction for any unit member in reliance on information provided by the ASSOCIATION to the extent permitted by law.
- 4.2.9 The DISTRICT shall not request the ASSOCIATION to provide a copy of any unit member's authorization unless a dispute arises about the existence or terms of the authorization.
- 4.2.10 The ASSOCIATION shall indemnify, defend, protect and hold harmless the DISTRICT and its elected and appointed officials, officers, employees, officers and agents (collectively hereafter the "Indemnitees") from and against any and all claims, liabilities, losses, damages, fines, penalties, claims, demands, suits, actions, causes of action, judgments, costs, and expenses arising from the application of this section, including, but not limited to, any claims made by bargaining unit employees for the return of membership dues deductions the DISTRICT made in reliance on the ASSOCIATION'S certification, and any claims made by any bargaining unit employees for any deduction cancellation or modification the DISTRICT made in reliance on the information provided by the ASSOCIATION.

ARTICLE 5: RIGHTS OF ASSOCIATION AND MEMBERS

- 5.1 Nothing in this Agreement shall be construed to deny or restrict any unit member's rights provided under the Educational Employment Relations Act or other applicable State Laws and Regulations. The PARTIES recognize the right of unit members to join and participate in the legal activities of the ASSOCIATION, and the alternative right of unit members not to join the ASSOCIATION and participate in such activities.
- 5.2 The ASSOCIATION shall have the following rights in addition to any rights contained in other portions of this Agreement pursuant to the following:
- 5.2.1 ~~RIGHT OF ACCESS.~~ **ACCESS TO EMPLOYEE WORK AREA.** ~~Authorized~~ A reasonable number of ASSOCIATION representatives shall have the right to of access to the areas in which bargaining unit members work during non-duty hours, such as lunch and rest periods, provided there is no undue interference with DISTRICT operations. ~~at reasonable times for the purpose of contacting bargaining unit members and transacting ASSOCIATION business, provided such business or activity does not interfere with the school programs and/or duties of bargaining unit members and other DISTRICT employees. Upon arriving at a work site, any such representative shall first report to the office of the appropriate management person to announce their presence and state the purpose for their visit and the bargaining unit members they intend to contact.~~
- 5.2.2 **COMMUNICATION WITH MEMBERS.** ~~Authorized~~ The ASSOCIATION representatives shall have the right to reasonable use of ASSOCIATION may use boards, mailboxes, and other means of communication subject to reasonable regulations by the DISTRICT. Prior to posting on bulletin boards, a copy of the communication shall be furnished to the DISTRICT. All terms to be posted shall bear the date of posting and the name and authorization of the ASSOCIATION and shall be removed by the ASSOCIATION when applicability ceases. ~~located at the Police Station, including the use of official POA bulletin boards without charge, provided that all postings for bulletin boards or items for school mailboxes contain the name of the person and organization responsible for its promulgation. In the event the ASSOCIATION does not identify a specific individual for receipt of such material, the material shall be placed in an area frequented by ASSOCIATION members.~~

- 5.2.3 **USE OF DISTRICT FACILITIES.** ~~Authorized~~ The ASSOCIATION representatives shall have the right to use designated DISTRICT facilities, equipment and buildings at ~~reasonable times during non-duty hours, providing~~ provided that advance permission is secured from such use does not interfere with the school programs and/or duties of bargaining unit members and other DISTRICT employees. Requests for the use of facilities shall be submitted in advance to the appropriate site administrator and all costs of materials are borne by the ASSOCIATION, unless waived by the Chancellor/or designee.
- 5.2.4 **COPIES OF THE CONTRACT.** The DISTRICT shall maintain this Agreement on the DISTRICT'S website in order to provide access to all employees.
- 5.2.5 **FINANCIAL INFORMATION.** Upon request by the ASSOCIATION, the DISTRICT shall make available to the ASSOCIATION all public documents relating to finances which are relevant to the representation of the bargaining unit, after adoption by the Board of Trustees.
- ~~5.2.6 **BOARD AGENDA.** The DISTRICT shall provide the ASSOCIATION President with a printed copy of the Board Book as well as copies of the agenda prior to the meetings of the Board of Trustees.~~
- 5.2.7 **PAID RELEASE TIME.** All requests for ASSOCIATION release time in this Article require the ASSOCIATION to provide written notice to the Chief of Police and the Vice-Chancellor of Human Resources via email no less than ten (10) days in advance, when possible, prior to the requested release time.
- 5.2.7.1 **RELEASE TIME FOR ASSOCIATION BUSINESS.** The President of the ASSOCIATION or designee shall be granted one-hundred (100) hours of paid release time per fiscal year to be used for ASSOCIATION business. The President of the ASSOCIATION will be allowed to designate bargaining unit members other than the President to use portions of this allocation. ~~5.2.7.1~~ The DISTRICT shall provide the ASSOCIATION the following release time to unit members subject to the following requirements:
- ~~a. A written notice must be submitted to the DISTRICT at least five (5) days in advance, when possible, prior to such release.~~

- ~~b.~~ a. Any hours beyond the one-hundred (100) hours requires approval of the DISTRICT and will require the unit member to use their personal leave(s) for those hours.
- ~~c.~~ b. The Chief of Police will have the discretion to restrict attendance for safety/shift coverage reasons. [moved from 5.7.2.4]
- ~~d.~~ c. Any hours used by unit members as ~~Presidential~~ ASSOCIATION Paid Release Time shall be noted as "PART" on the unit member's work report.

5.2.7.2 Release time for statutory representational time, such as negotiations, mediation, disciplinary meetings and attendance at grievance hearings shall not be charged against time as described in 5.2.7.1 above.

5.2.7.3 Individual unit members may not use more than five (5) ASSOCIATION leave days per ~~calendar~~ fiscal year.

5.2.7.4 The DISTRICT shall allow two (2) ~~duly-elected~~ ASSOCIATION members ~~delegates~~ paid time off to take a maximum of five (5) days, if necessary, to attend POA Leadership Training sponsored by Peace Officer Research Association of California (PORAC) Legal Defense Fund (LDF) Panel Attorneys. The days for this training shall not count against the maximum number of hours as described above. Out of state training/travel must receive specific approval from the Chancellor/or designee. ~~Additionally, at least 10 business days' notice to the Chief of Police is required, and the Chief will have the discretion to restrict attendance for safety/shift coverage reasons.~~ The DISTRICT shall provide the ASSOCIATION this release time subject to the following requirements:

~~5.2.7.5 Requests for ASSOCIATION. Leave must be presented to the Vice Chancellor of Human Resources and Police Services Division by 10 a.m. three (3) business days in advance of leave. Business day is defined as a day during which the District office is open to the public for business.~~

- a. The Chief of Police will have the discretion to restrict attendance for safety/shift coverage reasons. [moved from 5.7.2.4]
- b. Any hours used by unit members as Leadership Training Paid Release Time shall be noted as "LRT" on the unit member's work report.

5.2.7.5 RELEASE TIME FOR GRIEVANCE PROCESSING. Reasonable paid time shall be used by the ASSOCIATION for grievance investigation or preparation. The DISTRICT shall provide the ASSOCIATION this release time subject to the following requirements: ~~An authorized ASSOCIATION officer or representative shall be released from their regular work duties, with pay, when grievance resolution meetings are scheduled during regular working hours.~~

- a. An authorized ASSOCIATION officer or representative shall be released from their regular work duties, with pay, when grievance resolution meetings are scheduled during regular working hours. **[moved from 5.7.2.5]**
- b. The Chief of Police will have the discretion to restrict attendance for safety/shift coverage reasons. **[moved from 5.7.2.4]**
- c. Any hours used by unit members as Release Time for Grievance Processing shall be noted as "€GRT" **[refer to existing code]** on the unit member's work report.
- ~~d. For record keeping purposes and so that coverage can be provided, unit members shall inform their supervisors by email at least five (5) days in advance, when possible, prior to such.~~

5.2.7.6 RELEASE TIME FOR NEGOTIATIONS PROCESSING. The ASSOCIATION shall have the right to designate two (2) ~~employees~~ **unit members** who shall be given reasonable time without loss of compensation to prepare for and participate in matters of employer-employee relations. In addition, each ASSOCIATION negotiations unit member will receive reasonable time for travel to and from the negotiations site and shall receive five (5) hours per week to work on proposals and/or counterproposals, not to include travel and scheduled break times. Additional time may be requested through the Vice Chancellor of Human Resources. The ~~Chapter President~~ ASSOCIATION may designate additional unit members under this provision for the ASSOCIATION ratification processes for tentative agreements agreed to with the DISTRICT. The DISTRICT shall provide the ASSOCIATION this release time subject to the following requirements:

- a. The Chief of Police will have the discretion to restrict attendance for safety/shift coverage reasons. **[moved from 5.7.2.4]**

- b. Any hours used by unit members as Release Time for Negotiations Processing shall be noted as "ENRT" [refer to existing code] on the unit member's work report.
- ~~c. For record keeping purposes and so that coverage can be provided, unit members shall inform their supervisors by email at least five (5) days in advance, when possible, prior to such release.~~

5.2.7.7 RELEASE TIME FOR NEW HIRE EMPLOYEE ORIENTATION. Reasonable paid release time shall be used by the ASSOCIATION for the purpose of preparing and presenting information on POA membership at new-hire employee orientations. When possible, an ASSOCIATION representative(s) will be designated by the President to attend the DISTRICT scheduled orientation to be conducted. The DISTRICT shall provide the ASSOCIATION this release time subject to the following requirements:

- a. The Chief of Police will have the discretion to restrict attendance for safety/shift coverage reasons. [moved from 5.7.2.4]
- b. Any hours used by unit members as Release Time for New Hire Employee Orientation shall be noted as "~~CRT~~" "NEO" on the unit member's work report.
- ~~c. For record keeping purposes and so that coverage can be provided, unit members shall inform their supervisors by email at least five (5) days in advance, when possible, prior to such.~~

ARTICLE 6: HOURS OF WORK & OVERTIME

- 6.1 **WORK YEAR.** The standard work year for full-time unit members shall be 260 working days. Any year that exceeds the standard 260 working days (e.g. 261 or 262), the DISTRICT will calendar the additional day(s) as non-contract day(s) before or after the Winter Recess period outlined in Article 12. During such years, the DISTRICT will provide notification to the ASSOCIATION on or before July 1st of the fiscal year affected.
- 6.2 **WORK PERIOD.** The regular work period for unit members covered by this agreement shall consist of 80 hours in a 14-day period which may consist of 12-hour, 10-hour, 9-hour or 8-hour work shifts.
- 6.2.1 **WORKWEEK.** The regular workweek of unit members shall be on consecutive days Sunday through Saturday. Each unit member's workweek may begin on any day during the week. The beginning of the unit member's workweek shall be used to determine eligibility for overtime pay or compensatory time off. Unit members shall be scheduled consecutive days off except in the case of shift rotation/change where consecutive days off are not guaranteed. The day of the week that the unit members begin their workweek is subject to change with each departmental **work** shift rotation.
- The DISTRICT and ASSOCIATION agree to delay the implementation of the 7-day workweek outlined in Section 6.2.1 to ~~be effective June 1, 2023~~ **a future date ("New Implementation Date") that will be determined at the sole discretion of the DISTRICT. The DISTRICT shall be required to provide ASSOCIATION with no less than sixty (60) calendar days' notice prior to the shift bidding process for the next work shift rotation which includes the 7-day workweek.**
- 6.2.2 **WORKDAY.** The length of the workday shall be designated by the DISTRICT for each classified assignment in accordance with the provisions set forth in this Agreement. Each ~~bargaining~~ unit member shall be assigned a fixed, regular, and ascertainable minimum number of hours.
- 6.3 **ALTERNATIVE WORK SCHEDULE.** The DISTRICT has the right to assign alternative schedules in the best interest of the Department. These schedules include, but are not limited to: Five-Eight Workweek (5/8 schedule); Four-Ten Workweek (4/10 Schedule);

Nine-Day, Eighty Hour Schedule (9/80 Schedule); or three-Twelve Workweek (3/12 Schedule).

6.3.1 Where, in the exclusive opinion of the Chief of Police, minimum staffing has fallen below safe and effective levels, and to a point where an alternative work schedule is no longer feasible or operational needs of the Department are not consistent with an alternative work schedule, the DISTRICT reserves the right to change to an eight (8) hours per day schedule. However, the Chief of Police or a designee shall provide at least fourteen~~th~~ (14) calendar days' notice to the unit members prior to changing their shift. The ASSOCIATION shall have the right to confer on any shift changes pursuant to section 6.3.1.

6.4 **WORK SHIFT ROTATION.** Work shift schedules shall be developed approximately every four (4) months. On or about the first week in December, April, and August, unit members will bid for their desired shift for consideration of the shift rotation for the next four (4) months. The Chief of Police or designee shall post the shifts necessary for the following rotation noting the days normally scheduled for work and days scheduled off and shall not encompass site location. The posting shall remain in place for up to seven (7) days, at which time it will be published. New shift rotations will begin starting the first full work week in January, May and September. For the purpose of this Agreement, the following conditions shall apply:

6.4.1 **SHIFT BIDDING.** Shift bidding will be done based on classification seniority, except in circumstances where the Chief of Police determines that, due to the assignment of a probationary unit member, a different distribution of unit members assigned is necessary to meet the reasonable operating needs of the Department. Additionally, between shift rotations, the Chief of Police may, for a good cause and reasonable operating needs of the Department, reassign unit members to different shifts. The DISTRICT will attempt to minimize the movement of members' seniority based on shift picking due to the placement of probationary officers.

6.4.1.1 **EQUAL SENIORITY.** ~~In the event that, two (2) or more unit members have equal seniority in the same classification, priority shall be given to the unit member with the greater overall DISTRICT seniority; if that be equal, determination of seniority shall be made by lot.~~ If two (2) or more unit members have equal seniority within the classification, priority shall be

given to the unit member with the greater overall DISTRICT seniority (length of time employed by the DISTRICT as a contract employee). If seniority is still equal, priority shall be given to the unit member with the greater overall sworn law enforcement seniority (length of time employed by a POST agency as a sworn peace officer). If seniority is still equal, determination shall be made within the first six (6) months of hire date by a drawing of numbers conducted by the Office of Human Resources in the presence of the ASSOCIATION President or their designee. (Copied from Article 9, Section 9.3.5).

- 6.4.2 **SHIFT SELECTION.** Unit members may work two (2) consecutive work shift rotations and then will be required to select a different rotation based on the beginning of watch and end of watch times, i.e., unit members who work two (2) consecutive Day Shifts will be required to work a Graveyard Shift the following shift rotation **and vice versa**.
- 6.4.3 **SHIFT TRADE.** Unit members may agree solely with their option, but with the advance written approval of their immediate supervisor, to substitute for one another during scheduled hours of work. To allow adequate time for processing, shift trade requests shall be submitted for approval **on the Shift Trade Request Form (accessible on the DISTRICT intranet)**, at least seventy-two (72) hours in advance. ~~Every shift trade agreement must be documented, whether on paper or electronically, and the documentation must clearly demonstrate the approval of~~ **Both unit members and the immediate supervisor must approve of and sign the Shift Trade Request Form which shall then be submitted to the Office of Human Resources.** Substitutions may be denied by an immediate supervisor on a case-by-case basis due to operational or training needs, overtime, or other scheduling impacts.
- 6.4.4 **SHIFT VACANCY.** In circumstances where existing shifts become vacant due to termination, resignation, promotion, demotion, or other events the vacant shift shall be posted for seven (7) calendar days. Unit members shall indicate their interest in filling that vacancy within the allotted time frame **in writing to a supervisor**. If more than one (1) unit member has indicated an interest in the vacancy, the unit member with the highest seniority shall be selected and consistent with section 6.4.1. In the event that no unit member expresses an interest in the vacant shift, that shall be filled consistent with section 6.4.5. Even

though a unit member is selected to fill the vacancy, the unit member will only be credited as if they worked their regular bid work shift rotation and as if the substitution had not occurred.

6.4.5 SHIFT TRANSFER. The Chief of Police may move a unit member from one work shift to another work shift if the change is deemed to be in the best interest of the Department and the DISTRICT. However, the Chief of Police shall provide at least twenty-one (21) calendar days' notice to the unit member prior to changing their shift. In the case where a shift change is between two (2) or more unit members, the unit member with the most seniority shall have the right to accept or reject the transfer. All schedule changes shall be made with the needs of the Department being primary, and the needs of the unit member being secondary.

6.4.5.1 The affected unit member may schedule a meeting with the Chief of Police to discuss the rationale for the transfer. The decision of the Chief of Police shall be final.

6.5 LUNCH PERIODS. Unit members shall be entitled to a lunch period of no less than thirty (30) minutes inclusive of hours worked, which may not be duty free.

6.6 OVERTIME. A unit member who works overtime shall be compensated for all overtime worked at the rate of one and one-half (1 ½) times their regular hours of pay. The regular rate of pay based on a unit member's regular salary schedule placement at the time the overtime is earned.

6.6.1 For unit members assigned to work a four-day (4) workweek consisting of four (4) consecutive days, ten (10) hours per day, overtime shall be considered as time worked in excess of ten (10) hours per day, or in excess of forty (40) hours in any workweek. Work performed on the fifth, sixth, or seventh consecutive days in a workweek shall also be considered overtime.

6.6.2 For unit members assigned to work a three-day (3) workweek consisting of three (3) consecutive days, twelve (12) hours per day and one (1) biweekly eight (8) hour day in a 14-day period, overtime shall be considered as time worked in excess of the normally scheduled hours for that day, or in excess of eighty (80) hours in any work period.

- 6.6.3 For unit members assigned to the 9/80 work schedule consisting of eight (8) nine (9) hour days and one eight (8) hour day in a 14-day work period, overtime shall be considered in excess of the normally scheduled hours for that day, or in excess of eighty (80) hours in any work period.
- 6.6.4 For unit members assigned to work a five-day (5) workweek consisting of eight (8) hours per day, overtime shall be considered as time worked in excess of eight (8) hours in a workday or in excess of forty (40) hours in a workweek.
- 6.6.5 Overtime shall also be defined as any time worked on a sixth or seventh consecutive workday by unit members having an average workday of four (4) hours or more during his or her regular workweek; or any time worked on a seventh consecutive workday by a unit member having an average workday less than four (4) hours during his or her regular workweek. Unit members may be assigned overtime when such is necessary to carry on the business of the DISTRICT. (Ed. Code, § 88026.) Overtime must be authorized in advance by ~~the designated~~ a supervisor.
- 6.7 **OVERTIME DISTRIBUTION.** Overtime work shall be assigned as equally as is practical among qualified unit members, ~~in the same classification and department,~~ taking into consideration the nature of the work to be performed and the needs of the DISTRICT. Assignment of overtime shall not be arbitrary or capricious. ~~When there are two or more unit members in the same classification and department,~~ Overtime shall be offered in the following order of priority:
- a. On a rotational basis, based on seniority, determined by hire date, among those unit members in the same classification ~~and department~~ who normally perform the work involved.
 - b. When no unit members elect to work the overtime, assignment shall be based on inverse order of seniority.
- 6.8 **COMPENSATORY TIME.** Unit members may elect to earn compensatory time off in lieu of cash compensation for overtime work, ~~not to exceed a total of four hundred and eighty (480) hours at any given time.~~ The unit member will notify their immediate supervisor of their election ~~to receive compensatory time in lieu of overtime~~ at the time the overtime is assigned, ~~of their preference of compensatory time when the overtime is assigned.~~

Such ~~notification request~~ shall be made to their ~~immediate supervisor~~ ~~in writing~~ ~~at the time the overtime is assigned. The DISTRICT shall not dictate which type of compensation the unit member receives.~~ The unit member reserves the right to determine the type of compensation received.

- 6.8.1 All overtime for which compensatory time is granted must be reported monthly to the payroll office on the Classified Contract Comp Timesheet. Compensatory time off shall be granted at the rate of one and one-half (1-1/2) times the number of overtime hours worked.
- 6.8.2 The DISTRICT shall total the number of hours of compensatory time off for each unit member on or about September 1 of a given year. The DISTRICT shall pay unit members in cash for all accumulated compensatory time accrued as of this date. Such payment is to be based on the unit member's rate of pay at the time compensatory time off was earned.
- 6.8.3 Unit members who request compensatory time off shall do so by submitting a ~~Classified Time Off Request Form (accessible on the DISTRICT intranet)~~ ~~compensatory time off request form~~ to their ~~immediate~~ supervisor for approval and shall be taken at a time which is least disruptive of DISTRICT operations. A unit member's request for compensatory time off must be responded to and answered by the ~~immediate~~ supervisor within forty-eight (48) hours of its receipt. Every effort will be made by the DISTRICT to accommodate a unit member's request to take compensatory time ~~off~~.

ARTICLE 7: PAY AND ALLOWANCES

For purposes of this Article, the following shall define the different anniversary dates:

- a. **ANNIVERSARY DISTRICT HIRE DATE.** The date that a unit member is hired into a permanent position with the District.
- b. **ANNIVERSARY LONGEVITY DATE.** The date that a unit member is hired into a permanent position with the District, less any unpaid leaves for longer than 30 days at a time.
- c. **ANNIVERSARY SENIORITY/POSITION HIRE DATE.** The hire date that a unit member is hired and/or promoted into a new classification.
- d. **ANNIVERSARY STEP/INCREMENT DATE.** The date that a unit member advances to the next step on the salary step schedule.

7.1 **RATE OF PAY.** The regular rate of pay for each position in the bargaining unit shall be as set forth in the salary schedule attached as Appendix A.

- ~~a. For the fiscal year 2021-2022, the DISTRICT will provide all current bargaining unit members in paid status as of the date of ratification of this agreement, a one (1) time off salary schedule payment totaling four thousand dollars (\$4,000). Payment shall be received no later than two (2) pay cycles following the date of ratification of this agreement.~~
- ~~b. Effective July 1, 2022, the salary schedule will increase by five percent (5%) for all bargaining unit members. The increase shall not in any way prevent the ASSOCIATION or the DISTRICT from re-opening Article 7: Pay and Allowances for the 2022-2023 year as outlined in Article 24: Completion of Meet and Negotiations.~~
- c. Effective July 1, 2023, the salary schedule shall increase to ten (10) steps (G, H, I, J) with a 3.0% differential between steps, totaling 12%. The ASSOCIATION or the DISTRICT may re-open Article 7: Pay and Allowances for the 2024-2025 year as outlined in Article 24: Completion of Meet and Negotiation to view the formula and see the proportionate share of the increased unrestricted revenue which is above an established base amount less mandatory expenditures that will be applied as illustrated in Appendix B.

- d. Effective July 1, 2024 and July 1, 2025, the ASSOCIATION shall receive its proportionate share of the increased unrestricted revenue which is above an established base amount less mandatory expenditures as illustrated in Appendix B.

7.2 SHIFT DIFFERENTIAL.

- 7.2.1 **SUNRISE SHIFT.** The regular assigned working hours on at least one (1) day of the normal five (5) day workweek begins at 5:00 a.m. or earlier. Alternate work schedules such as 9/80, 4/10 and 3/12 are excluded from receiving a sunrise differential. The DISTRICT shall pay a shift differential at the rate of one and one-half (1-1/2) percent of a unit member's daily rate for sunrise shift.
- 7.2.2 **TWILIGHT SHIFT.** The regular assigned working hours on at least one (1) day of the normal five (5) day workweek go beyond 6:00 p.m. Alternate work schedules such as 9/80, 4/10 and 3/12 are excluded from receiving a twilight differential. The DISTRICT shall pay a shift differential at the rate of one and one-half (1-1/2) percent of a unit member's daily rate for twilight shift.
- 7.2.3 **SWING SHIFT.** The regular assigned working hours, on at least one (1) day of the normal five (5) day workweek, begins at 11:00 a.m. or later and goes beyond 7:30 p.m. Alternate work schedules such as 9/80, 4/10 and 3/12 are excluded from receiving a swing shift differential. The DISTRICT shall pay a shift differential at the rate of two and one-half (2-1/2) percent of the unit member's daily rate for swing shift.
- 7.2.4 **GRAVEYARD.** The regular assigned working hours, on at least one (1) day of the normally scheduled five (5) day workweek, begins at 7:00 pm or later and goes beyond 3:00 a.m. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the daily rate for graveyard shift.
- 7.2.5 **SPLIT SHIFT.** The regular assigned working hours are split by a break of two (2) or more hours on at least one (1) day of the normal five (5) day workweek. The DISTRICT shall pay a shift differential at the rate of two and one-half (2-1/2) percent of the unit member's daily rate for split shift.
- 7.2.6 **SPLIT SHIFT and SWING SHIFT.** Unit members must be concurrently working a SPLIT SHIFT and a SWING SHIFT in accordance with the provisions of a SPLIT SHIFT

and a SWING SHIFT. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the unit member's daily rate for split shift and swing shift.

- 7.2.7 **SPLIT SHIFT and GRAVEYARD SHIFT.** Unit members must be concurrently working a SPLIT SHIFT and a GRAVEYARD SHIFT in accordance with the provisions of a SPLIT SHIFT and a graveyard shift. The DISTRICT shall pay a shift differential at the rate of seven and one-half (7 ½) percent of the unit member's daily rate for SPLIT SHIFT AND GRAVEYARD SHIFT.

- 7.3 **SPECIAL COMPENSATION.** Special compensation will be paid for services and/or skills a unit member provides the DISTRICT as listed below.

- 7.3.1 **BILINGUAL PREMIUM.** The DISTRICT will pay a bilingual premium of \$50.00 per month for each foreign language a unit member is required to verbally translate, (the only approved foreign language at this time is Spanish and American Sign Language) including American Sign Language (ASL). Premium payments shall be retroactive to the month after successfully passing the examination with a score of 80% or higher. Those unit members achieving a score of 80% or higher shall be placed on an eligibility list. Once a unit member has been placed on the eligibility list, they shall remain eligible for the remainder of their employment with the DISTRICT without further examinations required. (Moved from 7.3.1.2)

- 7.3.1.1 Unit members who desire to receive the bilingual premium shall notify the DISTRICT of their intent to take the competency examination prescribed by the DISTRICT. The examination shall be offered annually in March.

- 7.3.1.1.1 Unit members hired after the annual March testing date but prior to January 1 who desire to receive the bilingual premium shall notify the DISTRICT of their intent to take the competency examination prescribed by the DISTRICT within thirty (30) days of hire. The examination shall be offered by the Office of Human Resources as soon as practicable.

- ~~7.3.1.2 Those unit members achieving a score of 80% or higher shall be placed in an eligibility list. Once a unit member has been placed on the~~

~~eligibility list, they shall remain eligible for the remainder of their employment with the District without further examinations required.~~

- 7.3.2 **BI-LITERATE PREMIUM.** The DISTRICT will pay a bi-literate premium of \$50.00 per month for each foreign language a unit member is required to translate or interpret written material (the only approved foreign language at this time is Spanish). Premium payments shall retroactive to the month after successfully passing the examination with a score of 80% or higher. Those unit members achieving a score of 80% or higher shall be placed on an eligibility list. Once a unit member has been placed on the eligibility list, they shall remain eligible for the remainder of their employment with the DISTRICT without further examinations required. (Moved from 7.3.2.1)

~~7.3.2.1~~ Unit members who desire to receive the ~~bilingual~~ bi-literate premium shall notify the DISTRICT of their intent to take the competency examination prescribed by the DISTRICT. The examination shall be offered annually in March. ~~Those unit members achieving a score of 80% or higher shall be placed in an eligibility list. Once a unit member has been placed on the eligibility list, they shall remain eligible for the remainder of their employment with the DISTRICT without further examinations required.~~

7.3.2.1.1 Unit members hired after the annual March testing date but prior to January 1 who desire to receive the bi-literate premium shall notify the DISTRICT of their intent to take the competency examination prescribed by the DISTRICT within thirty (30) days of hire. The examination shall be offered by the Office of Human Resources as soon as practicable.

- 7.3.3 **PEACE OFFICER STANDARDS & TRAINING (POST) CERTIFICATE PAY.** The DISTRICT will pay any unit members who have achieved the following POST certificates:

POST Intermediate Certificate – 2.5% of base pay

POST Advanced Certificate – 7.5% [total] of base pay

POST Certificate Pay shall not be “stackable”; for example, a unit member receiving 7.5% of their base pay for the POST Advanced Certificate will not receive an additional 2.5% for the possession of the POST Intermediate Certificate.

Written notification and supporting documentation shall be submitted to the DISTRICT via the “POA P.O.S.T. Certificate Pay Request Form” (accessible on the District intranet). Pay will be effective on the first of the month following the date of eligibility that the DISTRICT approves the “POA P.O.S.T. Certificate Pay Request Form”, along with the supporting documentation submitted by the unit member. ~~If a unit member is eligible prior to hire date, the date of eligibility is considered to be the date of hire. If the eligibility occurs after the hire date, eligibility will be considered the date of achievement, or graduation. Upon written notification to the DISTRICT, the pay will be retroactive to the date of eligibility or the effective date of this contract. Within six (6) months after the date of eligibility or the date of hire, a written notification and supporting documentation shall be submitted to the DISTRICT requesting the pay.~~

- 7.3.4 UNDERGRADUATE/GRADUATE/DOCTORAL CREDIT.** The DISTRICT will pay any unit members who have achieved the following Education:

Associate’s Degree – 2% of base pay

Bachelor’s Degree – 3% [total] of base pay

Master’s and/or Doctorate Degree – 5% [total] of base pay

Education incentives shall not be “stackable”; for example, a unit member receiving 5% of their base pay for a master’s and/or doctorate degree will not receive an additional 3% for the possession of a bachelor’s degree.

Written notification and supporting documentation shall be submitted to the DISTRICT via the “POA Undergraduate/Graduate/Doctoral Credit Request Form” (accessible on the District intranet). Pay will be effective on the first of the month following the date of eligibility that the DISTRICT approves the “POA Undergraduate/Graduate/Doctoral Credit Request Form”, along with the supporting documentation submitted by the unit member. ~~Credits will be effective on the first of the month following the date of eligibility. If a unit member is eligible prior to hire date, the date of eligibility is considered to be the~~

~~date of hire. If the eligibility occurs after the hire date, eligibility will be considered the date of achievement, or graduation. Upon written notification to the DISTRICT, the pay will be retroactive to the date of eligibility or the effective date of this contract. Within six (6) months after the date of eligibility or the date of hire, a written notification and supporting documentation shall be submitted to the DISTRICT requesting the pay.~~

7.3.4.1 Unit members may not seek undergraduate/graduate/doctoral credit for degree programs that include courses that have been reimbursed by the DISTRICT as outlined in Article 7.10 and Article 7.10.6.

7.3.5 **FIELD TRAINING OFFICER PREMIUM.** Unit members who are certified as a Field Training Officer and who are assigned a trainee, shall receive a premium in the amount of five percent (5%) of their base pay for the entire shift.

7.3.6 **CORPORAL PREMIUM.** The Chief of Police shall have the sole discretion to determine who shall be assigned as corporal and the duration of the corporal assignment. In determining who will be assigned the Chief of Police may consider criteria such as:

- a) Experience
- b) Overall job performance
- c) Career development
- d) Certification

The Chief of Police may make adjustments to the corporal assignment based on the overall needs of the department. Unit members assigned as corporal shall receive a premium in the amount of five percent (5%) of their base pay for the duration of the assignment.

The Field Training Officer premium and the Corporal premium shall not be “stackable.” A unit member receiving 5% of their base pay for the Field Training Officer assignment will not receive an additional 5% for the Corporal assignment and vice versa.

- 7.4 **PAYCHECKS.** All payroll warrants of unit members within the unit shall be itemized to include all deductions, subject to payroll procedures of the County Superintendent of Schools.
- 7.5 **FREQUENCY.** All unit members shall be paid once per month payable on the last working day of the month. The DISTRICT shall not be responsible for delays or errors caused by instrumentalities beyond its control, including the Office of the County of Superintendent of Schools or the U.S. Mail.
- 7.6 **SPECIAL PAYMENTS.** Any payroll adjustment due a unit member as a result of working out of class, re-computation of hours, or other reasons other than procedural errors shall be made by a supplemental check issued not later than the next regular pay period.

~~7.6.1~~ **PAYROLL ERRORS.** Payroll errors includes any adjustment which affects the unit member's net pay. Whenever it is determined an error has been made in the wages of a unit member, the party identifying the error shall notify the other party in writing as soon as possible. ~~Following such notification, the error shall be corrected within five (5) workdays.~~

UNDERPAYMENT. In the event of an underpayment to the unit member, the DISTRICT will provide the unit member with a statement of correction and payment within ~~five (5)~~ **ten (10)** workdays. **No underpayment for which a correction must be made, shall exceed a period of three (3) years. (Reworded and moved up from below)**

OVERPAYMENT. In the event of an overpayment to the unit member, the unit member will be given a reasonable opportunity to meet with the DISTRICT representatives to discuss the error. In the event that the DISTRICT and the unit member do not mutually agree to a repayment schedule, the DISTRICT will deduct a portion of the unit member's wages (not to exceed 10% of the monthly net salary) in subsequent months until the DISTRICT is fully reimbursed. An exception to the 10% deduction restriction shall be made when the unit member's employment in the DISTRICT is in the process of being or has been terminated or the full 10% deduction would cause undue hardship on the unit member.

~~In the event of any underpayment for which a correction must be made shall not be for more than three (3) years.~~

- 7.7 **PROMOTION.** A promotion shall be defined as a unit member being moved to a higher classification with a corresponding higher starting salary for that higher classification. In the event that the DISTRICT adds classifications to the POA Salary Schedule, the unit members ~~granted a promotion~~ promoted shall be given a five percent (5%) salary increase over their present salary and shall be placed on the step of the range of their new classification which most nearly corresponds to the five percent (5%) increase but not less than such increase. If, however, the five percent (5%) increase exceeds Step F J on the range of the new classification, the unit member shall be placed on Step F J. ~~The anniversary date for all unit members granted a promotion shall be the effective date of promotion.~~ If a unit member is eligible for a step increase in their old classification within ninety (90) days of the effective date of the promotion, such step increase shall be used for purposes of computing five percent (5%) promotional salary increase.

7.7.1 **INITIAL PLACEMENT PROMOTED UNIT MEMBERS.** A promoted unit member's previous experience may warrant a higher placement, which in no case exceeds Step C unless the provisions of Article 7.7 apply. Unit members placed on Step A of the salary schedule will be advanced to Step B on the first of the month following six (6) complete months of service. Unit members who are initially placed on any step other than Step A will be advanced to the next step on the first of the month following twelve (12) complete months of service. All advancements thereafter will be on a yearly basis.

7.7.2 **INITIAL PLACEMENT NEW UNIT MEMBERS.** New unit members are placed on Step A of the salary schedule unless previous experience warrants a higher placement, which in no case exceeds Step C. Unit members placed on Step A of the salary schedule will be advanced to Step B on the first of the month following six (6) complete months of service. Unit members who are initially placed on any step other than Step A will be advanced to the next step on the first of the month following twelve (12) complete months of service. All advancements thereafter will be on a yearly basis.

- 7.8 **MINIMUM CALL BACK TIME.** Any unit member called back from off campus to perform services outside their regular hours shall receive a minimum compensation of three (3)

hours for such services. This section shall not apply where such services are performed immediately preceding or succeeding the unit member's regular hours.

- 7.9 **WORKING OUT OF CLASS.** Any unit member required to work out of classification for five (5) or more working days within a fifteen (15) calendar day period shall have their salary adjusted upward beginning with the first working day in the higher classification. A unit member required to work out of class shall receive five percent (5%) salary increase unless the increase exceeds the highest step of the higher classification, in which case the unit member shall be paid at the highest step. Working out of class assignments shall be limited to six (6) months unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.

7.9.1 Unit members required to work out of classification not within the bargaining unit shall have their salary adjusted to the rate of pay of the position that is not within the bargaining unit if it exceeds their current salary range. The DISTRICT and ASSOCIATION shall meet and negotiate the effects.

- 7.10 **ENROLLMENT FEES FOR UNIT MEMBERS.** The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty (20) hours per week with one (1) year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

7.10.1 All classes must be taken outside of the regular scheduled working hours of the unit member.

7.10.2 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.

7.10.3 To qualify for enrollment fee reimbursement, a unit member must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.

7.10.4 Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each unit member.

7.10.5 All courses for which a unit member seeks tuition reimbursement must have prior approval by their immediate supervisor and then the Chancellor's designee. If the request is denied, it may be appealed to the Chancellor. Forms can be found in Appendix C and on the DISTRICT website.

7.10.6 **REIMBURSEMENT.** Unit members on the POA unit member salary schedule shall be eligible for eighty percent (80%) tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classification. Such reimbursement shall be actual costs not to exceed twenty-four (24) semester / thirty-six (36) quarter units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California, Riverside.

7.10.6.1 Unit members may not seek both reimbursement for a course and undergraduate/graduate/doctoral credit as outlined in Article 7.3.4.

7.10.6.2 Only full-time unit members who have completed their probationary period as a unit member shall be eligible for this benefit.

7.10.6.3 All courses for which a unit member seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor's designee. If the request by the immediate supervisor is denied, it may be appealed to the Chancellor's designee.

7.10 **ENROLLMENT FEES FOR BENEFIT ELIGIBLE DEPENDENTS.** The DISTRICT shall reimburse benefit eligible dependents of bargaining unit members employed at least twenty hours (20) per week with one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

7.11.1 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.

7.11.2 To qualify for enrollment fee reimbursement, the unit member or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.

- 7.11.3 Enrollment fee reimbursement shall be limited to the current enrollment fee(s) per semester for each unit member and their eligible dependents.
 - 7.11.4 Definition of Benefit Eligible Dependent includes a unit member's legal spouse, registered domestic partner, and children to age 26. Children defined as, natural children, adopted children and stepchildren. Fully disabled children over age 26 who are incapable of self-sustaining employment by reason of mental or physical handicap and chiefly dependent on employee for economic support.
- 7.12 **GOLD CARD.** When a unit member retires from the DISTRICT with at least fifteen (15) years of service, they shall be eligible to receive the benefits of the DISTRICT "Gold Card". The "Gold Card" allows the retiree to continue receiving College campus discounts offered to active unit members and a waiver of parking fees of DISTRICT sites/facilities.

ARTICLE 8: UNIT MEMBER EXPENSES AND MATERIALS

- 8.1 **UNIFORMS.** The DISTRICT shall pay the full cost of the purchase, lease, or rental of uniforms, equipment, identification badges, emblems, and cards required by the DISTRICT to be worn or used by unit members.
- 8.2 **PHYSICAL EXAMINATIONS.** The DISTRICT shall reimburse unit members for the cost, if any, of a physical examination required as a condition of continued employment under Section 88021 of the Education Code.
- 8.3 **PARKING.** The DISTRICT will waive parking fees at all of their sites/facilities for ASSOCIATION bargaining unit members.
- 8.4 **MILEAGE.** Unit members who are pre-authorized in writing by the DISTRICT'S Human Resources Department to use their vehicles on DISTRICT business shall be reimbursed for all miles required by the DISTRICT to be driven in the performance of assigned duties at a rate established by Board Policy for all DISTRICT employees.
- 8.5 **MEALS AND LODGING REIMBURSEMENT.** The DISTRICT shall reimburse unit members for the reasonable cost of meals and lodging in accordance with Board Policy, where the unit member is on authorized DISTRICT business requiring him/her to spend the night away from home.

ARTICLE 9: LAYOFF AND REEMPLOYMENT

9.1 **LAYOFF.**

~~**NOTICE OF LAYOFF.** Upon the decision of the Board of Trustees to reduce the number of bargaining unit member(s) in the classified service of the DISTRICT, the DISTRICT shall send written notice of layoff to the affected unit member(s) and the ASSOCIATION not less than sixty (60) days prior to the effective date of layoff. This notice of layoff shall be sent by certified mail, return receipt requested, or delivered in person to the affected bargaining unit member(s) by the DISTRICT. Affected bargaining unit member(s) shall be informed of the reason for layoff, their displacement rights, if any, and reemployment rights with copies of the letters provided to the ASSOCIATION.~~

9.1.1 REASON FOR LAYOFF. Pursuant to Education Code Section 88127, classified employees shall be subject to layoff for lack of work or lack of funds as determined by the DISTRICT. Education Code Section 88017 provides that layoff may result when a specially funded program expires.

9.1.2 NOTICE OF LAYOFF FOR GENERAL FUNDED PROGRAMS. The DISTRICT shall send written notice of layoff following the decision of the Board of Trustees adoption of the layoff to the affected unit member(s) and the ASSOCIATION no later than March 15th, that a unit member's services will not be required for the ensuing year due to lack of work or lack of funds. This written notice of layoff shall be sent by certified mail, return receipt requested, electronic mail, or delivered in-person to the affected unit member(s) by the DISTRICT. Affected unit member(s) shall be informed of the reason for layoff, their displacement rights, if any, statement of seniority, and reemployment rights with copies of the letters provided to the ASSOCIATION.

9.1.3 ORDER OF LAYOFF. [will work on numbering later]

9.2.1 The DISTRICT shall determine the specific positions to be discontinued.

9.2.2 The order of layoff of unit members shall be determined by length of service. The unit member, who has been employed the shortest time in the affected classification, including time employed in a higher classification, shall be laid off first.

- 9.2.3 For purposes of this section, "length of service" means date of employment in the regular classified service. Seniority within a classification shall be calculated by length of service within a classification, plus higher classification(s) in which the unit member is serving or has served. For the purpose of this section, a higher classification is any classification in a higher salary range. A unit member who is voluntarily transferred laterally to a new classification shall retain seniority in the prior classification. A unit member who is voluntarily transferred laterally and/or voluntarily demoted to a new classification shall accrue seniority in the new classification.

9.3 SENIORITY.

- 9.3.1 **COMPUTATION OF SENIORITY.** Seniority is based on length of continued service with the DISTRICT as a Sworn Peace Officer. For the purposes of this Article, "length of service" shall be based upon the unit member's original hire date in the classified service.

9.3.1.1 Seniority is not earned during periods of separation (e.g., layoffs, unpaid leaves in excess of thirty (30) calendar days, etc.) from the service of the DISTRICT except as otherwise authorized in 9.3.2.1 below.

9.3.2.1 Seniority shall be accumulated during absences due to illnesses, military leave, industrial injury/illness leave or other paid leaves of absence as long as such seniority is not terminated in accordance with other provisions of this Agreement.

9.3.3.1 Paid service performed prior to entering into a probationary status for a Sworn Peace Officer classification(s) shall not be credited toward seniority.

9.3.4.1 A unit member transferred from one class to another, or reclassified to a higher class, shall retain their seniority in the former class; seniority in the new class shall begin accumulating on the date of transfer.

- 9.3.5 **EQUAL SENIORITY.** If two (2) or more unit members have equal seniority within the classification, priority shall be given to the unit member with the greater overall DISTRICT seniority (length of time employed by the DISTRICT as a contract employee). If seniority is still equal, priority shall be given to the unit member with the greater overall sworn law enforcement seniority (length of time employed by

a POST agency as a sworn peace officer). If seniority is still equal, determination shall be made within the first six (6) months of hire date by a drawing of numbers conducted by the Office of Human Resources in the presence of the ASSOCIATION President or their designee.

- 9.3.6 **SENIORITY ROSTER.** The DISTRICT shall maintain an updated seniority roster indicating each unit member's classification seniority and hire date seniority. Such rosters shall be available to the ASSOCIATION annually in December or prior to layoff. [moved from 9.8]

9.4 **RIGHTS IN LIEU OF LAYOFF.**

- 9.4.1 **BUMPING RIGHTS.** Unit members notified of layoff from their present position may bump into the same or previously held classification only if they successfully completed probation and have greater seniority than the incumbent being bumped. [brought down from 9.3 and reworded]

- a. Bumping into a lower class shall be considered a voluntary demotion and salary placement shall be at the step which nearly corresponds to, but does not exceed, the unit member's current salary placement.

- 9.4.2 **OPTIONAL TRANSFER IN LIEU OF LAYOFF.** ~~Bargaining~~ Unit members, upon mutual agreement, may be transferred to vacant positions within the DISTRICT provided they meet minimum qualifications. ~~they are qualified or can be trained to fill the vacancy.~~ [brought down from 9.4 and reworded]

- a. Unit members shall serve a probationary period of six (6) months for a non-Peace Officer position and shall receive job-specific training.

- 9.4.3 **VOLUNTARY DEMOTION OR VOLUNTARY REDUCTION OF HOURS.** Unit members ~~who may~~ take voluntary demotions or voluntary reductions in assigned time in lieu of layoff ~~shall be at the unit member's option, returned to a position in their former classification or to a position with increased assigned time as vacancies become available in accordance with Education Code 88117. and with no time limit, except that they shall be ranked in accordance with their seniority on any valid reemployment list. The salary of a unit member taking a voluntary demotion shall be the lesser of their old salary or Step F of the new range.~~

- a. Bumping into a lower class shall be considered a voluntary demotion and

salary placement shall be at the step which nearly corresponds to, but does not exceed, the unit member's current salary placement.

- b. Unit members shall serve a probationary period of six (6) months for a non-Peace Officer position and shall receive job-specific training unless in a classification previously held.

9.4.4 LAYOFF IN LIEU OF BUMPING. ~~A~~ Unit members may elect layoff in lieu of bumping rights and maintain their reemployment rights under this Agreement. **[moved from 9.5 and reworded]**

9.2 ~~BUMPING RIGHTS.~~ ~~Bargaining unit members who are subject to layoff shall exercise bumping rights into an equal or lower classification in which the unit member has served based on seniority.~~

9.3 ~~OPTIONAL TRANSFER IN LIEU OF LAYOFF.~~ ~~Bargaining unit members, upon mutual agreement, may be transferred to vacant positions provided they are qualified or can be trained to fill the vacancy.~~

9.4 ~~LAYOFF IN LIEU OF BUMPING.~~ ~~A unit member may elect layoff in lieu of bumping rights and maintain their reemployment rights under this Agreement.~~

9.5 ~~EQUAL SENIORITY.~~ ~~If two (2) or more unit members subject to layoff have equal seniority within the classification, priority shall be given to the unit member with the greater overall DISTRICT seniority; if that be equal, determination shall be made by lot.~~

9.6 REEMPLOYMENT PROCEDURES RIGHTS.

9.7.1 A unit member who is laid off shall be placed on a thirty-nine (39) month or sixty-three (63) month reemployment list ~~as applicable~~ **in accordance with Education Code 88117.** ~~The unit member shall be required to maintain their current address on file with the Human Resources Office.~~

9.7.2 If, during a unit member's eligibility period for reemployment, a classification becomes vacant to which the unit member has a return privilege, the DISTRICT shall send written notice offering reemployment by certified mail, return receipt requested, to the last known address of such unit member(s). A copy of this written notice shall be sent to the ASSOCIATION. **The unit member shall be**

required to maintain their current residential address on file with the Office of Human Resources.

- 9.7.3 A unit member who receives such notice of reemployment and fails to respond in writing within ten (10) ~~working~~ calendar days shall be deemed to have rejected the offer of reemployment.
- 9.7.4 If the unit member in a layoff status accepts the position being offered, the unit member shall have up to thirty (30) calendar days from the postmark date of the notice to report to work. This does not preclude a unit member from returning to work in fewer than thirty (30) calendar days. Failure to report to work within the thirty (30) calendar days shall be considered a rejection of the offer of reemployment.
- 9.7.5 A unit member rejecting an offer of reemployment under the conditions set forth under 9.7.3 or 9.7.4 above, on three (3) occasions shall have their name permanently removed from the reemployment list. This does not include offers of reemployment that do not restore the unit member to the level of pay and status previously held at the time of layoff.
- 9.7.6 A unit member reemployed after being laid off shall be fully restored to their classification with all rights to permanent status. Service credit and benefits shall not accrue during the period of layoff.
- 9.7.7 Unit members placed on the thirty-nine (39) month or sixty-three (63) month reemployment list shall be reemployed in the highest rated job classification available in accordance with their classification seniority. ~~In order to be appointed to a lower position, unit members, in order to be appointed to a lower position, must meet the minimum qualifications. be qualified for that position.~~ Unit members who accept a position lower than their highest classification held prior to layoff shall retain their original thirty-nine (39) month rights to the higher paid position.
- 9.7 ~~**VOLUNTARY DEMOTION OR VOLUNTARY REDUCTION OF HOURS.** Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the unit member's option, returned to a position in their former classification or to a position with increased assigned time as vacancies become available, and with no~~

~~time limit, except that they shall be ranked in accordance with their seniority on any valid reemployment list. The salary of a unit member taking a voluntary demotion shall be the lesser of their old salary or Step F of the new range.~~

9.8 **SENIORITY ROSTER.** ~~The DISTRICT shall maintain an updated seniority roster indicating each unit member's classification seniority and hire date seniority. Such rosters shall be available to the ASSOCIATION annually in December or prior to layoff.~~

9.9 The PARTIES agree to meet and negotiate the impact of such layoff on those matters within the scope of representation.

ARTICLE 10: HEALTH & WELFARE BENEFITS

- 10.1 HEALTH & WELFARE BENEFITS.** The DISTRICT shall provide to each unit member and their eligible family members, health and welfare benefits. Health and welfare benefits are defined as medical, dental, vision, chiropractic, life insurance, and employee assistance program (EAP).

Individual unit members may select among plans as outlined in Appendix D.

During the life of the agreement the DISTRICT shall fully fund the least expensive medical/dental/vision/chiropractic/life insurance/EAP package for each unit member who works twenty (20) or more hours per week on a regular basis. Individual unit members who elect to enroll in more expensive health and welfare packages shall be responsible for the difference in cost between the least expensive medical package and the package selected by the individual through payroll deductions.

The DISTRICT and the ASSOCIATION must agree to any proposed changes in benefits and/or plans. In addition, the ASSOCIATION retains the right to negotiate the out of pocket cost to unit members.

- 10.2 HEALTH & WELFARE COMMITTEE.** The DISTRICT will establish a standing health and welfare committee. The ASSOCIATION will designate a unit member to the committee. The purpose of the committee is to monitor costs and recommend changes. The committee's recommendations are non-binding on the bargaining unit.
- 10.3 "OPT OUT" OPTION (MEDICAL ONLY).** Individual unit members who provide proof of other medical coverage may decline enrollment in a medical plan with the DISTRICT based on the following:
- a. An annual amount of \$3,000 shall be paid to members who opt out of medical coverage. This will be paid in twelve (12) equal payments.
 - b. Any member who elects this option shall not be eligible for medical coverage until the next open enrollment period unless a qualifying event occurs.
 - c. Any savings generated under this section shall be used to help offset current/future insurance costs for the DISTRICT and employees.

- 10.4 **FINANCIAL HARDSHIP CLAUSE.** Notwithstanding other provisions of the collective bargaining agreement regarding re-opener language, the DISTRICT and the ASSOCIATION agree to reopen this Article during the term of this agreement in the event of a financial hardship as declared by the DISTRICT or the ASSOCIATION. The DISTRICT and/or the ASSOCIATION will notify the other in writing and provide the supporting documentation to show impending hardship. Upon receipt of this information, the DISTRICT and the ASSOCIATION agree to schedule negotiations within ten (10) working days. The DISTRICT and the ASSOCIATION agree that the District's contribution per employee per medical/dental/vision/chiropractic/life insurance/employee assistant program (EAP) package will at no time decrease below the amount equivalent to the least expensive medical/dental/vision/chiropractic/life insurance/employee assistant program (EAP) package at the time the DISTRICT claims financial hardship.

ARTICLE 11: LONGEVITY SERVICE RECOGNITION

Completed Years of Service with the District	Amount of Stipend (per month)
5-10	\$54.17
11-15	\$66.67
16-20	\$79.17
21-25	\$91.67
26-30	\$104.17
31-35	\$116.67
36 and over	\$129.17

- 11.1 **INITIAL PAYMENT.** The first long service recognition payment will be made the following monthly pay cycle after the completion of five (5) consecutive years of employment.
- 11.2 **PAYMENT.** The long service recognition pay will be paid on the unit member's monthly paycheck.
- 11.3 **ELIGIBILITY.** In order to be eligible for long service pay, a unit member must qualify for inclusion in the retirement program. Bargaining unit members whose District employment contract is less than fifty (50) percent shall be eligible to receive the same percentage of the Long Service Stipend as the percentage of their District employment contract.

ARTICLE 12: HOLIDAYS

- 12.1 **HOLIDAYS.** ~~Unit members shall be paid regular time, plus time and a half for all hours worked on actual holidays set forth below as well as hours worked on DISTRICT recognized holidays as set forth in section 12.1.1. Compensatory time off in lieu of pay may be granted as provided in section 6.8.~~ The DISTRICT agrees to provide unit members with the following scheduled paid holidays:

12.1.1 ~~DISTRICT HOLIDAYS~~

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday following Thanksgiving

Christmas Eve

Winter Break (Five weekdays from December 25 – December 31)

New Year's Day

Dr. Martin Luther King Jr. Day

Lincoln's Day

Washington's Day

Memorial Day

Juneteenth

~~Unit member's birthday*~~

~~Floating Holiday*~~

~~*The day must be scheduled with prior reasonable notification for a date within that calendar year and must be mutually agreed upon between the unit member and the immediate supervisor.~~

- 12.1.1 FLOATING HOLIDAY.** Unit members will be given (1) floating holiday in lieu of the Saturday after Thanksgiving. The Floating Holiday is to be taken at the discretion of the unit member with at least five (5) working days' written notice, using the Classified Time Off Request Form (accessible on the DISTRICT intranet), to a supervisor. This day must be scheduled within the calendar year and may not be accumulated. The floating holiday shall not become a vested right until completion of the unit member's probationary period.

- 12.1.2 BIRTHDAY HOLIDAY.** Unit members will be given a birthday holiday, which will be

recognized as an additional holiday. The Birthday Holiday is to be taken at the discretion of the unit member with least five (5) working days' written notice, using the Classified Time Off Request Form (accessible on the DISTRICT intranet), to a supervisor. This day must be scheduled within the calendar year and may not be accumulated. The birthday holiday shall not become a vested right until completion of the unit member's probationary period.

12.1.3 ADDITIONAL HOLIDAYS. Unit members shall be entitled to such additional holidays, other than those in Article 12.1 as are mandated by the United States President, the Governor, or the Governing Board under Section 88203 of the Education Code.

12.2 HOLIDAY COMPENSATION. ~~A unit member required to work on any holiday shall be paid compensation or granted compensatory time off, at the rate of one and one-half (1 1/2) times their regular pay in addition to the regular pay received for the holiday.~~ A unit member required by a supervisor to work on a holiday shall receive their regular rate of pay, plus two (2) times their regular rate of pay for their hours worked or earn compensatory time off. If the unit member does work and receives pay on a holiday, they shall not receive an additional day off.

In the event that a District holiday falls on a unit member's regularly scheduled day off, resulting in a loss of a District holiday, the unit member shall be provided with ~~Unit members who have a regular scheduled day off on a holiday, which results in the loss of a holiday, shall have a substitute holiday, or provide~~ compensation in the amount to which the unit member would have been entitled to had the holiday fallen within his or her ~~normal~~ regularly work schedule in accordance with Education Code 88206. Unit members requesting holiday compensation shall notify their immediate supervisor no less than thirty (30) calendar days prior to the District holiday. ~~Holidays shall be as set forth in section 12.1.~~

12.3 ~~TWO CONSECUTIVE HOLIDAYS.~~

~~a. In instances of two (2) consecutive holidays where the first (1st) day of the regular holiday is Friday and the second (2nd) day of the regular holiday is Saturday, the DISTRICT shall schedule the holiday on either the preceding Thursday or the following Monday.~~

~~b. In instances of two (2) consecutive holidays where the first (1st) day of the regular holiday is Sunday and the second (2nd) day of the regular holiday is Monday, the DISTRICT shall schedule the holiday on either the preceding Friday or the following Tuesday.~~

~~c. In instances of two (2) consecutive holidays falling on Saturday and Sunday, the DISTRICT shall schedule the holiday on the preceding Friday or on the following Tuesday. Unit members shall observe Monday as a holiday.~~

~~d. In instances of two (2) consecutive holidays falling on Wednesday and Thursday, the DISTRICT shall schedule the Wednesday holiday on Friday.~~

~~e. This Section shall not be applicable to Thanksgiving holiday.~~

12.4 **ADDITIONAL HOLIDAYS.** ~~Unit members shall be entitled to such additional holidays, other than those in Article 12.1 as are mandated by the United States President, the Governor, or the Governing Board under Section 88203 of the Education Code.~~ [moved to 12.1.3]

12.5 **HOLIDAY ELIGIBILITY.** A unit member must be in paid status during the workday immediately preceding or succeeding the holiday in order to be eligible to receive holiday pay.

ARTICLE 13: PERFORMANCE EVALUATION PROCEDURES

13.1 **PERFORMANCE EVALUATION.** The purpose of an evaluation shall be to provide constructive feedback that will assist unit members with continuous improvement of performance in line with DISTRICT expectations and performance standards. ~~The term “evaluation” as used in Section 2 through 9 of this Article means a formal written evaluation on the appropriate form prescribed by the DISTRICT. (Appendix C)~~

13.1.1 **PERFORMANCE EVALUATION FORM.** The performance evaluation shall be submitted by using the “Employee Performance Evaluation” form (accessible via the District’s intranet) and for reference purposes, a copy of the Employee Performance Evaluation form is located in Appendix E.

13.1.2 **PERFORMANCE EVALUATION EVALUATOR.** The evaluator shall be the unit member’s immediate supervisor unless otherwise designated by the DISTRICT; ~~h~~However, the evaluator shall only be a person holding the rank of Sergeant or above ~~San Bernardino Community College District management.~~

13.2 PERFORMANCE EVALUATION – FREQUENCY.

13.2.1 **PERMANENT UNIT MEMBERS.** ~~The~~ DISTRICT shall evaluate all permanent unit members ~~on permanent status~~ once every ~~two (2)~~ years during their anniversary the month of April (for purposes of this Article, “anniversary month” shall mean the month the unit member started in their current classification), except in emergency circumstances as defined in Article 2 (Management Rights) or when the unit member is on leave. ~~The annual evaluation for unit members obtaining permanent status prior to January 1, will be conducted in the current school year. The annual evaluation for unit members obtaining permanent status subsequent to January 1, will be conducted in the following school year.~~

13.2.2 **PROBATIONARY UNIT MEMBERS.** ~~Effective July 1, 2010, p~~Per Post POST Requirements, every College Police Officer employed by the DISTRICT shall be required to serve in a probationary status for twelve (12) months from the date appointed to the position. Probationary ~~Unit members on probationary status~~ shall be evaluated no less than two (2) times during the probationary period as follows:

- a. Unit members required to take part in the 16-week Field Training Officer (FTO) Program shall be evaluated on or about the ~~third (3rd)~~ sixth (6th) and the ninth (9th) month from ~~the initial date of hire during~~ their anniversary month; or
- b. Unit members who are not required to take part in the 16-week FTO program shall be evaluated on or about the fourth (4th) and the eighth (8th) month from their anniversary month.

13.2.3 The DISTRICT retains its prerogative to make additional evaluations as it deems necessary.

~~Effective July 1, 2010, per Post Requirements, every College Police Officer employed by the DISTRICT shall be required to serve in a probationary status for twelve (12) months from the date appointed to the position.~~ (moved to 13.2.2)

- 13.2 ~~The evaluator shall be the unit member's immediate supervisor, unless otherwise designated by the DISTRICT. However, the evaluator shall only be San Bernardino Community College District management.~~ (moved to 13.1.2)

- 13.3 **PERFORMANCE EVALUATION – TIMELINE AND COMPONENTS.** The comprehensive performance evaluation for unit members shall be comprised of the following two (2) distinct components:

- a. **UNIT MEMBER SELF-ASSESSMENT.** As part of the performance evaluation process, each unit member shall complete the self-assessment portion of the "Employee Performance Evaluation" form (accessible via the District's intranet) during the month prior to their anniversary month. The self-assessment shall be shared with the evaluator and will become part of the evaluation report: and
- b. **EVALUATOR'S EVALUATION.** As part of the performance evaluation process, the evaluator shall prepare the unit member's performance evaluation by completing the "Employee Performance Evaluation" form (accessible via the District's intranet). In the event, the overall performance evaluation rating is "Performance Needs Improvement" or "Unsatisfactory Performance" the evaluator, in consultation with the Office of Human Resources shall develop a written Performance Improvement Plan (PIP).

- 13.4 **PERFORMANCE EVALUATION – CONFERENCE.** The evaluator shall meet with the unit member and shall discuss and review the performance evaluation form.

In the event, the overall performance evaluation rating is “Performance Needs Improvement” or “Unsatisfactory Performance” the evaluator, in consultation with the Office of Human Resources shall develop a written Performance Improvement Plan (PIP). The written PIP shall include an explanation of the reason(s) for such deficiencies specified in the “Employee Performance Evaluation” form and assist the unit member in making improvements. Expectations shall be outlined and discussed with the unit member to give an opportunity for improvement. The unit member’s performance must be reviewed within sixty (60) days to document the unit member’s progress, including any recommendations for continued success.

- 13.5 PERFORMANCE EVALUATION – EMPLOYEE ACKNOWLEDGMENT AND RESPONSE.** A unit member may acknowledge that they have received the performance evaluation by electronically signing and dating the evaluation; however, the unit member’s electronic signature does not reflect either agreement or disagreement with the performance evaluation. In the event, that the unit member does not electronically sign the performance evaluation, the evaluator shall state on the performance evaluation form that the unit member refused to sign and shall identify the date on which they discussed and reviewed the performance evaluation with the unit member.

A unit member shall be provided thirty (30) calendar days to provide a written response and/or documentation to the performance evaluation. A unit member’s written response and/or documentation shall be filed in accordance with the District’s online performance evaluation system and shall become part of the unit member’s personnel file.

~~The evaluation shall be signed by the evaluator and the unit member being evaluated. The unit member’s signature signifies only that the unit member has read the document, has been given a copy, and has been given the opportunity of attaching a written response which shall become part of the permanent record. Unit members have thirty (30) calendar days to file a written response to their evaluation.~~

- ~~13.6 No evaluation of a unit member shall be placed in the unit member’s personnel file without an opportunity for discussion between the unit member and the evaluator. A negative evaluation rating of 1 or 2 shall include specific recommendations for improvement. The unit member shall have the right to review any evaluation during working hours provided that such reviews are limited to a reasonable period or periods of time. (modified and moved to 13.5)~~

- ~~13.7 The DISTRICT retains its prerogative to make additional evaluations as it deems necessary. (moved to 13.2.3)~~

13.8 The substance of any evaluation, including the observations, opinions, and conclusions of the evaluator, shall not be subject to the grievance procedure. The evaluation procedure as provided hereinabove shall be grievable.

~~13.9 An official file of evaluation reports shall be maintained in the District Human Resources Office. Evaluation reports shall not be used in a disciplinary action against a bargaining unit member if the evaluation report was dated two (2) years preceding the aforementioned disciplinary action or was dated during a permanent bargaining unit member's probationary period.~~

ARTICLE 14: LEAVES

- 14.1 **BEREAVEMENT LEAVE.** Unit members shall be entitled to a paid leave of absence, not to exceed five (5) days on account of the death of any member of their immediate family. A member of the immediate family means mother, father, grandparent, or grandchild of the unit member or the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the unit member or any relative living in the immediate household of the unit member. Bereavement Leave shall be recorded on the unit member's work report **including relation to the unit member or spouse**. Leave taken pursuant to this section does not need to be used consecutively. If a unit member requires more than allocated for bereavement leave, a unit member may use other applicable leave(s) to extend their bereavement leave.
- 14.2 **JUDICIAL LEAVE.** Unit members called for jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, during working hours, shall be entitled to paid leave in accordance with Education Code 87035 & 87036, excluding allowances for meals, mileage, or parking. Absences due to judicial leave should be recorded on the member's work report.
- 14.2.1 The ~~U~~unit member's regularly assigned number of work hours that day should not exceed nor be less than the unit member's regularly assigned number of work hours for that day, which includes travel time from court to work. The DISTRICT shall assess any unusual work shift on an individual basis, taking into consideration what is reasonable under the circumstances giving due respect to the needs of the DISTRICT and the health and welfare of the unit member.
- 14.2.2 Unit members called for jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, shall notice the DISTRICT as soon as possible upon receipt of the summons. The DISTRICT will require unit members absent on jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, to submit verification from the court indicating the reporting and release times.
- 14.2.3 Unit members subpoenaed as witnesses related to the performance of their duties shall appear as required whether on- or off-duty. **Unit M**embers appearing off-duty shall be compensated pursuant to Article 7.

14.3 **MILITARY LEAVE.** A unit member shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave. Request for such military leave shall be made in writing and verified by a copy of the military orders requiring military duty. Time spent in military service shall be included in computation of service with the DISTRICT. Absences due to military leave shall be recorded on the unit member's work report. Compensation shall be in accordance with the provisions of the California Military and Veterans Code.

14.4 **SICK LEAVE.** Unit members with a full-time assignment shall accrue sick leave, a total of twelve (12) days per year (for unit members working a five-day workweek) or eight (8) hours per month (for unit members working an alternative work schedule) in accordance with Education Code 88191, beginning with the first (1st) month in which the unit member begins work in the DISTRICT. For unit members working partial months the proportional sick leave hours shall be calculated pursuant to the formula in Article 19 (Vacation - see section 19.4.2). The accrual rate shall be proportional for assignments other than full-time.

~~Such leaves can be taken for illness or injury, exclusive of days they are not required to render to the DISTRICT. Day, as used in this Article, means the unit member's regularly assigned workday, exclusive of overtime. Absences due to sick leave shall be recorded on the unit member's work report.~~

14.4.1 Pay for any day of such absence shall be the same as the pay which would have been received had the unit member served during the day of injury or illness.

14.4.2 At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each unit member. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new unit member of the DISTRICT shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be eligible under this section, until the first day of the calendar month after completion of six (6) months of active service with the DISTRICT.

14.4.3 ~~Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job related purposes, temporary disabilities and shall be treated as a condition of illness. Eligible unit members are entitled to~~

~~receive compensation at their regular rate of pay charged against credited sick leave for the workdays missed during the period of disability, provided that Human Resources receives a medical status report from a verified health care provider.~~

- 14.4.4 If a **unit** member ~~of the bargaining unit~~ does not take the full amount of leave allowed in any **fiscal** year, the amount not taken shall be accumulated from year to year.
- 14.4.5 A unit member absent due to surgery, serious injury or illness for ~~more than~~ five (5) **or more** consecutive assigned workdays shall be required to submit a medical release from a physician to **the Office of** Human Resources prior to being permitted to return to work. A unit member absent for ~~more than~~ five (5) **or more consecutive assigned** workdays shall notify **the Office of** Human Resources of their approximate return date. **The DISTRICT may also require a unit member to submit a medical release from a physician for absences less than five (5) consecutive assigned workdays pursuant to section 14.10 of this Article. For purposes of this section, the medical release shall identify the dates that the unit member utilized for sick leave and any job restrictions, if any and include the date upon which the unit member is released back to work (brought up from 14.4.13).**
- 14.4.6 A unit member may be required to submit to medical examinations, at the DISTRICT'S expense and discretion.
- 14.4.7 **Family Illness Leave.** In accordance with California Labor Code 233 a unit member may use earned and available sick leave up to fifty (50) percent of their annual accrual rate of sick leave for an illness of a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling or designated person. Absences due to family illness leave shall be recorded on the unit member's work report.
- 14.4.8 **TRANSFER AND CONVERSION OF SICK LEAVE.**
- 14.4.7.1 NEW HIRES (TRANSFERABLE SICK LEAVE).** A newly hired unit member who has been employed by some other school DISTRICT for a period of one (1)

calendar year or more, and who voluntarily terminates (not terminated for cause) such employment for the sole purpose of accepting a position in this DISTRICT and has not been terminated by an action initiated by the employer for cause, and who subsequently accepts a position with the DISTRICT within one (1) year of such voluntary termination, a position with the DISTRICT, shall upon request have transferred with their all of their unused accumulated sick leave.

- 14.4.9 **14.4.7.2 SEVERING EMPLOYMENT WITH DISTRICT.** The DISTRICT shall may cancel all sick leave rights or of accumulations when a unit member severs all official employment connection with the DISTRICT.

14.4.7.3 TRANSFERRING SICK LEAVE TO ANOTHER DISTRICT. and All accumulated sick leave may be transferred pursuant to the provisions in Section 88202 of the Education Code.

14.4.7.4 CONVERTING SICK LEAVE TO RETIREMENT CREDIT. A unit member who has any sick leave benefits earned but unused on the date of retirement may have those converted to retirement credit, if appropriate, in accordance with applicable law.

14.4.7.5 CONVERTING SICK LEAVE TO VACATION. Upon retirement, if sick leave cannot be used for retirement credit, sick leave will be converted to vacation days subject to the following limitations as follows:

- a. A ratio of five (5) sick days (forty (40) hours) to one (1) vacation day (eight (8) hours). Unit members working less than full time shall be prorated accordingly.
- b. Only days earned while employed by the DISTRICT are eligible for conversion benefits.
- c. Only unit members who have rendered five (5) years or more of unbroken service to the DISTRICT are eligible for conversion benefits.

- d. The maximum number of ~~vacation sick~~ days which may be converted to ~~vacation days~~ shall not exceed the number of days the retiring unit member earns annually under the provisions of Article 19, ~~Section~~ **19.3.**

14.4.10 EXTENDED SICK LEAVE AT 50% PAY. A unit member shall be credited **on July 1st of each** ~~once a~~ fiscal year with the total of ~~not less than~~ 100 working days of paid **extended** sick leave, excluding sick days under Article **14.4.** Such days of paid **extended** sick leave in addition to those days of sick leave under Article **14.4** shall be compensated at 50% of the unit member's regular salary; **the 50% extended sick days will be utilized only after all accrued regular full-pay sick leave is exhausted.** Such additional days shall be exclusive of any other paid leaves, holidays, vacation or compensatory time to which the unit member may be entitled. ~~The 100 working days of extended sick leave shall be allocated on July 1st of each fiscal year; the 50% (half pay) extended sick days will be utilized only after all accrued regular full-pay sick leave is exhausted.~~ **(moved above)** Any remaining 50% ~~half pay~~ extended sick leave will not carry forward to the next fiscal year. At the conclusion of the 100 working days of 50% ~~half pay~~ extended sick leave the unit member may elect to use any other available leaves.

14.4.11 Sick leave shall be taken in increments of not less than one-quarter (1/4) hour **(15 minutes).**

14.4.12 A unit member shall contact ~~their immediate~~ **the on-duty** supervisor **and/or the watch commander,** or their designee, as soon as the need to be absent is known or at **least two (2) hours prior to** the beginning of the work shift. This does not apply where the unit member cannot reasonably provide the notification. The unit member shall inform their immediate supervisor, or their designee, as to the expected date of return. Required documentation shall be submitted to **the Office of Human Resources in accordance with the provisions in sections 14.4.12 and 14.10.** ~~Absences extending more than five (5) work days are subject to the provisions in section 14.4.12.~~

14.4.13 ~~The DISTRICT may require a unit member to provide to Human Resources written verification of illness or injury by a licensed physician for any absence that exceeds five (5) workdays for which entitlement to sick leave is claimed under this Article and reported on the unit members work report. The verification shall include a statement that the unit member is able to perform~~

~~their duties without restriction. The verification shall also include the date upon which the unit member is released back to work.~~ (Reworded and moved to 14.4.5).

14.4.14 **SICK LEAVE STATUS REPORT.** All unit members shall have access to view their individual status report online.

14.4.15 When all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months in accordance with Education Code section 88195.

14.5 **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE.** Absences due to ~~an~~ industrial accident or illness leave should be recorded on the unit member's work report. Unit members shall be entitled to industrial accident and illness leave in accordance with ~~current~~ Education Code section 88192 and the following provisions.

14.5.1 **DEFINITION.** For the purposes of this Article, an ~~an~~ industrial Accident or illness leave shall be defined as disability absences resulting from an injury or illness, as solely determined to be an ~~valid~~ accepted Workers Compensation claim by the District's Workers' Compensation insurer or Claims Administrator.

14.5.2 **APPLICATION FOR NOTIFICATION OF INDUSTRIAL ACCIDENT AND/OR ILLNESS LEAVE.** ~~A unit member shall report verbally to their immediate supervisor any incident in the workplace which involves or may involve injury or illness as soon as possible but not later than twenty four (24) hours of the occurrence unless the nature of the injury makes notification impossible.~~ A unit member who has sustained an alleged job-related injury and/or illness shall:

- a. Report the injury and/or illness to the on-duty supervisor as soon as possible, but not later than twenty-four (24) hours of the occurrence unless the nature of the injury makes notification impossible,
- b. Complete and submit the SBCCD Employee Workers' Compensation Packet as soon as possible, but not later than twenty-four (24) hours of the occurrence, to the on-duty supervisor unless the nature of the injury makes notification impossible.

- 14.5.3 **LEAVE ALLOWANCE.** The DISTRICT provides a maximum of sixty (60) working days of full pay leave for each industrial accident or illness commencing on the first day of absence. For the purpose of this Article, a full day of leave is equivalent to the unit member's usual workday.

Industrial Accident or Illness Leave shall not accumulate from year to year. All absences or leaves related to Industrial Accident or illness leave shall run concurrently with any time eligible to the unit member under existing federal and state laws (the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), etc.).

In the event that an absence has not been approved as a valid an Industrial Accident or Illness leave when the payroll for the unit member is being computed, the unit member's normal sick leave balance will be charged for any absences which have been supported by a workers' compensation physician's written statements. Upon subsequent notification that the absence has been accepted as an Industrial Accident or Illness Leave the regular sick leave balance will then be adjusted to its previous balance. The DISTRICT or its representative shall comply with legal notification requirements (currently ninety [90] days) for notifying employees unit members of acceptance or rejection of a claim.

- 14.5.4 **COMPENSATION.** During the first sixty (60) working days of an approved industrial accident claim, the unit member shall receive full salary. Thereafter, the unit member will receive their regular pay utilizing any temporary disability allowance the unit member is receiving combined with accumulated sick leave, accumulated compensatory time off, accrued vacation and/or half pay sick leave. The amount of sick and other paid leave will be used only in the amount needed to provide the normal wage or salary. In no event shall the unit member, for any period of disability, receive compensation greater than their normal salary.
- 14.5.5 Payment for wages on any day shall not, when added to an award granted the unit member under the Worker's Compensation laws of this State, exceed the normal wage for the day. During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off or other available leave provided by law or the action of the Board of

Trustees, the unit member may endorse to the DISTRICT wage loss benefit checks received under the Worker's Compensation laws of this State. In the absence of such endorsement, the DISTRICT shall pay the difference between the wage loss benefit check and any entitlement the unit member may have.

14.5.6 The industrial accident or illness leave is to be used in lieu of ~~normal~~ sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave will then be used. If, however, a unit member is still receiving Worker's Compensation benefits at the time of the exhaustion of benefits under this ~~S~~section, they shall be entitled to use only so much of their accumulated and available ~~normal~~ sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.

14.5.7 When all available leaves of absence, paid or unpaid, have been exhausted, and if the unit member is not medically able to assume the duties of their position, they shall, if not placed in another position **after completion of the interactive process**, be placed on a reemployment list for a period of thirty-nine (39) months.

If the unit member is medically cleared by the DISTRICT during the thirty-nine (39) month period, the unit member shall be reemployed in a vacant position in the class of their previous assignment over all other available candidates, except for a reemployment list established because of lack of work or lack of DISTRICT funds **in which case the employee shall be listed in accordance with appropriate seniority regulations**. A unit member whose name has been placed on a reemployment list and who has been medically cleared by the DISTRICT for return to duty, and who refuses to accept an appropriate assignment, shall have their name removed from the reemployment list.

14.5.8 Leave under this ~~S~~section shall commence on the first day of absence. The DISTRICT may select the examining physician and require a physician's report as verification of illness or injury due to industrial accident or illness.

~~14.5.9 Any unit member receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the State.~~

~~14.5.10 In order to be eligible for leave under this Section, a unit member must have served as an employee of the DISTRICT continually for a period of nine (9) months.~~

14.6 **PERSONAL NECESSITY LEAVE.** Absences due to personal necessity leave shall be deducted from the unit member's sick leave balance and recorded on the unit member's work report. Any days of leave of absence for illness or injury under Section 14.4 of this Agreement may be used by a unit member, at their election in cases of personal necessity, including, the following:

- a. Death of a member of the unit member's immediate family when additional leave is required beyond that provided in Section 14.1 of this Article.
- b. Accident involving their person or property, or the person or property of a member of their immediate family.
- c. Appearance in court as a litigant, party or witness under subpoena or any order made with justification. If the unit member receives payment for this appearance, such payment will be forfeited to the DISTRICT.
- d. A serious illness of a member of the family.
- e. Such other reason approved by the DISTRICT.

A maximum of seven (7) days of accumulated, full-salary sick leave credit may be used for personal necessity leave in each fiscal year. ~~No earned leave in excess of seven (7) days may be used in any fiscal year for leave under this Section.~~ Under no circumstances shall leave be available for purposes of recreation of any kind, engaging in other employment of any kind, including direct or indirect self-employment, social events, vacation, any concerted refusal to work, pursuit of other business, financial or economic interests of the unit member, or any illegal activity. For purposes of this Section, members of the immediate family mean the mother, father, grandmother, grandfather, or a grandchild of the unit member or of the spouse/registered domestic partner of the unit member, and

the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the unit member, or any relative living in the immediate household of the unit member.

The unit member shall notify their immediate supervisor no less than five (5) days in advance of taking such leave, unless an emergency makes such notice impossible. Personal necessity leave requests shall be submitted to a supervisor by using the Classified Time Off Request Form (accessible on the District intranet). The supervisor receiving the request shall provide the unit member with a response within five (5) calendar days from receipt of the request.

- 14.7 **UNAUTHORIZED LEAVE.** Absences due to unauthorized leave shall be recorded on the unit member's work report. Any unit member absent without being on approved leave shall have deducted from their salary the appropriate amount covering such period. The DISTRICT reserves the right to take any appropriate disciplinary action against such unit member. Failure to notify the DISTRICT of the anticipated absence prior to the commencement of the unit member's shift may constitute unauthorized leave.
- 14.8 **BREAK IN SERVICE.** No absence under any paid leave provisions of this Article shall be considered as a break in service for any unit member who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.
- 14.9 **ADDITIONAL LEAVE.** The DISTRICT may grant, in addition to the leaves set forth hereinabove, such additional leaves of absence, with or without pay, for such purposes and periods of time as it deems advisable.
- 14.10 **AUTHORIZED LEAVE VERIFICATION.** Prior or subsequent to approval of any paid leave, the DISTRICT may require a unit member to furnish a ~~doctor's~~ physician certificate, affidavit or other documentation, on forms prescribed by the DISTRICT, as verification of illness or other reason for authorized leave. Verification may be required when the DISTRICT has reason to question the validity or any request for approved leave.
- 14.11 **PARENTAL LEAVE AND FAMILY CARE AND MEDICAL LEAVE.** Absences due to Parental Leave and Family Care and Medical Leave shall be recorded on the unit member's work report.

14.11.1 PARENTAL LEAVE/BONDING. The DISTRICT will allow the use of paid sick leave for parental leave bonding up to a period of twelve (12) weeks within the first year following the birth or adoption of a child. A unit member shall not be provided more than one twelve (12) workweek period for parental/bonding leave during any twelve (12) month period.

- a. The unit member must have served as an employee of the DISTRICT for a period of one (1) year, however, the unit member is not required to have 1,250 hours of service during the previous (12) month period in order to take parental/bonding leave.
- b. If a unit member exhausts all available sick leave, including all accumulated sick leave, and continues to be absent from their duties on account of parental leave, the unit member shall be compensated at no less than fifty (50%) percent of the unit member's regular salary for the remaining portion of the twelve (12) workweek period of parental leave.
- c. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and unit member.
- d. **INTERMITTENT LEAVE.** A unit member may request to use parental leave on an intermittent basis with duration of no less than two (2) week increments. However, the DISTRICT must grant a request for leave of less than two (2) weeks duration on any two (2) occasions.
- e. Parental leave will run concurrently with applicable state and federal laws.

14.11.2 FAMILY AND MEDICAL LEAVE. Unit members are entitled to family care and medical leave for a total of up to twelve (12) weeks in a one (1) year (12 months) period as set forth in applicable federal and state law for the purpose of a birth of a child, an adoption, placement of a foster child, to care for a seriously ill family member, or because of an employee's own serious health condition.

- a. The unit member must have served as an employee of the DISTRICT for a period of one (1) year, and has at least 1,250 hours of service for the

DISTRICT during the twelve (12) month period immediately preceding the leave.

- b. Sections 14.11.1 or 14.11.2 individually or in combination may not exceed a total of twelve (12) weeks in any twelve (12) month period.
- c. Upon exhaustion of sick leave, a unit member may utilize difference in pay up to completion of the twelve-week period.
- d. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and unit member.
- e. For purposes of this section, family member is defined as a unit member's child, parent or spouse/domestic partner.

14.12 FAMILY SCHOOL PARTNERSHIP LEAVE. In accordance with Labor Code 230.8, a unit member who is a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to a child or children in kindergarten or grades one (1) to twelve (12), inclusive, or attending a licensed child care provider, may take off up to forty (40) hours each calendar year, not exceeding eight (8) hours in any calendar month of the year, to participate in activities of the school or licensed child care provider of any of their children. The unit member shall notify their immediate supervisor in advance of taking such leave. Absences due to participation in school activities of children shall be recorded on the unit member's work report.

14.12.1 If more than one parent of a child are employed by the DISTRICT at the same worksite, the entitlement under section 14.12 of a planned absence as to that child applies, at any one time, only to the parent who first gives notice to the employer.

14.12.2 Unit members may utilize existing vacation, personal leave or compensatory time off for the purposes of the planned absence.

14.12.3 A unit member, if requested by the DISTRICT, shall provide documentation from the school or licensed childcare provider as proof that they engaged in child-related activities permitted in section 14.12 on a specific date and at a particular

time. Documentation means whatever written verification of parental participation the school or licensed childcare provider deems appropriate and reasonable.

14.13 STATE AND FEDERAL LEAVE LAWS. Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL) benefits are available to unit members as entitled under current state and federal law. Upon request, the DISTRICT shall provide the unit member a copy of their rights and benefits. All Federal and State Leave benefits will be calculated for eligibility and use on a 12-month basis.

- a. In cases of non-pregnancy related illness, state and federal leave laws will run concurrently with Sick Leave if unit member meets the eligibility requirements.
- b. In cases of pregnancy related illness, applicable state and federal leave laws will run concurrently with Sick Leave if unit member meets the eligibility requirements.

14.14 CATASTROPHIC ILLNESS LEAVE DONATION PROGRAM. The purpose of this program is to permit unit members with a catastrophic injury or illness to solicit individual donations of sick leave and/or vacation and/or compensatory time leave from fellow DISTRICT employees.

All requests submitted to the Vice Chancellor of Human Resources or designee are handled with confidentiality and upheld throughout the process. The DISTRICT will make every effort to protect the identity and privacy of the catastrophic illness leave recipient.

14.14.1 Definition of Catastrophic Leave: The intent of this program is to permit unit members to donate eligible leave credits to a unit member when that unit member or a member of their family suffers from a catastrophic illness or injury. For purposes of this Article a catastrophic illness or injury is defined as one which is expected to incapacitate the unit member or a member of their family for an extended period of at least forty-five (45) or more calendar days and taking extended time off work creates a financial hardship for the unit member because they have exhausted all of their sick leave, extended sick leave, and other paid time off (e.g., vacation, compensatory time, holidays (including birthday and floating holidays), etc.). For purposes of this Article, eligible leave credits are: sick leave, vacation, and compensatory time.

A catastrophic leave donation request may be initiated immediately, using the process defined below, at the moment the need is known. However, ~~C~~catastrophic ~~L~~leave will not begin until all leaves have been exhausted as defined in this Article. The maximum amount of time for which donated leave credits may be used, but not to exceed use for a maximum period of twelve (12) consecutive months.

For purposes of this ~~S~~section, "family" means the mother, father, grandmother, grandfather, or a grandchild of the unit member or of the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the unit member, or any relative living in the immediate household of the unit member.

14.14.2 RECIPIENT REQUIREMENTS.

The recipient:

- ~~a.~~ Is a regular, non-probationary ~~bargaining~~ unit member who has exhausted all ~~accrued~~ **available** paid leave credits, **as referenced in section 14.14.1 including sick leave, vacation and comp time;**
- b. Is incapacitated/absent for an extended period of time no less than **forty-five (45)** calendar days;
- c. Is incapacitated during assigned time. For example, in the case of **ten (10)** or 11-month employee only assigned time will be considered;
- d. May use donated time in partial day increments;
- e. May initially request not more than sixty (60) days. A unit member may request an additional sixty (60) days by filing an additional request;
- f. Recipient must fill out the Catastrophic Leave **Donation Program Application Request Form, which must be requested from the Office of Human Resources. Any DISTRICT employee** ~~follow unit member~~, supervisor, family

member, Office of Human Resources, or the Recipient's medical provider may request Catastrophic Leave benefits on behalf of the Recipient;

- g. ~~Must include with the~~ A portion of the Catastrophic Leave Request Donation Program Application-Request Form, requires a written statement from a physician ~~the medical provider~~, which verifies catastrophic illness or injury of the Recipient or the Recipient's immediate family member as defined in 14.14.1. In the event a physician is unable or unwilling to fill out their portion of the Catastrophic Leave Request Donation Program Application, a separate written statement from a physician which provides the answers to all of the relevant healthcare provider questions on the Catastrophic Leave Request Donation Program Application will be accepted; and
- h. Must use all donated leave within a twelve (12) consecutive month period following the donations. If the Recipient returns to work and has a reoccurrence of the same or related catastrophic injury or illness, after using any accrued vacation or sick leave, previously donated leave days may be used if time remains available, within the same twelve (12) month period.

The Vice Chancellor of Human Resources or designee shall evaluate all requests for catastrophic leave and shall have authority for granting leave in accordance with this Article. Pledged donated leaves can be used only for the specified catastrophic injury or illness. A different catastrophic injury or illness must be handled as a separate second incident. If the DISTRICT has reasonable cause to believe there is abuse of the catastrophic leave policy by a unit member, the DISTRICT may require additional medical verification from a physician selected by the DISTRICT at the DISTRICT's expense.

The Office of Human Resources will notify DISTRICT employees in writing of the need for donations of catastrophic leave credits and collect all signed Catastrophic Donation Forms. The Office of Human Resources will notify Payroll of donated hours. Payroll will deduct donated hours from the donor and credit donated hours to the recipient. The Office of Human Resources and Payroll will keep a record of all donated leave credits.

If Recipient's request for catastrophic leave is denied, the Recipient or Recipient's agent or ASSOCIATION may request a review of the reason(s) for denial. If the denial is upheld the unit member or ASSOCIATION may appeal the decision to the Chancellor. If the denial is upheld at the Chancellor level, the decision is not subject to the grievance process.

14.14.3 **DONOR REQUIREMENTS.** Unit members may donate leave credits to an eligible classified, confidential, management or academic employee under the following conditions:

- a. Donors may volunteer no more than 50% of their accrued sick and/or vacation and/or compensatory time. Donors must have accrued no less than 120 hours of leave credits prior to donation;
- b. Unit members wishing to donate catastrophic leave credits must donate credits in writing on a signed, Catastrophic Donation form, distributed by the Office of Human Resources;
- c. The minimum amount of donated leave credits shall be eight (8) hours ~~initially~~, and in one hour increments thereafter;
- d. The donor understands that donation of catastrophic leave credits is voluntary;
- e. Donations may be made by eligible classified, confidential, management or academic employees;
- f. All transfers of eligible leave credit are irrevocable. Unused leave credits will not be credited back to the donor; and
- g. Donated leave is charged on an hour-for-hour basis.

**ARTICLE 15: VACANCIES, VOLUNTARY DEMOTIONS, IN HOUSE OR PROMOTIONAL ONLY
RECRUITMENTS**

15.1 POSTING OF VACANCIES. Notice of all job vacancies within the bargaining unit shall be posted ~~to the DISTRICT'S website. posted on the District employment bulletin boards at currently designated posting locations.~~ "In-House or Promotional Only" recruitment notices ~~shall be sent to all unit members via DISTRICT e-mail in a timely manner. shall be sent out to all unit members in a timely manner.~~

15.1.2 The job vacancy notice shall remain posted for a period of ten (10) ~~full working~~ days, during which time unit members may file for the vacancy.

15.1.3 **NOTICE CONTENTS.** The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.

15.1.4 **FILING.** Any unit member may file for the vacancy by submitting written notice to the ~~Office of~~ **Office of** Human Resources ~~Office~~ within the filing period. ~~Any unit member on leave or vacation may authorize their job representative to file on the unit member's behalf.~~

15.1.5 **NOTIFICATION.** Any unit members who apply for "In-House or Promotional Only" recruitments shall be notified ~~via DISTRICT e-mail in writing~~ whether they were or were not selected. **All unit members' filings shall be reviewed in the following order: voluntary demotion then In-House or Promotional Only.**

15.2 VOLUNTARY DEMOTION. Unit members requesting a voluntary demotion to a lower classification pursuant to Article 9 (Layoff and Reemployment) shall be given preference over other applicants with equal or lesser qualifications. If the position from which a unit member took a voluntary demotion pursuant to Article 9 (Layoff and Reemployment) is again vacant, that unit member will be given preference over other applicants with equal or lesser qualifications in filling the former position. This Section shall be superseded by the provisions in Article 9 (Layoff and Reemployment) when applicable (see sections 9.3.1 and 9.4.3).

15.3 **"IN-HOUSE OR PROMOTIONAL ONLY" RECRUITMENTS.** "In-House or Promotional Only" recruitment shall only be used:

- a. When the position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment which shall not exceed **nine-hundred and sixty (960) hours in a fiscal ~~one~~ (1) year.**
- b. When there is a reorganization that does not result in a net increase in the number of unit members.

15.3.1 ~~Any unit member may apply concurrently on an "In House or Promotional Only" basis for any position announced under the voluntary transfer policy. Such application will not be considered until voluntary transfer and voluntary demotion applicants have been reviewed. A selection process, as outlined in Section 53021 of the California Code of Regulations and Education Code 87100, will be used to address any "In House or Promotional Only" requests.~~

15.3.2 ~~The procedure of selecting a qualified candidate shall be negotiated between the Parties. Selection shall be in compliance with Equal Employment Opportunity (EEO) regulations and consistent with Article 15.1 Posting of Vacancies.~~

15.3.3 ~~The ASSOCIATION and~~ Unit members shall receive documentation of the temporary work assignment **via DISTRICT'S e-mail and it shall be placed in the unit member's personnel file.**

15.3.4 ~~Documentation of the temporary work assignment shall be placed in the unit member's personnel file.~~

15.3.5 ~~The vacancy that is incurred because of an in-house or promotional recruitment shall either be filled using another in-house temporary assigning of the position and if the assignment is not filled with a bargaining unit member a substitute employee shall fill the vacancy until the incumbent returns to their assignment or is permanently filled.~~

15.3.6 The rate of pay for in-house promotional assignments shall be **placed on the step of the range of their new classification which most nearly corresponds to a five percent (5%) increase but not less than such increase.** ~~the initial rate of pay of the~~

~~assignment the unit member is assigned to. If the increase exceeds the highest step of a higher classification, the unit member shall be paid at the higher step. In-house or promotional assignments shall be limited to six (6) months unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.~~

ARTICLE 16: PERSONNEL

16.1 CLASSIFICATION. The DISTRICT may create new classifications and fix duties, responsibilities, and assignments for such classifications, or reclassify or abolish positions as long as any such action is not inconsistent with other provisions in this Article or Agreement. Except by mutual agreement, the DISTRICT shall notify the ASSOCIATION in writing **via DISTRICT e-mail thirty (30) ten (10) working** days prior to the board calendaring of an agenda item of any new classification or the abolition of a classification. ~~Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, T~~ the ASSOCIATION shall notify the DISTRICT in writing **via DISTRICT e-mail, within ten (10) working days of the date that the DISTRICT sent the notice,** of its intent to negotiate the **effects** of such new classifications, ~~titles,~~ or abolition of the classification.

16.1.1 The DISTRICT will notify the ASSOCIATION in writing **via DISTRICT e-mail** within ~~five ten (510) working~~ days, **of implementing its decision to reorganize notice** of reorganization of classified position(s) at the colleges or district sites. ~~Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, T~~ the ASSOCIATION shall notify the DISTRICT in writing **via DISTRICT e-mail** within ~~five ten (510) working~~ days **of the date that the DISTRICT sent the notice,** of its intent to negotiate effects of such reorganization.

16.2 PERSONNEL FILES. The personnel file of each unit member shall be maintained at a single location determined by the DISTRICT. ~~No disciplinary action based upon written materials shall be taken against a unit member unless such written materials are included in the unit member's personnel file.~~

16.2.1 Any supervisor or other administrator who writes and places into the personnel file a written **adverse comment evaluation,** ~~other than the regular unit member evaluation as defined in Article 13, or any document relating to a unit member's job performance~~ shall sign and date such ~~evaluation—~~ memorandum or document. The unit member shall be provided with copies of any adverse comment **and shall have thirty (30) days within which to file a written response with the Office of Human Resources to any adverse comment entered in his/her personnel file. Such written response shall be attached to, and shall accompany, the adverse comment.** ~~or written material thirty (30) calendar days, before it is placed in the personnel file. During this thirty (30) calendar day period, the unit member shall be given an opportunity during normal working hours to initial and~~

~~date the material and to prepare a written response to such material. The written response shall be attached to the material.~~

Any written adverse comment in a personnel file shall be signed by the preparer and the unit member in question. If the unit member refuses to sign the document their refusal shall be noted on the document. In the event material containing adverse comments is found, upon inspection of a personnel file, which has not been signed by the unit member or does not include a notation that the unit member refused to sign the material, then the material shall be removed from the file immediately.

- 16.2.2 Pursuant to Government Code 3306.5, the DISTRICT shall at reasonable times and at reasonable intervals, upon the request of a public safety officer, during usual business hours, with no loss of compensation to the officer, permit that officer to inspect personnel files that are used or have been used to determine that officer's qualifications for employment, promotion, additional compensation, or termination or other disciplinary action.

~~Each employer~~ The DISTRICT shall keep each public safety officer's personnel file or a true and correct copy thereof and shall make the file or copy thereof available within a reasonable period of time after a request therefore by the officer.

- 16.2.3 If, after examination of the ~~officer's~~ unit member's personnel file, the ~~officer~~ unit member believes that any portion of the material is mistakenly or unlawfully placed in the file, the ~~officer~~ unit member may ~~request~~ submit via DISTRICT e-mail, a request to the Office of Human Resources, in writing, that the mistaken or unlawful portion be corrected or deleted. Any request made pursuant to this subdivision shall include a statement by the officer unit member describing the corrections or deletions from the personnel file requested and the reasons supporting those corrections or deletions. A statement submitted pursuant to this subdivision shall become part of the personnel file of the ~~officer~~ unit member.

Within thirty (30) calendar days of receipt of a request made pursuant to section 16.2.3, the ~~employer~~ DISTRICT shall either grant the ~~officer's~~ unit member's request or notify the ~~officer~~ unit member of the decision to refuse to grant the request. If the ~~employer~~ DISTRICT refuses to grant the request, in whole or in

part, the ~~employer~~ DISTRICT shall state in writing the reasons for refusing the request, and that written statement shall become part of the personnel file of the ~~officer~~ unit member.

- 16.2.4 The DISTRICT shall maintain a log within each unit member's personnel file indicating the persons (other than employees in the Office of Human Resources Office) who have examined the file and the date of such examination. The log and the unit member's personnel file shall also be available to the appropriate ASSOCIATION representative with written authorization of the unit member where disciplinary action is pending against, or a grievance has been filed by the unit member. Such examination by the unit member or ASSOCIATION representative shall conform to the parameters set forth under Section 16.2.2.
- 16.2.5 Upon written authorization of the unit member, an ASSOCIATION representative may review the unit member's ~~permanent~~ personnel file. An ASSOCIATION representative may accompany any unit member in the review of that member's file.

~~16.3 REQUEST FOR RECLASSIFICATION.~~

- ~~16.3.1 For purposes of this article, "reclassification" shall mean the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position.~~
- ~~16.3.2 The ASSOCIATION, or the DISTRICT, or a unit member may propose a reclassification. Requests for reclassification shall be submitted on an online, accessible and fillable Reclassification Request Form (Appendix E). These shall be obtained from the Office of Human Resources or the DISTRICT website. Requests for reclassification may be submitted by a unit member or the unit member's immediate supervisor or may be initiated by the Vice Chancellor of Human Resources or designee. Upon completion, the unit member will submit the Reclassification Request to the Office of Human Resources. A date stamped copy of all submitted forms will be provided to the unit member and the ASSOCIATION by the Office of Human Resources.~~
- ~~16.3.3 The ASSOCIATION, or the DISTRICT, or a unit member may propose a reclassification for any position at any time during the life of the Bargaining~~

~~Agreement. A reclassification request may be initiated by the DISTRICT, ASSOCIATION, unit member or their immediate supervisor.~~

~~16.3.4 RECLASSIFICATION PROCESS. The reclassification process will be an annual, collaborative process between the ASSOCIATION and the DISTRICT utilizing the Reclassification Committee. Requests must be submitted no later than December 1st, to be reviewed during the month of February as stated in section 16.3.4.4 of this article.~~

~~16.3.4.1 Step 1. Reclassification requests must be submitted to Human Resources November 1st – December 1st.~~

~~16.3.4.2 Step 2. Upon receipt of the request, the Office of Human Resources will date stamp the request prior to forwarding a copy to the unit member's immediate supervisor. The ASSOCIATION and the unit member shall receive a copy.~~

~~16.3.4.3 Step 3. The immediate supervisor will provide their comments to Human Resources within fifteen (15) working days. The ASSOCIATION unit member shall receive a copy.~~

~~16.3.4.4 Step 4. Reclassification review by the Reclassification Committee shall occur during the month of February.~~

~~a. If requested, a unit member shall have a personal interview with the committee.~~

~~b. Human Resources will notify the unit member(s) of the committee's decision in writing within ten (10) working days at the conclusion of the committee.~~

~~16.3.4.5 Step 5. Reconsideration/Appeal Process shall be permitted within fifteen (15) working days after the unit member is informed of the Reclassification Committee's decision. The unit member has the right to appeal in writing to the Chancellor within fifteen (15) working days of the committee's find. The Chancellor shall notify the unit member and the committee~~

~~in writing with thirty (30) working days of their decision which shall be final.~~

~~16.3.4.6 Step 6. All approved reclassification recommendations shall be submitted for board approval no later than the June board meeting.~~

~~16.3.4.7 When a position is reclassified, the incumbent in the position shall be entitled to serve in the new position.~~

~~16.3.4.8 **SALARY OF POSITION RECLASSIFICATION.** The salary of a unit member in a position that is reclassified shall be determined as follows:~~

~~a. If a position is reclassified to a classification having the same salary range (reclassification – lateral), the salary and anniversary date of the unit member shall not change.~~

~~b. If a position is reclassified to a classification having a higher salary range (reclassification upward), the unit member shall be placed on the appropriate salary range of their new classification, which would result in no less than a five (5%) percent increase over the current salary, except if the new placement is at highest Step. The anniversary date of the unit member shall be the date on which the reclassification request was submitted.~~

~~16.3.4.9 Reclassification recommendations are subject to the approval of the Chancellor or designee. Final determinations shall be documented in the form of a memorandum of understanding and shall be subject to all approval processes.~~

~~16.3.4.10 The effective date of an approved reclassification shall be the date the application was stamp received by the Office of Human Resources.~~

~~16.3.4.11 Any unit member who requests a reclassification must wait at least two (2) years to submit another request.~~

~~16.3.5 THE RECLASSIFICATION COMMITTEE.~~ The Reclassification Committee shall consist of the Director of Human Resources or designee and two (2) human resources staff members and the POA Chapter President or designee and two (2) unit members. The POA Labor Relations Representative (LRR) may be appointed to serve on the committee in lieu of one of the unit members. Both the ASSOCIATION and the DISTRICT will also appoint a minimum of two (2) alternates to serve as needed when there may be a conflict of interest or absence of an appointed committee member. Each party shall have three (3) committee members for the review process.

~~16.3.5.1 The ASSOCIATION shall be given reasonable time without loss of compensation to prepare for and participate on the Reclassification Committee.~~

~~16.3.5.2 The parties shall notify each other of its committee members and alternates no later than November 1st of each year.~~

~~16.3.5.3 If the Committee finds that a classification does not exist, a draft job description will be provided by the DISTRICT, if applicable, and shall be subject to the negotiations process between the ASSOCIATION and DISTRICT.~~

~~16.4 PLACEMENT IN THE CLASSIFICATION AND RANGE.~~

~~16.4.1 Every bargaining unit member shall be placed in a classification and range in the classified service.~~

16.5 **CLASSIFICATION AND COMPENSATION STUDIES.** The DISTRICT and the ASSOCIATION shall review each classification within the bargaining unit at least once within a **three (3)** **five (5)** year period. **(moved up)**

16.5.1 The DISTRICT and the ASSOCIATION shall mutually agree on the compensation and classification study process. **Any** salary range adjustments shall be negotiated. **(reworded and moved from old 16.5.2 but now 16.5.3 with a strike through)**

16.5.2 New position classifications and/or revisions to existing position classifications shall be subject to mutual agreement between the DISTRICT and ASSOCIATION.
(reworded and moved from 16.6.1)

~~16.5.3 Salary range adjustments shall be negotiated.~~

~~16.6 CLASSIFICATION AND RECLASSIFICATION REQUIREMENTS.~~

~~16.6.1 Position classification and reclassification shall be subject to mutual agreement between the DISTRICT and the ASSOCIATION.~~

~~16.7 Either party may propose a reclassification for any position at any time during the life of the Agreement.~~

ARTICLE 17: ~~PROGRESSIVE~~ DISCIPLINE

- 17.1 ~~Progressive discipline is a series of disciplinary actions,~~ Discipline is corrective in nature and is not intended to be punitive, ~~Discipline is intended~~ to provide unit members the opportunity to improve job performance and comply with policies and procedures.
- 17.2 ~~Prior to imposing formal disciplinary action upon a bargaining unit member, T~~he DISTRICT shall follow the principles of progressive discipline, ~~when applicable~~. Exceptions to progressive discipline include, ~~but are not limited to, serious~~ cases of misconduct or cause as defined in **Article 17.11**. Discipline includes, but is not limited to, ~~oral warning, written warning,~~ written reprimand, suspension without pay, ~~demotion,~~ and ~~may lead to~~ termination. ~~Discipline for misconduct may commence at any step depending on the seriousness of misconduct.~~

~~A "day" is any day in which the Human Resources Department of San Bernardino Community College District is normally open for business to the public.~~

- 17.2.1 **Step 1 – Informal Performance Deficiencies Conference.** Prior to any formal ~~discipline~~ disciplinary action, ~~for performance related deficiencies,~~ the unit member's immediate supervisor ~~shall~~ ~~may~~ notify the unit member of the deficiencies in their job performance that has been observed. ~~If deficiencies are addressed by commencing with this Step 1 process, the~~ The supervisor shall identify improvements needed and how the unit member may improve their performance. The supervisor shall ~~also~~ provide a written improvement plan including coaching and training, as needed, to address the identified deficiencies. The unit member's performance must be reviewed within sixty (60) days to document the unit member's progress, including any recommendations for continued success. ~~All documentation related to the performance deficiencies~~ Documentation of the coaching shall ~~not~~ be placed in the unit member's personnel file ~~but~~ ~~and shall~~ ~~may~~ be used as supporting documentation in later steps. ~~This Step 1 – Performance Deficiencies Conference shall also serve as the Performance Evaluation – Conference for unit members placed on a Performance Improvement Plan referenced in section 13.4 of this Agreement.~~

- ~~17.2.2 **Step 2 – Written Warning.** If deficiencies identified in Step 1 have not improved, the unit member may receive a written warning. The supervisor shall prepare~~

~~and send a written warning letter to the bargaining unit member. The letter shall consist of the unit member's specific deficient performance and further direction for improvements. The written warning shall not include incidents or deficiencies that were not discussed in the Step 1 level. Documentation of the written warning shall be placed in the unit member's personnel file.~~

- 17.2.3 **Step 3 2 – Letter of Reprimand.** If **performance** deficiencies identified in Step 2 1 have not improved, ~~the unit member's immediate~~ a supervisor may **issue a** ~~prepare a written~~ Letter of Reprimand ~~and send the letter to the unit member.~~ The Letter of Reprimand shall outline those specific areas or incidents of the unit member's **misconduct and/or** deficient performance, and a written ~~improvement plan~~ **directives for improvement.** ~~where appropriate for deficiencies of job performances.~~ The Letter of Reprimand shall not include any incidents or **performance** deficiencies or **misconduct** that were not included in the Step 2 1 level.

- 17.2.3.1 ~~**Supervisor Meeting.** If the member disagrees with the Letter of Reprimand, they may meet informally with the immediate supervisor issuing the Letter of Reprimand. The supervisor shall have five (5) days to respond and/or issue the Letter of Reprimand.~~ **Written Response.** Unit members shall have thirty (30) calendar days from receipt of the Letter of Reprimand to file a written response. Such written response shall be attached to, and shall accompany, the Letter of Reprimand in the unit member's personnel file.

- 17.2.3.2 **Administrative Appeal - Letter of Reprimand. Chief's Meeting.** If a unit member elects to appeal the Letter of Reprimand, the unit member shall request in writing to the Chief of Police or their designee such appeal within five (5) days of receipt of the Letter of Reprimand. The appeal shall be heard by the Chief of Police or their designee within fifteen (15) days of receipt of the written request for the appeal. This appeal shall serve as the administrative appeal pursuant to Government Code section 3304(b). ~~after the Supervisor discussion the issue is not resolved, the matter shall be referred to the Chief or their designee for review. The supervisor shall prepare and forward a written memorandum setting forth the reason(s) for the issuance of the Letter of Reprimand with the Letter of~~

~~Reprimand.~~ The Chief or their designee shall ~~meet with the unit member and~~ render a decision within ~~fifteen ten (150) working~~ days.

The Chief's or their designee's decision shall be final, binding, and not subject to any further appeal or grievance process. ~~The Letter of Reprimand shall not be placed in the unit member's personnel file until they have been given thirty (30) working days to respond.~~

17.2.4 Step 4 3 – Suspension. If performance deficiencies identified in Step 3 2 have not improved or if the unit member's conduct warrants starting the disciplinary action at Step 3, the Chief of Police ~~immediate supervisor~~ may make a recommendation to the Vice Chancellor of Human Resources or designee that the unit member's deficient performance or misconduct may warrant a suspension without pay for a period not to exceed five (5) days, as deemed appropriate. Copies of the recommendation shall be sent to the unit member and placed in the unit member's personnel file. A ~~Notice of Intent to the suspension~~ Discipline shall be prepared in accordance with and subject to the disciplinary procedures within Article 17.3, sent to the unit member, and placed in the unit member's personnel file.

17.2.5 Step 5 4 – Further Action Significant Disciplinary Options. If performance deficiencies and/or misconduct identified in Step 4 3 have not improved after the above procedures have been followed or if the misconduct warrants disciplinary action beginning at Step 4, the Vice Chancellor of Human Resources or designee may propose recommend the following further disciplinary action be taken against the unit member: ~~Additional discipline may include: demotion, suspension, reduction in hours, transfer or reassignment without the unit member's voluntary consent, written reprimand, or termination. Copies of the recommendation shall be sent to the unit member. A notice of~~ Notice of Intent to Discipline the recommendation for further action shall be prepared and subject to the disciplinary procedures within in accordance with Article 17.3, sent to the unit member, and placed in the unit member's personnel file.

17.3 CAUSES FOR DISCIPLINARY ACTION. Cause is defined as those acts, omissions, or behaviors which are detrimental to the operations of the DISTRICT and/or its major instructional, student and administrative divisions, or which impair the DISTRICT'S mission, purpose or objectives. (moved from 17.11)

The term “cause” for disciplinary actions that occur outside the progressive discipline steps in the forgoing portions of Article 17 includes, but is not limited to:

- Insubordination including the refusal to perform assigned duties or the refusal to obey a lawful directive from a supervisor.
- Carelessness or negligence in the care and/or use of District property.
- Discourteous offensive, or abusive conduct or language toward other employees, students, or the public.
- Dishonesty.
- Drinking alcoholic beverages on the job or reporting to work while intoxicated.
- Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified employee is not prohibited.
- Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the District.
- Engaging during required work time in political activity not authorized by law.
- Conviction of any felony or any crime involving moral turpitude.
- Repeated unexcused absence or tardiness.
- Abuse of any leaves.
- Intentionally falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records.
- Persistent violation or refusal to obey all rules and regulations made applicable to public schools by the Governing Board or by any appropriate federal, state or local governmental agency.
- Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee’s assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- Negligent or intentional violation of any law concerning the District.
- Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.
- Violating any DISTRICT, Governing Board, and/or Department policy and/or procedure.

17.4 **DUE PROCESS.** When disciplinary action **amounting to a one-day suspension or more** is being proposed against a unit member, the DISTRICT must comply with the procedural due process requirements before it may deprive a unit member their property right and/or interest. Due process mandates that at a minimum a unit member must be provided with the following pre-disciplinary safeguards:

- a. notice of the ~~proposed~~ **intended disciplinary** action;
- b. cause(s) for the action;
- c. a statement of the charges signed by the Vice Chancellor of Human Resources or designee setting forth in clear and understandable language the specific act(s), error(s), or omission(s) giving rise to the charges;
- d. a copy of all materials including statements on which the DISTRICT relied upon preparing the ~~Notice of Intent to Discipline~~ **Notice of Intent to Discipline**;
- e. copies of any sections of this contract, rules, regulations, **policies, procedures**, or laws which are alleged to have been violated;
- f. notice of the right to respond to the charges either verbally or in writing prior to imposed discipline;
- g. the right to representation at all phases of the disciplinary process; and
- h. a statement of the unit member's right to hearing(s).

~~17.5 **DISCOVERY.** The unit member or designee shall have the right to inspect and receive copies of any documents or other materials in the possession or under the control of the DISTRICT which are relevant to the disciplinary action proposed, at times and places reasonable for the unit member and the DISTRICT.~~ **(repetitive, addressed in d above)**

~~17.6 **BURDEN OF PROOF.** When disciplinary action is to be imposed on the unit member, the burden of proof shall rest with the DISTRICT.~~

17.7 ~~PAID ADMINISTRATIVE LEAVE.~~ ~~The Vice Chancellor of Human Resources or designee may, upon written notice, place a unit member on Paid Administrative Leave when investigating allegation(s) of misconduct, wrongdoing, illegal act(s), or for the safety or for the protection of the public, district, or individual. The unit member shall remain on paid administrative leave while the investigation is being conducted, a decision is rendered, and subsequent action is taken. All of the aforementioned shall be conducted in a timely and expeditious manner. Paid Administrative Leave shall mean that the unit member shall not report to work but shall receive all pay and benefits and shall be~~

~~accessible to the DISTRICT during all scheduled working hours.~~ (moved 17.6, 17.7 to end of document)

- 17.8 **(indent and renumber as 17.4.1) NOTICE OF INTENT TO DISCIPLINE.** When disciplinary action ~~amounting to a one-day suspension or more~~ is proposed, the DISTRICT shall provide the ASSOCIATION and unit member a Notice of ~~Intent to Proposed~~ Discipline setting forth the cause of the action, the specific acts, ~~and/or~~ omissions upon which the proposed discipline is based and copies of all statements or documents upon which the DISTRICT relied on assessing the degree of proposed discipline. The notice should be in compliance with the provisions of Education Code Sections 88013, 88016.

- 17.9 **(indent and renumber as 17.4.2) RIGHT TO A PRE-DISCIPLINARY MEETING (SKELLY CONFERENCE).** The Notice of ~~Proposed~~ ~~Intent to~~ Discipline shall inform the unit member of their right to request a “pre-disciplinary meeting” (Skelly Conference) prior to the imposition of the discipline. ~~Such request for a “pre-disciplinary meeting” (Skelly Conference) must be made in writing to the Office of Human Resources within five (5) days from receipt of the Notice of Intent to Discipline in the manner articulated in the Notice of Intent to Discipline.~~ In the event of the unit member’s timely request of a “pre-disciplinary meeting” (Skelly Conference), such a meeting shall be held no sooner than five (5) days but within a reasonable period of time of ~~upon~~ the unit member’s request. At such a meeting the unit member shall be granted a reasonable opportunity, either in person or in writing, to make any representations the unit member believes are relevant to the case and put forth any information as to why the intended action should not proceed.

If a pre-disciplinary hearing is held, the DISTRICT shall provide the ASSOCIATION and unit member with a written notification of the Skelly Officer’s recommendation to either continue, amend, reduce, or dismiss the proposed discipline within ten (10) days.

- 17.10 **(indent and renumber as 17.4.3) RIGHT TO AN EVIDENTIARY HEARING.** ~~If the unit member forgoes the “pre-disciplinary meeting” (Skelly Conference) or the DISTRICT chooses to impose disciplinary action amounting to a one-day suspension or more after the “pre-disciplinary meeting” the DISTRICT shall provide the unit member with a Final Notice of Discipline.~~ The ~~Final~~ Notice of ~~Proposed~~ Discipline shall inform the unit member of their right to request an evidentiary hearing ~~after a decision is provided resulting from the “pre-disciplinary meeting” (Skelly Conference).~~ ~~Unit members’ have the right, upon request, to an evidentiary hearing before the disciplinary action is final.~~ Such request for an

evidentiary hearing must be made in writing to the Office of Human Resources in the manner articulated in the Final Notice of Discipline within five (5) days from receipt of the Final Notice of Proposed Discipline and must be actually received by the Vice Chancellor of Human Resources or designee no later than five (5) days after notice is delivered. If the unit member requests an evidentiary hearing within the five (5) day period, at such hearing the unit member will be provided an opportunity to present oral and/or documentary evidence, confront and cross examine witnesses and to be represented by a representative of their choice. No evidentiary hearing shall be held unless written notice is delivered to the Vice Chancellor Office of Human Resources or designee in the manner articulated in the Final Notice of Discipline within five (5) days of the date this notice is served on the unit member.

Failure to file a timely request for an evidentiary hearing waives the unit member's right to an evidentiary hearing and no hearing will be held.

17.11 (previously 17.10) (indent and renumber as 17.4.4) UNIT MEMBER'S RIGHT DURING AN EVIDENTIARY HEARING.

- a. **Evidentiary Hearing:** All evidentiary hearings shall be conducted by a neutral Hearing Officer who shall be mutually agreed upon within twenty (20) days of the written request for an evidentiary hearing by the DISTRICT and ASSOCIATION. In the event the parties are unable to reach an agreement on the Hearing Officer within twenty (20) days from the date of the request for the hearing, a request for a list of five (5) qualified Hearing Officers will be submitted to the California Mediation and Conciliation Service by the DISTRICT. The Hearing Officer will be selected from the aforementioned list by alternate strike off. The first strike off will be determined by chance then each party will strike one name from the list until only one name remains. The remaining Hearing Officer will conduct the hearing. The hearing shall be conducted under rules of procedure established by the hearing officer which are consistent with the law. Both the DISTRICT and ASSOCIATION shall have the right to call witnesses, introduce evidence, cross examine any witness, and make motions or objections to the proceedings. All hearings shall be closed to the public unless the affected unit member specifically requests that the hearing be open to the public.
- b. **Witnesses and Evidence:** The Hearing Officer shall have the authority to compel the production of such witnesses and evidence as may be necessary to ensure that the bargaining unit member's due process rights are protected. The technical rules of

evidence shall not apply. Hearsay evidence may be submitted to support direct evidence but may not be sufficient standing alone to support a finding.

- c. **Hearing Officer's Non-Binding Decision:** Following the Evidentiary Hearing, the Hearing Officer shall render their findings, and **non-binding** decision, which shall be served on both parties. The Hearing Officer's decision is a recommendation only **to the Governing Board** and is not binding.
- d. ~~Unit members have the right to an evidentiary hearing before a neutral Hearing Officer; however, the~~ **The Governing Board's decision** ~~determination of the sufficiency of the cause of disciplinary action~~ shall be conclusive, **final, binding on all parties, and not subject to further appeal.**
- e. **Costs:** The cost of the hearing and Hearing Officer will be borne by the DISTRICT.

17.12 **BURDEN OF PROOF.** When disciplinary action is to be imposed on the unit member, the burden of proof shall rest with the DISTRICT.

17.13 PAID ADMINISTRATIVE LEAVE. The Vice Chancellor of Human Resources or designee may, upon written notice, place a unit member on Paid Administrative Leave when investigating allegation(s) of misconduct, wrongdoing, illegal act(s), or for the safety or for the protection of the public, DISTRICT, or individual. The unit member shall remain on paid administrative leave while the investigation is being conducted, a decision is rendered, and subsequent action is taken. All of the aforementioned shall be conducted in a timely and expeditious manner. Paid Administrative Leave shall mean that the unit member shall not report to work but shall receive all pay and benefits and shall be accessible to the DISTRICT during all scheduled working hours. **(moved down from 17.6, 17.7)**

~~17.14 CAUSE FOR DISCIPLINARY ACTION.~~ Cause is defined as those acts, omissions, or behaviors which are detrimental to the operations of the DISTRICT and/or its major instructional, student and administrative divisions, or which impair the DISTRICT'S mission, purpose or objectives.

~~The term "cause" for disciplinary actions that occur outside the progressive discipline steps in the forgoing portions of Article 17 include:~~

- ~~Insubordination including the refusal to perform assigned duties or the refusal to obey a lawful directive from a supervisor.~~
- ~~Carelessness or negligence in the care and/or use of District property.~~
- ~~Discourteous offensive, or abusive conduct or language toward other employees, students, or the public.~~
- ~~Dishonesty.~~
- ~~Drinking alcoholic beverages on the job or reporting to work while intoxicated.~~
- ~~Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified employee is not prohibited.~~
- ~~Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the District.~~
- ~~Engaging during required work time in political activity not authorized by law.~~
- ~~Conviction of any felony or any crime involving moral turpitude.~~
- ~~Repeated unexcused absence or tardiness.~~
- ~~Abuse of any leaves.~~
- ~~Intentionally falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records.~~
- ~~Persistent violation or refusal to obey all rules and regulations made applicable to public schools by the Governing Board or by any appropriate federal, state or local governmental agency.~~
- ~~Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee's assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another employee or to any member of the public.~~
- ~~Negligent or intentional violation of any law concerning the District.~~
- ~~Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.~~

ARTICLE 18: GRIEVANCE PROCEDURE

- 18.1 A “grievance” is a formal written allegation, on the prescribed DISTRICT form, by a unit member alleging a violation of this Agreement, District policy, Federal or State law.
- 18.2 A “grievant” is a unit member, unit members, or the ASSOCIATION.
- 18.3 A “day” is any day in which the central administrative office of the San Bernardino Community College District is open for business.
- 18.4 The “immediate supervisor” is the lowest level supervisor having immediate jurisdiction over the grievant and who has been designated to adjust grievances.
- 18.5 **INFORMAL LEVEL.** A unit member’s grievance must be submitted orally in an informal conference with the unit member’s immediate supervisor within twenty (20) days after the act or omission giving rise to the grievance, or twenty (20) days after the unit member, through the exercise of reasonable diligence, should have had knowledge of the act or omission that have gave rise to the grievance. At the time of the conference, the unit member may be accompanied by another unit member.
- 18.6 **FORMAL LEVEL - STEP 1.** If the alleged grievance is not resolved at the informal conference, the grievant must within five (5) days after the informal conference, present their grievance in writing to their immediate supervisor. This statement shall be a clear, concise statement of the grievance, the decision rendered at the informal conference and the specific sections of the Agreement allegedly violated, misapplied, misinterpreted and the specific remedy sought. A grievance may include more than one (1) unit member provided the issue is the same.
- The supervisor shall communicate their decision to the unit member in writing within five (5) days after receipt of the written grievance.
- 18.7 **STEP 2.** In the event the grievant is not satisfied with the decision rendered by the supervisor, they may appeal the decision to the Chief of Police or their designee within five (5) days after receipt of the supervisor’s decision. This statement must include a copy of the original grievance, the decision rendered by the immediate supervisor, and the reason for the appeal. The Chief of Police, or their designee, will communicate a decision in writing within ten (10) days after receipt of the appeal.

- 18.8 **STEP 3.** In the event the grievant is not satisfied with the decision rendered by the Chief of Police, they may appeal the decision to the Chancellor or their designee within five (5) days after receipt of the supervisor's decision. This statement must include a copy of the original grievance, the decision rendered by the immediate supervisor, and the reason for the appeal. The Chancellor, or their designee, will communicate a decision in writing within ten (10) days after receipt of the appeal.
- 18.9 **STEP 4** If the grievant is not satisfied with the decision of the Chancellor or their designee, the grievant may (with the approval of the ASSOCIATION) within thirty (30) days, submit a request in writing to the Chancellor for binding arbitration of the dispute.
- 18.9.1 The ASSOCIATION and the DISTRICT shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request the State Conciliation Service to supply a list of five (5) names. Each PARTY shall alternately strike a name from the list until only one (1) name remains. The remaining person shall be the arbitrator. The order of the striking shall be determined by lot.
- 18.9.2 The fees and expenses of the arbitrator shall be borne equally between the DISTRICT and the ASSOCIATION. All other expenses shall be borne by the party incurring them. The arbitrator shall, as soon as possible, hear evidence and render a decision on the issue(s) submitted that shall be binding on the grievant, the ASSOCIATION and the DISTRICT. If the PARTIES cannot agree upon a submission agreement, the arbitrator shall determine the issue(s) by referring to the written grievance and the answer thereto at each step.
- 18.9.3 The arbitrator will have no power to add to, subtract from, or modify the terms of this Agreement or the written policies, rules, regulations and procedures of the DISTRICT.
- 18.9.4 The arbitrator shall submit their findings not later than twenty (20) days from the date of the close of the hearings or from the date the final statements and proofs are submitted to him/her. The arbitrator's findings of fact will be in writing and set forth their reasoning and decision on the issue(s) submitted.
- 18.10 **REPRESENTATION.** A unit member shall have the right to present grievances in accordance with these procedures with or without the intervention of the ASSOCIATION.

- 18.11 **ASSOCIATION NOTIFICATION.** In any instance where the ASSOCIATION is not represented in a grievance, the ASSOCIATION shall be notified of the intended disposition of the grievance ten (10) days prior to final action by the DISTRICT. The ASSOCIATION may respond in writing within the ten (10) day period.
- 18.12 **WAIVER.** The failure of the grievant to act within the prescribed time limits stated in this Article will act as a waiver of the grievance.
- 18.13 **DENIAL AND APPEAL.** The failure of the DISTRICT to issue a decision within the time limit at any step shall be deemed a denial and permit the grievant to proceed to the next step.
- 18.14 **SEPARATE GRIEVANCE FILE.** All documents, communications and records, dealing with the processing of a grievance shall be filed in a separate grievance file. Such materials may be placed in a unit member's personnel file in cases where the document, communication or record may be relevant to a disciplinary matter.
- 18.15 **STATUS OF PARTIES PENDING OUTCOME.** As to matters related to the procedures of this Section, the DISTRICT'S action shall remain in effect pending the final outcome of the grievance.

ARTICLE 19: VACATIONS

19.1 ~~PAID VACATION.~~ All unit members shall earn paid vacation time under the provisions of this Article.

19.2 PAID VACATION ELIGIBILITY.

19.2.1 The first day of the month following the date of initial employment is considered the day and month in determining vacation entitlement.

19.2.2 Probationary unit members shall be eligible to accrue vacation, but earned vacation shall not become a vested right ~~are not eligible to use vacation~~ until completion of the initial six (6) months in paid status with the DISTRICT. After the completion of this initial six (6) month period, vacation leave earned under the provisions of this Article shall be available to each unit member to use or cashout.

19.3 VACATION ACCRUAL FORMULA.

19.3.1 Vacation for unit members shall be computed on an hourly basis, 173 hours being equal to one (1) full month of employment. (moved from below 19.4.1)
Vacation time shall be earned and accrued in hours based on the unit member's longevity date on a monthly basis according to the following schedule:

0 months through 4 years eight	10.67 hours per month
Beginning 5 years through 10 years ten	12.67 hours per month
Beginning 11 years through 15 years twelve	14.67 hours per month
Beginning 16 years fourteen	15.33 hours per month
One (1) additional vacation day will be earned effective with the 20th year of service	
Beginning 20 years	16.33 hours per month
One (1) additional vacation day will be earned effective with the 25th year of service	
Beginning 25 years	17.33 hours per month

~~19.4 VACATION ACCRUAL FORMULA.~~

~~19.4.1~~ Vacation for unit members shall be computed on an hourly basis, ~~173 hours~~ being equal to one (1) full month of employment.

Months Worked	0—4 Years	5—10 Years	11—15 Years	16—19 Years	20 Years	25 Years & Over
173 hours	8 hours	10 hours	12 hours	14 hours	14 2/3 hours	15 1/3 hours
346	16	20	24	28	29 1/3	30 2/3
519	24	30	36	42	44	46
692	32	40	48	56	58 2/3	61 1/3
865	40	50	60	70	73 1/3	76 2/3
1038	48	60	72	84	88	92
1211	56	70	84	98	102 1/3	107 1/3
1384	64	80	96	112	117 1/3	122 2/3
1557	72	90	108	126	132	136
1730	80	100	120	140	146 2/3	153 1/3
1903	88	110	132	154	161 1/3	168 2/3
2076	96	120	144	168	176	184

19.4.2 **19.3.2 PARTIAL MONTHS.** Vacation earned for partial months worked shall be as follows:

Less than 1 week	25% of a month's entitlement
1 week to 2 weeks	50% of a month's entitlement
More than 2 weeks	100% of a month's entitlement

~~19.5~~ **VACATION CAP PAY.** Unit members anticipated to have more than four hundred and eighty (480) hours of accumulated vacation at the end of the fiscal year will be required to reduce their balance to less than four hundred and eighty (480) hours. Unit members shall meet with their immediate supervisor to attempt to schedule time off.

AUTOMATIC VACATION CASH-OUT IMPLEMENTATION. Effective September 1, 2024, and each September 1 thereafter, any unit member with an excess of four hundred and eighty (480) hours of vacation on September 1 of each calendar year will automatically be paid out those hours exceeding the four hundred and eighty (480) hours. The unit

member shall receive cash compensation at the unit member's regular rate of pay and payout will be made available on the first available open pay cycle after October 1.

UNIT MEMBER INITIATED VACATION CASH-OUT. Once a unit member accrues two hundred and forty (240) hours of vacation pay, the unit member may make a written election to cash-out some or all of the vacation pay that the unit member will accrue in the following calendar year. Such election to cash-out vacation pay must be made by the unit member on or before December 31st of the year prior to the unit member's payout date for the vacation pay being cashed-out. Such election will be irrevocable once made. The payout date for the cashed-out vacation pay will be specified on the cash-out request form, which shall be submitted to Payroll (payroll@sbccd.edu), and must be a date by which the unit member will have accrued in such payout year vacation pay which equals or exceeds the amount of vacation pay which the unit member has elected to cashout. Vacation cashouts shall be paid on the unit members' first available open pay cycle. Vacation pay shall be based upon the unit member's salary at the time the vacation is taken or cashed-out.

19.6 **STATUS REPORT ON VACATION.** All unit members shall have access to view their individual status report online. The report shall be updated quarterly.

19.7 **HOLIDAYS (During Vacation).** When a holiday falls during the scheduled vacation of any unit member, the day shall not be charged as a vacation day.

19.8 **VACATION SCHEDULING.**

19.8.1 (Redo Numbering later) Vacations shall be scheduled at times requested by unit members so far as possible within the District's work requirements. If there is any conflict between unit members who are working on the same or similar job duties as to when vacations shall be taken, the vacations shall be rotated as equally as is practical among unit members within each the department on a seniority basis, as follows:

Unit members may select one (1) full week of vacation based on seniority during the shift bidding process. After all unit members have been provided with an opportunity to select one (1) full week of vacation based on seniority, all additional requests for vacation during the work shift rotation shall be on a first come, first served basis.

~~Vacation benefits earned must be taken by December 31st of the fiscal year following that in which they were earned.~~ (due to addition of vacation cap)

~~19.9~~ **19.8.2 PRIOR APPROVAL.** All vacations must be approved in advance by the unit member's immediate supervisor and shall be taken at a time which is least disruptive of DISTRICT operations. Vacation requests shall be submitted to a supervisor by using the Classified Time Off Request Form (accessible on the District intranet) and shall also be submitted as far in advance as possible. The supervisor receiving the request shall provide the unit member with a response within five (5) calendar days from receipt of the request. ~~A unit member's request for vacation must be responded to and answered by the immediate supervisor ten (10) days of its receipt.~~ While the District will make reasonable efforts to approve vacation requests that are convenient for the unit member, it reserves the right to deny requests based on District's operational needs. If the request is denied, this decision shall not be arbitrary or capricious and the a reason for denial in writing shall be provided to the unit member in writing. ~~This decision shall not be arbitrary or capricious and every effort will be made by the DISTRICT to accommodate a unit member's request to take vacation.~~

~~19.10~~ **CONSECUTIVE FISCAL YEAR.** Vacations earned in two (2) different fiscal years may be combined and taken at one time if it does not exceed the maximum vacation entitlement of the most recent complete fiscal year. There must be a period of at least two (2) months of actual performance on the job between vacations that were earned in two (2) fiscal years, unless otherwise approved by the DISTRICT.

19.11 **19.8.3 UNAUTHORIZED ABSENCE.** Any unit member absent without being on approved vacation leave shall have deducted from their salary the appropriate amount covering such period. The DISTRICT reserves the right to take any appropriate disciplinary action against such unit member, including termination. Failure to notify the DISTRICT of the anticipated absence prior to the commencement of the unit member's shift may constitute unauthorized leave. Leaves due to unauthorized absences shall be recorded on the unit member's work report. (copy and pasted from 14.7)

19.12 **VACATION INTERRUPTION.** A permanent unit member may interrupt or terminate their regular vacation leave in case of illness, and use sick leave before continuing regular leave or returning to work, subject to the following requirements:

- a. The unit member must notify their supervisor of the interruption or termination of their vacation prior to use of sick leave;
- b. The supervisor shall notify the unit member if they may continue their vacation leave, after use of sick leave, or if they must report to their normally assigned work; and
- c. Upon returning to the regularly assigned work, the unit member must furnish a doctor's medical certificate verifying the illness or injury which interrupted or terminated their vacation.

19.13 SEPARATION OR TERMINATION OF EMPLOYMENT.

19.13.1 RESIGNATION AND RETIREMENT. Upon termination, a unit member shall be entitled to all unused vacation pay earned and accumulated up to the time of termination, except unit members who have not completed the initial six (6) months of employment with the DISTRICT shall not be entitled to such compensation.

ARTICLE 20: HEALTH SERVICE, CONTINUATION AFTER RETIREMENT

20.1 HEALTH COVERAGE AFTER RETIREMENT. Any unit member who chooses early retirement or disability will continue to be eligible, if permitted by the carrier, to participate in one of the existing hospitalization/medical plan benefits pursuant to the provisions of Article 10, with the least expensive hospitalization/medical plan paid by the DISTRICT until age 65. Retirees shall be responsible for any additional cost in the event they select a more expensive hospitalization/medical plan. Coverage after retirement is subject to the following conditions.

To be eligible for health coverage after retirement under this Article, the unit member must either:

- a. Have attained the age of fifty-five (55) before terminating employment and have completed a minimum of ten (10) years of continuous service with the DISTRICT, or
- b. Have attained the age of fifty (50) before terminating employment and have completed a minimum of twenty (20) years of continuous service with the DISTRICT.

20.1.1 The unit member must be an employee of the DISTRICT immediately preceding retirement and must retire under the Public Employees' Retirement System (PERS) immediately upon retirement from the DISTRICT or within thirty (30) days.

20.2 PERS SAFETY RETIREMENT. The DISTRICT agrees to amend its contract with PERS to allow for the 2.7% @ 57 for CLASSIC and PEPRAs members.

20.3 DISABILITY RETIREMENT. The DISTRICT agrees to contract with Public Employees' Retirement System (PERS) for Industrial Disability Retirement (IDR).

20.4 Notwithstanding the foregoing, the following provisions apply to both safety and disability health benefits:

- a. Medical coverage terminates on the death of the retiree.

- b. The retiree has the responsibility to notify the Human Resources Office of any change of address by certified mail.
- c. The retiree must annually truthfully respond to a status questionnaire from the Human Resources Office within forty-five (45) days of mailing. Failure to do so may result in termination of these benefits.
- d. Retirees covered under this Article may change from one (1) DISTRICT offered medical plan to another by notifying the DISTRICT Human Resources Office prior to the end of the open enrollment period. Open enrollment periods may vary from year to year. Please contact the Human Resources Office to verify period.

ARTICLE 21: SEVERABILITY

- 21.1 If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

ARTICLE 22: EFFECT OF AGREEMENT

- 22.1 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over DISTRICT practices and procedures and over State Laws to the extent permitted by State law, and that in the absence of specific provisions in this Agreement, such practices and procedures are discretionary with the DISTRICT.

ARTICLE 23: SAFETY

- 23.1 **UNSAFE/UNSANITARY CONDITION.** Unit members shall notify their immediate supervisor in writing concerning an unsafe or unsanitary condition in the DISTRICT directly affecting their physical welfare. The immediate supervisor shall acknowledge receipt of the written condition by initialing and dating the original request. Such initials acknowledge receipt only. Their immediate supervisor shall investigate said reported unsafe or unsanitary condition and shall notify the unit member of any findings and suggested corrective action within five (5) working days of the receipt of the written request.
- 23.2 **SAFETY COMMITTEE.** The DISTRICT shall allow for unit member representation on any committee appointed by the DISTRICT for the purpose of investigating, developing and promulgating safety programs which significantly affect unit members.

ARTICLE 24: COMPLETION OF MEET AND NEGOTIATION

- 24.1 **TERM.** The DISTRICT and ASSOCIATION agree to a three-year Agreement beginning with July 1, 2023 and ending on June 30, 2026. The DISTRICT further agrees that the agreement shall remain in full force and effect until completion of a binding successor agreement is reached by the parties or until exhaustion of the statutory PERB procedures involved in resolving contract negotiation disputes including impasse and fact-finding procedures.

For 2024-2025 and 2025-2026, SBCCD POA reserves the right to re-open Article 7 for negotiations on salary increases in accordance with Appendix B/Salary Increase Memorandum of Understanding, dated December 20, 2023, both parties agree to open Article 10 Health & Welfare and related Appendices in each year of the agreement. In addition, each party may reopen up to two (2) other articles each year.

This Agreement has been ratified by SBCCD POA on [insert date].

APPENDIX A: POA SALARY SCHEDULE

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

Effective:07/01/23
[v.5/13/2024.p.1|1]

POA Salary Schedule
Board Approved 02/08/24

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

APPENDIX B: SBCCDPOA MOU

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

December 20, 2023

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

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

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

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

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

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

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

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

Attachment A provides the methodology as to how POA's "proportionate share" is calculated.

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

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


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

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

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


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

For the District
Date: 12/20/23



Kristina Hannon, Vice Chancellor, Human
Resources & Police Services

For the Association
Date: 12/20/23



James Quigley, Interim President, Police Officers
Association

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

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

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

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

APPENDIX C: TUITION/ENROLLMENT REIMBURSEMENT FORMS

As a POA employee of the District, you have two (2) education benefits:

1. Enrollment fee reimbursement for courses offered at San Bernardino Valley College and Crafton Hills College. This benefit applies to you and your dependents. Dependents include:

- Spouse or registered domestic partner
- Child up to age 19
- Child is between 19 and 25 attending school full-time (9+ units) or are more than 50% financially dependent, unmarried and reside with parent or are away at college.
- Disabled children over age 19

This benefit has the following restrictions:

- Must have completed one (1) year of service as a classified employee with the District
- Employee courses must be taken outside of working hours
- Reimbursement is for enrollment fees only (cost for all units enrolled)
- Can only be used for credit courses
- Must earn a grade of "C" or better
- No prior approval required

To use this benefit, please do the following:

- Once you are employed for a year, register for courses, and pay the enrollment fees
- You or your dependent take the course and pass with a "C" or better
- Complete the appropriate **Enrollment Fee Reimbursement** form (found on the following pages, there is one for the employee and another one for dependents) and provide proof of payment of fees and successful completion of courses
- Get reimbursed for enrollment fees

2. 80% Tuition cost reimbursement for courses completed outside of the District. This benefit can be used at any educational institution and has the following restrictions:

- Must have completed one (1) year of service as a classified employee with the District
- Reimbursement is based on the cost of the University of California (UC) system. This means that you can take courses at any institution and be reimbursed up to what it would have cost at the UC
- Must earn a grade of "C" or better
- Must have management approval before course begins (use the Course Approval Form on the next page)

To use this benefit, please do the following:

- Once you have completed one (1) year of service, complete the **Course Approval** Form on the next page and have it approved by your supervisor and Chancellor
- Once approved, take the course and pass with a "C" or better
- Complete the **Tuition Reimbursement** form (found on the following pages) and provide proof of payment of fees and successful completion of courses
- Get reimbursed up to 80% of your tuition
-

San Bernardino Community College District

Course Approval Form for Tuition Reimbursement

Outside District – POA Bargaining Unit Member

Article 7.10.6

Employee Name: _____ Last four (4) Social Security Number: _____

Classification: _____ Department: _____ Site: _____

Course Approval

POA employees on the POA employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 24 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time POA employees who have completed one (1) year of service as a classified employee shall be eligible for this benefit.

All outside courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor. If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE/UNIVERSITY	COURSE	UNITS	TERMS/DATES	TUITION COST
TOTAL TUITION COST:				

THESE COURSE(S) PERTAIN TO MY POSITION IN THE FOLLOWING WAY:

I REQUEST PRIOR APPROVAL FOR TUITION REIMBURSEMENT FOR THE COURSE(S) LISTED ABOVE

Employee Signature

Date

APPROVED ☐ DENIED ☐

Immediate Supervisor Signature

Date

APPROVED ☐ DENIED ☐

Chancellor Signature

Date

San Bernardino Community College District

Tuition Reimbursement Form – Outside District

POA Bargaining Unit Member

Article 7.10.6

Employee Name: _____ Last four (4) Social Security Number: _____

Classification: _____ Department: _____ Site: _____

Tuition Reimbursement

POA employees on the POA employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of “C” or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 24 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time POA employees who have completed one (1) year of service as a classified employee shall be eligible for this benefit.

All outside courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor. If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE/UNIVERSITY	COURSE	UNITS	TERMS/DATES	TUITION COST
TOTAL TUITION COST:				

Reimbursement Request

I request that my tuition for the approved courses listed above be reimbursed. I have attached verification of successful completion of the course with a grade of “C” or better.

Employee Signature

Date

APPROVED ☐ DENIED ☐

Immediate Supervisor Signature

Date

San Bernardino Community College District
Enrollment Fee Reimbursement Form – POA Bargaining Unit Member
Crafton Hills College/San Bernardino Valley College Courses
Article 7.10

Employee Name: _____ Last four (4) Social Security Number: _____

Classification: _____ Department: _____ Site: _____

Enrollment Fee Reimbursement

The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty hours per week for credit courses, excluding community service courses, successfully completed with a grade of “C” or better at either of the two DISTRICT campuses provided all of the following conditions are satisfied:

- All classes must be taken outside of the regular scheduled working hours of the employee.
- Only those classes offered by either of the two DISTRICT campuses shall qualify for fee(s) reimbursement.
- To qualify for enrollment fee(s) reimbursement, an employee must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each employee.

Ref./Course #	COURSE	UNITS	TERMS/DATES	College CHC/SBVC	Enrollment Fees
TOTAL:					

I request that my enrollment fee(s) for the courses listed above be reimbursed. I am a permanent bargaining unit member employed by the District at least 20 hours per week. All classes were taken outside of my regular scheduled working hours. I have attached verification of the successful completion of the course with a grade of “C” or better and out-of-pocket expenses for enrollment fee(s) only.

Employee Signature

Date

APPROVED ☐ DENIED ☐

Immediate Supervisor Signature

Date

APPROVED ☐ DENIED ☐

Chancellor Signature

Date

San Bernardino Community College District
Enrollment Fee Reimbursement Form – POA Benefit Eligible Dependent
Crafton Hills College/San Bernardino Valley College Courses

Article 7.11

Benefit Eligible Dependent Name: _____ School ID#: _____

District Employee Name: _____

Enrollment Fee Reimbursement

The DISTRICT shall reimburse benefit eligible dependents of permanent bargaining unit members employed at least twenty hours per week with one year of service for credit courses, excluding community service courses, successfully completed with a grade of “C” or better at either of the two DISTRICT campuses provided all of the following conditions are satisfied:

- Only those classes offered by either of the two DISTRICT campuses shall qualify for fee reimbursement.
- To qualify for enrollment fee reimbursement, the employee or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each benefit eligible dependent.

Ref./Course #	COURSE	UNITS	TERMS/DATES	College CHC/SBVC	Enrollment Fees
TOTAL:					

I request that my enrollment fee(s) for the courses listed above be reimbursed. I am a benefit eligible dependent of a permanent bargaining unit member employed by the district at least 20 hours per week. I have attached verification of the successfully completed course with a grade of “C” or better and out-of-pocket expenses for enrollment fee(s) only.

Benefit Eligible Dependent or Employee Signature

Date

APPROVED ☐ DENIED ☐


Chancellor Signature

Date

APPENDIX D: HEALTH AND WELFARE BENEFITS

Medical:	<p>A choice of six (6) medical plans:</p> <ul style="list-style-type: none"> • Kaiser Low HMO • Kaiser High HMO • Anthem Blue Cross Full Network Classic • Anthem Blue Cross Full Network CA Care • Anthem Blue PPO Low • Anthem Blue PPO
Dental:	<p>A choice of two (2) dental plans:</p> <ul style="list-style-type: none"> • Delta Care USA • Delta Dental PPO
Vision:	Coverage through EyeMED
Chiropractic:	Coverage through Anthem or Kaiser
Employee Assistance:	Coverage through Anthem EAP
Basic and Voluntary Life and AD&D:	District-paid life insurance coverage for employees, with an option to purchase additional supplemental coverage for employees and eligible dependents.

APPENDIX E: EVALUATION FORM



Direct Manager:
Melanie Gonzales

Test Manager

Employee Performance Evaluation (from May 2023 to May 2024)
Due Date: Fri, May 31, 2024

General Information

Position Test Position	Division	Evaluation Type Periodic
Department Department for testing only	Class Spec	

Ratings Summary :

Total Score	Overall Rating

Rater	Type	Total Score	Overall Rating	Weight
Test Manager	Self Rater			0 %
Melanie Gonzales	Rater			100 %

Content

Narrative Section | Text Only

Employee Self-Assessment

Accomplishments (NEW)

Major accomplishments for this review period (e.g., assignments completed, reports, presentations, recognitions and awards, or other significant and/or high-quality results and achievements).

Rater	Comment
Test Manager	
Melanie Gonzales	

Challenges (NEW)

Describe barriers or constraints that influenced your performance during the review period, if applicable.

Rater	Comment
Test Manager	
Melanie Gonzales	

Page 1 of 7

Commitment to Diversity, Equity, & Inclusion (NEW)

Describe considerations and actions you have taken to demonstrate your commitment to a diverse, equitable, and inclusive workplace.

Rater	Comment
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Test Manager	
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Melanie Gonzales	
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Student Success (NEW)

Describe your contributions to student success, which may include direct or indirect measures.

Rater	Comment
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Test Manager	
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Melanie Gonzales	
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Competency Section | 5-Point Rating Scale
(NEWNEW)

Section Weight 60 %

Performance Factors (NEW)

The objectives of the performance evaluation process for Employee Performance Evaluations are to: Provide employees with feedback to improve or maintain job performance, identify areas for employee development, recognize job-related accomplishments, enhance communication and working relationships, and understand how the work we do helps fulfill the mission of the District.

Job Knowledge (NEW)

Item Weight 14.28 %

The effectiveness with which the employee demonstrates proficiency in the functional and technical aspects of the job.

Core Behavioral Anchors:

- › Demonstrates and applies the knowledge and skills necessary to perform the job effectively.
- › Chooses appropriate tools or technology for tasks.
- › Understands and complies with position procedures and District policies; and with external regulations, if any.
- › Remains current on new developments in area of responsibility.
- › Uses knowledge and skills to assist others and shares knowledge to improve team performance.

Rater & Rating	Comment
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Melanie Gonzales	
------------------	--

Commitment to Quality and Quantity of Work (NEW)

Item Weight 14.28 %

The manner in which the employee drives quality and quantity of service in the employee's approach to work and completion of job assignments, including accuracy, innovation, effective use of resources, productivity and accountability.

Core Behavioral Anchors:

- › Effectively applies time and resource management, priority setting and organizational skills to produce appreciable quantities of quality work.
- › Identifies and adopts innovative methods to improve the quality and quantity of work.
- › Demonstrates accountability and results in successfully meeting productivity and quality goals.
- › Actively seeks to leverage resources to promote improved quality and optimal productivity.
- › Assesses and recommends improvements to work practices and systems to improve quantity and quality of service or products delivered.

Rater & Rating	Comment
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Melanie Gonzales	
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Problem Solving and Decision Making (NEW)

Item Weight 14.28 %

The manner in which the employee completes job assignments, including judgment, problem solving and use of appropriate resources in decision making.

Core Behavioral Anchors:

- › Approaches problem solving in a systematic manner.
- › Decisions are clear, consistent, and timely, and have positive results.
- › Identifies and Implements effective solutions to problems while remaining sensitive to the needs of others.
- › Utilizes appropriate resources (e.g., people, tools, research, analysis) in seeking solutions.
- › Proactively solves problems.

Rater & Rating	Comment
Melanie Gonzales	

Communication Skills (NEW)

Item Weight 14.29 %

To the extent required by the position, the effectiveness of the employee in transmitting information, including facilitation/participation in sharing information, and oral and written expressions.

Core Behavioral Anchors:

- › Demonstrates effective written and oral communication skills.
- › Communicates clearly and knowledgeably.
- › Encourages open communication and appropriately shares information with others.
- › Listens attentively and seeks to understand others.
- › Adapts communication to diverse audiences.

Rater & Rating	Comment
Melanie Gonzales	

Customer Service (NEW)

Item Weight 14.29 %

The effectiveness of the employee in providing quality service to internal and external customers, including demonstrated commitment to improvement of services.

Core Behavioral Anchors:

- › Meets needs and expectations of customers.
- › Solicits and acts on feedback and explores creative approaches to enhance service and increase efficiency.
- › Solves problems at first point of contact whenever possible; if unable to do so, escalates to an appropriate resource.
- › Responds to requests in a timely manner.
- › Establishes and maintains effective customer relations with customers (students, colleagues, community, etc.).

Rater & Rating	Comment
Melanie Gonzales	

Collaboration/Teamwork (NEW)

Item Weight 14.29 %

The effectiveness with which the employee works with others to achieve individual and departmental goals.

Core Behavioral Anchors:

- › Builds productive working relationships by effectively partnering with team members and others at work.
- › Works collaboratively with team members and is open to communication in both directions.
- › Seeks to understand the views of coworkers and other team members.
- › Balances individual and departmental goals.
- › Shares information and knowledge with others, as appropriate.

Rater & Rating	Comment
Melanie Gonzales	

Inclusiveness (NEW)

Item Weight 14.29 %

The manner in which the employee demonstrates commitment to diversity, equity, inclusion, and anti-racism as a core value governing all workplace behavior and interactions.

Core Behavioral Anchors:

- › Skillfully performs job duties within an increasingly diverse campus environment.
- › Treats all others with courtesy, respect and dignity.
- › Includes and welcomes all others.
- › Encourages the expression of different points of view.
- › Seeks to understand the perspectives of all others.

Rater & Rating

Comment

Melanie Gonzales

Competency Section | Yes / No Conduct Rating

Section Weight 20 %

District-Wide Performance Standards**District-Wide Performance & Conduct Standards (NEW)**

Item Weight 100 %

The SBCCD Performance & Conduct Standards include: AP3050 Institutional Code of Ethics, AP3430 Prohibition of Harassment, AP3510 Workplace Violence Plan, AP3720 Computer and Network Use, AP7100 Commitment to Diversity, as well as other rules prescribed by the District. Unsatisfactory performance or conduct in any area must be addressed.

Rater & Rating

Comment

Melanie Gonzales

Competency Section | Yes / No Compliance Rating

Section Weight 20 %

Mandatory Training**Compliance with Mandatory Training (NEW)**

Item Weight 100 %

To be eligible for an overall rating of Meets Performance Expectations or above, the employee must be current with all mandatory training. To validate your employee's compliance, please check the NeoEd Learn module for online training records. If necessary, provide the employee with a reasonable deadline to complete outstanding training.

Rater & Rating

Comment

Melanie Gonzales

Competency Section | Text Only

Attendance**Absences (NEW)**

Please indicate the number of absences for this performance evaluation period; this does not include any absences covered under an approved leave (e.g., authorized by the immediate supervisor/District or protected by federal/state leaves).

Rater

Comment

Melanie Gonzales

Page 4 of 7

Tardiness (NEW)

Please indicate the number of tardies for this performance evaluation period; this does not include any tardies covered under an approved leave (e.g., authorized by the immediate supervisor/District or protected by federal/state leaves).

Rater	Comment
Melanie Gonzales	

Evaluation Overall Section | 5-Point Factor Scale (NEW)**Overall Rating**

Assess the employee's overall performance based on demonstrated performance as provided by the comments and factor rating in the performance factors and on goal achievement. Preponderance of ratings for performance factors generally determines overall rating, but, employees who are rated as "Unsatisfactory" ("1" rating), in any performance factor, should be given an overall rating of no greater than "Needs Improvement" ("2" rating).

Rating Scales**5-Point Factor Scale (NEW)**

SCORE	NAME
DESCRIPTION	
5	Exceptional Performance
Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) Included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of department, college, or District objectives. This rating is achievable by any employee though given infrequently.	
4	Exceeds Performance Expectations
Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent.	
3	Meets Performance Expectations
Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.	
2	Performance Needs Improvement
Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility. A Performance Improvement Plan (PIP) to improve performance must be outlined in this evaluation report, including timelines, and monitored to measure progress.	
1	Unsatisfactory Performance
Performance was consistently below expectations in most essential areas of responsibility. Significant improvement is needed in one or more important areas. A Performance Improvement Plan (PIP) to improve performance must be outlined in this evaluation report, including timelines, and monitored to measure progress.	
0	N/A

Not Applicable

5-Point Rating Scale (NEWNEW)

SCORE DESCRIPTION	NAME
5 Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) Included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of department, college, or District objectives. This rating is achievable by any employee though given infrequently.	Exceptional Performance
4 Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent.	Exceeds Performance Expectations
3 Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.	Meets Performance Expectations
2 Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility. A Performance Improvement Plan (PIP) to improve performance must be outlined in this evaluation report, including timelines, and monitored to measure progress.	Performance Needs Improvement
1 Performance was consistently below expectations in most essential areas of responsibility. Significant improvement is needed in one or more important areas. A Performance Improvement Plan (PIP) to improve performance must be outlined in this evaluation report, including timelines, and monitored to measure progress.	Unsatisfactory Performance

Yes / No Compliance Rating

SCORE DESCRIPTION	NAME
5	Yes, employee has completed all mandatory training to date.
0	No, employee has not completed all mandatory training to date.

Yes / No Conduct Rating

SCORE	NAME
-------	------

DESCRIPTION	
5	Yes, satisfactory performance/conduct has been demonstrated in all SBCCD District-wide performance & conduct standards
0	No, satisfactory performance/conduct has not been demonstrated in all SBCCD District-wide performance & conduct standards

Process

1

2

3

4

5

6

Rater

Test Manager

Rater

Melanie Gonzales

Approval

HR Review

Approval & Signature

Melanie Gonzales

X

Signature

Test Manager

X

Signature

Test Manager

X

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, and Health and Safety Administration

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Consideration of Approval to Ratify the Revised Rates of Pay for Professional Expert Hourly Employees

RECOMMENDATION

It is recommended that the Board of Trustees ratify the revised Professional Expert Hourly Rates of Pay schedules effective July 1, 2024, as attached.

OVERVIEW

Professional Experts employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested to maintain competitive rates in our area for licensed counselors. The following positions have not received an increase in salary in the last five years, apart from a minimum wage increase when applicable.

- Counseling Trainee
- Post Masters Counseling Associate I/II/III
- Nurse Practitioner/Physician Assistant
(Remove designation of I/II/III from title. Prior experience, Years at SBCCD, and ability to provide bi-lingual services will influence placement)

ANALYSIS

Counseling Trainees, Post Masters Counseling Associates, and Nurse Practitioner/Physician Assistants are critical to staffing the Student Health Services department to provide access to necessary services for our at-risk student population. With our trainees and associates, we also support regional needs for supervised pre-licensure experience for clinicians who will continue to serve the community in the future. Equitable pay rates help us attract the most skilled clinicians available. Trainee and Associate roles are defined by the Board of Behavioral Health statutes and regulations.



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 2024-2025 budgets.

SBCCD | Mission

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

**SBCCD | Vision**

Inspiring possibilities for bright futures
and a prosperous community



Rates of Pay for Professional Expert Employees

Pending Board Approval: June 13, 2024

Effective July 1, 2024

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Apprenticeship Program Organizer	\$55.00 to \$75.00
Assistant Instructor	\$20.00
Bilingual Translator/Interviewer	\$20.00
Business and Resources Development Consultant	\$60.00
Caltrans Trainee	\$16.00 to \$17.00
Caltrans Program Work Crew Driver	\$22.00 to \$25.00
Camera & Lighting Technician	\$16.00 to \$20.00
Closed Caption Editor I	\$16.00
Closed Caption Editor II	\$16.00 to \$20.00
Closed Caption Editor III	\$21.00 to \$30.00
Content Specialist (FNX and Marketing & Public Relations)	\$16.00 to \$40.00
Counseling Trainee	\$16.00 <u>\$21.00</u>
Guardian Scholars and Dreams Liaison (Categorical)	\$45.00
Editor (KVCRC, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$16.00
EMT(EMS)/Respiratory Care/Fire Tech PE/ASL Specialist	\$30.00
Fire Academy Instructor	\$45.00
Fire Agility Group Leader/Proctor	\$16.00
Fire Operations Specialist	\$55.00
Foster Parenting Education	\$45.00
FTVM Intern I / II / III	\$16.00/\$17.00/\$18.00
Grant Program Assistant (Categorical)	\$35.00
Grant Writer I/II/III	\$30.00/\$40.00/\$55.00
Human Resources Intern	\$20.00 to \$49.00
Interpreting/Transliterating Level 0 (Mentoring)	\$16.00 to \$17.00
Interpreting/Transliterating Level I (0-2 yrs of exp & pass evaluation)	\$28.00 to \$30.00
Interpreting/Transliterating Level II (2-4 yrs of exp & pass evaluation)	\$32.00 to \$34.00
Interpreting/Transliterating Level III (4-5 yrs of exp & pass evaluation)	\$36.00 to \$38.00
Interpreting/Transliterating Level IV (5-6 yrs of exp or RID & pass evaluation)	\$40.00 to \$42.00
Interpreting/Transliterating Level V (RID Certified or RID written passed & pass evaluation or EIPA Level 4/5 & pass evaluation)	\$45.00
Laboratory Instructor	\$20.00
Licensed Mental Health Clinician I	\$65.00
Licensed Mental Health Clinician II	\$70.00
Licensed Mental Health Clinician III (not qualified to supervise)	\$75.00 to \$95.00
Licensed Mental Health Clinician III (qualified to supervise)	\$80.00 to \$100.00
Mental Health Educator/Counselor Intern	\$55.00
Mental Health Outreach Navigator	\$60.00
Nurse Practitioner / Physician Assistant 1 (1-2 years of SBCCD experience)	\$55.00 <u>\$60.00 to \$85.00</u>



Rates of Pay for Professional Expert Employees

Pending Board Approval: June 13, 2024

Effective July 1, 2024

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
Nurse Practitioner II/ Physician Assistant II (3-5 years of SBCCD experience)	\$60.00
Nurse Practitioner III/ Physician Assistant III (6+ years of SBCCD experience)	\$65.00
Police Science Facilitator/Evaluator	\$53.00
Police Tactical Officer/RTO	\$45.00
Policy Analyst	\$60.00
Post Masters Counseling Associate I / II / III	\$25.00/\$30.00/\$35.00 \$30.00/\$35.00/\$40.00
Post Masters Counseling Associate (with specialized experience)	\$55.00
Primary Instructor	\$25.00
Program Assistant	\$20.00 to \$49.00
Project Liaison	\$40.00 to \$75.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$57.13
Social Media Specialist (FNU & Marketing & Public Relations)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
State Fire Training Instructor	\$55.00
Transitional Work Crew Trainee	\$16.00
Transitional Work Crew Trainer	\$22.00 to \$25.00
Training Specialist	\$19.00
Tutor I / II / III	\$17.00/\$18.00/\$20.00
TV Closed Captioning	\$16.00 to \$17.00
Workforce Development/PDC Trainer	\$16.00 to \$100.00 or up to 85% of enrollment, or up to 60% of net

PROFESSIONAL EXPERT ASSIGNMENT	SEMESTER RATE
Medical Director (EMT)	\$3,500.00
Medical Director (Respiratory Care)	\$3,000.00
Region 9 Mentee	\$625.00

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

These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003. The District has limited a temporary hourly employee to no more than 175 days. Short-term temporary hourly employees are not eligible to work more than 40 hours per week or more than 8 hours per day.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: June 13, 2024

SUBJECT: Consideration of Approval of the Authorized Signature List for Fiscal Year 2024-25

RECOMMENDATION

It is recommended that the Board of Trustees approve the Authorized Signature List for Fiscal Year 2024-25, 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 2024-25 is being presented for approval and will go into effect July 1, 2024.

SBCCD GOALS

4. Ensure Financial Accountability/Sustainability

FINANCIAL IMPLICATIONS

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





Authorized Signature List for Fiscal Year 2024-25

Submitted for Board Approval June 13, 2024

[v.5.28.2024.p.1]2]

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



Authorized Signature List for Fiscal Year 2024-25

Submitted for Board Approval June 13, 2024

[v.5.28.2024.p.2]2]

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

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: June 13, 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.



Board Date 06/13/2024

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

1 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
27367	AECOM Technical Services Inc.	Facilities Planning/ SBCCD	Bond Management	\$6,204,206.76	
	Bond Program Management Agreement			07/01/2024 to 06/30/2027	
27415	Atkinson Andelson Loya Ruud & Romo	Business Services/ SBCCD	Legal	\$1,500,000.00	
	Legal services; Rate schedule plus out of pocket expenses; funded through general funds and bond funds			07/01/2024 to 06/30/2026	
27303	Aztec Software	Mathematics/ SBVC	Software	\$343,840.05	
	Software for educational curriculum used to prepare adult students for the high school equivalency exam and high school diplomas; funded through AB104 program			07/01/2024 to 06/30/2025	
27404	SHI International Corp.	TESS/SBCCD	Cyber Services	\$147,411.89	
	Cybersecurity monitoring services for after hours and on weekends			05/15/2024 to 05/14/2027	

Board Date 06/13/2024

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

2 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
27406	Verdeck LLC	Facilities Planning/ SBCCD	CMAS	\$1,000,000.00	
	CMAS 3-22-10-1063: Information Technology goods and services for purchase, warranty, installation, maintenance and repair of EV charging products not to exceed \$1,000,000			10/31/2022 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: June 13, 2024

SUBJECT: District & College Expenses

RECOMMENDATION

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

OVERVIEW

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 June 13, 2024

[v.5.24.2024.p.2|5]

Event Information

Date(s)
10/17/2023

CalWORKs Health Fair

Site
SBVC

Purchased were meals and refreshments for approximately 200 students, staff, and community members. Chaperones were Shalita Tillman and Joanne Hinojosa.

Estimated Cost
\$2,500

Funding Source(s)
CalWORKs Trust Fund

Ratification

This item is being ratified because staff was using the SBVC Culinary Arts Food Truck and was unaware Board approval was necessary.

Date(s)
03/05/2024

Cultivating Excellence – The Power of Community

Site
SBVC

Purchased were meals and refreshments for approximately 150 staff, students, and community members. Facilitator was Joanna Oxendine.

Estimated Cost
\$3,000

Funding Source(s)
Grants Office General Fund

Ratification

This item is being ratified due to a procedural oversight.

Date(s)
05/03/2024

Express Enrollment

Site
CHC

Purchased were meals and refreshments for students attending the event.

Estimated Cost
\$2,500

Funding Source(s)
Outreach & Retention-Categorical Fund

Ratification

Team was not able to meet in time for May board to select a date.



District & College Expenses

Submitted for Board Approval June 13, 2024

[v.5.24.2024.p.3|5]

Event Information

Date(s)
05/07/2024

Asian American & Pacific Islander Closing Ceremony

Site
CHC

Purchased were meals and refreshments for students and staff attending the event.

Estimated Cost
\$4,310

Funding Source(s)
Student Equity & Achievement Categorical Fund

Ratification
Committee did not meet in time for May board to select a date for closing ceremony event.

Date(s)
05/10/2024

Loma Linda Academy Children's Center

Site
CHC

Purchased were transportation and meals. Students will visit a business location to help them 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.

Estimated Cost
\$1,400

Funding Source(s)
Associated Students

Amendment
Originally Board approved on April 11, 2024, the date of this field trip was changed. Location was also changed from Barton House Playhouse to Loma Linda Academy Children's Center.

Date(s)
05/10/2024

CalWORKs Student Appreciation

Site
SBVC

Purchased were meals and refreshments for approximately 85 CalWORKs students and staff to celebrate end of the year. Chaperone is Joanne Hinojosa.

Estimated Cost
\$1,500

Funding Source(s)
CalWORKs Categorical Fund

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



District & College Expenses

Submitted for Board Approval June 13, 2024

[v.5.24.2024.p.4|5]

Event Information

Date(s)
05/15/2024

Site
CHC

Estimated Cost
\$3,200

Dine with the Deans

Purchased were meals and refreshments for students, staff, and faculty to celebrate the academic achievement of a GPA of 3.5 or greater.

Funding Source(s)
California College Promise Grant

Ratification
Information and planning was not received in time for the May board.

Date(s)
05/21/2024

Site
CHC

Estimated Cost
\$1,400

2024 Commencement Rehearsal

Purchased were meals and refreshments for students attending the event.

Funding Source(s)
Associated Students

Ratification
Committee did not meet in time for May board to select a date for closing ceremony event.

Date(s)
05/23/2024

Site
DSO

Estimated Cost
\$700

Multicultural Evening of Art

Purchased were refreshments provided by the SBVC Food Services Department for KVCR staff and the local community, as well as KVCR members and members of the KVCR Community Action Board.

Funding Source(s)
KVCR IECF Creative Corps Categorical Fund

Ratification
Event details were not solidified prior to the Board due date.



District & College Expenses

Submitted for Board Approval June 13, 2024

[v.5.24.2024.p.5|5]

Event Information

Date(s)
06/12/2024

Summer Health and Wellness Peer Support Groups

Purchased were meals and refreshments for students who attend the event.

Site
CHC

Funding Source(s)
Mental Health-Categorical Fund

Estimated Cost
\$1,500

Ratification
Team was not able to meet in time for May board to select a date.

Date(s)
06/14/2024

Juneteenth

To be purchased are rentals, contracts, and meals. Black Faculty and Staff and Student Equity is sponsoring a Juneteenth Celebration to be held at the SBVC Greek Theater. Anticipated attendance is 200 community members, students, and staff. Veada Benjamin will serve as chaperone.

Site
SBVC

Funding Source(s)
Student Equity Categorical Fund

Estimated Cost
\$7,000

Date(s)
06/27/2024

Summer Health and Wellness Peer Support Groups

To be purchased are meals and refreshments for students who attend the event.

Site
CHC

Funding Source(s)
Mental Health-Categorical Fund

Estimated Cost
\$1,500

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: June 13, 2024

SUBJECT: Consideration of Approval of District Bank Accounts

RECOMMENDATION

It is recommended that the Board of Trustees approve SBCCD's existing bank accounts.

OVERVIEW

According to the California Budget and Accounting Manual, it is the intent of the California Board of Governors and the Chancellor's Office to encourage sound fiscal management practices among community college districts to facilitate the most efficient and effective use of moneys under district control. To that end, SBCCD may, for the purpose of expediting business transactions in accordance with sound business practices, establish separate bank accounts for functions or revenue-producing activities, or operations not directly associated with, but complementary to, the regular instructional and non-instructional functions of the district and colleges.

All such authorized separate bank accounts are to be annually presented to the governing board for its review and confirmation of continuing need.

ANALYSIS

The list of bank accounts currently held by SBCCD is attached.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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





District Bank Accounts

Submitted for Board Approval June 13, 2024

[v.5.23.2024.p.1|1]

Fund	Accounts	Type	Institution
General	♦ Revenue Clearing	Checking	Citizens Business Bank
	♦ Revolving Cash		
Bond Interest & Redemption	♦ SBCCD 17 GORB ESC FD ♦ SBCCD 17 GORB ESC FD A ♦ SBCCD 17 GORB ESC FD B ♦ SBCCD 17AB GORB DS FD ♦ SBCCD GO 08A BOND ♦ SBCCD GO 08A CNST	Investment	The Bank of New York Mellon Trust Company, N.A.
	♦ SBCCD GO 08A COI ♦ SBCCD 15 GORB DS FD ♦ SBCCD ELEC 08D DS FD ♦ SBCCD GOB 02 D DBT SER ♦ SBCCD GOB 08 B DBT SER ♦ SBCCD GOB 08 C DBT SER		US Bank
Other Special Revenue	♦ Inland Futures Foundation of the San Bernardino Community College District	Checking	Citizens Business Bank
Enterprise Funds	♦ Cafeteria	Checking	Citizens Business Bank
	♦ Commercial Property	Checking/ Lockbox	Citizens Business Bank
		Checking	Wells Fargo Bank
Self-Insurance	♦ Property & Liability/Keenan & Associates Administrators	Checking	Bank of America
	♦ Workers Comp/Keenan & Associates Administrators	Checking	Union Bank
ASB/Clubs & Trusts/Student Rep	♦ SBVC/CHC ASB, Clubs & Trusts, Student Rep	Checking	Citizens Business Bank
Financial Aid	♦ Grants/Federal Funds	Checking	Citizens Business Bank
	♦ Student Loans/Federal Perkins		
	♦ Grants/State		
Scholarship & Emergency Loan	♦ Scholarship & Emergency Loan	Checking	Citizens Business Bank
Other	♦ SBCCD Safe Deposit Box	Deposit Box	Citizens Business Bank

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather Ford, Executive Administrative Assistant

DATE: June 13, 2024

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

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



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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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



Individual Memberships

Submitted for Approval June 13, 2024

[v.6.5.2024.p.1|1]

SITE, INDIVIDUALS, AND AMOUNT	MEMBERSHIP AND FUNDING SOURCE
SBVC Jenifer Carl \$60.00 per person	Pesticide Applicators Progessional Association Grounds General Fund
SBVC Jenifer Carl \$60.00 per person	Department of Pesticide Regulation Grounds General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: June 13, 2024

SUBJECT: Consideration of Approval to Ratify Interfund Borrowing Transactions

RECOMMENDATION

It is recommended that the Board of Trustees ratify the following interfund borrowing transactions in accordance with the resolution it adopted on May 11, 2023:

Date	Amount	From Fund (Oracle #)	To Fund (Oracle #)	Notes
05/22/24	\$1,500,000	74 KVCR (390)	01 General Fund (110)	To repay temporary loan.
05/22/24	\$1,500,000	01 General Fund (110)	74 KVCR (390)	To reissue temporary loan.

OVERVIEW

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

On May 11, 2023, the Board of Trustees adopted a resolution authorizing the chancellor or their designee to approve interfund transfers during fiscal year 2023-24 which would later be ratified by the Board.

ANALYSIS

The use of temporary borrowing between funds has been employed to offset interim shortages of cash flow. This standard business practice is approved annually by a resolution of the Board of Trustees. As required by E.C. 42603, the funds were borrowed during the 2023-24 fiscal year and have been repaid before the end of the 2023-24 fiscal year. The new loan issued during 2023-24 fiscal year is expected to be repaid before the end of the 2024-25 fiscal year.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This item will not have a financial impact on the budget.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: June 13, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-06-13-FS02
Approving the Gann Limit for Fiscal Year 2024-25

OVERVIEW

Government Code Section 7908(c) requires each community college district to report to the Chancellor of the Community Colleges at least annually its appropriation limit. The Gann Limit is a spending limit that restricts growth of tax funded programs and services. The Gann Limit is adjusted yearly for population growth, inflation, and other factors.

ANALYSIS

The Gann Limit worksheet provides the computation of the 2024-25 appropriations limit for SBCCD. SBCCD's appropriation is well within the legal requirement.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Adoption of this resolution is in compliance with State regulations applicable to the Gann Limit and communicates SBCCD's need for additional limit.



**RESOLUTION #2024-06-13-FS02 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
APPROVING THE GANN LIMIT FOR FISCAL YEAR 2024-25**

[v.5.23.2024.p.1|3]

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2023-24 fiscal year and a projected Gann Limit for the 2024-25 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law; and,

WHEREAS, Government Code Section 7902.1 provides that school districts may increase their Gann Limits under specified circumstances;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2023-24 and 2024-25 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2023-24 and 2024-25 fiscal years exceed the limitations imposed by Proposition 4 by \$28,391;

AND BE IT FURTHER RESOLVED that the San Bernardino Community College District provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on the 13th day of June 2024, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTIONS: _____

**RESOLUTION #2024-06-13-FS02 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
APPROVING THE GANN LIMIT FOR FISCAL YEAR 2024-25**

[v.5.23.2024.p.2]3]

I, Dr. Stephanie Houston, Chair of the San Bernardino Community College District Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of the resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which resolution is on file in office of said Board.

Chair of the Board of Trustees
San Bernardino Community College District

I, Joseph R. Williams, Clerk of the Board of Trustees of the San Bernardino Community College District, do hereby certify that the foregoing Resolution was introduced and adopted by the Board of Trustees of the San Bernardino Community College District at a regular meeting thereof held on the 13th day of June 2024, by the following forgoing vote.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the San Bernardino Community College District this ____ day of _____ 2024.

Clerk of the Board of Trustees
San Bernardino Community College District

**RESOLUTION #2024-06-13-FS02 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
APPROVING THE GANN LIMIT FOR FISCAL YEAR 2024-25**

[v.5.23.2024.p.3|3]

California Community Colleges Gann Limit Worksheet Budget Year 2024-25			
DISTRICT:	SAN BERNARDINO		
DATE:	May 21, 2024		
I. Appropriations Limit:			
A. Appropriations Limit		\$	122,417,375
B. Price Factor:	1.0362		
C. Population factor:			
1 2022-23	Second Period Actual FTES	12,939.1800	
2 2023-24	Second Period Actual FTES	13,457.0600	
	Population Change Factor	1.0400	
	(C.2. divided by C.1.)		
D. Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		\$	131,922,839
E. Adjustments to increase limit:			
1 Transfers in of financial responsibility			
2 Temporary voter approved increases			
3 Total adjustments - increase			-
F. Adjustments to decrease limit:			
1 Transfers out of financial responsibility			
2 Temporary voter approved increases			
3 Total adjustments - decrease			-
G. Appropriations Limit		\$	131,922,839
II. Appropriations Subject to Limit			
A. State Aid ¹		\$	89,954,895
B. State Subventions ²			
C. Local Property taxes			40,679,573
D. Estimated excess Debt Service taxes			
E. Estimated Parcel taxes, Square Foot taxes, etc.			
F. Interest on proceeds of taxes			1,918,912
G. Less: Costs for Unreimbursed Mandates ³			602,150
H. Appropriations Subject to Limit		\$	131,951,230
Please contact Jubilee Smallwood, jsmallwood@ccccc.edu, for any instructions regarding the Gann Limit.			
¹ Includes Unrestricted General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue, Full-Time Faculty, Part-Time Faculty Compensation, Part-Time Health Benefits, Part-Time Faculty Office Hours			
² Home Owners Property Tax Relief, Timber Yield Tax, etc...			
³ Local Appropriations for Unreimbursed State, Court, and Federal Mandates. This may include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.			

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: June 13, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-06-13-FS03
Approving Transfers from the Reserve for Contingencies to Various
Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2024-06-13-FS03 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 #2024-06-13-FS03 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.5.24.2024.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 June 13, 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 #2024-06-13-FS03 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.5.24.2024.p.2|2]

EXHIBIT A

Fund 110/01 General Fund, Unrestricted					
			25,042,504	2023-24 Initial Fund Balance	
			(149,874)	Net Change from Previous Transfers	
			24,892,630	Fund Balance Before Transfer(s)	
BOARD APPROVED	DATE OF TRANSFER	REFERENCE #	TO/(FROM) RESERVE	EXPENDITURE CLASSIFICATION	JUSTIFICATION
6/13/2024	4/8/2024	019833	(23,000)	5000 Other Expenses	To fund increased travel costs associated with DSO Government Relations & Strategic Communication
6/13/2024	4/22/2024	020046	(772) (1,383) (609)	4000 Supplies & Materials 5000 Other Expenses 6000 Capital Outlay	To reinstate amount of FY23 expense report posted against FY24
			(25,764)	Total Approved at this Board Meeting	
			24,866,867	Fund Balance After Transfer(s)	
Fund 435/42 Measure M Bond					
			29,752,018	2023-24 Initial Fund Balance	
			-	Net Change from Previous Transfers	
			29,752,018	Fund Balance Before Transfer(s)	
BOARD APPROVED	DATE OF TRANSFER	REFERENCE #	TO/(FROM) RESERVE	EXPENDITURE CLASSIFICATION	JUSTIFICATION
6/13/2024	4/4/2024	019840	(1,100,000)	5000 Other Expenses	To reflect expenses associated with additional revenue in Measure M
			(1,100,000)	Total Approved at this Board Meeting	
			28,652,018	Fund Balance After Transfer(s)	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: June 13, 2024

SUBJECT: Consideration of Approval to Adopt Resolutions #2024-06-13-BS01 through #2024-06-13-BS04 and Signature Authorizations for the State of California

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolutions #2024-06-13-BS01 through #2024-06-13-BS04 and Signature Authorization for the State of California.

OVERVIEW

The State of California Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services all require board action authorizing Steven J. Sutorus, Business Manager or Jose F. Torres, Executive Vice Chancellor, to sign their agreements, requests for reimbursement, and all amendments.

ANALYSIS

This is official notification by the Board of Trustees to the State of California and their various departments as to who may sign grant required documents. This action must be taken annually.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This action enables SBCCD to take advantage of grant funding to support program operations.



RESOLUTION #2024-06-13-BS01

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of **authorizing the designated personnel to sign contracts, amendments and invoices documents for Fiscal Year 2024/2025.**

BE IT RESOLVED that the Governing Board of the **San Bernardino Community College District** authorizes entering into local contracts and that the persons who are listed below, are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose F. Torres</u>	<u>Executive Vice Chancellor</u>	<u></u>
<u>Steven J. Sutorus</u>	<u>Business Manager</u>	<u></u>

PASSED AND ADOPTED THIS 13th day of June, 2024, by the Governing Board of the **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Joseph R. Williams**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino** County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

BE IT RESOLVED that the Governing Board of the **San Bernardino Community College District** authorizes entering into local contracts and that the persons who are listed below, are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose F. Torres</u>	<u>Executive Vice Chancellor</u>	<u></u>
<u>Steven J. Sutorus</u>	<u>Business Manager</u>	<u></u>

PASSED AND ADOPTED THIS 13th day of June, 2024, by the Governing Board of the **San Bernardino Community College District** of **San Bernardino** County, California.

I, Joseph R. Williams, Clerk of the Governing Board of San Bernardino Community College District, of San Bernardino County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

RESOLUTION #2024-06-13-BS03

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Social Services for the purpose of **authorizing the designated personnel to sign contracts, amendments and invoices documents for Fiscal Year 2024/2025.**

BE IT RESOLVED that the Governing Board of the **San Bernardino Community College District** authorizes entering into local contracts and that the persons who are listed below, are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose F. Torres</u>	<u>Executive Vice Chancellor</u>	<u></u>
<u>Steven J. Sutorus</u>	<u>Business Manager</u>	<u></u>

PASSED AND ADOPTED THIS 13th day of June, 2024, by the Governing Board of the **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Joseph R. Williams**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino** County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

RESOLUTION #2024-06-13-BS04

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Corrections and Rehabilitation for the purpose of **authorizing the designated personnel to sign contract, amendment and invoice documents for Fiscal Year 2024/2025.**

BE IT RESOLVED that the Governing Board of the **San Bernardino Community College District** authorizes entering into local contracts and that the persons who are listed below, are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose F. Torres</u>	<u>Executive Vice Chancellor</u>	<u></u>
<u>Steven J. Sutorus</u>	<u>Business Manager</u>	<u></u>

PASSED AND ADOPTED THIS 13th day of June, 2024, by the Governing Board of the **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Joseph R. Williams**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino** County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

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: June 13, 2024

SUBJECT: Consideration of Approval of Sole Source Suppliers for Fiscal Year 2024-25

RECOMMENDATION

It is recommended that the Board of Trustees approve sole source purchasing as indicated on the attached.

OVERVIEW

Public Contract Code allows college districts to make purchases without bidding if conditions indicate bidding is not warranted. Some examples of criteria that may merit such a purchase involve one-of-a-kind goods or services available only through a sole provider of a licensed, copyrighted, or patented product or service; items compatible with existing SBCCD equipment or systems; factory-authorized warranty services; or goods or services that meet a specialized need at SBCCD.

Per SBCCD's AP 6330 on Purchasing, requests for sole source purchases require legitimate justification documenting the unique performance features of the products or services which are not available from any other supplier, why such features are required, other products or brands that were evaluated, and why those other products or brands were rejected.

ANALYSIS

The requests for sole source purchases contained in this Board item have been vetted by the Business Services Purchasing team and it has been determined that no advantage would be gained by SBCCD through competitively bidding for these goods or services. Any actual purchases from approved sole source suppliers will be brought to the Board for approval as required by established SBCCD procedures.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of any purchases from approved sole source suppliers will be included in the appropriate 2024-25 budget.





Sole Source Suppliers for Fiscal Year 2024-25

Submitted for Approval on June 13, 2024

[v.5.23.2024.p.1|2]

Sole Source Supplier	Justification
Climatec, LLC	As new facilities are constructed and modernized, a need exists to provide additional and ongoing installation, upgrades, and maintenance on the campuses' Alerton heating, ventilation, and air conditioning systems. SBCCD needs to obtain products and services which are compatible with existing systems that were bid out during the construction of the new facilities and remodel of current facilities in place. Climatec, LLC is the sole authorized dealer and services provider for the Alerton system for our area. The existing infrastructure must be regularly maintained and inspected by Climatec, LLC.
Forest Incentives Ltd.	As part of KVCR's pledge drives, the practice of giving thank you gifts in return for donations is well established. The Public Broadcasting Service (PBS) coordinates with all PBS stations for pledge programming and related thank you gifts. PBS negotiates with vendors for the best price, value and service and this year the vendor chosen was Forest Incentives, Ltd. The products and fulfillment services associated with PBS pledge programming desired by KVCR cannot be provided by any other supplier.
Johnson Controls Fire Protection	As new facilities are constructed and modernized, a need exists to provide additional fire protection infrastructure and monitoring. SBCCD needs to obtain products and services which are compatible with existing systems that were bid out during the construction of the new facilities and remodel of current facilities in place. Johnson Controls Fire Protection, under its former name SimplexGrinnell, was the awarded bidder in these projects. The existing infrastructure must be regularly maintained and inspected by Johnson Controls Fire Protection. The equipment, technology, and monitoring required to operate with the existing fire protection system is only available from Johnson Controls Fire Protection. Other contractors are unable to install the equipment and provide the monitoring services.
Media Management LLC	All KVCR-TV's content is cloud-managed remotely. Media Management LLC is the specialized vendor chosen after the FCC auction for this content delivery system. Using Media Management LLC allows KVCR to forego the use of in-house 24-hour master control. This is a proprietary system. Parts, technology, and controls are only available from Media Management LLC and any work on this system can only be performed by a Media Management LLC authorized technician. If the work on existing equipment is not performed by Media Management LLC it may void all warranties.



Sole Source Suppliers for Fiscal Year 2024-25

Submitted for Approval on June 13, 2024

[v.5.23.2024.p.2|2]

Sole Source Supplier	Justification
Myrtha Pools	The pool at Crafton Hills College is a Myrtha Pools USA product. To maintain the warranty on the pool, only Myrtha Pools USA products and parts can be used for any repairs or maintenance. The products and equipment associated with Myrtha Pools USA cannot be provided by any other supplier.
Securitas Technology Corporation (formerly Stanley Security)	As new facilities are constructed and modernized, a need exists to provide additional security infrastructure and monitoring. SBCCD needs to obtain products and services which are compatible with existing technology already in place. Securitas Technology Corporation is the sole manufacturer of the Sonitrol product, and its affiliated franchises are the exclusive providers of the Sonitrol technology. SBCCD Police can only monitor all facilities in a centralized manner using Securitas's proprietary electronic security system. The equipment, technology, and monitoring required to operate with the existing security system is only available from Securitas Technology Corporation can only be installed by Securitas authorized technicians.

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: June 13, 2024

SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of 22 tables to Yucaipa-Calimesa Joint Unified School District.

OVERVIEW

Crafton Hills College wishes to surplus the items which are no longer needed by the District. Education Code 81450.5 provides that a community college district may donate property to another college or public entity. The estimated value of the donation is \$2,600.

ANALYSIS

Crafton Hills College no longer uses the items and they are non-essential to ongoing operations. Yucaipa-Calimesa Joint Unified School District has examined the equipment and is willing to accept the donation for use in supporting their mission.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There is no cost 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: Steven J. Sutorus, Business Manager

DATE: June 13, 2024

SUBJECT: Consideration of Approval of Surplus Property and Authorize 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
June 13, 2024

Asset #	Date Retired	Description	Initial Value	Current Value
30195	4/22/2024	Projector	\$2,045.00	\$0.00
34712	4/24/2024	INTERACTIVE PROJECTOR 2500L	\$1,597.32	\$0.00
34735	4/22/2024	P10 VISUAL PRESENTER	\$1,381.32	\$0.00
35039	4/22/2024	16-Ch Digital Video Recorder	\$1,285.20	\$0.00
37940	4/22/2024	OptiPlex 7440 AIO	\$1,068.17	\$0.00
25846	5/20/2024	2005 Chevrolet Colorado	\$10,670.00	\$0.00

Non-Fixed Assets Surplus Report
June 13, 2024

Description	Quantity
Hitachi Projector	1 ea
Cisco 7940 Telephones	1 ea
Dell 7450 Computer	2 ea
Verizon Hot Spots	64 ea
Extreme Switch	5 ea
3M Overhead Projector	1 ea
Extron System IP	1 ea
Dell Monitor	1 ea
Dell Docking Station	2 ea
Box of Miscellaneous Cables	1 ea
Arm Mounts	6 ea
Keyboards	2 ea
Mice	3 ea
Carts	4 ea
Speakers	4 ea

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: January 11, 2024

SUBJECT: Consideration of Approval of 2026-2030 Five-Year Construction Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2026-2030 Five-Year Construction Plan.

OVERVIEW

Each year the District is required to submit a Five Year Construction Plan to the California Community Colleges Chancellor's Office. The Plan provides a list of proposed capital construction projects, including those supported by local funds like Measures CC and M, and those supported with a combination of State and local funds. The project and prioritization are the outcome of the comprehensive districtwide master planning process. The Plan summary is attached.

ANALYSIS

The Five Year Construction Plan addresses the highest priority capital construction needs throughout SBCCD. These needs were identified through planning and development with each college. Based on an in-depth analysis of the State's criteria for funding projects, coupled with the results of the Education and Facilities Master Planning process, the following proposals are being submitted with this year's report.

- Initial Project Proposal – SBVC Warehouse Facilities
- Initial Project Proposal – SBVC Physical Sciences and Health and Life Sciences
- Initial Project Proposal – CHC West Complex Renovation
- Final Project Proposal – CHC Gym Replacement

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 the Five Year Construction Plan will not have a direct impact on the budget.

FY2026 - FY2030 FIVE YEAR CAPITAL OUTLAY PLAN
(FY2026 - 2027) FIRST YEAR FUNDING

San Bernardino Community College District

Prepared in reference to the Community College Construction Act of 1980

and

approved on behalf of the local governing board for submission to
the office of the Chancellor, California Community Colleges

Signed _____

Jose Torres

(Chief Executive Officer or their designee)

Title _____ Executive Vice Chancellor

Date _____ 05/21/2024

Contact _____ Hassan Mirza

Telephone _____ 909-388-6958

Date Received at Chancellor's Office:

Chancellor's Office Reviewed by:

Notice of Approval

FUSION**Inventory of Land****Planning****San Bernardino Community College District (980)**

List the address and acreage of every land unit owned by the district (Education Code 81821 ((b)3)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year.

Address	Acres
Crafton Hills College	527
11711 Sand Canyon Road Yucapia, CA 92399	
District Owned Commerical Property	0
560 E. Hospitality Lane San Bernardino, CA 92408	
District Owned Commerical Property	0
658 E. Brier Drive San Bernardino, CA 92408	
District Owned/Future Education Site	0
1888 Highland Avenue San Bernardino, CA 92408	
Economic Development & Corporate Training	5
114 South Del Rosa Drive San Bernardino, CA 92408	
San Bernardino District Office	0
550 E. Hospitality Lane San Bernardino, CA 92408	
San Bernardino Valley College	87
701 South Mt. Vernon Avenue San Bernardino, CA 92410	
SBVC Faulkner Land Acquisition	1.06
Adell St & Hazel Ave San Bernardino, CA 92410	
SBVC Henley Land Acquisition	1.07
613 & 633 South I Street San Bernardino, CA 92410	
SBVC Land Acquisition (7 Lots)	0.74
N. Mt. Vernon Avenue Colton, CA 92324	
SBVC Lenaker Land Acquisition	2.23
636 S I Street San Bernardino, CA 92410	
SBVC Warmington/Riverwalk	15.04
Multiple Adresses San Bernardino, CA 92410	
Total Acreage:	639.14

Legislative Districts			
Campus	Assembly	Senate	House
Crafton Hills College	42	23	8
San Bernardino Valley College	47	20	31
San Bernardino District Office*	40	23	31

FUSION

Instructional Delivery Load

Planning

San Bernardino Community College District (980)

Address

Crafton Hills College

11711 Sand Canyon Road
Yucapia, CA 92399

District Owned/Future Education Site

1888 Highland Avenue
San Bernardino, CA 92408

Economic Development & Corporate Training

114 South Del Rosa Drive
San Bernardino, CA 92408

San Bernardino Valley College

701 South Mt. Vernon Avenue
San Bernardino, CA 92410

FUSION**District Projects Priority Order (2024-2030)****Planning****San Bernardino Community College District (980)**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
1 Technical Building Replacement									
San Bernardino Valley College									
Occupancy: 2024-25	STATE:	\$33,735,000							
Net ASF: 6,727	DISTRICT:	\$53,103,000							
2 Performing Arts Center Replacement									
Crafton Hills College									
Occupancy: 2024-25	STATE:	\$7,461,000							
Net ASF: -86	DISTRICT:	\$46,840,000							
3 Technical Building Demolition									
San Bernardino Valley College Phase C									
Occupancy: 2027-28	STATE:	\$0	\$0						
Net ASF: 0	DISTRICT:	\$1,800,000	\$1,629,000						
4 Central Complex 2 Renovation (CHS) (Bldg. #11)									
Crafton Hills College									
Occupancy: 2024-25	STATE:	\$0							
Net ASF: -422	DISTRICT:	\$13,391,948							
5 Student Services Building									
San Bernardino Valley College Phase C Phase E									
Occupancy: 2026-27	STATE:	\$0	\$0	\$0					
Net ASF: 2,142	DISTRICT:	\$117,667,837	\$100,311,831	\$6,177,561					
6 Campus-wide Infrastructure									
Crafton Hills College									
Occupancy: 2027-28	STATE:	\$0							
Net ASF: 0	DISTRICT:	\$19,566,984							
7 Career Pathways Phase 2									
San Bernardino Valley College Phase C Phase E									
Occupancy: 2026-27	STATE:	\$0	\$0	\$0					
Net ASF: 29,307	DISTRICT:	\$124,650,616	\$106,264,650	\$6,544,157					
8 Performing Arts Center Demolition (Bldg. #9)									
Crafton Hills College Phase C Phase E									
Occupancy: 2025-26	STATE:	\$0	\$0	\$0					
Net ASF: -16,973	DISTRICT:	\$11,830,014	\$10,706,163	\$0					
9 Physical Sciences & Health and Life Sciences									
San Bernardino Valley College Phases P,W Phases C,E									
Occupancy: 2030-31	STATE:	\$5,118,144			\$432,088	\$4,686,056			
Net ASF: 0	DISTRICT:	\$5,118,145			\$432,088	\$4,686,057			
10 Crafton Hall Renovation (Bldg. #3)									
Crafton Hills College Phase E									
Occupancy: 2024-25	STATE:	\$0	\$0						
Net ASF: -575	DISTRICT:	\$7,158,038	\$375,797						
11 Campus-wide Infrastructure									
San Bernardino Valley College									
Occupancy: 2026-27	STATE:	\$0							
Net ASF: 0	DISTRICT:	\$33,296,044							
12 CHC Affordable Student Housing Project									
Crafton Hills College Phases C,E,P,W									
Occupancy: 2025-26	STATE:	\$40,844,521	\$40,844,521						
Net ASF: 32,132	DISTRICT:	\$13,401,418	\$13,401,418						

13 Administration and Campus Center

San Bernardino Valley College			Phases P,W	Phase C	Phase E
Occupancy: 2027-28	STATE:	\$0	\$0	\$0	\$0
Net ASF: -4,681	DISTRICT:	\$12,389,306	\$1,176,984	\$10,561,883	\$650,439

14 Student Support Building Renovation (SSB) (Bldg. #7)

Crafton Hills College				Phases C,E	
Occupancy: 2025-26	STATE:	\$0		\$0	
Net ASF: -4	DISTRICT:	\$1,202,623		\$1,088,374	

15 Warehouse Facilities

San Bernardino Valley College				Phases P,W	Phases C,E
Occupancy: 2030-31	STATE:	\$3,886,875		\$327,630	\$3,559,245
Net ASF: 0	DISTRICT:	\$3,886,874		\$327,630	\$3,559,244

16 New Gymnasium

Crafton Hills College				Phases P,W	Phases C,E
Occupancy: 2030-31	STATE:	\$9,001,835		\$767,468	\$8,234,367
Net ASF: 15,000	DISTRICT:	\$11,172,393		\$924,835	\$10,247,558

17 M&O Repurposing

San Bernardino Valley College				Phase P	Phase W	Phase C	Phase E
Occupancy: 2030-31	STATE:	\$0		\$0	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$1,949,184		\$24,365	\$160,808	\$1,661,679	\$102,332

18 Instructional Building (Bldg. #9)

Crafton Hills College			Phase C		Phase E
Occupancy: 2027-28	STATE:	\$0	\$0		\$0
Net ASF: 9,370	DISTRICT:	\$54,013,577	\$46,046,574		\$2,835,713

19 Parking Structure

San Bernardino Valley College				Phase P	Phase W	Phase C
Occupancy: 2032-33	STATE:	\$0		\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$68,337,302		\$854,216	\$5,637,827	\$61,845,259

20 LRC Tutoring Center Repurposing (Bldg. #8)

Crafton Hills College			Phase C		Phase E
Occupancy: 2027-28	STATE:	\$0	\$0		\$0
Net ASF: -891	DISTRICT:	\$1,000,000	\$852,500		\$52,500

21 Library Repurposing

San Bernardino Valley College				Phase P	Phase W	Phase C
Occupancy: 2032-33	STATE:	\$0		\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$6,508,316		\$81,354	\$536,936	\$5,548,339

22 West Complex Renovation (CL) (Bldg. #5)

Crafton Hills College				Phases P,W	Phases C,E
Occupancy: 2030-31	STATE:	\$3,246,440		\$305,622	\$2,940,818
Net ASF: -117	DISTRICT:	\$3,246,441		\$305,622	\$2,940,819

23 Performing Arts Center

San Bernardino Valley College				Phase P	Phase W	Phase C
Occupancy: 2032-33	STATE:	\$0		\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$67,794,945		\$847,437	\$5,593,083	\$57,795,190

24 Athletic Fields

Crafton Hills College				Phase P	Phase W	Phase C
Occupancy: 2031-32	STATE:	\$0		\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$14,155,000		\$176,938	\$1,167,788	\$12,067,136

25 Teaching Pool

Crafton Hills College				Phase P	Phase W	Phase C
Occupancy: 2031-32	STATE:	\$0		\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$8,233,000		\$102,913	\$679,223	\$7,450,864

GRAND TOTALS			2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
STATE:	\$103,293,815	\$40,844,521	\$0	\$767,468	\$9,299,707	\$11,186,119	\$0	\$0	\$0
DISTRICT:	\$701,713,005	\$174,500,267	\$124,092,468	\$11,007,644	\$12,191,479	\$18,193,397	\$71,483,968	\$82,963,861	

District: San Bernardino Community College District
College / Center: San Bernardino Valley College
Project Name: Warehouse Facilities
Project Type: New

Project Funding

	<u>State Funded</u>	<u>District Funds</u>	<u>Non-State Funds</u>	
Land Acquisition:				Budget Year: 2027
Prelim. Plans:	\$152,313	\$152,313	\$0	Const. Cost Index: 9654
Working Draw:	\$175,317	\$175,317	\$0	5 yr. Plan Priority: 15
Construction:	\$3,559,245	\$3,526,233	\$0	Net ASF: 0
Equipment:	\$0	\$33,011	\$0	Total GSF: 18,200
	\$3,886,875	\$3,886,874	\$0	
Total Cost:	\$7,773,749			

Project Description:

This project will construct a new Warehouse Facilities to accommodate growth on campus to support daily operational needs. The Warehouse Facility will provide space for SBCCD's district shipping, receiving, and storage functions, as well as a storage space for San Bernardino Valley College. The new facility will be durable and easy to maintain—providing flexible and efficient space for receiving and handling deliveries, inventory processing, and disposing of obsolete equipment. It will provide secure storage for the SBCCD Police Department. The college portion of this facility will provide secure storage for general college needs and the needs of individual departments. This facility will include provisions to support the management and recycling of waste, including the storage and disposal of hazardous materials. The Warehouse will be located on the Fairview precinct of campus. The outdoor areas will be improved to provide for delivery vehicle access and loading and staff parking—all secured by an attractive perimeter wall and landscaping. The new Warehouse Facilities will be approximately 18,200 GSF and the existing Police Storage, Shipping/Receiving Office, Storage 1, 2 and 4, and Warehouse.

Master Plan Comments:

The proposed project supports the initiatives of San Bernardino Valley College's 2016 Comprehensive Master Plan, and is a part of its 5-Year Construction Plan. This project will increase the ability of the College to address facility support functions.

CEQA Status:

	<u>Project Under Review</u>	<u>Hearing Underway</u>	<u>Approved District/Filed Clearinghouse</u>	<u>Not Required</u>
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

Type of Project and Qualifying Information:

No Life Safety Project - Required Supporting report is attached to establish imminent danger
 Yes Project Design - Construction and equipment design conform with State design and cost guidelines
 No Infrastructure

No Loss Imminent - Loss or failure of infrastructure is imminent
 No Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
 No **Instructional Space**

Major ASF:
 Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio
 No **Academic Support, Student Services or Administrative Space**

Major ASF:
 Yes **Other Facility Projects**
 Type of space: New Construction
 Primary ASF of request space: Warehouse
 Yes - There is an existing facility in use for this proposed project
Supplemental Information and Alternatives Explored

Yes - Cost to reconstruct existing building is more than 50% of cost of a new building
 Yes - Usage in the new building will be the same as usage in the building replaced
 Yes - Replaced building will be demolished and costs are included in the project
 N/A - Alternative instructional delivery system, distance learning, other such means
 No - District or private funding sources
 Yes - Other: Local Bond Funds

- Total construction period in number of Months: 12
Additional Forms/Pages enclosed

Yes - District Five-Year Construction Plan or project related pages of said document
 N/A - Critical Life-safety third party justification
 No - Engineering test or other related documents

Initial Project Proposal (IPP)

Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
Yes - Other FPP related forms: JCAF 31, JCAF 33

District Contact:	Jose Torres	Phone No:	9093886908
Date:	4/12/2024	Fax No:	
Prepared By:	Bobby Khushal	E-mail Address:	bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:	_____	_____
	Name / Title	Signature / Date

San Bernardino Community College District (980)						
San Bernardino Valley College (982)						
Project: Warehouse Facilities						
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space
310	Office	6510	Building Maintenance and Operation Support	1,200	883	317
310	Office	6780	Management Information Services	0	240	-240
515	Armory Service	2100	Public and Protective Services	0	1,228	-1,228
710	Data Processing/Computer	6780	Management Information Services	0	450	-450
730	Storage	6510	Building Maintenance and Operation Support	13,765	12,164	1,601
TOTAL	-	-		14,965	14,965	0

FUSION

JCAF32 Cost Estimate Summary

DISTRICT San Bernardino Community College District			CAMPUS San Bernardino Valley College		
Project Name: Warehouse Facilities		Date Prepared: 5/3/2024		Estimate CCI: 9654	
Prepared By:		Estimate EPI: 5455		CFIS Ref. #:	
		Budget Ref. #:			
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
1. SITE ACQUISITION (CCI: 9654)	\$0	\$0	\$0	\$0	\$0
2. PRELIMINARY PLANS (CCI: 9654)	\$304,625	\$152,313	\$152,313		\$0
2 - A. Architectural Fees for Preliminary Plans	\$174,355				\$0
2 - B. Project Management for Preliminary Plans	\$62,270				\$0
2 - C. Division of the State Architect Plan Check Fee	\$0				\$0
2 - D. Preliminary Test (Soils Test, Geotech Report, Hazardous Material, Etc.)	\$34,000				\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$34,000				\$0
3. WORKING DRAWINGS (CCI: 9654)	\$350,634	\$175,317	\$175,317		\$0
3 - A. Architectural Fees for Working Drawings	\$199,263				\$0
3 - B. Project Management for Working Drawings	\$0				\$0
3 - C. Division of the State Architect Plan Check Fee	\$58,580				\$0
3 - D. Community Colleges Plan Check Fee	\$17,791				\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$75,000				\$0
(Total PW may not exceed 13% of construction)	\$0				\$0
4. CONSTRUCTION - HARD COSTS (CCI: 9654)	\$6,226,980	\$3,129,996	\$3,096,984		\$0
4 - A. Utility Service	\$245,727				\$0
4 - B. Site Development - Service	\$368,591				\$0
4 - C. Site Development - General	\$614,318				\$0
4 - D. Site Development - Other	\$0				\$0
4 - E. Reconstruction	\$0				\$0
4 - F. New Construction (Building) (w/Group 1 equip)	\$4,095,455				\$0
4 - G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$81,909				\$0
4 - H. Other	\$820,980				\$0
5. CONTINGENCY (CCI: 9654)	\$311,349	\$155,675	\$155,675		\$0
5. Contingency	\$311,349				\$0
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT (CCI: 9654)	\$124,540	\$62,270	\$62,270		\$0
6. Architectural and Engineering Oversight	\$124,540				\$0
7. TESTS AND INSPECTIONS (CCI: 9654)	\$298,070	\$149,035	\$149,035		\$0
A. Tests	\$62,270				\$0
B. DSA Inspections	\$235,800				\$0
8. CONSTRUCTION MANAGEMENT (CCI: 9654)	\$124,540	\$62,270	\$62,270		\$0
8. Construction Management	\$124,540				\$0
9. TOTAL CONSTRUCTION (Items 4 through 8) (CCI: 9654)	\$7,085,478	\$3,559,245	\$3,526,233		\$0
Total Construction Costs	\$7,085,478				\$0
10. FURNITURE AND GROUP II EQUIPMENT (EPI: 5455)	\$33,011	\$0	\$33,011		\$0
10 - A. Furniture and Group II Equipment	\$33,011				\$0
11. Total Project Costs (Items 1, 2, 3, 9, and 10)	\$7,773,749	\$3,886,875	\$3,886,874		\$0
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	18,200	14,965	82%	\$273.67	\$225.03
Reconstruction	0	0	0%	\$0.00	\$0.00
13. Anticipated Time Schedule					
Start Preliminary Plans	7/1/2027	Advertise Bid for Construction		8/1/2029	
Start Working Drawings	3/1/2028	Award Construction Contract		10/1/2029	
Complete Working Drawings	11/1/2028	Advertise Bid for Equipment		7/1/2030	
DSA Final Approval	7/1/2029	Complete Project and Notice of Completion		9/1/2030	
14.	State Funded	District Funded		District Funded Total	
		Supportable	Non Supportable		
Preliminary Plans	\$152,313	\$152,313	\$0	\$152,313	
Working Drawings	\$175,317	\$175,317	\$0	\$175,317	
Construction	\$3,559,245	\$3,526,233	\$0	\$3,526,233	
Equipment	\$0	\$33,011	\$0	\$33,011	
Total Costs	\$3,886,875	\$3,886,874	\$0	\$3,886,874	
% of SS Costs	50.00%	50.00%	Project Total	\$7,773,749	
Points % Calc	49.47%	50.53%	SS Total	\$7,773,749	

Report Generated: 5/3/2024

FUSION**JCAF32 Cost Mid Point Summary**

DISTRICT San Bernardino Community College District			CAMPUS San Bernardino Valley College		
Project Name: Warehouse Facilities		Date Prepared: 5/3/2024		Budget/Midpoint CCI: 9654	CFIS Ref. #:
Prepared By:		Budget/Midpoint EPI: 5455		Budget Ref. #:	
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
1. SITE ACQUISITION (CCI: 9654)	\$0	\$0	\$0	\$0	\$0
2. PRELIMINARY PLANS (CCI: 9654)	\$380,000	\$190,000	\$190,000		\$0
2 - A. Architectural Fees for Preliminary Plans	\$230,000				\$0
2 - B. Project Management for Preliminary Plans	\$82,016				\$0
2 - C. Division of the State Architect Plan Check Fee	\$0				\$0
2 - D. Preliminary Test (Soils Test, Geotech Report, Hazardous Material, Etc.)	\$34,000				\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$34,000				\$0
3. WORKING DRAWINGS (CCI: 9654)	\$433,000	\$216,000	\$217,000		\$0
3 - A. Architectural Fees for Working Drawings	\$262,000				\$0
3 - B. Project Management for Working Drawings	\$0				\$0
3 - C. Division of the State Architect Plan Check Fee	\$73,192				\$0
3 - D. Community Colleges Plan Check Fee	\$23,433				\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$75,000				\$0
(Total PW may not exceed 13% of construction)	\$0				\$0
4. CONSTRUCTION - HARD COSTS (CCI: 9654)	\$8,201,000	\$4,122,000	\$4,079,000		\$0
4 - A. Utility Service	\$323,647				\$0
4 - B. Site Development - Service	\$485,471				\$0
4 - C. Site Development - General	\$809,118				\$0
4 - D. Site Development - Other	\$0				\$0
4 - E. Reconstruction	\$0				\$0
4 - F. New Construction (Building) (w/Group 1 equip)	\$5,394,124				\$0
4 - G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$107,882				\$0
4 - H. Other	\$1,081,313				\$0
5. CONTINGENCY (CCI: 9654)	\$410,000	\$205,000	\$205,000		\$0
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT (CCI: 9654)	\$164,000	\$82,000	\$82,000		\$0
7. TESTS AND INSPECTIONS (CCI: 9654)	\$318,000	\$159,000	\$159,000		\$0
8. CONSTRUCTION MANAGEMENT (CCI: 9654)	\$164,000	\$82,000	\$82,000		\$0
9. TOTAL CONSTRUCTION (Items 4 through 8) (CCI: 9654)	\$9,258,000	\$4,650,000	\$4,607,000		\$0
10. FURNITURE AND GROUP II EQUIPMENT (EPI: 5455)	\$33,000	\$0	\$33,000		\$0
11. Total Project Costs (Items 1, 2, 3, 9, and 10)	\$10,104,000	\$5,056,000	\$5,047,000		\$0
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	18,200	14,965	82%	\$360.45	\$296.38
Reconstruction	0	0	0%	\$0.00	\$0.00
13. Anticipated Time Schedule					
Start Preliminary Plans	7/1/2027	Advertise Bid for Construction	8/1/2029		
Start Working Drawings	3/1/2028	Award Construction Contract	10/1/2029		
Complete Working Drawings	11/1/2028	Advertise Bid for Equipment	7/1/2030		
DSA Final Approval	7/1/2029	Complete Project and Notice of Completion	9/1/2030		
14.	State Funded	District Funded		District Funded Total	
		Supportable	Non Supportable		
Preliminary Plans	\$190,000	\$190,000	\$0	\$190,000	
Working Drawings	\$216,000	\$217,000	\$0	\$217,000	
Construction	\$4,650,000	\$4,607,000	\$0	\$4,607,000	
Equipment	\$0	\$33,000	\$0	\$33,000	
Total Costs	\$5,056,000	\$5,047,000	\$0	\$5,047,000	
% of SS Costs	50.04%	49.95%	Project Total	\$10,104,000	
Points % Calc	49.47%	50.53%	SS Total	\$10,104,000	

Report Generated: 5/3/2024

San Bernardino Community College District (980)								
San Bernardino Valley College (982)								
Project: Warehouse Facilities – EPI : 5455								
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space	Equip. Cost/ASF	Total Allowable Cost
310	Office	6510	Building Maintenance and Operation Support	1,200	883	317	\$45.5	\$14,424
310	Office	6780	Management Information Services	0	240	-240	\$45.5	\$0
515	Armory Service	2100	Public and Protective Services	0	1,228	-1,228	\$0	\$0
710	Data Processing/Computer	6780	Management Information Services	0	450	-450	\$370.82	\$0
730	Storage	6510	Building Maintenance and Operation Support	13,765	12,164	1,601	\$11.61	\$18,588
TOTAL		-	-	14,965	14,965	0	-	\$33,011

San Bernardino Community College District (980), San Bernardino Valley College (982): NEW BUILDING, POLICE STOR(OLD MID COL), SHIP/REC OFFICE, STORAGE 1 (OLD CD 1), STORAGE 2 (OLD CD 2), STORAGE 4 (OLD CD 4), WAREHOUSE

Description:

This project will construct a new Warehouse Facilities to accommodate growth on campus to support daily operational needs. The Warehouse Facility will provide space for SBCCD's district shipping, receiving, and storage functions, as well as a storage space for San Bernardino Valley College. The new facility will be durable and easy to maintain—providing flexible and efficient space for receiving and handling deliveries, inventory processing, and disposing of obsolete equipment. It will provide secure storage for the SBCCD Police Department. The college portion of this facility will provide secure storage for general college needs and the needs of individual departments. This facility will include provisions to support the management and recycling of waste, including the storage and disposal of hazardous materials. The Warehouse will be located on the Fairview precinct of campus. The outdoor areas will be improved to provide for delivery vehicle access and loading and staff parking—all secured by an attractive perimeter wall and landscaping. The new Warehouse Facilities will be approximately 18,200 GSF and the existing Police Storage, Shipping/Receiving Office, Storage 1, 2 and 4, and Warehouse.

Project Type: New

Occupancy Year: 2030-31

Acres: 0

District Priority: 15

Contact: Hassan Mirza

CCI: 9654

EPI: 5455

Net ASF: 0

Total OGSF: 18,200

Last Edit Date: 3/20/2024

Last Edit By: Bobby Khushal

Online: No

Complete: No

Project Score:

Score Type	Score	Supporting Data
Age of Building	56	
Facility Condition Index (FCI)	33	
FTES	12	
Vision for Success Regions of High Need	5	
Vision for Success CTE	0	
Local Contribution	50	
Total Score	156	

Space Analysis:

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	0	0	1,200	0	0	13,765	14,965
Secondary ASF	0	0	-1,123	0	0	-13,842	-14,965
Net ASF Change	0	0	77	0	0	-77	0
Initial Cap/Load FY2027 - 2028	183%	96%	81%	122%	39%	N/A	104%
Final Cap/Load FY2030 - 2031	181%	100%	88%	125%	39%	N/A	106%

Project Cost:

Phase	FY	State Funded	District Funds	Non-State Funds	Total Cost
Preliminary Plans	2027-2028	\$152,313	\$152,313	\$0	\$304,625
Working Drawings	2027-2028	\$175,317	\$175,317	\$0	\$350,634
Construction	2028-2029	\$3,559,245	\$3,526,233	\$0	\$7,085,478
Equipment	2028-2029	\$0	\$33,011	\$0	\$33,011
Project Total		\$3,886,875	\$3,886,874	\$0	\$7,773,749

District: San Bernardino Community College District
College / Center: San Bernardino Valley College
Project Name: Physical Sciences & Health and Life Sciences
Project Type: Reconstruction

Project Funding

	<u>State Funded</u>	<u>District Funds</u>	<u>Non-State Funds</u>	
Land Acquisition:				Budget Year: 2027
Prelim. Plans:	\$201,391	\$201,391	\$0	Const. Cost Index: 9654
Working Draw:	\$230,697	\$230,697	\$0	5 yr. Plan Priority: 9
Construction:	\$4,686,056	\$3,919,303	\$0	Net ASF: 0
Equipment:	\$0	\$766,754	\$0	Total GSF: 10,163
	\$5,118,144	\$5,118,145	\$0	
Total Cost:	\$10,236,290			

Project Description:

This project will repurpose the inactive space in the Health and Life Science building to accommodate Biology class laboratories and office space. Space in the Health and Life Science building will become inactive following occupancy of the Career Pathways Phase 2 building. Scope of work includes repurposing and reallocating inactive space for Biological Science laboratory and office use.

Master Plan Comments:

The proposed project supports the initiatives of San Bernardino Valley College's 2016 Comprehensive Master Plan, and is a part of its 5-Year Construction Plan. This project will repurpose the inactive space that will follow the construction and occupancy of the Career Pathways Phase 2 building and expand available class lab space for the Biological Sciences.

CEQA Status:

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

Type of Project and Qualifying Information:

- No Life Safety Project - Required Supporting report is attached to establish imminent danger
 Yes Project Design - Construction and equipment design conform with State design and cost guidelines
 No Infrastructure
- No Loss Imminent - Loss or failure of infrastructure is imminent
 No Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
 Yes **Instructional Space**
 Type of space: Alteration
 Major ASF: Teaching Lab
- Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio
 No **Academic Support, Student Services or Administrative Space**
- No Major ASF:
Other Facility Projects
- Yes - There is an existing facility in use for this proposed project
Supplemental Information and Alternatives Explored
- No - Cost to reconstruct existing building is more than 50% of cost of a new building
 N/A - Usage in the new building will be the same as usage in the building replaced
 N/A - Replaced building will be demolished and costs are included in the project
 Yes - Alternative instructional delivery system, distance learning, other such means
 No - District or private funding sources
 Yes - Other: Local Bond
- Total construction period in number of Months: 12
Additional Forms/Pages enclosed
- Yes - District Five-Year Construction Plan or project related pages of said document
 N/A - Critical Life-safety third party justification
 No - Engineering test or other related documents
 Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
 Yes - Other FPP related forms: JCAF 31, 33

Initial Project Proposal (IPP)

District Contact:	Jose Torres	Phone No:	9093886901
Date:	4/12/2024	Fax No:	9093820116
Prepared By:	Bobby Khushal	E-mail Address:	bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

Name / Title

Signature / Date

San Bernardino Community College District (980)						
San Bernardino Valley College (982)						
Project: Physical Sciences & Health and Life Sciences						
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space
050	Inactive Area	1201	Health Occupations, General	0	6,606	-6,606
210	Class Lab	0401	Biology, General	5,606	0	5,606
310	Office	0099	General Assignment	1,000	0	1,000
TOTAL	-	-		6,606	6,606	0

FUSION

JCAF32 Cost Estimate Summary

DISTRICT San Bernardino Community College District			CAMPUS San Bernardino Valley College		
Project Name: Physical Sciences & Health and Life Sciences		Date Prepared: 5/3/2024		Estimate CCI: 9654	
Prepared By:		Estimate EPI: 5455		CFIS Ref. #:	
		Budget Ref. #:			
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
1. SITE ACQUISITION (CCI: 9654)	\$0	\$0	\$0	\$0	\$0
2. PRELIMINARY PLANS (CCI: 9654)	\$402,782	\$201,391	\$201,391		\$0
2 - A. Architectural Fees for Preliminary Plans	\$260,386				\$0
2 - B. Project Management for Preliminary Plans	\$74,396				\$0
2 - C. Division of the State Architect Plan Check Fee	\$0				\$0
2 - D. Preliminary Test (Soils Test, Geotech Report, Hazardous Material, Etc.)	\$34,000				\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$34,000				\$0
3. WORKING DRAWINGS (CCI: 9654)	\$461,393	\$230,697	\$230,697		\$0
3 - A. Architectural Fees for Working Drawings	\$297,584				\$0
3 - B. Project Management for Working Drawings	\$0				\$0
3 - C. Division of the State Architect Plan Check Fee	\$67,553				\$0
3 - D. Community Colleges Plan Check Fee	\$21,256				\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$75,000				\$0
(Total PW may not exceed 13% of construction)	\$0				\$0
4. CONSTRUCTION - HARD COSTS (CCI: 9654)	\$7,439,609	\$4,103,181	\$3,336,428		\$0
4 - A. Utility Service	\$290,610				\$0
4 - B. Site Development - Service	\$435,915				\$0
4 - C. Site Development - General	\$726,524				\$0
4 - D. Site Development - Other	\$0				\$0
4 - E. Reconstruction	\$5,812,194				\$0
4 - F. New Construction (Building) (w/Group 1 equip)	\$0				\$0
4 - G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$174,366				\$0
4 - H. Other	\$0				\$0
5. CONTINGENCY (CCI: 9654)	\$520,773	\$260,386	\$260,386		\$0
5. Contingency	\$520,773				\$0
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT (CCI: 9654)	\$185,990	\$92,995	\$92,995		\$0
6. Architectural and Engineering Oversight	\$185,990				\$0
7. TESTS AND INSPECTIONS (CCI: 9654)	\$310,196	\$155,098	\$155,098		\$0
A. Tests	\$74,396				\$0
B. DSA Inspections	\$235,800				\$0
8. CONSTRUCTION MANAGEMENT (CCI: 9654)	\$148,792	\$74,396	\$74,396		\$0
8. Construction Management	\$148,792				\$0
9. TOTAL CONSTRUCTION (Items 4 through 8) (CCI: 9654)	\$8,605,360	\$4,686,056	\$3,919,303		\$0
Total Construction Costs	\$8,605,360				\$0
10. FURNITURE AND GROUP II EQUIPMENT (EPI: 5455)	\$766,754	\$0	\$766,754		\$0
10 - A. Furniture and Group II Equipment	\$766,754				\$0
11. Total Project Costs (Items 1, 2, 3, 9, and 10)	\$10,236,290	\$5,118,144	\$5,118,145		\$0
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0%	\$0.00	\$0.00
Reconstruction	10,163	6,606	65%	\$879.84	\$571.90
13. Anticipated Time Schedule					
Start Preliminary Plans	7/1/2027	Advertise Bid for Construction		8/1/2029	
Start Working Drawings	3/1/2028	Award Construction Contract		10/1/2029	
Complete Working Drawings	11/1/2028	Advertise Bid for Equipment		7/1/2030	
DSA Final Approval	7/1/2029	Complete Project and Notice of Completion		9/1/2030	
14.	State Funded	District Funded		District Funded Total	
		Supportable	Non Supportable		
Preliminary Plans	\$201,391	\$201,391	\$0	\$201,391	
Working Drawings	\$230,697	\$230,697	\$0	\$230,697	
Construction	\$4,686,056	\$3,919,303	\$0	\$3,919,303	
Equipment	\$0	\$766,754	\$0	\$766,754	
Total Costs	\$5,118,144	\$5,118,145	\$0	\$5,118,145	
% of SS Costs	50.00%	50.00%	Project Total	\$10,236,290	
Points % Calc	49.13%	50.87%	SS Total	\$10,236,290	

Report Generated: 5/3/2024

FUSION**JCAF32 Cost Mid Point Summary**

DISTRICT San Bernardino Community College District			CAMPUS San Bernardino Valley College		
Project Name: Physical Sciences & Health and Life Sciences		Date Prepared: 5/3/2024		Budget/Midpoint CCI: 9654	
Prepared By:		Budget/Midpoint EPI: 5455		CFIS Ref. #:	
				Budget Ref. #:	
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
1. SITE ACQUISITION (CCI: 9654)	\$0	\$0	\$0	\$0	\$0
2. PRELIMINARY PLANS (CCI: 9654)	\$509,000	\$255,000	\$254,000		\$0
2 - A. Architectural Fees for Preliminary Plans	\$343,000				\$0
2 - B. Project Management for Preliminary Plans	\$97,987				\$0
2 - C. Division of the State Architect Plan Check Fee	\$0				\$0
2 - D. Preliminary Test (Soils Test, Geotech Report, Hazardous Material, Etc.)	\$34,000				\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$34,000				\$0
3. WORKING DRAWINGS (CCI: 9654)	\$580,000	\$290,000	\$290,000		\$0
3 - A. Architectural Fees for Working Drawings	\$392,000				\$0
3 - B. Project Management for Working Drawings	\$0				\$0
3 - C. Division of the State Architect Plan Check Fee	\$85,010				\$0
3 - D. Community Colleges Plan Check Fee	\$27,996				\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$75,000				\$0
(Total PW may not exceed 13% of construction)	\$0				\$0
4. CONSTRUCTION - HARD COSTS (CCI: 9654)	\$9,799,000	\$5,405,000	\$4,394,000		\$0
4 - A. Utility Service	\$382,762				\$0
4 - B. Site Development - Service	\$574,144				\$0
4 - C. Site Development - General	\$956,905				\$0
4 - D. Site Development - Other	\$0				\$0
4 - E. Reconstruction	\$7,655,241				\$0
4 - F. New Construction (Building) (w/Group 1 equip)	\$0				\$0
4 - G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$229,657				\$0
4 - H. Other	\$0				\$0
5. CONTINGENCY (CCI: 9654)	\$686,000	\$343,000	\$343,000		\$0
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT (CCI: 9654)	\$245,000	\$123,000	\$122,000		\$0
7. TESTS AND INSPECTIONS (CCI: 9654)	\$334,000	\$167,000	\$167,000		\$0
8. CONSTRUCTION MANAGEMENT (CCI: 9654)	\$196,000	\$98,000	\$98,000		\$0
9. TOTAL CONSTRUCTION (Items 4 through 8) (CCI: 9654)	\$11,260,000	\$6,136,000	\$5,124,000		\$0
10. FURNITURE AND GROUP II EQUIPMENT (EPI: 5455)	\$767,000	\$0	\$767,000		\$0
11. Total Project Costs (Items 1, 2, 3, 9, and 10)	\$13,116,000	\$6,681,000	\$6,435,000		\$0
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0%	\$0.00	\$0.00
Reconstruction	10,163	6,606	65%	\$1,158.83	\$753.25
13. Anticipated Time Schedule					
Start Preliminary Plans	7/1/2027	Advertise Bid for Construction	8/1/2029		
Start Working Drawings	3/1/2028	Award Construction Contract	10/1/2029		
Complete Working Drawings	11/1/2028	Advertise Bid for Equipment	7/1/2030		
DSA Final Approval	7/1/2029	Complete Project and Notice of Completion	9/1/2030		
14.	State Funded	District Funded		District Funded Total	
		Supportable	Non Supportable		
Preliminary Plans	\$255,000	\$254,000	\$0	\$254,000	
Working Drawings	\$290,000	\$290,000	\$0	\$290,000	
Construction	\$6,136,000	\$5,124,000	\$0	\$5,124,000	
Equipment	\$0	\$767,000	\$0	\$767,000	
Total Costs	\$6,681,000	\$6,435,000	\$0	\$6,435,000	
% of SS Costs	50.94%	49.06%	Project Total	\$13,116,000	
Points % Calc	49.13%	50.87%	SS Total	\$13,116,000	

Report Generated: 5/3/2024

San Bernardino Community College District (980)								
San Bernardino Valley College (982)								
Project: Physical Sciences & Health and Life Sciences – EPI : 5455								
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space	Equip. Cost/ASF	Total Allowable Cost
050	Inactive Area	1201	Health Occupations, General	0	6,606	-6,606	\$0	\$0
210	Class Lab	0401	Biology, General	5,606	0	5,606	\$129.66	\$726,874
310	Office	0099	General Assignment	1,000	0	1,000	\$39.88	\$39,880
TOTAL		-	-	6,606	6,606	0	-	\$766,754

San Bernardino Community College District (980), San Bernardino Valley College (982): HEALTH & LIFE SCIENCE

Description:

This project will repurpose the inactive space in the Health and Life Science building to accommodate Biology class laboratories and office space. Space in the Health and Life Science building will become inactive following occupancy of the Career Pathways Phase 2 building. Scope of work includes repurposing and reallocating inactive space for Biological Science laboratory and office use.

Project Type: Reconstruction

Occupancy Year: 2030-31

Acres: 0

District Priority: 9

Contact: Hassan Mirza

CCI: 9654

EPI: 5455

Net ASF: 0

Total OGSF: 10,163

Last Edit Date: 3/20/2024

Last Edit By: Bobby Khushal

Online: No

Complete: No

Project Score:

Score Type	Score	Supporting Data
Age of Building	23	
Facility Condition Index (FCI)	4	
FTES	12	
Vision for Success Regions of High Need	5	
Vision for Success CTE	0	
Local Contribution	50	
Total Score	94	

Space Analysis:

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	0	5,606	1,000	0	0	0	6,606
Secondary ASF	0	0	0	0	0	-6,606	-6,606
Net ASF Change	0	5,606	1,000	0	0	-6,606	0
Initial Cap/Load FY2027 - 2028	183%	96%	81%	122%	39%	N/A	104%
Final Cap/Load FY2030 - 2031	181%	100%	88%	125%	39%	N/A	106%

Project Cost:

Phase	FY	State Funded	District Funds	Non-State Funds	Total Cost
Preliminary Plans	2027-2028	\$201,391	\$201,391	\$0	\$402,782
Working Drawings	2027-2028	\$230,697	\$230,697	\$0	\$461,393
Construction	2028-2029	\$4,686,056	\$3,919,303	\$0	\$8,605,360
Equipment	2028-2029	\$0	\$766,754	\$0	\$766,754
Project Total		\$5,118,144	\$5,118,145	\$0	\$10,236,290

District: San Bernardino Community College District
College / Center: Crafton Hills College
Project Name: West Complex Renovation (CL) (Bldg. #5)
Project Type: Reconstruction

Project Funding

	<u>State Funded</u>	<u>District Funds</u>	<u>Non-State Funds</u>	
Land Acquisition:				Budget Year: 2027
Prelim. Plans:	\$141,698	\$141,698	\$0	Const. Cost Index: 9654
Working Draw:	\$163,924	\$163,924	\$0	5 yr. Plan Priority: 22
Construction:	\$2,940,818	\$2,679,899	\$0	Net ASF: -117
Equipment:	\$0	\$260,920	\$0	Total GSF: 6,800
	\$3,246,440	\$3,246,441	\$0	
Total Cost:	\$6,492,881			

Project Description:

This project will renovate the West Complex to repurpose the building for administrative offices, administrative support, and mailroom/reprographics space. Building systems will be upgraded for sustainability, along with network infrastructure and connectivity upgrades. The existing building was constructed in 1972 and has had no major renovations. This project will respond to safety/accessibility needs by reducing assignable square footage within the building.

Master Plan Comments:

The proposed project supports the initiatives of Crafton Hills College's 2017 Comprehensive Master Plan, and is a part of its 5-Year Construction Plan. This project will renovate the outdated West Complex with sustainable design goals to maintain and refresh the campus and improve the building life-cycle and operational costs.

CEQA Status:

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

Type of Project and Qualifying Information:

N/A	Life Safety Project - Required Supporting report is attached to establish imminent danger
Yes	Project Design - Construction and equipment design conform with State design and cost guidelines
No	Infrastructure
No	Loss Imminent - Loss or failure of infrastructure is imminent
No	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
No	<u>Instructional Space</u>
	Major ASF:
Yes	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio
Yes	<u>Academic Support, Student Services or Administrative Space</u>
	Type of space: Alteration
	Major ASF: Office
No	<u>Other Facility Projects</u>
Yes	- There is an existing facility in use for this proposed project
	<u>Supplemental Information and Alternatives Explored</u>
No	- Cost to reconstruct existing building is more than 50% of cost of a new building
N/A	- Usage in the new building will be the same as usage in the building replaced
N/A	- Replaced building will be demolished and costs are included in the project
Yes	- Alternative instructional delivery system, distance learning, other such means
No	- District or private funding sources
Yes	- Other: Local Bond Funds
	- Total construction period in number of Months: 12
	<u>Additional Forms/Pages enclosed</u>
Yes	- District Five-Year Construction Plan or project related pages of said document
N/A	- Critical Life-safety third party justification
No	- Engineering test or other related documents
Yes	- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
Yes	- Other FPP related forms: JCAF 31, JCAF 33



West Complex Renovation (CL) (Bldg. #5)

Initial Project Proposal (IPP)

District Contact:	Jose Torres	Phone No:	9093886908
Date:	4/8/2024	Fax No:	
Prepared By:	Bobby Khushal	E-mail Address:	bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:	_____	_____
	Name / Title	Signature / Date

San Bernardino Community College District (980)						
Crafton Hills College (981)						
Project: West Complex Renovation (CL) (Bldg. #5)						
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space
110	Classroom	0099	General Assignment	0	4,772	-4,772
115	Classroom Service	0099	General Assignment	0	195	-195
310	Office	6000	Instructional Administration	1,300	0	1,300
315	Office Service	6000	Instructional Administration	200	0	200
650	Lounge	0099	General Assignment	1,300	618	682
655	Lounge Service	0099	General Assignment	0	32	-32
680	Meeting Room	0099	General Assignment	2,000	0	2,000
720	Shop	6510	Building Maintenance and Operation Support	700	0	700
TOTAL	-	-		5,500	5,617	-117

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JCAF32 Cost Estimate Summary

DISTRICT San Bernardino Community College District			CAMPUS Crafton Hills College		
Project Name: West Complex Renovation (CL) (Bldg. #5)		Date Prepared: 5/3/2024		Estimate CCI: 9654	
Prepared By:		Estimate EPI: 5455		CFIS Ref. #:	
		Budget Ref. #:			
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
1. SITE ACQUISITION (CCI: 9654)	\$0	\$0	\$0	\$0	
2. PRELIMINARY PLANS (CCI: 9654)	\$283,397	\$141,698	\$141,698	\$0	
2 - A. Architectural Fees for Preliminary Plans	\$167,531			\$0	
2 - B. Project Management for Preliminary Plans	\$47,866			\$0	
2 - C. Division of the State Architect Plan Check Fee	\$0			\$0	
2 - D. Preliminary Test (Soils Test, Geotech Report, Hazardous Material, Etc.)	\$34,000			\$0	
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$34,000			\$0	
3. WORKING DRAWINGS (CCI: 9654)	\$327,847	\$163,924	\$163,924	\$0	
3 - A. Architectural Fees for Working Drawings	\$191,464			\$0	
3 - B. Project Management for Working Drawings	\$0			\$0	
3 - C. Division of the State Architect Plan Check Fee	\$47,707			\$0	
3 - D. Community Colleges Plan Check Fee	\$13,676			\$0	
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$75,000			\$0	
(Total PW may not exceed 13% of construction)	\$0			\$0	
4. CONSTRUCTION - HARD COSTS (CCI: 9654)	\$4,786,593	\$2,523,756	\$2,262,837	\$0	
4 - A. Utility Service	\$152,445			\$0	
4 - B. Site Development - Service	\$228,668			\$0	
4 - C. Site Development - General	\$381,113			\$0	
4 - D. Site Development - Other	\$0			\$0	
4 - E. Reconstruction	\$3,048,900			\$0	
4 - F. New Construction (Building) (w/Group 1 equip)	\$0			\$0	
4 - G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$91,467			\$0	
4 - H. Other	\$884,000			\$0	
5. CONTINGENCY (CCI: 9654)	\$335,062	\$167,531	\$167,531	\$0	
5. Contingency	\$335,062			\$0	
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT (CCI: 9654)	\$119,665	\$59,832	\$59,832	\$0	
6. Architectural and Engineering Oversight	\$119,665			\$0	
7. TESTS AND INSPECTIONS (CCI: 9654)	\$283,666	\$141,833	\$141,833	\$0	
A. Tests	\$47,866			\$0	
B. DSA Inspections	\$235,800			\$0	
8. CONSTRUCTION MANAGEMENT (CCI: 9654)	\$95,732	\$47,866	\$47,866	\$0	
8. Construction Management	\$95,732			\$0	
9. TOTAL CONSTRUCTION (Items 4 through 8) (CCI: 9654)	\$5,620,717	\$2,940,818	\$2,679,899	\$0	
Total Construction Costs	\$5,620,717			\$0	
10. FURNITURE AND GROUP II EQUIPMENT (EPI: 5455)	\$260,920	\$0	\$260,920	\$0	
10 - A. Furniture and Group II Equipment	\$260,920			\$0	
11. Total Project Costs (Items 1, 2, 3, 9, and 10)	\$6,492,881	\$3,246,440	\$3,246,441	\$0	
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0%	\$0.00	\$0.00
Reconstruction	6,800	5,500	81%	\$554.35	\$448.37
13. Anticipated Time Schedule					
Start Preliminary Plans	7/1/2027	Advertise Bid for Construction		8/1/2029	
Start Working Drawings	3/1/2028	Award Construction Contract		10/1/2029	
Complete Working Drawings	11/1/2028	Advertise Bid for Equipment		7/1/2030	
DSA Final Approval	7/1/2029	Complete Project and Notice of Completion		9/1/2030	
14.	State Funded	District Funded		District Funded Total	
		Supportable	Non Supportable		
Preliminary Plans	\$141,698	\$141,698	\$0	\$141,698	
Working Drawings	\$163,924	\$163,924	\$0	\$163,924	
Construction	\$2,940,818	\$2,679,899	\$0	\$2,679,899	
Equipment	\$0	\$260,920	\$0	\$260,920	
Total Costs	\$3,246,440	\$3,246,441	\$0	\$3,246,441	
% of SS Costs	50.00%	50.00%	Project Total	\$6,492,881	
Points % Calc	49.29%	50.71%	SS Total	\$6,492,881	

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FUSION**JCAF32 Cost Mid Point Summary**

DISTRICT San Bernardino Community College District			CAMPUS Crafton Hills College		
Project Name: West Complex Renovation (CL) (Bldg. #5)		Date Prepared: 5/3/2024		Budget/Midpoint CCI: 9654	
Prepared By:		Budget/Midpoint EPI: 5455		CFIS Ref. #:	
				Budget Ref. #:	
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
1. SITE ACQUISITION (CCI: 9654)	\$0	\$0	\$0	\$0	
2. PRELIMINARY PLANS (CCI: 9654)	\$352,000	\$176,000	\$176,000	\$0	
2 - A. Architectural Fees for Preliminary Plans	\$221,000			\$0	
2 - B. Project Management for Preliminary Plans	\$63,044			\$0	
2 - C. Division of the State Architect Plan Check Fee	\$0			\$0	
2 - D. Preliminary Test (Soils Test, Geotech Report, Hazardous Material, Etc.)	\$34,000			\$0	
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$34,000			\$0	
3. WORKING DRAWINGS (CCI: 9654)	\$404,000	\$202,000	\$202,000	\$0	
3 - A. Architectural Fees for Working Drawings	\$252,000			\$0	
3 - B. Project Management for Working Drawings	\$0			\$0	
3 - C. Division of the State Architect Plan Check Fee	\$59,153			\$0	
3 - D. Community Colleges Plan Check Fee	\$18,013			\$0	
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$75,000			\$0	
(Total PW may not exceed 13% of construction)	\$0			\$0	
4. CONSTRUCTION - HARD COSTS (CCI: 9654)	\$6,304,000	\$3,324,000	\$2,980,000	\$0	
4 - A. Utility Service	\$200,785			\$0	
4 - B. Site Development - Service	\$301,179			\$0	
4 - C. Site Development - General	\$501,964			\$0	
4 - D. Site Development - Other	\$0			\$0	
4 - E. Reconstruction	\$4,015,706			\$0	
4 - F. New Construction (Building) (w/Group 1 equip)	\$0			\$0	
4 - G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$120,471			\$0	
4 - H. Other	\$1,164,316			\$0	
5. CONTINGENCY (CCI: 9654)	\$441,000	\$220,000	\$221,000	\$0	
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT (CCI: 9654)	\$158,000	\$79,000	\$79,000	\$0	
7. TESTS AND INSPECTIONS (CCI: 9654)	\$299,000	\$149,000	\$150,000	\$0	
8. CONSTRUCTION MANAGEMENT (CCI: 9654)	\$126,000	\$63,000	\$63,000	\$0	
9. TOTAL CONSTRUCTION (Items 4 through 8) (CCI: 9654)	\$7,328,000	\$3,835,000	\$3,493,000	\$0	
10. FURNITURE AND GROUP II EQUIPMENT (EPI: 5455)	\$261,000	\$0	\$261,000	\$0	
11. Total Project Costs (Items 1, 2, 3, 9, and 10)	\$8,345,000	\$4,213,000	\$4,132,000	\$0	
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0%	\$0.00	\$0.00
Reconstruction	6,800	5,500	81%	\$730.13	\$590.55
13. Anticipated Time Schedule					
Start Preliminary Plans	7/1/2027	Advertise Bid for Construction	8/1/2029		
Start Working Drawings	3/1/2028	Award Construction Contract	10/1/2029		
Complete Working Drawings	11/1/2028	Advertise Bid for Equipment	7/1/2030		
DSA Final Approval	7/1/2029	Complete Project and Notice of Completion	9/1/2030		
14.	State Funded	District Funded		District Funded Total	
		Supportable	Non Supportable		
Preliminary Plans	\$176,000	\$176,000	\$0	\$176,000	
Working Drawings	\$202,000	\$202,000	\$0	\$202,000	
Construction	\$3,835,000	\$3,493,000	\$0	\$3,493,000	
Equipment	\$0	\$261,000	\$0	\$261,000	
Total Costs	\$4,213,000	\$4,132,000	\$0	\$4,132,000	
% of SS Costs	50.49%	49.51%	Project Total	\$8,345,000	
Points % Calc	49.29%	50.71%	SS Total	\$8,345,000	

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San Bernardino Community College District (980)

Crafton Hills College (981)

Project: West Complex Renovation (CL) (Bldg. #5) – EPI : 5455

Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space	Equip. Cost/ASF	Total Allowable Cost
110	Classroom	0099	General Assignment	0	4,772	-4,772	\$25.51	\$0
115	Classroom Service	0099	General Assignment	0	195	-195	\$25.51	\$0
310	Office	6000	Instructional Administration	1,300	0	1,300	\$45.5	\$59,150
315	Office Service	6000	Instructional Administration	200	0	200	\$45.5	\$9,100
650	Lounge	0099	General Assignment	1,300	618	682	\$41.33	\$28,187
655	Lounge Service	0099	General Assignment	0	32	-32	\$41.33	\$0
680	Meeting Room	0099	General Assignment	2,000	0	2,000	\$41.33	\$82,660
720	Shop	6510	Building Maintenance and Operation Support	700	0	700	\$116.89	\$81,823
TOTAL		-	-	5,500	5,617	-117	-	\$260,920

San Bernardino Community College District (980), Crafton Hills College (981): West Complex (5)

Description:

This project will renovate the West Complex to repurpose the building for administrative offices, administrative support, and mailroom/reprographics space. Building systems will be upgraded for sustainability, along with network infrastructure and connectivity upgrades. The existing building was constructed in 1972 and has had no major renovations. This project will respond to safety/accessibility needs by reducing assignable square footage within the building.

Project Type: Reconstruction

Occupancy Year: 2030-31

Acres: 0

District Priority: 22

Contact: Hassan Mirza

CCI: 9654

EPI: 5455

Net ASF: -117

Total OGSF: 6,800

Last Edit Date: 3/20/2024

Last Edit By: Bobby Khushal

Online: No

Complete: No

Project Score:

Score Type	Score	Supporting Data
Age of Building	55	
Facility Condition Index (FCI)	40	
FTES	12	
Vision for Success Regions of High Need	5	
Vision for Success CTE	0	
Local Contribution	50	
Total Score	162	

Space Analysis:

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	0	0	1,500	0	0	4,000	5,500
Secondary ASF	-4,967	0	0	0	0	-650	-5,617
Net ASF Change	-4,967	0	1,500	0	0	3,350	-117
Initial Cap/Load FY2027 - 2028	182%	134%	101%	180%	42%	N/A	127%
Final Cap/Load FY2030 - 2031	188%	132%	96%	178%	42%	N/A	127%

Project Cost:

Phase	FY	State Funded	District Funds	Non-State Funds	Total Cost
Preliminary Plans	2027-2028	\$141,698	\$141,698	\$0	\$283,397
Working Drawings	2027-2028	\$163,924	\$163,924	\$0	\$327,847
Construction	2028-2029	\$2,940,818	\$2,679,899	\$0	\$5,620,717
Equipment	2028-2029	\$0	\$260,920	\$0	\$260,920
Project Total		\$3,246,440	\$3,246,441	\$0	\$6,492,881

Final Project Proposal

2026-27

Community College Construction Act of 1980 Capital Outlay Budget Change Proposal

New Gymnasium
Proposal Name

San Bernardino Community College District
Community College District

Crafton Hills College
College or Center

July 1, 2024
Date

Final Project Proposal Checklist

District:	San Bernardino Community College District
College/Center:	Crafton Hills College
Project:	New Gymnasium
Prepared by:	ALMA Strategies
	Date: July 1, 2024

Section	Description	Status	Date
1.1	Title Page	Complete	7/1/2024
2.1	Final Project Proposal Checklist	Complete	7/1/2024
3.1	Approval Page - Final Project Proposal (with original signatures)	Complete	7/1/2024
3.2	Project Terms and Conditions	Complete	7/1/2024
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	7/1/2024
5.1	Cost Estimate Summary - JCAF 32	Complete	7/1/2024
5.2	Quantities and Unit Costs supporting the JCAF 32	Complete	7/1/2024
6.1	Board of Governors Energy and Sustainability Policy	Complete	7/1/2024
7.1	Responses to Specific Requirements – State Administrative Manual	Complete	7/1/2024
8.1	California Environmental Quality Act	Complete	7/1/2024
9.1	Analysis of Future Costs	Complete	7/1/2024
10.1	Campus Plot Plan	Complete	7/1/2024
10.2	Site Plan	Complete	7/1/2024
10.3	Floor Plans	Complete	7/1/2024
10.4	Exterior Elevations	Complete	7/1/2024
10.5	Electrical Plans (<i>as needed</i>)	N/A	N/A
10.6	Mechanical Plans (<i>as needed</i>)	N/A	N/A
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	7/1/2024
12.1	Justification of Additional Costs exceeding Guidelines (<i>as needed</i>)	Complete	7/1/2024
13.1	Detailed Equipment List ^{1/}	N/A	N/A

APPROVAL PAGE**Final Project Proposal**Budget Year 2026-27**District:** San Bernardino Community College District**Project Location:** Crafton Hills College*(College or Center)***Project:** New Gymnasium

The district proposes funds for inclusion in the state capital outlay budget (check items):
 preliminary plans ☒, working drawings ☒, construction ☒, and equipment ☒

District Certification

Contact Person: Farrah Farzaneh **Telephone:** (310) 633-1090
(Facilities, Planning and Development)

E-Mail Address: ffarzaneh@sbccd.edu **Fax:** _____

Approved for submission: _____ **Date:** _____
(Chancellor/President/Superintendent Signature)

District Board of Trustees Certification

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

(President of the Board of Trustees Signature/Date) (Secretary of the Board of Trustees Signature/Date)

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:
 Facilities Planning and Utilization
 Chancellor's Office
 California Community Colleges
 1102 Q Street, 4th Floor (Ste. 6549)
 Sacramento, CA 95811-6549

Chancellor's Office Certification

Reviewed by _____

Date Completed _____

PROJECT TERMS AND CONDITIONS

District: San Bernardino Community College District

College/Center: Crafton Hills College

Project: New Gymnasium

Budget Year: 2026-27

1. The applicant hereby requests state funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
2. The applicant hereby assures the Board of Governors of the California Community Colleges that:
 - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single-purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
 - b. Any state funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.
If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
 - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
 - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services, Division of the State Architects.
 - e. Pursuant to the provisions of Section 57011 of Title 5, upon completion of a project the governing board shall submit to the Chancellor's Office, within 30 days after the closure of the current fiscal year, a final report on all expenditures in connection with the sources of the funds expended. The district shall be subject to a state post-audit review of fund claims for all such projects.
 - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms to the approved plans and specifications.
 - g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.

Project Terms and Conditions (Continued)

3. It is understood by the applicant that:
 - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
 - b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
 - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.
4. It is further understood that:
 - a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
 - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
 - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.

San Bernardino Community College District (980)						
Crafton Hills College (981)						
Project: New Gymnasium						
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space
520	Athletics/Physical Education	0835	Physical Education	11,300	0	11,300
525	Athletic/Physical Ed Service	0835	Physical Education	3,700	0	3,700
TOTAL	-	-		15,000	0	15,000

FUSION

JCAF32 Cost Estimate Summary

DISTRICT San Bernardino Community College District			CAMPUS Crafton Hills College		
Project Name: New Gymnasium		Date Prepared: 5/3/2024		Estimate CCI: 9654	
Prepared By:		Estimate EPI: 5455		CFIS Ref. #:	
		Budget Ref. #:			
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
1. SITE ACQUISITION (CCI: 9654)	\$0	\$0	\$0	\$0	
2. PRELIMINARY PLANS (CCI: 9654)	\$920,546	\$424,306	\$424,306	\$71,934	
2 - A. Architectural Fees for Preliminary Plans	\$452,278			\$53,004	
2 - B. Project Management for Preliminary Plans	\$161,528			\$18,930	
2 - C. Division of the State Architect Plan Check Fee	\$0			\$0	
2 - D. Preliminary Test (Soils Test, Geotech Report, Hazardous Material, Etc.)	\$104,571			\$0	
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$202,169			\$0	
3. WORKING DRAWINGS (CCI: 9654)	\$771,757	\$343,162	\$343,162	\$85,433	
3 - A. Architectural Fees for Working Drawings	\$516,889			\$60,576	
3 - B. Project Management for Working Drawings	\$0			\$0	
3 - C. Division of the State Architect Plan Check Fee	\$132,031			\$19,448	
3 - D. Community Colleges Plan Check Fee	\$46,151			\$5,409	
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$76,686			\$0	
(Total PW may not exceed 13% of construction)	\$0			\$0	
4. CONSTRUCTION - HARD COSTS (CCI: 9654)	\$16,152,795	\$7,365,252	\$6,894,543	\$1,893,000	
4 - A. Utility Service	\$2,064,544			\$0	
4 - B. Site Development - Service	\$2,118,611			\$0	
4 - C. Site Development - General	\$373,069			\$0	
4 - D. Site Development - Other	\$49,272			\$0	
4 - E. Reconstruction	\$0			\$0	
4 - F. New Construction (Building) (w/Group 1 equip)	\$9,465,000			\$0	
4 - G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$189,300			\$0	
4 - H. Other	\$1,893,000			\$1,893,000	
5. CONTINGENCY (CCI: 9654)	\$807,640	\$356,495	\$356,495	\$94,650	
5. Contingency	\$807,640			\$94,650	
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT (CCI: 9654)	\$323,056	\$142,598	\$142,598	\$37,860	
6. Architectural and Engineering Oversight	\$323,056			\$37,860	
7. TESTS AND INSPECTIONS (CCI: 9654)	\$515,228	\$227,423	\$227,423	\$60,381	
A. Tests	\$161,528			\$0	
B. DSA Inspections	\$353,700			\$0	
8. CONSTRUCTION MANAGEMENT (CCI: 9654)	\$323,056	\$142,598	\$142,598	\$37,860	
8. Construction Management	\$323,056			\$37,860	
9. TOTAL CONSTRUCTION (Items 4 through 8) (CCI: 9654)	\$18,121,774	\$8,234,367	\$7,763,657	\$2,123,751	
Total Construction Costs	\$18,121,774			\$2,123,751	
10. FURNITURE AND GROUP II EQUIPMENT (EPI: 5455)	\$360,150	\$0	\$360,150	\$0	
10 - A. Furniture and Group II Equipment	\$360,150			\$0	
11. Total Project Costs (Items 1, 2, 3, 9, and 10)	\$20,174,228	\$9,001,835	\$8,891,275	\$2,281,118	
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	19,050	15,000	79%	\$631.00	\$496.85
Reconstruction	0	0	0%	\$0.00	\$0.00
13. Anticipated Time Schedule					
Start Preliminary Plans	7/1/2026	Advertise Bid for Construction		10/1/2028	
Start Working Drawings	3/1/2027	Award Construction Contract		2/1/2029	
Complete Working Drawings	12/1/2027	Advertise Bid for Equipment		4/1/2030	
DSA Final Approval	8/1/2028	Complete Project and Notice of Completion		7/1/2030	
14.	State Funded	District Funded		District Funded Total	
		Supportable	Non Supportable		
Preliminary Plans	\$424,306	\$424,306	\$71,934	\$496,240	
Working Drawings	\$343,162	\$343,162	\$85,433	\$428,595	
Construction	\$8,234,367	\$7,763,657	\$2,123,751	\$9,887,408	
Equipment	\$0	\$360,150	\$0	\$360,150	
Total Costs	\$9,001,835	\$8,891,275	\$2,281,118	\$11,172,393	
% of SS Costs	44.62%	55.38%	Project Total	\$20,174,228	
Points % Calc	49.78%	50.22%	SS Total	\$17,893,110	

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Quantities and Unit Costs Supporting the JCAF 32

1 Site Acquisition				
2 Plans				\$920,546
A. Architect's Fee (Preliminary Plans)				
CONST x 8% x 35%				\$452,278
B. Project Management Fee (Preliminary Plans)				
CONST x 1%				\$161,528
C. Office of the State Architect, Plan Check Fee				
Plan Check Fee, Structural, Fire, Life Safety Review				\$0
All Allocated to Working Drawings Phase				
D. Preliminary Tests				
Geotechnical Report				\$69,714
Soil Testing				\$34,857
E. Other Costs				
CEQA Consultant				\$41,828
Constructability Review Consultant				\$55,771
Waterproofing Consultant				\$41,828
Data/Technology Consultant				\$34,857
Hazardous Substance Consultant				\$27,885
3 Working Drawings				\$771,757
A. Architect's Fee (Working Drawings)				
CONST x 8% x 40%				\$516,889
B. Project Management Fee (Working Drawings)				
CONST x 1%				
All Allocated to Preliminary Plans				\$0.00
C. Office of the State Architect, Plan Check Fee				
Plan Check Fee, Structural, Fire, Life Safety Review				\$132,031
D. Community College Plan Check Fee				
CONST x 0.0028571				\$46,151
E. Other Costs:				
Advertising, Printing & Legal Fees				\$76,686
4 Construction				\$16,152,794
	Quantity	Unit	Cost per Unit	Total Cost
A. Utility Services				
Site Utilities				
Utilities, allowance	19,050	SF	\$12.89	\$245,555
Site Electrical Utilities				
Electrical				
Service and distribution (do not include generator)	1	LS	\$129,562.92	\$129,563
LV underground	1	LS	\$38,274.32	\$38,274
Site lighting	1	LS	\$52,995.31	\$52,995
Plumbing				
Plumbing Fixtures	14	EA	\$2,888.68	\$40,442

Quantities and Unit Costs Supporting the JCAF 32

Water, Sanitary Waste & Ventilation	19,050	SF	\$11.45	\$218,123
HVAC				
Testing and Balancing	133	HRS	\$231.08	\$30,734
Site Mechanical Utilities	1	LS	\$24,281.04	\$24,281
Fire Protection				
Fire Sprinklers	19,050	SF	\$11.67	\$222,314
Specialty Electrical, Fire Alarm/DAS	19,050	SF	\$8.67	\$165,164
Telecommunications				
Allowance for Fiber Connection	1	LS	\$15,766.67	\$15,767
Connection to Existing Utilities	1	LS	\$881,334.27	\$881,334
<i>Subtotal Utility Services</i>				<i>\$2,064,544</i>
B. Site Development Service				
Site Preparation & Demolition				
Site Demolition	19,050	SF	\$3.23	\$61,532
Earthwork				
Clear, grub, rough/fine grading, excavation and recompacting	27,000	CY	\$45.19	\$1,220,130
Haul excess, 10-mile round trip	27,000	CY	\$28.34	\$765,180
Dump charges	564	TN	\$127.25	\$71,769
<i>Subtotal Site Development Service</i>				<i>\$2,118,611</i>
C. Site Development General				
Site Paving, Structure & Landscaping				
AC Paving				
3" AC over 4" AB, parking	5,064	SF	\$8.55	\$43,297
4" AC over 9" AB, fire lane	1,519	SF	\$13.45	\$20,431
Drop-off lane	232	SF	\$14.74	\$3,420
Hardscape				
Pedestrian walkway	1,522	SF	\$19.66	\$29,923
Concrete pavement	2,586	SF	\$28.50	\$73,701
Concrete stairs, cast on grade	121	LF	\$147.44	\$17,840
Concrete stair landing, cast on grade	40	SF	\$24.56	\$982
Concrete curb, gutter, and ramps				
Concrete curb, straight	391	LF	\$37.45	\$14,643
Concrete curb, radius	98	LF	\$68.53	\$6,716
Pedestrian ramp	211	SF	\$73.68	\$15,546
Ramp railing	105	LF	\$226.06	\$23,736
Curb cut ramp, allowance	24	SF	\$46.07	\$1,106
Tactile warning tiles, allowance	16	SF	\$51.01	\$816
Landscape and irrigation, allowance	7,853	SF	\$15.19	\$119,287
Signage & Wayfinding	2	EA	\$812.44	\$1,625
<i>Subtotal Site Development General</i>				<i>\$373,069</i>

Quantities and Unit Costs Supporting the JCAF 32

D. Other Site Development				
Temporary Fencing	1	LS	\$9,854.33	\$9,854
Temporary Utilities	1	LS	\$39,417.34	\$39,417
<i>Subtotal Other Site Development</i>				<i>\$49,272</i>
E. Reconstruction				
Not Applicable				
<i>Subtotal Reconstruction</i>				<i>\$0</i>
F. New Construction				
Cost by Room Use/Top Code (CCI 9654)				
520 Athletics/Physical Education (0835 Physical Education)	11,300	ASF	\$631.00	\$7,130,300
525 Athletics/Physical Education Service (0835 Physical Education)	3,700	ASF	\$631.00	\$2,334,700
<i>Subtotal New Construction</i>				<i>\$9,465,000</i>
G. Other Construction				
BOG Energy incentive allowance (2% of New Const.)				\$189,300
<i>Subtotal Other Construction</i>				<i>\$189,300</i>
H. Other Construction				
Non-State Supportable Cost Exceeding CCI 9654 Guideline	19,050	GSF	\$99.37	\$1,893,000
<i>Subtotal Other Construction</i>				<i>\$1,893,000</i>
5 Contingency				\$807,640
CONST x 5%				\$807,640
6 Architectural & Engineering & Oversight				\$323,056
CONST x 8% x 25%				\$323,056
7 Tests & Inspections				\$515,228
(a) Test = 1% x CONST				\$161,528
(b) Inspection = 18 months x \$19,650				\$353,700
8 Construction Management				\$323,056
(a) Construction Management CONST x 2%				\$323,056
9 Total Construction Costs				\$18,121,774
(Items 4 through 8 above)				
10 Furniture & Group II Equipment				\$360,150
11 Total Project Cost				\$20,174,227
(Items 1, 2, 3, 9 and 10)				
12 Cost per Gross Square Foot	19,050	GSF		\$497

BOARD OF GOVERNORS ENERGY AND SUSTAINABILITY POLICY

This project will be designed to exceed Title 24, Part 6 Energy Code by 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.
- Overhangs have been incorporated to shade glazing.
- Low E dual glazing will be incorporated to reduce heat gain.
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.
- Heating and cooling will be provided by a highly energy efficient HVAC system.
- Independent HVAC controls provided where applicable.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting with automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Requested participation in the local utility's energy incentive program.
- Photovoltaic panels will be incorporated where appropriate.

DEPARTMENT: _____

PROJECT TITLE: New Gymnasium

TOTAL REQUEST (DOLLARS IN THOUSANDS): \$ _____ MAJOR/MINOR: _____

PHASE(S) TO BE FUNDED: _____ PROJ CAT: _____ CCCI/EPI: _____

SUMMARY OF PROPOSAL:

******* THIS PAGE IS TO BE COMPLETED BY FPU. *******

HAS A BUDGET PACKAGE BEEN COMPLETED FOR THIS PROJECT? (E/U/N/?): _____

REQUIRES LEGISLATION (Y/N): _____ IF YES, LIST CODE SECTIONS: _____

REQUIRES PROVISIONAL LANGUAGE (Y/N) _____

IMPACT ON SUPPORT BUDGET: ONE-TIME COSTS (Y/N): _____ FUTURE COSTS (Y/N): _____

FUTURE SAVINGS (Y/N): _____ REVENUE (Y/N): _____

DOES THE PROPOSAL AFFECT ANOTHER DEPARTMENT (Y/N): _____ IF YES, ATTACH
COMMENTS OF AFFECTED DEPARTMENT SIGNED BY ITS DIRECTOR OR DESIGNEE.**SIGNATURE APPROVALS:**

PREPARED BY _____ DATE _____ REVIEWED BY _____ DATE _____

DEPARTMENT DIRECTOR _____ DATE _____ AGENCY SECRETARY _____ DATE _____

DOF ANALYST USE

DOF ISSUE # _____ PROGRAM CAT: _____ PROJECT CAT: _____ BUDG PACK STATUS: _____

ADDED REVIEW: SUPPORT: _____ OCIU: _____ FSCU/ITCU: _____ OSAE: _____ CALSTARS: _____

PPBA: _____

Date: _____

DF-151 (Rev. 04/11)

RESPONSES TO SPECIFIC REQUIREMENTS OF THE STATE ADMINISTRATIVE MANUAL

A. PURPOSE OF THE PROJECT:

A1. EXECUTIVE SUMMARY

This project proposes to construct a new gymnasium at Crafton Hills College. The previous gymnasium was demolished in 2021 due to hazardous infrastructure and building condition safety concerns. The proposed project will provide a comprehensive college environment of intercollegiate athletic programs not currently offered and expand course curriculum in dance, fitness, and kinesiology. The proposed new gymnasium will encompass 19,050 Gross Square Feet (GSF) and consist of 15,000 Assignable Square Feet (ASF). All ASF is anticipated to be in the other support space category. Other support space includes 13,400 ASF of physical education and 1,600 ASF of physical education support space. There are no secondary effects associated with this project. The proposed site location is adjacent to the Kinesiology, Health Education & Aquatics Complex, Parking Lot J and a future soccer field for campus synergy and athletic cohesion.

Total project cost is estimated at \$20,174,228 (Per Construction Cost Index (CCI) 9654 and is not escalated to mid-point of construction). State supportable project costs are proposed to be split 50:50 between the District and state. Any non-State supportable components of the project will be fully funded by the District using local capital construction bond funds. The State Capital Outlay system considers the proposed project as a Category G project, for growth of institutional support space.

A2. PROBLEM STATEMENT

Crafton Hills College (CHC) is part of the San Bernardino Community College District (SBCCD). CHC is located above the Yucaipa Valley in the Inland Empire of Southern California. The campus serves students from the Riverside-San Bernardino metropolitan area, and offers more than 50 majors in liberal arts, sciences, vocations, and technical areas. CHC enrolled approximately 7,609 students and generated 3,662 Full-Time Equivalent Students (FTES) during the 2022-23 academic year. During the same academic year, approximately 37.6% of students at CHC received some form of financial aid assistance (2,862 students), representing students of lower income households.

The Inland Empire is a region recognized by the State-wide Vision for Success Initiative as being a high-need area, historically not served equitably by community colleges. The College is also focused on industry-recognized certificates and transfers to four-year universities in alliance with the California Community College Vision for Success goals for meeting California's needs. The College remains dedicated to enhancing learning environments for students to support local and state-wide Vision for Success goals by responding to facilities needs where there is inadequate or obsolete space for programmatic needs.

Infrastructure Deficiencies/Safety Issues

The previous gymnasium was built in 1975 and no major renovations had been completed prior to its demolition in 2021. The previous gymnasium constituted 27,250 GSF with 22,428 ASF of usable space. In the early 2000s, the College completed a geotechnical analysis due to the 4-mile proximity to the San Andreas Fault. This report identified this building to have major infrastructure deficiencies, and eventually was deemed inadequate for occupancy.

- Previous building was not equipped with adequate ventilation or air conditioning.
- Costs to replace/renovate failing infrastructure and building systems and bring the building to current codes/standards was impractical.
- Due to the College's geographic challenges of interior hills and valleys, building deterioration continued at high rates.
- By 2016, the majority of the building was inactive and uninhabitable due to structural integrity and health/safety concerns.
- In 2021, the building was demolished as a priority project by College Council.

Programmatic Issues

Due to CHC not having a gymnasium on campus, the College has been unable to offer intercollegiate athletics in Basketball, Volleyball or Badminton since 2016. The College also experiences conflicts with course offerings and scheduling. The previous Gymnasium held large scale classes in fitness and dance that required large open space for physical movement. These courses included Zumba, Pilates, Yoga, Tai Chi, Aerobics, Ballroom/Swing Dance, Funk/Hip Hop Dance, and Karate.

- According to a Title IX survey, Badminton, Volleyball and Basketball are the top three sports that women students are most interested in playing competitively.
- One of the top three intercollegiate sports for men is Basketball (with a strong interest in Volleyball).
- When researching community interest, Volleyball and Basketball have the most clubs in the surrounding area.
- Without a gymnasium, large scale fitness classes are currently offered in small spaces limiting the number of students per class.
- The few adequate rooms for such classes create scheduling conflicts resulting in minimal course offerings.
- Between 2017-23, the following programs have grown or shown consistent Full-Time Equivalent Student (FTES) averages: Pilates, Karate, Tai Chi and Ballroom/Swing Dance. The growth of these fitness and dance courses is limited as a result of inadequate space.

Another strong interest of the College is to offer programs in sports medicine, sports training, or athletic assistance. However, the College does not have dedicated facilities necessary to provide these types of programs. These types of additional programs would compliment the previously offered athletic and dance programs and could positively impact College enrollment and growth.

A3. SOLUTION CRITERIA

An effective solution to the problems experienced with Gymnasium facilities at Crafton Hills College would address the following criteria:

- Educational Impact – Increase the capacity for dedicated physical education space to accommodate enrollment and program demand
- Educational Impact – Provide updated infrastructure to support technology and equipment needs for physical education
- Educational Impact – Provide a flexible learning environment that supports evolving instructional methods
- Campus Integration – Co-locate related fitness programs within adjacent spaces to facilitate interdisciplinary instruction and promote sharing of resources
- Campus Integration – Consistency with goals/objectives within the College's Comprehensive Master Plan
- Safety/Security – Improves campus fire/life safety systems, accessibility, and building code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency
- Delivery Timeline – Delivers a solution in the shortest amount of time
- Cost – Provides the least cost solution

B. RELATIONSHIP TO THE STRATEGIC PLAN:

Crafton Hills College seeks to advance goals of the state-wide Vision 2030 Plan by providing facilities that promote student equity in success, access, and support. The proposed project will do so by increasing students' transfer rates to four-year institutions and building robust Career Technical Education (CTE) pathways. Crafton Hills College's 2017 Comprehensive Master Plan (CMP) includes addressing infrastructure issues associated with geotechnical concerns and instructional spaces to support program growth and student success. A facility that meets the 21st Century seismic codes and building standards, teaching pedagogies, and flexibility of instructional delivery methods would effectively implement the CMP goals. ADA compliance, campus adjacencies and community access would also successfully align with the CMP and Vision 2030 objectives.

Other institutional goals, such as upgrading building infrastructure, systems, accessibility, and security would also be achieved if the solution criteria are met. Additionally, the proposed solution adheres to the State's environmental sustainability measures which include, but are not limited to, energy efficient systems/infrastructure, integration of water conservation elements, minimizing solar heat gain, and possible participation in the local investor-owned utility energy incentive program. Crafton Hills College is already a unique campus because it utilizes energy from its Solar Farm and is dedicated to improving its energy production by keeping up with solar energy technological advancements.

C. ALTERNATIVES:

This section analyzes four alternatives as potential viable solutions to the problems discussed in the above Problem Statement. The Solution Criteria Matrix identifies how these alternatives

respond to each measure set forth in the Solution Criteria section. The Economic Matrix at the end of this section details the fiscal impact of each alternative.

- Alternative #1 – New Gymnasium
- Alternative #2 – Reconstruction for Gymnasium
- Alternative #3 – Installation of Portables
- Alternative #4 – Lease Space Off-Campus

Alternative #1 – New Gymnasium

Construct a new Gymnasium building of approximately 15,000 ASF (19,050 GSF). There are no secondary effects of this option because the existing Gymnasium was demolished in 2021. The estimated cost of this alternative at Construction Cost Index (CCI) 9654 and Equipment Price Index (EPI) 5455 is \$20,174,228 (not escalated to mid-point of construction).

Pros:

- Educational Impact – Increases the capacity for dedicated physical education space to accommodate enrollment and program demand
- Educational Impact – Provides updated infrastructure to support technology and equipment needs for physical education
- Educational Impact – Provides a flexible learning environment that supports evolving instructional methods
- Campus Integration – Co-locates related fitness programs within adjacent spaces to facilitate interdisciplinary instruction and promote sharing of resources
- Campus Integration – Is consistent with goals/objectives within the College's Comprehensive Master Plan
- Safety/Security – Improves campus fire/life safety systems, accessibility, and building code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency
- Delivery Timeline – Delivers a solution in the shortest amount of time
- Cost – Is the least cost alternative

Cons:

- None

Alternative #2 –Reconstruction for Gymnasium

Reconstruct 15,000 ASF (19,050 GSF) within an existing building on campus. This alternative requires mandatory structural/seismic upgrades, mandatory ADA improvements, hazardous materials removal/abatement, along with upgrades to all building systems, security, and technology integration. Reconstruction of an existing building on campus would require an extensive gut leaving only the exterior shell. The estimated cost of this alternative at CCI 9654 and EPI 5455 is \$25,879,653 (not escalated to mid-point of construction).

Pros:

- Educational Impact – Increases the capacity for dedicated physical education space to accommodate enrollment and program demand

- Educational Impact – Provides updated infrastructure to support technology and equipment needs for physical education
- Educational Impact – Provides an updated and flexible learning environment that supports evolving instructional methods
- Safety/Security – Improves campus fire/life safety systems, accessibility, and building code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency

Cons:

- Campus Integration – Does not co-locate related fitness programs within adjacent space to facilitate interdisciplinary instruction and promote sharing of resources (There is not an existing building on campus that may be reconstructed within direct proximity to the Kinesiology, Health Education, & Aquatics Complex and future soccer field.)
- Campus Integration – Is not consistent with goals/objectives within the College's Comprehensive Master Plan (Reconstructing an existing building for Gymnasium use would negatively impact instruction and programs that currently utilize the building to be reconstructed)
- Delivery Timeline – Does not deliver a solution in the shortest amount of time (would require swing space for users within the building to be reconstructed and a subsequent project to find a permanent location for those programs/functions)
- Cost – Is not the least cost solution (mandatory seismic upgrades required)

Alternative #3 – Installation of Portables

Install 15,000 ASF (19,050 GSF) of portable buildings for the athletic department, kinesiology, and fitness programs. Portables require replacement every 30 years in order to maintain building standards, and therefore would require at least 2 installations to compare this option to a permanent structure. There would be no secondary effects for this option. The estimated cost of this alternative at CCI 9654 and EPI 5455 is \$30,391,721 (not escalated to mid-point of construction).

Pros:

- Educational Impact – Increases the capacity for dedicated physical education space to accommodate enrollment and program demand
- Educational Impact – Provides updated infrastructure to support technology and equipment needs for physical education
- Educational Impact – Provides an updated and flexible learning environment that supports evolving instructional methods
- Safety/Security – Improves campus fire/life safety systems, accessibility, and building code compliance

Cons:

- Campus Integration – Does not co-locate related fitness programs within adjacent spaces to facilitate interdisciplinary instruction and promote sharing of resources (multiple portables would be spread across a large footprint)
- Campus Integration – Is not consistent with goals/objectives within the College's Comprehensive Master Plan (increases dependency on temporary facilities)

- Energy Efficiency and Sustainability – Does not improve water and energy efficiency (large footprint and requires duplication of building systems)
- Delivery Timeline – Does not deliver a solution in the shortest amount of time (multiple installation phases impact project duration)
- Cost – Is not the least cost solution (multiple installation phases impact project costs)

Alternative #4 – Leasing an Off-Campus Facility

Lease 15,000 ASF (19,050 GSF) of space off-campus to house the Gymnasium. To compare this alternative to a facility that is owned by the District, the lease has to be maintained for approximately 60 years. There would be no secondary effects for this option. The estimated cost of this alternative at CCI 9654 and EPI 5455 is \$29,163,750 (not including costs for tenant improvements).

Pros:

- Educational Impacts – Increases the capacity for dedicated physical education space to accommodate enrollment and program demand
- Educational Impacts – Provides updated infrastructure to support technology and equipment needs for physical education
- Educational Impacts – Provides an updated and flexible learning environment that supports evolving instructional methods
- Safety/Security – Improves campus fire/life safety systems, accessibility, and building code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency

Cons:

- Campus Integration – Does not co-locate related fitness programs within adjacent spaces to facilitate interdisciplinary instruction and promote sharing of resources (disjoins students/faculty from the main campus)
- Campus Integration – Is not consistent with goals/objectives within the College's Comprehensive Master Plan (disjoins students/faculty from the main campus and the College may not be able to fully control hours of operation)
- Delivery Timeline – Does not deliver a solution in the shortest amount of time (requires long-term lease agreement and substantial tenant improvements)
- Cost – Is not the least cost solution (requires long-term lease agreement and substantial tenant improvements)

SOLUTION CRITERIA MATRIX

SOLUTION CRITERIA	ALTERNATIVES			
	#1 New Construction	#2 Reconstruction	#3 Install Portables	#4 Lease Space Off-Campus
Increase capacity for dedicated physical education space	YES	YES	YES	YES
Update infrastructure to support technology and equipment for physical education	YES	YES	YES	YES
Provides a flexible learning environment	YES	YES	YES	YES
Co-locate related fitness programs within adjacent spaces	YES	NO	NO	NO
Consistent with goals/objectives within the College's EFMP	YES	NO	NO	NO
Improve fire/life safety, accessibility, and building code compliance	YES	YES	YES	YES
Improve water and energy efficiency	YES	YES	NO	YES
Deliver a solution in the shortest amount of time	YES	NO	NO	NO
Least cost solution	YES	NO	NO	NO

ECONOMIC ANALYSIS

ECONOMIC ANALYSIS	(All Costs estimated to CCI 9654, EPI 5455)			
	#1	#2	#3	#4
	New Construction	Reconstruction	Portable / Modular	Lease Space Off-Campus
Site Acquisition	\$0	\$0	\$0	\$0
Plans and Working Drawings	\$1,692,303	\$2,329,540	\$4,425,166	Unknown
Construction Costs:				
Utility Service	\$2,064,544	\$2,307,094	\$4,129,088	Unknown
Site Development-Service	\$2,118,611	\$2,650,369	\$4,237,222	Unknown
Site Development-General	\$373,069	\$2,401,913	\$746,138	Unknown
Other Site	\$49,272	\$3,143,250	\$98,544	Unknown
Reconstruction	\$0	\$7,098,750	\$0	Unknown
New Construction	\$9,465,000	\$0	\$0	Unknown
Other Construction	\$2,082,300	\$2,697,525	\$2,420,805	Unknown
Construction Soft Costs	\$1,968,980	\$2,891,063	\$2,970,946	Unknown
Total Construction Costs	\$18,121,775	\$23,189,963	\$14,602,743	Unknown
Equipment (Group II)	\$360,150	\$360,150	\$360,150	\$360,150
Other – Lease Space or Portable Costs			\$11,003,661	\$28,803,600
Total Project Cost @ CCI 9654 and EPI 5455	\$20,174,228	\$25,879,653	\$30,391,721	\$29,163,750
Escalated per Department of Finance Budget Letter BL05-21	<u>CCC Calculates this amount based on latest DOF directions</u>			

- 1.) Professional estimate obtained from ALMA Strategies and PBK-WLC Architects at CCI 9654 and EPI 5455.
- 2.) Professional estimate obtained from ALMA Strategies at CCI 9654 and EPI 5455 and includes costs for structural/seismic code upgrades.
- 3.) Portables are estimated to cost \$289 per square foot (19,050 GSF x \$289 = \$5,501,831). Total cost estimate includes replacement for every 30 years over a 60-year period (\$5,501,831 x 2 installations = \$11,003,661). Project costs for preliminary planning, working drawings, soft construction, and equipment were estimated using state allowances on a JCAF 32 form at CCI 9654 and EPI 5455.
- 4.) On average, lease rates are approximately \$25.20 annually per sq. ft. x 19,050 GSF x 60 years = \$28,803,600. (\$25.20 average annual per sq. foot lease cost was obtained using Q4 2023 Inland Empire Office Report by Cushman & Wakefield for Inland Empire East and does not include tenant improvement costs).

D. RECOMMENDED SOLUTION:

D1. WHICH ALTERNATIVE AND WHY?

The recommended solution is **Alternative #1**, to construct a new Gymnasium building because it is the only feasible option that meets all of the stated goals within the solution criteria. A new building increases dedicated space for kinesiology, fitness, athletics, and other court related physical education programs. This alternative will also co-locate these programs near the existing Kinesiology, Health Education and Aquatics building to promote interdisciplinary instruction and sharing of resources. The new building will include infrastructure that supports technology and equipment needs. The proposed alternative responds to CMP goals/objectives by providing usable physical education space that supports current and future enrollment, upgrades technology and energy efficiency, and provides a large open gymnasium for students. Constructing a new building improves overall campus safety/security, accessibility and building code compliance. This option does not require the use of temporary swing space and delivers a solution to stated problems in the shortest overall time schedule. The recommended alternative does not adversely impact the campus' operations budget and is the least cost solution.

Other alternatives fell short of responding to all goals stated within the established solution criteria. The reconstruction option (Alternative #2) is not the least cost alternative due to costs associated with mandatory structural/code upgrades. This alternative also requires further planning due to the required reconstruction of academic space for physical education functions, thus does not minimize project time duration or cost. Reconstruction of an existing building on campus for repurposing into a Gym would negatively impact institutional services and require extensive demolition/structural upgrades. Although campus safety, energy efficiency, and environment sustainability are enhanced with a reconstruction effort, it is limited as compared to a new construction. Alternative #3 (portables) and Alternative #4 (leasing off-campus) respond to less of the solution criteria than other options. Installing temporary portables on campus or moving court athletics, athletic training, kinesiology, and wellness and fitness courses off-campus negatively impacts the College and are not supported by the College's Vision for Success goals. Portables require replacement every 30 years to maintain building standards and functionality, thus, require two installations in order to compare this option to a permanent structure. A lease of space off-campus (Alternative #4) would need to be maintained for a minimum of 60 years to compare this option to the recommended permanent facility that is owned by the District. This alternative would not only be the most expensive alternative, but disjoins athletics, students, and staff from the main campus, which would negatively impact the College.

D2. DETAILED SCOPE DESCRIPTION

This project proposes to construct a new Gymnasium building that includes a gymnasium, training rooms, team rooms, and equipment storage space at Crafton Hills College. The proposed building encompasses approximately 19,050 GSF and consists of 15,000 ASF. Functional space within the building will include approximately 11,300 ASF of physical education/athletics space and 3,700 ASF of physical education/athletics service space. Departments and programs to be housed within the proposed building will include athletics, kinesiology, and wellness and fitness programs.

The location of the new building will be adjacent to the existing Parking Lot J and Kinesiology, Health Education, & Aquatics Complex. A future soccer field with bleachers will be constructed

directly south of the proposed building as a separate future locally funded capital construction project. Scope of work includes construction of a fire access road directly north of the building footprint, as required by code.

This is a proposed Category G: Growth project, and there are no secondary effects associated with this project. The old Gymnasium was demolished in early 2021 and the building was removed from the campus Space Inventory in 2020. The new building will only have space dedicated to physical education/athletics and corresponding support space, which does not impact capacity load ratio categories.

The proposed project will not create any classroom, laboratory, office, library or AV/TV space within the replacement building; thus, this project does not exacerbate an overbuilt status in these categories. Although this project does not contribute to these categories, capacity load ratios are noted to change due to other projects on the College's Capital Outlay 5-Year Construction Plan. Upon completion of the project, lecture capacity load is expected to increase from 183% to 212%, laboratory capacity load is expected to decrease from 135% to 132%, office space is expected to decrease from 103% to 92%, library capacity load is expected to decrease from 181% to 178%, and AV/TV capacity load is not anticipated to change.

The following table outlines the net effect of this and other projects on campus ASF and capacity load ratios:

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	0	0	0	0	0	15,000	15,000
Secondary ASF	0	0	0	0	0	0	0
Net ASF	0	0	0	0	0	15,000	15,000
Initial Cap/Load (FY2026)	183%	135%	103%	181%	42%	N/A	128%
Final Cap/Load (FY2030)	212%	132%	92%	178%	42%	N/A	131%

The new building design aims to include features to exceed the requirements of Title 24, part 6, Energy Efficiencies by at least 15%. This project may include the installation of high grade and efficient mechanical and electrical devices, as well as the use of improved materials to ultimately reduce operational and maintenance costs. The building will be constructed to current code and accessibility (ADA) requirements.

Total project costs are \$20,174,227 which includes \$9,001,834 of requested state-supportable funds, \$8,891,275 of state-supportable District funds (50% of total state-supportable project costs), and \$2,281,118 of non-state supportable District funded costs. Non-State supportable District funded costs are expected for building hard construction exceeding state cost guideline allowances (see Section 12.1 Justification of Costs Exceeding Guidelines). Of the total project cost, \$920,546 is for Preliminary Plans, \$771,757 is for working drawings, \$18,121,774 is for total construction, and \$360,150 is for Group II Equipment. The construction phase of the proposed project is intended to be advertised to the District's pre-qualified list of contractors and awarded to the lowest responsible/responsive bidder.

D3. BASIS FOR COST INFORMATION

Cost information for the project was provided by the professional firm ALMA Strategies and PBK-WLC Architects and reflects their experience of similar projects in the general area. Soft costs associated with the project are based on state supportable cost allowances recommended within the state's JCAF 32 Form (CCI 9654 and EPI 5455). Costs have not been escalated to the mid-point of construction. San Bernardino Community College District has pledged to fund 50% of the total cost with local funds. An explanation for hard construction costs exceeding state guidelines is provided in the "Justification for Costs Exceeding State Guidelines" section of this document.

D4. FACTORS/BENEFITS FOR RECOMMENDED SOLUTION OTHER THAN THE LEAST EXPENSIVE ALTERNATIVE

Aside from doing nothing, the recommended option presents the least cost alternative and is the only feasible option that provides an adequate solution to each of the identified solution criteria.

D5. COMPLETE DESCRIPTION OF IMPACT ON SUPPORT BUDGET

Crafton Hills College affirms that it will budget for ongoing maintenance and operations costs associated with the proposed project with existing local resources. This project will not result in a need for additional faculty or staff positions. Any additional expenses for faculty/staff to support expanding or growing programs will come from increased apportionments generated by such programs. This project will include the installation of increasingly efficient building systems and materials that will ultimately reduce maintenance and operations costs. The demolition of aging and obsolete solar panels of the building site location will contribute to decreasing expenses which are currently endured by the operating budget. For further analysis, refer to the "Analysis of Future Cost" in section 9.1 of this document.

D6. IDENTIFY AND EXPLAIN ANY PROJECT RISKS

There are no unusual or extraordinary project risks. Any removal of hazardous materials during site preparation and improvement will be conducted by persons trained for such work. Other portions of the work will be executed by persons who are familiar with construction, its attendant risks, and who will implement activities as necessary to minimize risks.

D7. LIST REQUESTED INTERDEPARTMENTAL COORDINATION AND/OR SPECIAL PROJECT APPROVAL

- The Division of State Architect – Title 24 structural, access compliance, fire/life safety, and energy reviews.
- State Fire Marshal – Fire/life safety review.
- State Public Works Board and Department of Finance – Approval of Preliminary Plans and Working Drawings.

E. CONSISTENCY WITH GOVERNMENT CODE SECTION 65041.1:

California Community Colleges are exempt from these provisions of this government code section.

F. ATTACHMENTS:

JCAF 31

JCAF 32

JCAF 33

CALIFORNIA ENVIRONMENTAL QUALITY ACT
(Reference: California Code of Regulations, Title 5 Section 57121)

District will have CEQA review requirements completed prior to request for Preliminary Plans approval.
--

ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor's Office review.

Personnel Costs

Certificated:

No additional certificated staff need estimated with the proposed replacement project

Classified:

No additional classified staff need estimated with the proposed replacement project

Depreciation, Maintenance, and Operation

The energy efficient building systems, equipment and technology throughout the new building will decrease maintenance and operations costs from levels which they were when the old Gymnasium was on campus. However, the project will result in an increase to the overall campus assignable square footage now that the old Gym is demolished. Energy efficiency measures will help reduce energy cost per square foot over the current buildings, but custodial costs and ongoing maintenance will likely increase with occupancy of the proposed building.

Program/Course/Service Approvals

List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are no new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.

Name of New Program/Course/Service

Date of Approval

None

DIAGRAMS OF CAMPUS, PROJECT SITE, BUILDING AREAS, AND ELEVATIONS

Provide the following pre-schematics in lieu of this sheet: Campus Plot Plan, Site Plan, Floor Plans, and Exterior Elevations. If the project has unusual characteristics that require further explanation, please provide the following conceptual drawings as needed: Electrical Plans and Mechanical Plans.



ISSUE DATE: 05/21/2021

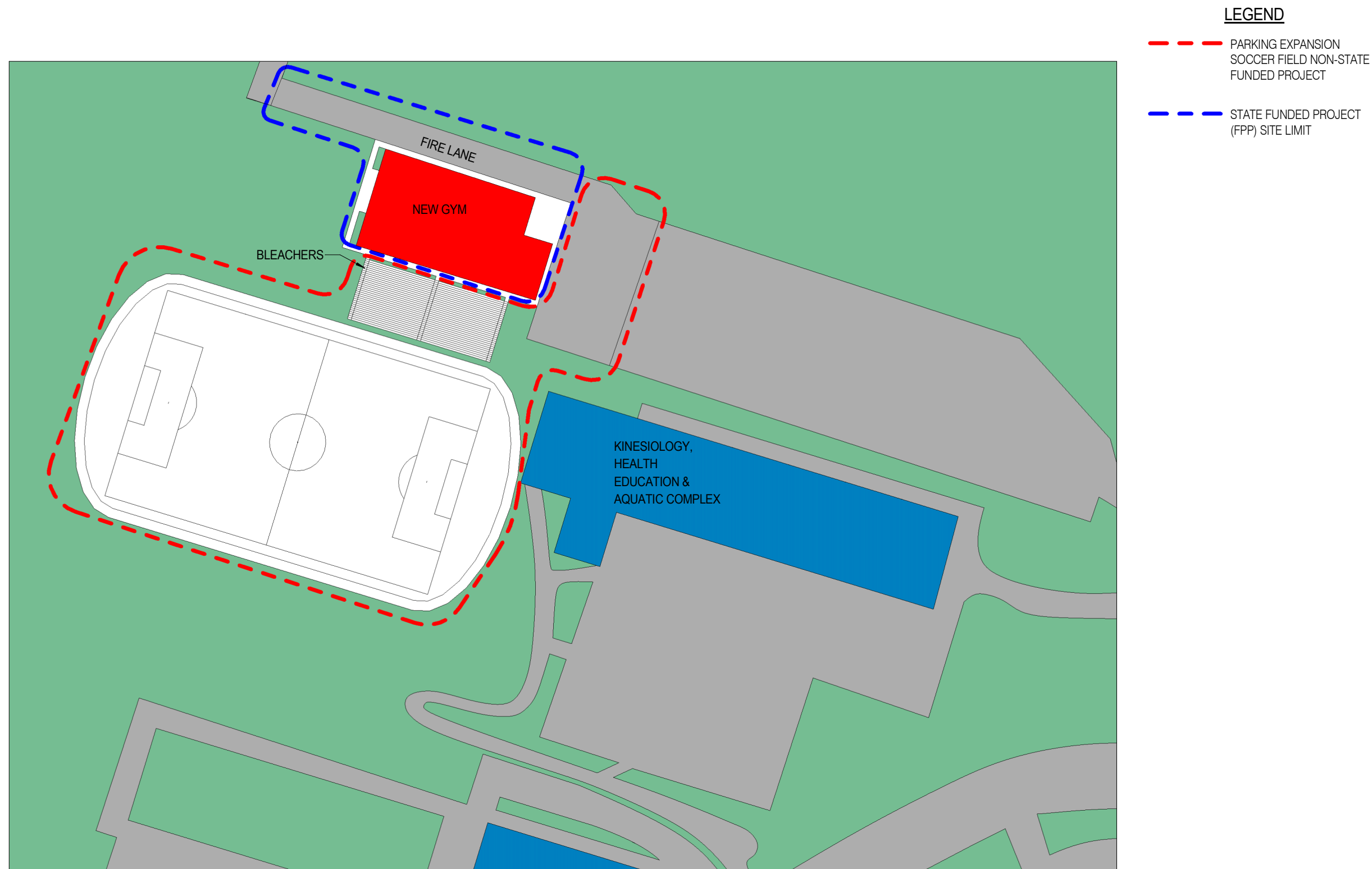


CRAFTON HILLS COLLEGE

10.1

CRAFTON HILLS COLLEGE - GYMNASIUM,
SOCCER FIELD & PARKING EXPANSION

CAMPUS PLOT PLAN



ISSUE DATE: 05/21/2021



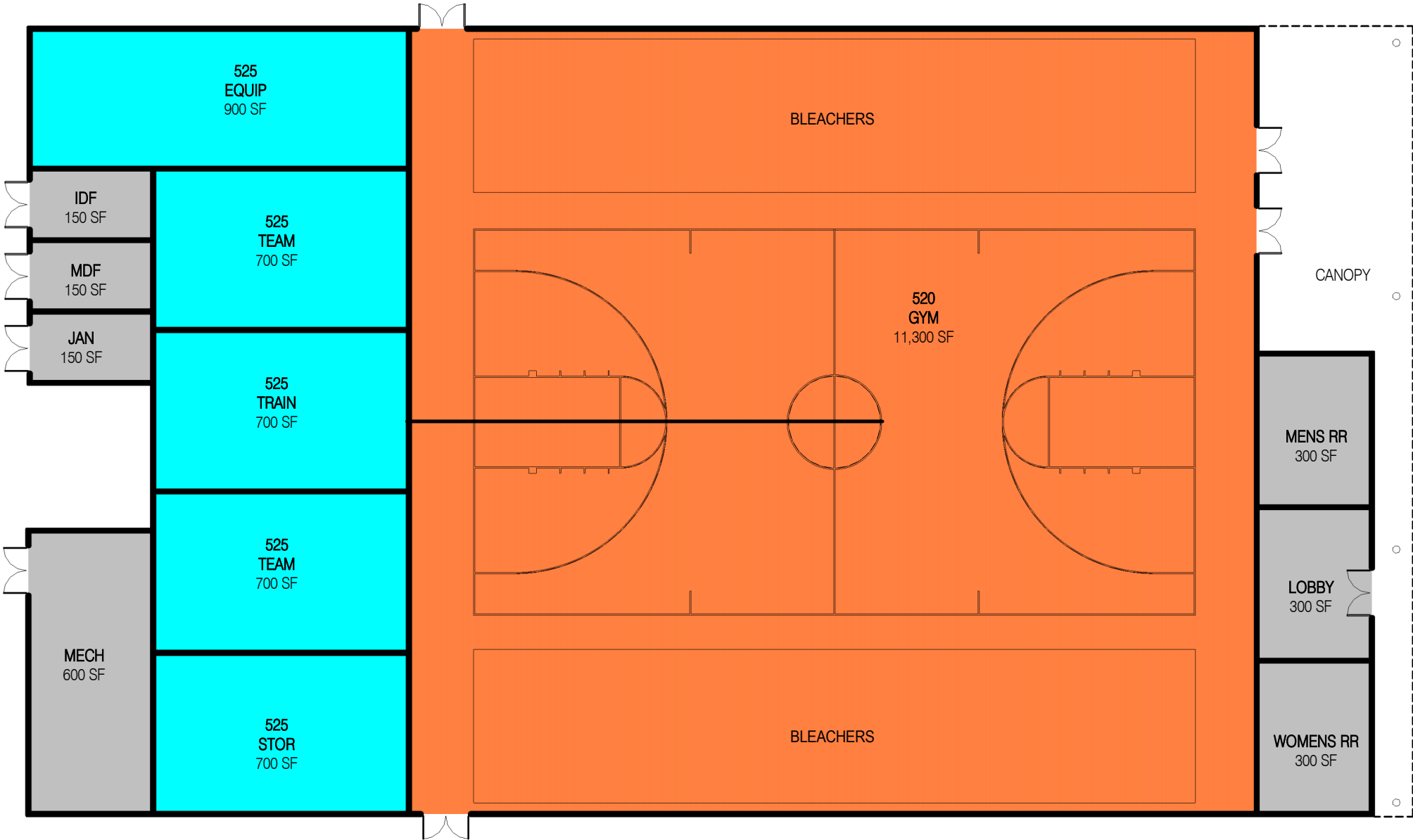
CRAFTON HILLS COLLEGE

10.2

CRAFTON HILLS COLLEGE - GYMNASIUM,
SOCCER FIELD & PARKING EXPANSION

ENLARGED SITE PLAN

	Space	Rm Use	TOP	ASF
	Gym	520	835	11,300
	Training Rm	525	835	700
	Team Rm	525	835	1,400
	Storage	525	835	700
	Equipment Rm	525	835	900
		TOTAL ASF		15,000
	Womens RR			300
	Mens RR			300
	Mechanical			600
	MDF			150
	Lobby			300
	Janitorial			150
	IDF			150
		TOTAL NON-ASF		16,950
	Wall Thicknesses			900
	Exterior Canopy			1,200
		TOTAL GSF		19,050



ISSUE DATE: 05/21/2021

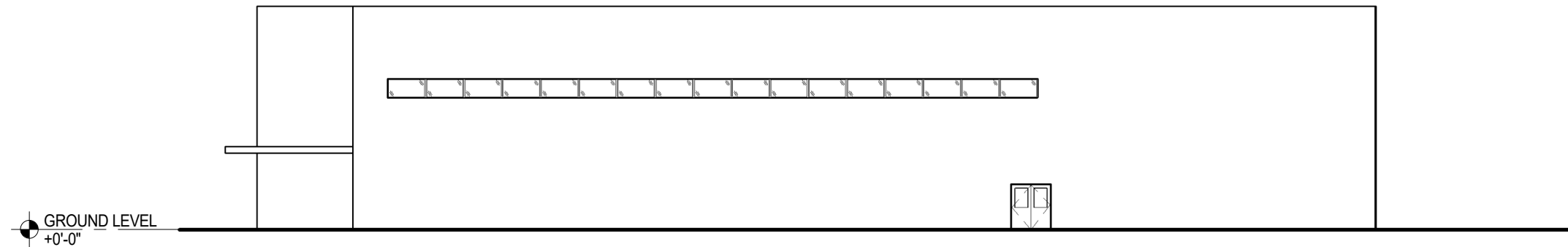


CRAFTON HILLS COLLEGE

10.3

CRAFTON HILLS COLLEGE - GYMNASIUM,
SOCCER FIELD & PARKING EXPANSION

FIRST FLOOR PLAN



NORTH ELEVATION

SCALE: 1" = 20'-0"

ISSUE DATE: 05/21/2021

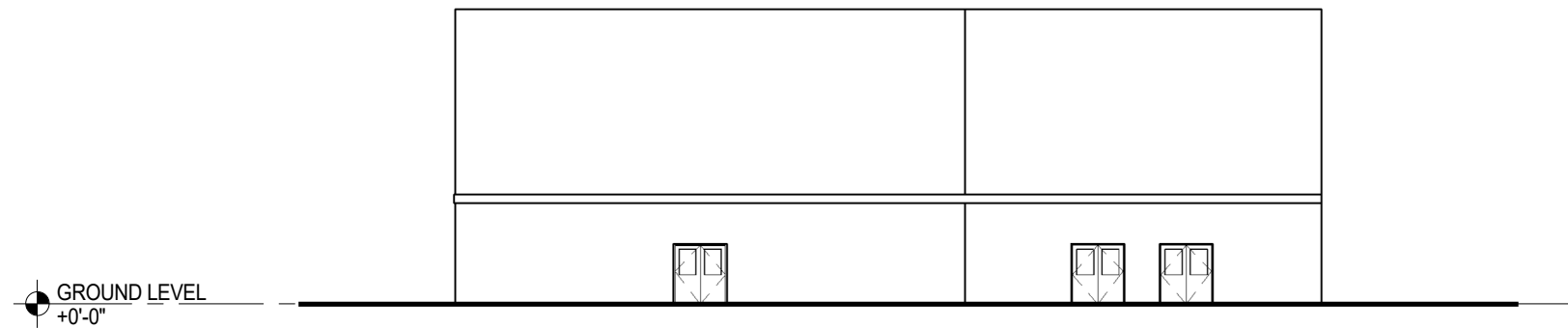


CRAFTON HILLS COLLEGE

10.4

CRAFTON HILLS COLLEGE - GYMNASIUM,
SOCCER FIELD & PARKING EXPANSION

NORTH ELEVATION



EAST ELEVATION

SCALE: 1" = 20'-0"

ISSUE DATE: 05/21/2021

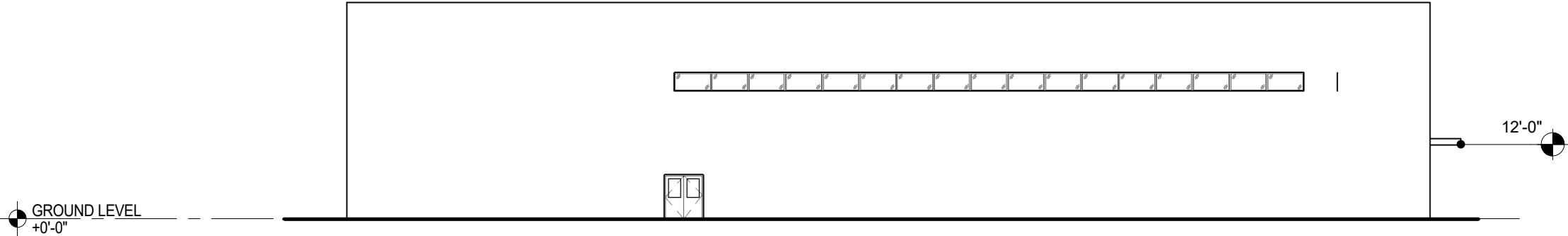


CRAFTON HILLS COLLEGE

10.4

CRAFTON HILLS COLLEGE - GYMNASIUM,
SOCCER FIELD & PARKING EXPANSION

EAST ELEVATION



SOUTH ELEVATION

SCALE: 1" = 20'-0"

ISSUE DATE: 05/21/2021

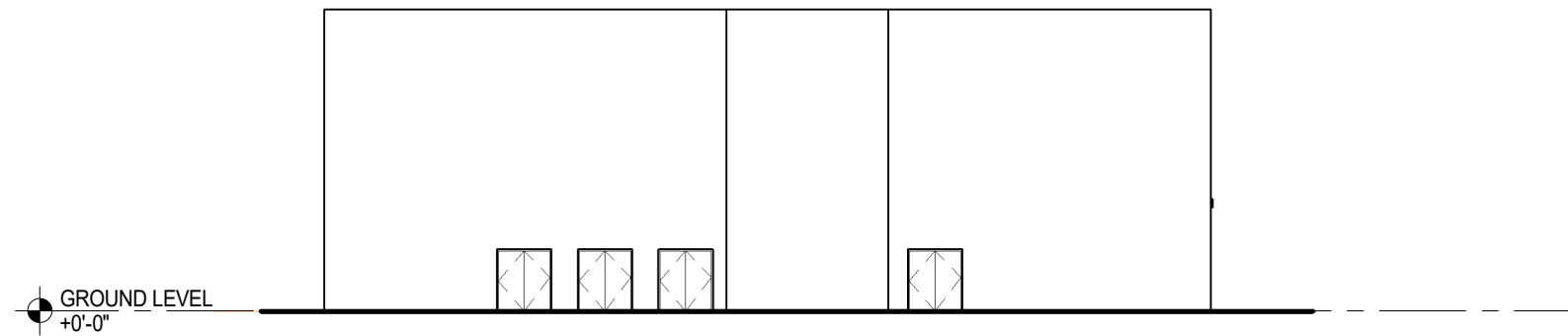


CRAFTON HILLS COLLEGE

10.4

CRAFTON HILLS COLLEGE - GYMNASIUM,
SOCCER FIELD & PARKING EXPANSION

SOUTH ELEVATION



WEST ELEVATION

SCALE: 1" = 20'-0"

ISSUE DATE: 05/21/2021



CRAFTON HILLS COLLEGE

10.4

CRAFTON HILLS COLLEGE - GYMNASIUM,
SOCCER FIELD & PARKING EXPANSION

WEST ELEVATION

San Bernardino Community College District (980)								
Crafton Hills College (981)								
Project: New Gymnasium - EPI : 5455								
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space	Equip. Cost/ASF	Total Allowable Cost
520	Athletics/Physical Education	0835	Physical Education	11,300	0	11,300	\$24.01	\$271,313
525	Athletic/Physical Ed Service	0835	Physical Education	3,700	0	3,700	\$24.01	\$88,837
TOTAL		-	-	15,000	0	15,000	-	\$360,150

JUSTIFICATION FOR ADDITIONAL COSTS EXCEEDING GUIDELINES

☐ Construction (including Group I equipment), ☐ Equipment (Group II and Furniture)

District: San Bernardino Community College District **College:** Crafton Hills College

Project: New Gymnasium

Please use this and additional pages or diagrams to explain and justify items of cost not easily explained on other forms. Examples of items needing justification: site improvements, unusual or high-cost construction methods, or items of equipment that exceed ASF cost guidelines. This form, when completed, supplements both the “Quantities and Unit Costs Supporting the JCAF 32” and the “Guidelines-based Group II Equipment Cost Estimate” forms.

Estimated hard construction costs for the proposed project exceed current state guidelines at CCI 9654. Multiple factors may be contributing to costs exceeding state guidelines including, but not limited to, increases in the cost of raw construction materials, labor shortages, supply chain disruptions, higher than average inflation rates, and market uncertainty. State allowances for construction cost per ASF by specific room use and TOP code designations are not adequate for the cost of constructing these spaces. For example, based on CCI 9654, state guideline allowances provide \$631 per ASF for Athletics/Physical Education room use type. However, actual construction costs for an Athletics/Physical Education room use type are \$730 or higher.

The proposed project is estimated to exceed maximum state guidelines for hard construction (at CCI 9654) by \$1,893,000. These costs are directly related to hard construction of the building, including concrete, masonry, metals, wood/plastics, thermal/moisture protection, doors/windows, finishes, specialties, conveying systems, fire suppression, plumbing, HVAC, electrical, communications, and safety/security. The gymnasium space will include specialized Group I Equipment including flooring, bleacher system, score boards systems/controls, etc. The \$1,893,000 hard construction cost exceeding state guidelines is estimated to impact total project soft costs by \$388,119. Although these costs are associated with hard and soft construction for state-supportable space, the District proposes to fully fund costs exceeding state guidelines as a Non-State Supportable District funded expense (\$2,281,118).

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: June 13, 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.

SBCCD | Mission

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



SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

ANALYSIS

Requests for Task Order Proposals are issued to all prequalified professional services consultants within the related pool. Unlike construction contracts, which are awarded by low bid, professional consulting contracts are awarded based on best value.

Each proposal is assessed by a committee comprised of representatives from the Facilities Department, campus staff, program management team, and other District stakeholders as appropriate. A qualitative evaluation based on weighted criteria (including fee, technical approach, project experience, key personnel, and delivery schedule) is performed to determine which firm's proposal provides SBCCD with the best value for the Task Order.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.



Master Services Agreements & Task Orders for Bond Construction

Submitted for Ratification June 13, 2024

[v.5.24.2024.p.1|2]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
*Leo A. Daly Los Angeles, CA	Architecture and Engineering Services 12/12/2021	\$7,372.00	SBVC	CWI East Wing Mechanical Improvements	CC03-3640.03 (TO#02-049.6) Architecture and Engineering Services	4/5/2024
*Knowland Construction Services Rancho Palos Verdes, CA	Division of the State Architect Inspector of Records Services 5/13/2021	\$27,040.00	SBVC	CWI East Wing Mechanical Upgrades	CC03-3640.10 (TO#06-026.2) Division of the State Architect Inspector of Records Services	4/22/2024
Knowland Construction Services Rancho Palos Verdes, CA	Division of the State Architect Inspector of Records Services 5/13/2021	\$15,000.00	SBVC	EV Charging Stations	CC03-3640.10 (TO#07-027.0) Division of the State Architect Inspector of Records Services	4/29/2024
NV5 West, Inc. Riverside, CA	Special Inspections and Material Testing Services 2/13/2020	\$12,557.00	SBVC	EV Charging Stations	CC03-3640.09(TO#05-026.0) Special Inspections and Material Testing Services	4/29/2024
*Dovetail Decision Consultants, Inc. San Anselmo, CA	FF&E Design, Procurement & Installation Coordination Services 6/30/2020	\$4,695.00	CHC	Crafton Hall Renovation	CC03-3640.17 (TO#01-005.2) FF&E Design, Procurement & Installation Coordination Services	4/30/2024
*RMA Group Rancho Cucamonga, CA	Special Inspections and Material Testing Services 2/13/2020	\$21,114.08	CHC	CWI – Campus Accessibility & Site Improvements Phase 2	CC03-3640.09 (TO#03-027.1) Special Inspections and Material Testing Services	4/30/2024

*Issued as a supplement to an existing Task Order.



Master Services Agreements & Task Orders for Bond Construction

Submitted for Ratification June 13, 2024

[v.5.24.2024.p.2|2]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
*Leighton Consulting, Inc. Rancho Cucamonga, CA	Special Inspections and Material Testing Services 2/13/2020	\$483,841.00	SBVC	Technical Building Replacement (CP1)	CC03-3640.09 (TO#03-025.3) Division of the State Architect Inspector of Records Services	5/2/2024

*Issued as a supplement to an existing Task Order.



MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College — EV Charging Stations

Task Order Awarded to: Knowland Construction Services

Task Order Executed: April 29, 2024

Amount: \$15,000.00

Selection Summary:

Knowland Construction was awarded this Task Order on direct procurement of professional services. The shortlist of pre-qualified DSA Inspector of Record firms includes six firms, one of which is Knowland Construction. The scope of services for this Task Order includes monitoring and observing all special inspections performed by the District's testing lab as required by the DSA Field Engineer. Since Knowland Construction is currently performing IOR services for other projects on the San Bernardino Valley College Campus, Knowland Construction was awarded the task order for this scope.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College — EV Charging Stations

Task Order Awarded to: NV5 West, Inc.

Task Order Executed: April 29, 2024

Amount: \$12,557.00

Selection Summary:

NV5 West was awarded this Task Order on direct procurement of professional services. The shortlist of pre-qualified Special Inspections & Material Testing firms includes eleven firms, one of which is NV5 West. The scope of services for this Task Order includes inspecting and testing soil and asphalt, Concrete, and pedestal installation. Since NV5 West is currently performing Special Inspection and Material Testing Services for other projects on the San Bernardino Valley College Campus, NV5 West was awarded the task order for this scope.





SBCCD TRUSTEE GLORIA MACÍAS HARRISON TO COMPLETE EXCEPTIONAL SERVICE

Congratulations to Trustee Gloria Macías Harrison on her upcoming retirement from the SBCCD Board of Trustees, effective June 30.

Trustee Harrison has served with distinction on the Board of Trustees since 2012, consistently demonstrating dedication and leadership in her role.

cont. page 3



6.13.2024

CHANCELLOR'S REPORT



SBCCD CHANCELLOR APPOINTS DR. GILBERT J. CONTRERAS AS 15TH PRESIDENT OF SBVC

The San Bernardino Community College District is pleased to announce the appointment of Dr. Gilbert J. Contreras as the next president of San Bernardino Valley College. This appointment, made by Chancellor Diana Z. Rodriguez and confirmed by the SBCCD Board of

cont. page 4

SBCCD AWARDED \$2.6M IN GRANTS TO BOOST CAREER PATHWAYS

SBCCD has been awarded two major grants totaling over \$2.6 million to enhance career pathways for students.

The K-16 Inland Empire Education Collaborative Grant will support health-care pathways involving San Bernardino Valley College, Crafton Hills College, Pacific High School, Rialto Unified School District, UCR, UCR School of

cont. page 4





CHC COMMENCEMENT SEASON WRAPS UP WITH RECOGNIZING ROADRUNNER ACCOMPLISHMENTS



Crafton Hills College celebrated an “unstoppable” Class of 2024 during its annual Commencement Ceremony on May 21. Hundreds of graduates and their families and friends flooded the Yucaipa-based college’s quad for the event, which officially began with one of President Kevin Horan’s favorite traditions: a selfie with the audience.

Crafton saw the emergence of 806 new alumni, having earned 87 degrees and 624 certificates. Among them, 333 graduated with a GPA of 3.5 or above, with 75 achieving a 4.0. Additionally, 16 members of the graduating class were military veterans.

Christine Bell-Beath, delivered the student commencement address. Ball-Beath defied the odds by completing college despite a learning disability and a speech impediment among her many roadblocks. But singer/songwriter Sia’s hit “Unstoppable” helped push the local woman forward and she referred to the message of this song as she celebrated her fellow classmates in her address.

Other ceremony highlights included the presentation of the graduating class and awarding of degrees; the National Anthem, performed by David Patino; and additional words of encouragement by Academic Senate President Meridyth McLaren and Crafton Alumnae and current Board Chair of the San Bernardino Community College District Board of Trustees Stephanie Houston.

SBVC CELEBRATES 97TH GRADUATING CLASS AT SAN MANUEL STADIUM



On Tuesday, May 21, the 4,200-seat San Manuel Stadium was packed to capacity as San Bernardino Valley College’s Class of 2024 crossed the stage to receive 1,577 degrees and 1,454 certificates, one of the highest counts in the college’s almost century-long history. The most popular majors among the 1,679 graduates were liberal arts, business administration, library science, psychology, biology, nursing, social sciences, child development, accounting, administration of justice, police science, psychiatric technology, human services, pharmacy technology, computer information technology, automotive technology, and diesel technology.

Led by SBVC Interim President Dr. Linda Fontanilla, the ceremony featured a keynote address from Dr. Cherina Betters, Chief of Equity & Access at the San Bernardino County Superintendent of Schools. Dr. Betters emphasized the importance of character on the path to greatness and urged graduates to remain resilient in the face of adversity. “Even when it gets dark, continue to be consistent to reach your greatness,” she advised.

Class of 2024 graduate Mariana Lapizco delivered the student speech during the ceremony. She shared her personal journey of overcoming challenges, including language barriers, the loss of her father, and navigating life as an undocumented student. Despite these hurdles, Lapizco found passion in creative arts and film, achieving success in editing, translating scripts, and producing films.

Her deep connection to SBCCD began when she earned her associate's degree at San Bernardino Valley College, laying the foundation for her long and impactful career in education.

Trustee Harrison's commitment to education and the community is further exemplified by her tenure as President of Crafton Hills College, where she played a pivotal role in shaping the institution's direction and success. Her leadership has been instrumental in fostering an environment of growth and opportunity for students and faculty alike.

As Trustee Harrison steps down from her official duties on the Board, we are confident that her passion for community service will continue to thrive. We eagerly anticipate her ongoing involvement in various community projects and causes, where her experience and insight will undoubtedly make a significant impact.

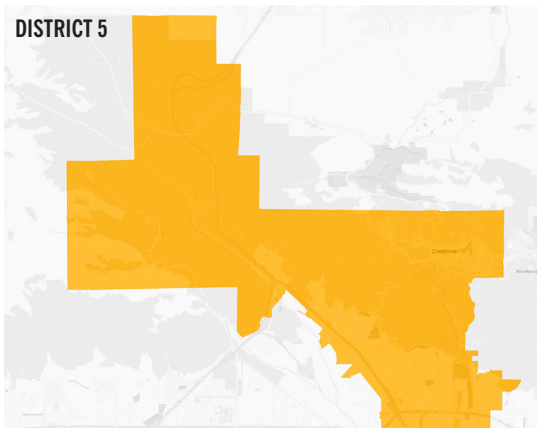
Thank you, Trustee Harrison, for your years of dedicated service and for the lasting contributions you have made to SBCCD and the broader community. Your legacy of excellence and commitment will continue to inspire us all.



HOW TO APPLY TO FILL VACANCY

Applications for the vacant position are due by June 26 by 4 p.m., with the appointment scheduled before August 8, 2024. The selected candidate will serve out the remainder of Trustee Macías Harrison's term, which expires in December 2024.

Eligible candidates must be registered voters residing in Trustee Area 5. Interested individuals may obtain an application at the SBCCD headquarters, located at 550 E. Hospitality Ln., Suite 200 in San Bernardino, or online at www.sbccd.edu/about-sbccd/board-of-trustees.



EXPLORE SBCCD TRUSTEE AREA 5

- 1 | Visit the San Bernardino County Registrar of Voters website.
- 2 | Enter your address to find your voter district or select the "All Districts" tab.
- 3 | From the drop-down menu, choose "San Bernardino Community College District Area 5."

For further information about the Area 5 candidate application process, contact the SBCCD Chancellor's Office at (909) 388-6903 or via email at hford@sbccd.edu.

The San Bernardino Community College District (SBCCD) educates nearly 20,000 students at Crafton Hills College and San Bernardino Valley College, preparing them for university transfer and career success. SBCCD also operates a workforce training center and is home to KVCR Public Media, the NPR and PBS affiliate station for Inland Southern California on 91.9 FM and TV Channel 24. Learn more at sbccd.edu.



cont. from page 1

Trustees on Thursday, May 9, follows a national search involving students, faculty, classified professionals, administrators, alumni, and community stakeholders. Dr. Contreras steps into his new role on July 1, taking the helm of the college as it nears its 100th anniversary, a major milestone for the institution.

Dr. Contreras, who holds a Ph.D. from UCLA in Urban Planning, a Masters in City Planning from MIT, and a B.A. from UC Berkeley, has over 17 years of leadership experience in California's community colleges. He served as Vice President of Student Services and Interim President at Fullerton College. He also brings a strong connection to the local higher education landscape, having taught at CSU San Bernardino, where he instructed a doctoral course on governance and policy.

He served as an Instructor and Teaching Fellow at UCLA in the Department of Chicana/o Studies and led the first-ever Chicana/o Studies module at MIT. His scholarly work has contributed to prominent publications and conferences with an emphasis on community colleges.

SBCCD Chancellor Rodriguez underscored Dr. Contreras's background by stating, "Dr. Contreras's remarkable accomplishments are a testament to the life-changing power of education, offering hope and inspiration to our students and community alike. As we

redouble our efforts to promote upward mobility in the region — empowering students to pursue rewarding careers and further education at four-year universities — we sought a leader with a proven record and fresh insights to elevate SBVC as a place of opportunity. As we enter our next century of service, we wanted a president who could lead through this exciting time while expanding upon our tradition of excellence. I extend a warm welcome to Dr. Contreras and express my profound gratitude to Dr. Linda Fontanilla for her exemplary leadership as interim president, ensuring SBVC's ongoing success."

SBCCD Board of Trustees Chair Dr. Stephanie Houston added, "Dr. Contreras has demonstrated a strong commitment to creating educational opportunities for all students, aligning perfectly with our vision for SBVC. We look forward to supporting his work in expanding access and opening doors of opportunity."

Since its founding in 1926, San Bernardino Valley College has quipped thousands of students for university transfer and career success. With more than 140 academic and hands-on career education programs, SBVC is now in the midst of a 10-year capital improvement campaign aimed at building and modernizing classrooms, labs, and job training facilities to strengthen the local workforce and economy. To learn more, go to www.valleycollege.edu.

cont. from page 1

Medicine, CSUSB, California University of Science and Medicine, San Bernardino Department of Public Health, and BLU Foundation.

The Economic Development Department Opportunity Young Adult Career Pathway Program Grant of \$1,840,500 aims to serve 435 participants through certified training and work-based learning, achieve an 80% employment rate after program completion, and ensure 100% credential attainment for 348 participants. The focus includes healthcare, public services, manufacturing, agriculture, and infrastructure, targeting Opportunity Youth (OY) ages 18-28, especially those involved with foster care, the justice system, homelessness, and economic challenges.

These grants will create a lasting impact on students by building strong partnerships and developing programs that lead to good-paying jobs, strengthening regional collaborations, and providing comprehensive healthcare education to ensure clear pathways to successful careers.

NEW PUBLIC EV CHARGING STATIONS LIVE



SBCCD is thrilled to announce that our 30 new electric vehicle charging stations at the District Support Operations building, 550 Hospitality Lane, are now live. These stations are open to the public, reflecting our commitment to sustainable practices and environmental leadership.

- **New Charging Stations:** Charge \$0.35 per kWh.
- **Original Four Stations:** Still provide 3 hours free, then \$5 per hour.

This project was made possible through collaboration with Southern California Edison (SCE) via their Charge Ready Program and the state's CALeVIP rebate program. The Charge Ready Program helps fund charger infrastructure, while CALeVIP reimburses us \$40,000 per site, encouraging the expansion of electric charging stations across California.

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: June 13, 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 June 13, 2024

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

JANUARY

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

FEBRUARY

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

MARCH

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

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information June 13, 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
- 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 June 13, 2024

JULY

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

AUGUST

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

SEPTEMBER

- Accreditation Midterm Report (due 10/15/24)
- Accreditation Comprehensive Review Occurs Fall 2027
- Prior Year Final Enrollment Fee Revenue Due (CCFS-323 by 9/15)
- Approval of Districtwide Sabbaticals (notice required to employees by 10/1)
- § 53004. EEO Plan Analyses and Annual Report to CCCCCO
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

OCTOBER

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

NOVEMBER

- § 72000 (c)(2)(A); Board to select date and time of annual meeting and notify the county superintendent of schools. Note: Within 15 days of the annual meeting, written notice must be sent to members and members-elect notifying them of the date and time of the annual meeting.
- Campus Advisory Committees
- Full-Time Faculty Obligation Report (110/FFO due by 11/30)

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information June 13, 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: June 13, 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
3226 Awards
3430 Prohibition of Harassment
3433 Prohibition of Sexual Harassment under Title IX
4225 Course Repetition
4232 Pass/No Pass
4235 Credit for Prior Learning
4236 Advanced Placement Credit
5015 Residence Determination
6200 Budget Preparation
7310 Nepotism

Policies & Procedures Presented for First Reading
1200 District Mission Statement
2010 Board Membership
2200 Board Duties and Responsibilities
2410 Board Policies and Administrative Procedures
2431 Chancellor Selection
2435 Evaluation of the Chancellor
2745 Board Self-Evaluation
3050 Institutional Code of Ethics
3200 Accreditation
3225 Institutional Effectiveness
3410 Nondiscrimination
3420 Equal Employment Opportunity
4021 Program Discontinuance
4025 Philosophy and Criteria for Associate Degree and General Education
4030 Academic Freedom
4040 Library Services
4050 Articulation
4102 Career and Technical Education Programs
5010 Admissions
5011 Admission and Concurrent Enrollment of High School and Other Young Students
5030 Fees
5050 Student Success and Support Program
5110 Counseling
5530 Student Rights and Grievances
5700 Intercollegiate Athletics
6300 Fiscal Management
6340 Bids and Contracts
6400 Financial Audits
6535 Use of District Equipment

(Legal Citation Change due to Legal Update 44 and/or minor clerical edits only.)

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.

Board Policy
3226 Awards

San Bernardino Community College District | P&P Chapter Lead Recommendation | 6/5/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	No matching AP exists

Reason for Review

> Review requested by BPPAC Committee

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/08/2024 Recommendation Received

05/13/2024 PPAC Approves Review Level
05/14/2024 Level 1 to Constituents for Information Only
06/04/2024 BPPAC Review
06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

Begin Recommendation
Board Policy | 3226 Awards

BP 3226 Awards

AWARDS FOR STUDENTS AND EMPLOYEES

The Board of Trustees authorizes the granting of non-monetary awards to students or staff for outstanding achievement or superior accomplishments. The Chancellor or designee may approve such non-monetary awards up to the statutory limit of \$200 per award, per individual. Any non-monetary award that exceeds \$200 in value requires Board approval prior to purchase.

Events and the use of funds associated with awards and recognition must serve a public purpose and support the District's mission.

(Replaces current SBCCD BP 3225)

~~Awards to employees for exceptional contributions and to students for excellence, are authorized by statute [EC §44015]. Such awards shall not exceed \$200 unless a larger award is expressly approved. Awards to community members are not authorized by statute [EC §44015]. Pursuant to the statute, an employee can be recognized for superior accomplishments, within specified guidelines. Life transition events like birthdays, weddings, and the like, occur to everyone so cannot be considered superior accomplishments. Awards are permitted within the statutory monetary limits and subject to IRS reporting requirements. Awards may be given to recognize years of service at the time of retirement, but the statutory authority to make awards does not authorize paying for a "retirement party".~~

Board Policy

3226 Awards

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A. Authorization

The Board of Trustees authorizes the granting of awards to students or staff for outstanding achievement.

B. Recognition

Recognition may be given in the form of certificates, plaques, ribbons, badges, books, pens, trophies, rings, medals, bumper stickers, shirts, jackets, comestible items, and such other appropriate symbols of appreciation.

C. Approval

The Chancellor or designee may approve such awards up to the limit \$200 per award, per individual. Any award that exceeds that limit requires Board approval prior to the purchase of the Award.

D. CERTIFICATES & NON-MONETARY AWARDS FOR STUDENTS, EMPLOYEES, AND THE COMMUNITY ISSUED BY THE BOARD OF TRUSTEES

In cases of exemplary service or accomplishment, the Board of Trustees may present a certificate ~~of Congratulations~~ to a student, an employee of the District, or to a member of the community, or a community organization. The determination for the awarding of such certificates ~~will~~ may be made on behalf of the full Board by the Board Executive Committee and included as an informational item on the next Board agenda, or by a majority vote of the full Board during a public meeting, Advisory Committee of the Board and the Chancellor. Certificates issued by the Board of Trustees will be signed by the Board Chair and Chancellor and may be presented by the requesting Board member.

Reference:

California Constitution, Article XVI, § 6;

EC §44015

Education Code Sections 78210 et seq., and 84754.6;

ACCJC Accreditation Standard I.B.5—9

End Recommendation

Board Policy | 3226 Awards

Board Policy

3430 Prohibition of Harassment

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Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> FYI Only - No Changes

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/12/2024 Recommendation Received

05/13/2024 PPAC Approves Review Level
05/14/2024 Level 1 to Constituents for Information Only
06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

Begin Recommendation
Board Policy | 3430 Prohibition of Harassment

This policy prohibits District employees, students, and student organizations from engaging in unlawful discrimination and harassment including sexual misconduct. Allegations that an employee, student or student organization has violated the Discrimination and Harassment Policy will be resolved consistent with AP 3430: Prohibition of Harassment.

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law; and this policy prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful discrimination and harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, pregnancy, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or because an individual is perceived to have one or more of the foregoing characteristics. Sexual violence (e.g.: non-consensual sexual intercourse and non-consensual sexual contact) and interpersonal/relationship violence are always violations of the sex and gender-based discrimination and harassment policies and stalking often can be as well.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of discrimination or harassment or for participating in a related investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District

Board Policy

3430 Prohibition of Harassment

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determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

The District recognizes that sex discrimination, including sexual harassment and violence, harms all students, undermines students' physical safety, impedes students' ability to learn, and can reinforce social inequality throughout a student's lifetime. The District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.

Any individual who believes that they have been harassed, discriminated against, or retaliated against in violation of this policy may report such incidents by following the procedures described in AP 3435. The District requires supervisors to report all incidents of discrimination, harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to admission, classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor or designee shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor or designee shall establish procedures that define harassment on campus. The Chancellor or designee shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, unpaid interns, and volunteers, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

References:

Education Code Sections 212.5, 44100, 66252, 66281.5, and 66262.5;

Government Code Sections 12923, 12940 and 12950.1;

Civil Code Section 51.9;

Title 2 Sections 10500 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e;

Age Discrimination in Employment Act of 1967 (ADEA);

Americans with Disabilities Act of 1990 (ADA)

End Recommendation

Board Policy | 3430 Prohibition of Harassment

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3430 Prohibition of Harassment

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Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> Chapter Lead review; language added to address fraternization and close relationships.

Begin Recommendation

Administrative Procedure | 3430 Prohibition of Harassment

Procedures for handling complaints of unlawful discrimination under title 5 sections 59300 et seq.

Introduction and Scope

The District is committed to providing a safe academic and work environment, that respects the dignity of individuals and groups, and is free of unlawful discrimination and harassment. This procedure defines discrimination and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of discrimination by or against any staff or faculty member within the District.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. This procedure, and the related policy, protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

These are procedures for filing and processing complaints of unlawful discrimination at San Bernardino Community College District. These procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of relevant procedures on unlawful discrimination will be displayed in a prominent location in the Office of Human Resources, San Bernardino Valley College President's Office, Crafton Hills College President's Office and other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

Authority: 20 U.S.C. § 1681 et seq.; Ed. Code, §§ 66270, 66271.1, 66281.5; Gov. Code, §§ 11135-11139.5; Cal. Code Regs., tit. 5, § 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

The San Bernardino Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Board Approved February 2010

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U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Authority: Cal. Code Regs., tit. 5, § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700, and 70901; Gov. Code § 11138. Reference: Ed. Code §§ 66250 et seq. and 72011; Gov. Code, §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794 and 794d; 42 U.S.C. §§ 6101, 12100 et seq. and 2000d; 36 C.F.R. § 1194.

Responsible District Officer

The San Bernardino Community College District has identified the Vice Chancellor Human Resources and Police Services to the State Chancellor's Office and to the public as the single District officer responsible for receiving unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation and resolution. Informal charges of unlawful discrimination should be brought to the attention of the Vice Chancellor Human Resources and Police Services, who shall oversee the informal resolution process pursuant to section 59327. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the Vice Chancellor is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the Vice Chancellor Human Resources and Police Services.

Authority: Cal. Code Regs., tit. 5, § 59324; 34 C.F.R. § 106.8.

Informal/Formal Complaint Procedure

(see Complaint Procedure Checklist at the end of the procedure)

When a person brings charges of unlawful discrimination to the attention of the Vice Chancellor of Human Resources and Police Services, ~~he/she~~ they will:

- Undertake efforts to informally resolve the charges;
- Advise the complainant that ~~he or she~~ they need not participate in informal resolution;
- Notify the person bringing the charges of ~~his or her~~ their right to file a formal complaint and explain the procedure for doing so;
- Assure the complainant that ~~he or she~~ they will not be required to confront, or work out problems with, the person accused of unlawful discrimination;
- Advise the complainant that ~~he or she~~ they may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.

If the complaint is employment-related, the complainant should also be advised that ~~he or she~~ they may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the

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time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if ~~he or she~~ **they** determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment-related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The District will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

Authority: Cal. Code Regs., tit. 5, §§ 59327, 59328, 59334, 59336, and 59339; NLRB v. Weingarten, Inc. (1975) 420 U.S. 251.

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, ~~he or she~~ **they** must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District and also at the State Chancellor's website, as follows:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination->

Appeals

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges. Complainants may contact the Vice Chancellor of Human Resources and Police Services for assistance in filling out the form, if necessary.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct shall be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present ~~his/her~~ **their** side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Authority: Cal. Code Regs., tit. 5, §§ 59311 and 59328.

Threshold Requirements Prior to Investigation of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under title 5, section 59300.

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- The complaint must be filed by one who alleges that ~~he or she has~~ **they have** personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in ~~his or her~~ **their** official capacity as a faculty member or administrator.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Authority: Cal. Code Regs., tit. 5, § 59328.

Defective Complaint

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.

Authority: Cal. Code Regs., tit. 5, §§ 59328, 59332.

Administrative Determination

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

- the determination of the chief executive officer or ~~his/her~~ **their** designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- a description of actions taken, if any, to prevent similar problems from occurring in the future;
- the proposed resolution of the complaint; and
- the complainant's right to appeal to the District governing board and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

The San Bernardino Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

Authority: Cal. Code Regs., tit. 5, § 59336.

Complainant's Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or ~~his/her~~ **their** designee shall notify the complainant of ~~his or her~~ **their** appeal rights as

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follows:

- First level of appeal: The complainant has the right to file an appeal to the District's governing board within 15 days from the date of the administrative determination. The District's governing board will review the original complaint, the investigative report, the administrative determination, and the appeal.
- The District's governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District's governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's governing board will be forwarded to the complainant and to the State Chancellor's Office.

Complainants must submit all appeals in writing. Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59339.

Extensions

If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the Vice Chancellor of Human Resources and Police Services will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether the case involves employment discrimination. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that ~~he or she~~ **they** may file written objections with the State Chancellor within 5 days of receipt. The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

Authority: Cal. Code Regs., tit. 5, § 59342.

Definitions

Definitions applicable to nondiscrimination policies are as follows:

Appeal means a request by a complainant made in writing to the San Bernardino Community College District governing board pursuant to title 5, section 59338, and/or to the State Chancellor's Office pursuant to title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

Association with a person or group with these actual or perceived characteristics includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

Complaint means a written and signed statement meeting the requirements of title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at title 5, sections 59300 et seq.

Days means calendar days.

District means the San Bernardino Community College District or any District program or activity that is funded directly by

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the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

Gender means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

General Harassment is based on 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 of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment is found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with **his/her**/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions, demands for sexual favors, verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group

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based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in ~~his/her~~ **their** immediate surroundings, although the conduct is directed at other(s). The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonable interferes with an individual's learning or work.

Mental disability includes, but is not limited to, all of the following:

- Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
 - Limits shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
 - Major life activities shall be broadly construed and shall include physical, mental, and social activities and working.
- Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
- Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph 1 or 2.

Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Physical disability includes, but is not limited to, all of the following:

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- Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - Limits a major life activity. For purposes of this section:
 - Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 - Major life activities shall be broadly construed and include physical, mental, and social activities and working.
- Any other health impairment not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
- Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph 1 or 2.

Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Quid Pro Quo sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

Responsible District Officer means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to title 5, section 59328, and coordinating their investigation. The Responsible District Officer for San Bernardino Community College District is the Vice Chancellor of Human Resources and Police Services.

Sex includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. 'Sex' also includes, but is not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.

Sexual harassment is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

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- Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, and/or invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.

- Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.
- Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassification, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.
- Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:
 - Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 - Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decision affecting the individual.
 - The conduct has the purpose or effect of having a negative impact upon the individual's work or educational environment.
 - Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Unlawful discrimination means discrimination based on a category protected under Title 5, section 59300, including retaliation and sexual harassment.

Authority: Gov. Code, § 12926; Cal. Code Regs., tit. 5, §§ 59300, 59311; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

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Consensual Relationships

A “consensual relationship” is defined as one in which two individuals are involved by mutual consent in a romantic, physically intimate, and/or sexual relationship. This definition includes domestic partners and spouses.

Consensual Relationships Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty member, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Ban on Certain Consensual Relationships with College Students

For purposes of this policy, “District/College employee” does not include student employees.

A consensual relationship that might be appropriate in other circumstances is prohibited when a District/College employee has responsibility for supervising, directing, overseeing, evaluating, advising, or influencing the employment or educational status of a student.

- Exception: There may be instances where a District/College employee is the only employee in the College that can provide a course or service to a person with whom they have a preexisting consensual relationship. Prior to supervising, directing, overseeing, evaluating, advising or influencing the employment or educational status of a student with whom they have a pre-existing consensual relationship, the College/District employee shall disclose this relationship to the appropriate College Vice President, or the appropriate Vice Chancellor (for employees that do not work at a College) and obtain their written approval. Additional controls, such as periodic review or providing additional oversight, shall be undertaken to prevent or detect problems.

Confidentiality of the Process

Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal information about such matters except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that ~~his or her~~ **their** name not be revealed, the responsible officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are

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participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential.

Disciplinary actions taken against employees are generally considered confidential.

Authority: Cal. Const. Art. I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; *Silberg v. Anderson* (1990) 50 Cal.3d. 205; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Notice, Training, and Education for Students and Employees

The San Bernardino Community College District's Vice Chancellor of Human Resources and Police Services shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with notice of online access to the District's written procedure on unlawful discrimination at the beginning of the first semester of the college year each time the procedure is revised.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and annually thereafter. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

Authority: Ed. Code, § 66281.5; Cal. Code Regs., tit. 5, §§ 59324 and 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

Academic Freedom

The San Bernardino Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom San Bernardino Community College District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

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Reference: Cohen v. San Bernardino Valley College (1995) 883 F.Supp. 1407, 1412-1414, affd. in part and revd. in part on other grounds, (1996) 92 F.3d 968; Cal. Code Regs., tit. 5, § 59302.

Record Retention

Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with title 5, California Code of Regulations, section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records. Class-2 Optional records shall be retained until reclassified as Class-3 Disposable Records. Class-3 Disposable Records shall be retained for a period of three years after being classified as Class-3 Disposable records.

Records related to a student discrimination complaint will be deemed worthy of preservation if, at the end of three years after the case is closed, a complaint on similar grounds has been filed against the same employee. In such cases, the records shall continue to be classified as Class 2 records and shall not be reclassified as Class-3 Disposable Records until complaints against that particular employee have been resolved.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination procedure.

Authority: 20 U.S.C. Sections 1681 et seq.; 34 C.F.R. Section 106; Cal. Code Regs., titl 5, Sections 59300 et Seq.;

Complaint Procedure Checklist

- Complaint received by Vice Chancellor of Human Resources and Police Services
 - Acting in role of Equal Opportunity Officer
 - Within 180 days of occurrence
 - Extension of 90 days if knowledge attained after 180 days
- Acknowledgement of receipt in writing to complainant and State Chancellor's Office (SCO)
 - Within 10 days of complaint receipt
 - Designate resolution/investigation coordinator
 - Advise of formal complaint filing with Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).
- Advise individual accused
 - General nature of complaint
 - Assessment of accuracy has not yet been made
 - An investigation will be conducted
 - Accused will be provided an opportunity to present ~~his/her~~ their side of the matter
 - Retaliation of complainant or witnesses must be avoided

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- District schedules informal resolution efforts or impartial investigation
 - Complete within 90 days of complaint receipt (extensions may be requested from SCO)
 - Extension requests must
 - Be filed at least 10 days prior to the original 90-day deadline
 - State reason why extension is necessary
 - The date by which District expects a determination
 - Corresponding copy sent to complainant
 - Notice to complainant of right to send objection to SCO within 5 days
 - Factual description of the matter
 - Summary of testimony provided by each witness
 - Analysis of data or evidence collected
 - Probable cause determination for each allegation in the complaint
 - Other appropriate information
- If a formal complaint is filed with EEOC or DFEH, send complaint copy to SCO and request whether to continue with District formal investigation
- Investigative report and administrative determination letter forwarded to complainant and SCO
 - Within 90 days of complaint receipt
 - Pertinent information in letter
 - Ultimate determination on probable cause
 - Description of actions taken to prevent similar future allegations
 - Proposed resolution
 - Complainant's appeal DFEH rights
- Complainant may file appeal to governing board
 - Within 15 days from date of administrative determination
 - Board issues final district decision within 45 days of receiving appeal
 - Forwarded to complainant with DFEH appeal rights
- Governing board determination is final
 - No appeal rights to SCO

References:

Education Code Sections 212.5; 44100; 66281.5; and 66281.8

Government Code Sections 12940 and 12923; Civil Code

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Section 51.9;

Title 2 Sections 10500 et seq.;

Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

End Recommendation

Administrative Procedure | 3430 Prohibition of Harassment

Board Policy

3433 Prohibition of Sexual Harassment under Title IX

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> FYI Only

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/12/2024 Recommendation Received

05/13/2024 PPAC Approves Review Level
05/14/2024 Level 1 to Constituents for Information Only
06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 3433 Prohibition of Sexual Harassment under Title IX

The District recognizes that sex discrimination, including sexual harassment and violence, harms all students, undermines students' physical safety, impedes students' ability to learn, and can reinforce social inequality throughout a student's lifetime.

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. The District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it

Board Policy

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will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes ~~he/she/they~~ **have has** been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434 Responding to Harassment Based on Sex under Title IX. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define sexual harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

References:

Title IX of the Education Amendments Act of 1972;
34 Code of Federal Regulations Part 106

End Recommendation

Board Policy | 3433 Prohibition of Sexual Harassment under Title IX

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Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> Legal Update 42: The Service updated this procedure to remove a historically offensive term found in federal law.

Begin Recommendation

Administrative Procedure | 3433 Prohibition of Sexual Harassment under Title IX

The District is committed to providing an academic and work environment free of unlawful sex harassment under Title IX. This procedure defines sexual harassment on campus.

This procedure and the related policy protects students, employees, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, may include the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because ~~of his/her/their age or because~~ of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
 - ~~Sodomy. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.~~
 - **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including

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instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.

- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**
 - **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
 - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

References:

Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

End Recommendation

Administrative Procedure | 3433 Prohibition of Sexual Harassment under Title IX

Board Policy
4225 Course Repetition

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason for Review

- > Minor Clerical Edit
- > Legal Citation to coincide with Legal Update to AP.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

03/05/2024 Recommendation Received

03/11/2024 PPAC Approves Review Level
04/03/2024 Level 3 First Anticipated AS Review
04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
04/17/2024 Level 3 Second Anticipated AS Review
05/13/2024 PPAC Reviews Second AS Feedback
06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 4225 Course Repetition

~~(Replaces current SBCCD BP 4225)~~

Students may repeat courses in which substandard grades (less than " C , " and including "FW") were earned. Reasonable limitations on course repetition are described in Administrative Procedure (AP) 4225, ~~titled~~ Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in AP 4225~~administrative regulations~~.

References:

Title 5 Sections 55040, 55041, 55042, 55044, and 58161

End Recommendation

Board Policy | 4225 Course Repetition

Administrative Procedure

4225 Course Repetition

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 42: The Service updated this procedure to update the definition of substandard grades and the circumstances under which a student can repeat courses pursuant to changes in Title 5 regulations.

Begin Recommendation

Administrative Procedure | 4225 Course Repetition

~~(Replaces current SBCCD AP 4225)~~

Students may petition for approval to repeat up to a total of 16 units in the following courses:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," or "NP," ~~or~~ "NC", the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

A student earning a satisfactory grade in a course may not enroll in that course again unless one of the following exceptions applies:

- In courses designated by the District as repeatable in accordance with AP 4227.
- In enrollments based on lapse of time in accordance with AP 4228.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.
- In documented cases of extenuating circumstances for one additional enrollment in the same course as determined by the Scholastics Standards Committee. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's

Administrative Procedure

4225 Course Repetition

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control. ~~o Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.~~

o Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.

o Prior grade will be disregarded in computing the student's GPA.

• In a cooperative work experience (Occupational work experience) course, if the course is not offered as a variable unit open-entry/open-exit course.

• o Students may earn up to a total of 16 units in all types of cooperative work experience education.

o No more than 8 units of cooperative work experience in a given field may be taken during one term.

o A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education.

o All previous grades and credits must be factored in computing the student's GPA.

• In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029.

o All previous grades and credits must be factored in computing the student's GPA.

• In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Scholastic Standards Committee. Verification that the course is required by statute or regulation must be documented. ~~o All previous grades and credits must be factored in computing the student's GPA.~~

o All previous grades and credits must be factored in computing the student's GPA.

• In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Scholastics Standards Committee. Verification that the course is required for employment or licensure must be documented. ~~o All previous grades and credits must be factored in computing the student's GPA.~~

o All previous grades and credits must be factored in computing the student's GPA.

A student receiving a substandard grade may enroll in the credit course again under the following specified circumstances. Substandard academic grades include the grading symbols "D," "F," "FW," or "NP₁" ~~or~~ "NC". Withdrawals from courses count toward the total enrollment limitation.

• A student whose prior enrollment resulted in a substandard grade or who withdrew from a course and received a "W". o The student may enroll one additional time and may be recommended to use available San Bernardino Valley College resources to pass the course.

o If the student receives a substandard grade or withdrawal in the second enrollment, the student may petition to enroll in the same course a third time with the Counseling Department. The student must receive approval from their Counselor Designee to be approved to repeat the course.

o A student may only enroll in the same course a fourth time if authorized by another provision of this policy.

o A student may not receive a fourth Withdrawal in a course.

o Military withdrawal, withdrawals due to extraordinary conditions (Title 5 Section 58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward the enrollment limit.

o When a student repeats a course in which they received a substandard grade and the student receives a letter grade upon completion of the course, the first two prior grades will be disregarded in computing the GPA.

• In courses designated by the District as repeatable in accordance with AP 4227.

• In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.

• In documented cases of extenuating circumstances for one additional enrollment in the same course as determined by the Scholastic Standards Committee Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's

Administrative Procedure

4225 Course Repetition

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



control. ~~o Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.~~

- o Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
- o Prior grade will be disregarded in computing the student's GPA.

- In a cooperative work experience course, if the course is not offered as a variable unit open-entry/open-exit course. ~~o Students may earn up to a total of 16 units in all types of cooperative work experience education.~~

- o Students may earn up to a total of 16 units in all types of cooperative work experience education.
- o No more than 8 units of cooperative work experience in a given field may be taken during the one term.
- o A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education.
- o All previous grades and credits must be factored in computing the student's GPA.

- In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029.

o Prior grades will be disregarded in computing the student's GPA.

- In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Scholastics Standards Committee Verification that the course is required by statute or regulation must be documented. ~~o All previous grades and credits must be factored in computing the student's GPA.~~

- o All previous grades and credits must be factored in computing the student's GPA.

- In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Scholastics Standards Committee. Verification that the course is required for employment or licensure must be documented.

- All previous grades and credits must be factored in computing the student's GPA.

In addition to the foregoing enrollment limitations, a student's enrollment in active participatory courses in physical education and visual or performing arts is limited to four enrollments in levels and/or variations if the course the student is seeking to enroll in is related in content to one that ~~he or she has~~ they have previously been or is currently enrolled in unless an exception applies. All grades and credits received count in GPA, unless an exception applies. A course related in content includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

- Enrollment based on significant lapse of time in accordance with AP 4228 count toward the four enrollment limit, except that if a student has exhausted the four enrollment limit, one additional enrollment in the same course may be permitted.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229, except that if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the limitation for courses that are related in content.

Courses designated by the District as repeatable in accordance with AP 4227 that are active participatory courses in physical education, visual arts, or performing arts are subject to the enrollment limitations for courses that are related content. Students may only have four enrollments in one course or a combination of courses related in content. All grades and credits received count in computing the student's GPA.

A student may repeat a course at another accredited college to alleviate a substandard grade earned at Citrus College, except that not more than two substandard grades may be disregarded in one course. The student shall file a petition with the Admissions and Records Office and verify the grade with an official college transcript.

Grades disregarded through academic renewal in accordance with AP 4240 are not subject to the limitations outlined in this policy.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history. Nothing herein shall be construed in such a way that it conflicts with Education Code Section 76224 pertaining to the finality of grades assigned by

Administrative Procedure

4225 Course Repetition

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



instructors, with Title 5, or District procedures relating to retention and destruction of records.

Transfer Credit

In determining transfers of a student's credit, similar prior course repetition actions by other accredited colleges and universities may be honored.

The Records Office shall keep records of all actions taken under course repetition procedures.

References:

Education Code Section 76224;

Title 5 Sections 55040, 55041, 55042, 55043, 55253, and 56029, [and 58161](#)

End Recommendation

Administrative Procedure | 4225 Course Repetition

Board Policy
4232 Pass/No Pass

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason for Review

> Minor Clerical Edit

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

03/05/2024 Recommendation Received

03/11/2024 PPAC Approves Review Level
04/03/2024 Level 3 First Anticipated AS Review
04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
04/17/2024 Level 3 Second Anticipated AS Review
05/13/2024 PPAC Reviews Second AS Feedback
06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

Begin Recommendation
Board Policy | 4232 Pass/No Pass

~~(Replaces current SBCCD BP 4231)~~

Students may elect to be graded on a Pass/No Pass basis in order to explore a variety of disciplines by following appropriate administrative regulations.

Reference:

Title 5, Section 55022

End Recommendation
Board Policy | 4232 Pass/No Pass

Administrative Procedure

4232 Pass/No Pass

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason for Review

- > Legal Update 42 Addendum: The Service updated this procedure to correct a typographical error and align language with the updated Title 5 regulations.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

Begin Recommendation

Administrative Procedure | 4232 Pass/No Pass

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination.

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

Credit awarded through advanced placement may be used to satisfy department requirements toward the department award, skills competency award, certificate of achievement, associate degree, and the associate agree for transfer, if the AP score is seemed to be equivalent to the required course. The units earned from AP credit will not apply toward financial aid, nor can they be used to satisfy the 12-unit residency requirement for graduation.

A student's academic record will be annotated to reflect credit earned through an AP examination. The District shall post its Advanced Placement Credit procedure on its Internet Web site.

References:

Education Code Section 79500:
Title 5 Section 55052

End Recommendation

Administrative Procedure | 4232 Pass/No Pass

Board Policy

4235 Credit for Prior LearningSan Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> Legal Update 39: The Service updated this policy to clarify that students may earn credit for prior learning through satisfactory completion of certain examinations. (2022-23 carryover)

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

03/05/2024 Recommendation Received

03/11/2024 PPAC Approves Review Level

04/03/2024 Level 3 First Anticipated AS Review

04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

PPAC members reviewed the recommendation. There was no feedback. Nohemy Ornelas commented that this P&P aligns with the State's Vision 2030 and some of the efforts that have been going along with ensuring that students are given credit for any prior experience or learning they have had.

04/17/2024 Level 3 Second Anticipated AS Review

05/13/2024 PPAC Reviews Second AS Feedback

06/13/2024 BOT First Reading

07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 4235 Credit for Prior Learning

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment [or examination](#). Authorized assessments may include the evaluation of approved external standardized examinations, joint services transcripts, student-created portfolios, and credit by examination. The Chancellor shall establish administrative procedures to implement this policy.

Reference:

Title 5 Section 55050, [et seq.](#)**End Recommendation**

Board Policy | 4235 Credit for Prior Learning

Administrative Procedure

4235 Credit for Prior Learning

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned by such examinations. (2022-23 carryover)

Begin Recommendation

Administrative Procedure | 4235 Credit for Prior Learning

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by [examination in the](#) College Level Examination Program (CLEP) [examination](#).
- [Achievement of a score that qualifies for credit by International Baccalaureate examination.](#)
- Evaluation of joint service transcript (JST) that considers the credit recommendations of the American Council on Education pursuant to Education Code 66025.71.
- Evaluation of industry-recognized credential documentation.
- Evaluation of student-created portfolios.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.
- Assessment approved or conducted by proper authorities of the college.

Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

Determination of Eligibility for Credit for Prior Learning:

- The student must be currently registered in the college and in good standing.
- The student must have previously earned credit or noncredit from the college or be currently registered in the college.
- Current students must have an education plan on file.
- The student is not currently enrolled in the course to be challenged.
- Credit by Examination: The student is registered in the college and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by discipline faculty). The determination to offer credit by examination rests solely on the discretion of the discipline faculty.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an

Administrative Procedure

4235 Credit for Prior Learning

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



associate's degree.

- A fee may be charged for administering an examination provided that the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.
- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.
- Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to:
 - California Intersegmental General Education Transfer Curriculum (IGETC),
 - California State University General Education (CSUGE) Breadth,
 - The college's general education requirements or requirements for a student's chose program, or
 - Electives for students who do not require additional general education or program credits to meet their goals.
- Grading shall be according to the regular grading system approved by the governing board, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
- The SBCCD Board of Trustees will review the credit for prior learning policy every three years and report the findings to the California Community College Chancellor's Office that include the following:
 - The number of students who received credit for prior learning,
 - The number of credits awarded per student,
 - Retention and persistence rates of students earning credit for prior learning,
 - Completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and
 - Qualitative assessments by students of the policies and procedures.

Reference:

Education Code Section 79500;
Title 5 Sections 55050, [55051](#), ~~and~~ 55052, ~~and~~ [55025.5](#)

End Recommendation

Administrative Procedure | 4235 Credit for Prior Learning

AP 4236 Advanced Placement Credit (10+1) (no matching BP exists)

04/28/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> Legal Update 39: The Service updated this procedure to add a legal citation to Title 5 Section 55052 and clarify that if a district grants credit for satisfactory completion of Advanced Placement examination, a student's academic record will reflect such credit.

Review Level

Level 3

Chapter Lead

N Ornelas

Recommendation
Received:

3/5/2024

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

03/11/2024 PPAC Approves Review Level
04/03/2024 Level 3 First Anticipated AS Review
04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
04/17/2024 Level 3 Second Anticipated AS Review
05/13/2024 PPAC Reviews Second AS Feedback
06/13/2024 BOT First Reading
07/11/2024 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 4236 Advanced Placement Credit (10+1) (no

matching BP exists)

P&P Chapter Lead Recommendation
San Bernardino Community College District



04/28/24

Reason(s) for Review/Changes

- > Legal Update 39: The Service updated this procedure to add a legal citation to Title 5 Section 55052 and clarify that if a district grants credit for satisfactory completion of Advanced Placement examination, a student's academic record will reflect such credit.

Review Notes | Key: [Initial Staff Recommended](#), [Legal Changes](#), [PPAC Constituent](#), [Chapter Lead Feedback](#)

03/11/2024 PPAC Approves Review Level

04/03/2024 Level 3 First Anticipated AS Review

04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

04/17/2024 Level 3 Second Anticipated AS Review

SBVC Academic Senate recommends changing "seemed" to "deemed"

05/13/2024 PPAC Reviews Second AS Feedback

06/13/2024 BOT First Reading

07/11/2024 BOT Final Approval

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination.

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

Credit awarded through advanced placement may be used to satisfy department requirements toward the department award, skills competency award, certificate of achievement, associate degree, and the associate agree for transfer, if the AP score is ~~seemed~~ deemed to be equivalent to the required course. The units earned from AP credit will not apply toward financial aid, nor can they be used to satisfy the 12-unit residency requirement for graduation.

A student's academic record will be annotated to reflect credit earned through an AP examination. The District shall post its Advanced Placement Credit procedure on its Internet Web site.

References:

Education Code Section 79500:

Title 5 Section 55052

End of Recommendation for AP 4236 Advanced Placement Credit

Board Policy

5015 Residence Determination

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason for Review

- > Legal Update 43: The Service updated this policy to add a reference to the Education Code.
- > Legal Update 42: The Service updated this policy to allow specified athletes to be entitled to classification as residents tuition and fee purposes pursuant to changes in the Education Code.
- > Legal Update 39: The Service updated this policy to add language regarding exceptions to California residency determinations for certain students with military or veteran status, for determining eligibility for in-state tuition. (38 U.S. Code Section 3679) The Service also added a legal citation to the U.S. Code. (2022-23 carryover)

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

04/03/2024 Level 3 First Anticipated AS Review

04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

PPAC members reviewed the recommendation. The schedule for this recommendation reflected the March PPAC feedback that

neither Academic Senate had reviewed it, so the Academic Senate first read was moved from March 6 to April 5. Davena Burns-

Peters indicated that this item had received final approval at the SBVC Academic Senate meeting on April 5. There was no further feedback.

04/17/2024 Level 3 Second Anticipated AS Review

05/13/2024 PPAC Reviews Second AS Feedback

06/13/2024 BOT First Reading

07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 5015 Residence Determination

(Replaces current SBCCD BP 5015)

Except for students seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of the semester for which the student applies to attend.

Notwithstanding this standard for determining bona fide California residency, a student with military or veteran status may be deemed to qualify as a California resident for in-state tuition eligibility, in accordance with state and federal law.

Board Policy

5015 Residence Determination

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

References:

Education Code Sections 68040, [68083](#), 68086, and 76140;

Title 5 Sections 54000 et seq.

[\(38 U.S. Code Section 3679\)](#)

End Recommendation

Board Policy | 5015 Residence Determination

Administrative Procedure

5015 Residence Determination

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 42: The Service updated this procedure to allow specified athletes to be entitled to classification as residents for tuition and fee purposes pursuant to changes in the Education Code.

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

Begin Recommendation

Administrative Procedure | 5015 Residence Determination

(Replaces current SBCCD AP 5015)

Residence Classification

Residency classifications shall be determined for each student at the time of each application for admission or registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any semester during which the student proposes to attend.
- Residence classification is the responsibility of the Admissions & Records Office.

Students must be notified of residence determination within 14 calendar days of submission of application.

A student seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, shall not be subject to this residency classification requirement.

Each college shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the college catalog or addenda thereto.

Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
- A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

Administrative Procedure

5015 Residence Determination

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A man or a woman may establish ~~his/her~~their residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains ~~his/her~~their place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish ~~his/her~~their residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until ~~he/she~~they have~~has~~ resided in the state the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:

Administrative Procedure

5015 Residence Determination

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



1. ~~He/she~~They holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 2. ~~He/she~~They holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 3. ~~He/she is~~They are enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
 4. A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
 - A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose ~~his/her~~their resident classification, so long as ~~he/she/they remains continuously enrolled in the District.~~
 - A student who is a member of the armed forces of the United States stationed in this state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose ~~his/her~~their resident classification, so long as ~~he/she/they remains continuously enrolled in the District.~~
 - A veteran who was discharged or released from at least 90 days of active service, ~~less than three years before the date of enrollment in a course~~ commencing on or after July 1, 2015, and ~~his/her~~their dependents, regardless of the veteran's state of residence is entitled to resident classification.
 - An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
 - An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
 - A student who is a minor and resides with ~~his or her~~their parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.

Administrative Procedure

5015 Residence Determination

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and ~~his/her~~their natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until ~~he/she~~they have ~~has~~ resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if ~~he/she~~they have ~~has~~ sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in ~~his or her~~ their first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating ~~that he or she~~ they intends to establish residency in California as soon as possible.

Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Vice President of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure

The appeal is to be submitted to the Admissions Office, which must forward it to the Vice President of Student Services within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Vice President of Student Services shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Vice President of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Administrative Procedure

5015 Residence Determination

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



Petitions are to be submitted to the Admissions Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college district (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her/their parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her/their parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Vice President of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her/them to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:

Administrative Procedure

5015 Residence Determination

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



- 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 by any college in the district for any term commencing on or after January 1, 2002,
- completion of a questionnaire form prescribed by the State Chancellor's Office and furnished by the district of enrollment, 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 eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Vice President of Student Services. Students may appeal the decision.

References:

Education Code Sections 68000 et seq., 68130.5, 68074-68075.7, and 68068;

Title 5 Sections 54000 et seq.

38 U.S. Code Section 3679

~~Reviewed:~~

End Recommendation

Administrative Procedure | 5015 Residence Determination

Board Policy

6200 Budget Preparation

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	No	J Torres	BP & AP exist

Reason for Review

- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Legal Update 43 review of AP and minor clerical changes.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

03/06/2024 Recommendation Received

03/05/2024 BPPAC Approval
 03/11/2024 PPAC Approves Review Level
 04/03/2024 Level 3 First Anticipated AS Review
 04/08/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 04/17/2024 Level 3 Second Anticipated AS Review
 05/13/2024 PPAC Reviews Second AS Feedback
 06/13/2024 BOT First Reading
 07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 6200 Budget Preparation

~~(Replaces current SBCCD BP 6200)~~

Each year, the Chancellor shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support SBCCD's Strategic Plan as well as other District and college plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A budget calendar is provided to the Board for approval each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study-strategy session(s), and approval of the final budget. At the public hearing, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general fund reserves shall be no less than the prudent reserve defined by the State Chancellor's Office and ~~b~~Board budget priorities.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address both long- and short-term goals, commitments, and strategic directions.

References:

Board Policy

6200 Budget Preparation

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



Education Code Section 70902 subdivision (b)(5);

Title 5 Sections 58300 et seq.;

ACCJC Accreditation Standard 4.3

End Recommendation

Board Policy | 6200 Budget Preparation

Administrative Procedure

6200 Budget Preparation

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	No	J Torres	BP & AP exist

Reason for Review

- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Legal Update 43: The Service updated this procedure to align with Title 5 regulations.
- > Chapter Lead Updates

Begin Recommendation

Administrative Procedure | 6200 Budget Preparation

~~(Replaces current SBCCD AP 6200)~~

A. Budget Calendar

A budget calendar that includes presentation of the tentative and final budgets shall be developed to comply with California Code of Regulations Section 58300 et seq. The tentative budget shall be presented no later than July 1 (Title 5 Section 58305 subdivision (a)), and the final budget no later than September 15 (Title 5 Section 58305 subdivision (c)). A public hearing on the budget shall be held on or before September 15 (Title 5 Section 58301). All dates are subject to change if directed by the State Chancellor's Office.

Prior to February 1, the Board will adopt a budget calendar that identifies activities and sets dates for each step in the budget development process.

~~B.~~ B. Budget Directives

Budget planning supports institutional goals and is linked to strategic plans and other institutional planning efforts. ~~The Board of Trustees may create a budget committee in order to discuss budget details that could affect directives. The Board of Trustees will update its budget directives annually prior to~~

~~Prior to March 1, the Board will give direction for budget development to include:~~

- ~~1. Reaffirmation or change in mission;~~
- ~~2. Resource allocation (set level of Reserve for Contingency, Workers' Compensation Reserve, any special project reserve, etc.);~~
- ~~3. Determination of the amount of resources estimated to be available for General Fund expenditure with potential increases or decreases during the budget preparation period;~~
- ~~4. Preliminary establishment of budget allocations for the colleges, district office and other sites.~~

~~C.B.~~ C. Budget Preparation

1. Prior to March 1 information will be provided to responsibility center managers that will include the status of current expenditures, state and local estimates of revenues, site "base budget" allocations, and targets for increases or decreases.
2. Each college and the central services offices will prepare a site budget through the responsibility center managers using the information provided. Each president may provide additional directions or forms for site budget development to complement these general procedures.
3. Each college will work with Fiscal Services in analyzing short- and long-term enrollment directions as they apply to the development of both revenue and expenditure plans.
4. The aggregate site budget shall be submitted to Fiscal Services in the prescribed format. Each president will certify that the site

Administrative Procedure

6200 Budget Preparation

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/15/2024



budget has met the Board-approved budget development guidelines. All budget amounts will be rounded to the nearest dollar.

~~D.C.~~ D. Budget Consolidation

Fiscal Services will:

1. Check the budgets for compliance with instructions;
2. Check mathematical accuracy;
3. Ensure that the aggregate of the budgets submitted is within the site allocation; and
4. Facilitate data entry of the budgets, and analyze the data.

~~E.D.~~ E. Budget Presentation and Adoption

1. Preliminary Budget

- a. No later than May of each year the ~~Vice Chancellor of Business & Fiscal Services~~ department will ~~present-prepare at the~~ preliminary budget ~~to for presentation to the Board of Trustees~~. No formal action is required by the Board on ~~the this~~ preliminary budget.
- b. Between the time that the preliminary budget is developed and the final budget is adopted, changes to the budget will be made as additional information is received from the state based on the state budget adoption process.

2. Tentative Budget

No later than July 1 the Board will adopt a tentative budget. This budget will reflect changes made to the preliminary budget.

3. Final Budget

Prior to the state-prescribed date, the Board will adopt a final budget for SBCCD that reflects changes made to the tentative budget and provides the operational budget base for the fiscal year. ~~Two copies of the adopted budget will be submitted to the State Chancellor's Office on or before September 30 (Title 5 Section 58305(d)).~~ A copy of the adopted annual financial and budget report to be submitted to the California Community College Chancellor's Office on or before October 10 [Title 5 Section 58305 subdivision (d)].

The budget development processes, which initially take place in the District Strategic Planning and Budget Committees, include consultation with appropriate groups and ultimately will be recommended to the Chancellor. The Chancellor will make a recommendation to the Board of Trustees.

The State required 311 Report, including budget data, will be submitted to the State Chancellor's Office.

A copy of the annual financial and budget report will be filed with the appropriate County office for information and review [Title 5 Section 58305 subdivision (d)].

~~F.E.~~ F. Budget Control

It is the charge of each responsibility center manager to control the budget(s) within his/her assignment. Fiscal Services will provide a monthly budget report and assistance in budget analysis and management as required.

References:

Education Code Section 70902 subdivision (b)(5);
Title 5 Sections 58300 et seq.;
ACCJC Accreditation Standard III.D

End Recommendation

Administrative Procedure | 6200 Budget Preparation

Board Policy

7310 Nepotism

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> Chapter Lead review to expand and include having financial and/or employment influence between members of the same household extending beyond the familial definitions in our existing language.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

05/30/2024 Estimated Receipt of Recommendation

08/12/2024 PPAC Approves Review Level

08/13/2024 Levels 2 & 3 to Constituents for Feedback

09/09/2024 Level 2 PPAC Hears Constituent & AS Feedback

10/10/2024 BOT First Reading

11/14/2024 BOT Final Approval

Begin Recommendation

Board Policy | 7310 Nepotism

(Replaces current SBCCD BP 7310)

The District does not prohibit the employment of relatives or domestic partners as defined by Family Code Sections 297 et seq. in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division, or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, discipline, demotion, or salary of the relative or domestic partner as defined by Family Code Sections 297 et seq

Immediate family means spouse, domestic partner, parents, grandparents, siblings, children, stepchildren, grandchildren, and in-laws or any other relative living in the employee's home.

Relatives, with the exception of married employees, or registered domestic partners, are defined as persons who are related by blood or marriage, or whose relationship is similar to that of persons who are related by blood or marriage (i.e., adopted child or stepparent).

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right , where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same

Board Policy

7310 Nepotism

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



department, division, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

References:

Government Code Sections 1090 et seq. and 12940 et seq.

End Recommendation

Board Policy | 7310 Nepotism

Administrative Procedure

7310 Nepotism

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> Chapter Lead review to expand and include having financial and/or employment influence between members of the same household extending beyond the familial definitions in our existing language.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

05/30/2024 Estimated Receipt of Recommendation

08/12/2024 PPAC Approves Review Level

08/13/2024 Levels 2 & 3 to Constituents for Feedback

09/09/2024 Level 2 PPAC Hears Constituent & AS Feedback

10/10/2024 BOT First Reading

11/14/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 7310 Nepotism

~~(Replaces current SBCCD AP 7310)~~

The employment of relatives in the same facility, department, division, office or line of supervisory authority can cause serious problems in the workplace which adversely affect productivity, morale, confidentiality, safety, security, and create conflicts of interest. The employment of relatives can also adversely impact the nature of the necessary working relationships between supervisors and employees and between co-employees. Additionally, these problems adversely affect the public trust and confidence in the fairness and efficiency of the employment policies and operations of the District.

~~These adverse effects are caused, in part, by real or perceived favoritism, scheduling conflicts, personal conflicts and hostility in the work place, claims of partiality in providing or awarding favorable working conditions, promotions, transfers or assignments, the compromise or suspected compromise of confidential or privileged information or records, alteration or destruction of records, or the suspected or actual loss or destruction of District property or financial assets. These problems frequently arise when relatives work together. To maintain an atmosphere conducive to the District's educational purpose, such relationships shall be avoided, except as otherwise provided herein.~~

- A. "Relatives," with the exception of married employees, or registered domestic partners, are defined as persons who are related by blood or marriage, or whose relationship is similar to that of persons who are related by blood or marriage (i.e., adopted child or stepparent).
- B. Relatives of currently employed District employees may be hired by the District as employees, promoted or transferred only if: (1) the individuals concerned will not work in a direct supervisory relationship with each other, or be in the same line of authority or supervision; (2) the individual hired, promoted or

Administrative Procedure

7310 Nepotism

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



transferred will not work in the same department, division, office or facility or under the authority of ~~one the~~ same supervisor; ~~(3) the employment, promotion or transfer will not cause any potential conflicts or disruption to District operations; and~~ (3) the employment, promotion or transfer will not pose any potential articulable problems or conflicts involving supervision, security, safety, confidentiality, performance or morale.

- C. Current District employees are strictly prohibited from participating in, or influencing or attempting to influence the selection process or the employment, promotion or transfer of any relative or their spouse.
- D. The District reserves the right to take prompt action to prevent the attempt of any relative or spouse to influence the selection or any other employment decision involving any relative or spouse.

The employment of spouses or registered domestic partners in the same department, division or facility involves potential conflicts of interests that are may be greater for married persons/partners than for other persons. Additionally, the placement of one spouse under the direct supervision of the other frequently leads to problems involving supervision, safety, security or morale. The employment of spouses or registered domestic partners shall be governed by the rules set forth in the following paragraph E.

- E. No employment decision, including but not limited to transfers or promotions, shall be based on whether an individual has a spouse or registered domestic partner presently employed by the District except in accordance with the following criteria:
 1. For articulable business reasons of supervision, safety, security or morale, the District may refuse to place one spouse under the direct supervision of the other spouse.
 2. For articulable business reasons of supervision, security or morale, the District may refuse to place both spouses in the same department, division or facility if the work involves potential conflicts of interest or other hazards greater for married couples than for other persons.
 3. For co-employees who marry, the District shall make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale.
 4. Present employees of the District who marry or who become related by marriage must immediately notify their supervisors. If employees who marry or who become related by marriage do work in a direct supervisory relationship with one another or do cause an actual conflict or difficulty concerning supervision, security, safety, or morale, the District will attempt to reassign one of the employees to another position for which ~~he or she is~~ they are qualified, if such a position is available, and no other accommodation is reasonable or practicable.
 5. Any decision not to employ, promote or transfer the spouse of an employee shall be made on a case-by-case basis by the Vice Chancellor of Human Resources and Police Services, or designee, taking into account all of the actual facts and circumstances regarding the particular position and the duties and the relationship of the position and duties performed by the employed spouse. This decision shall involve an assessment of the actual work setting to determine whether that setting would pose, because of the mutual concerns married couples are assumed to share, a potential conflict of interest or other hazards greater for married couples than for other employees. If the potential conflict or hazard is determined to be greater, the District will regulate the employment of spouses to avoid the conflict or other hazard by reasonably matching the severity of its actions toward one or the other spouse to the degree of risk and significance of the potential harm involved.

References:

Administrative Procedure

7310 Nepotism

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Government Code Sections 1090 et seq. and 12940 et seq.

End Recommendation

Administrative Procedure | 7310 Nepotism

Policies & Procedures Presented for First Reading
(Legal Citation Change due to Legal Update 44
and/or minor clerical edits only.)



Board Policy
1200 District Mission Statement

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	No matching AP exists

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard and update the usage note pursuant to the 2024 changes in the ACCJC's Accreditation Standards.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/12/2024 Recommendation Received

05/13/2024 PPAC Approves Review Level
05/14/2024 Level 1 to Constituents for Information Only
06/04/2024 BPPAC Approval
06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

Begin Recommendation
Board Policy | 1200 District Mission Statement

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.

The mission is evaluated and revised on a regular basis.
Reference:

ACCJC Accreditation Standard ~~1-A~~ [1.1 and Eligibility Requirements 6 & 20](#)

End Recommendation
Board Policy | 1200 District Mission Statement

Board Policy

2010 Board Membership

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	No matching AP exists

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard and Eligibility Requirement pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

05/12/2024 Recommendation Received

06/04/2024 BPPAC Approval

05/13/2024 PPAC Approves Review Level

05/14/2024 Level 1 to Constituents for Information Only

06/13/2024 BOT First Reading

07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 2010 Board Membership

~~(Replaces current SBCCD BP 2050)~~

The Board of Trustees shall consist of seven members elected by the qualified voters of the District. The Board shall be elected by geographical area for terms of four years as defined in BP 2100 titled Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless ~~he/she~~ they resigns as an employee.

No member of the Board shall, during the term for which ~~they are he/she is~~ elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which ~~he or she was~~ they were elected, be eligible to serve on the board of a high school district whose boundaries are coterminous with those of the community college district.

Also see BP 2100 titled Board Elections

References:

Education Code Sections 72023, 72103, and 72104;

ACCJC Accreditation Standard ~~IV.C.6.4~~ and Eligibility Requirement 7

End Recommendation

Board Policy | 2010 Board Membership

Board Policy

2200 Board Duties and Responsibilities

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	No matching AP exists

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/12/2024 Recommendation Received

- 06/04/2024 BPPAC Approval
- 05/13/2024 PPAC Approves Review Level
- 05/14/2024 Level 1 to Constituents for Information Only
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 2200 Board Duties and Responsibilities

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Act as a unit
- Represent the common good
- Set policy direction
- Employ, support, and evaluate the chief executive officer
- Define policy standards for college operations
- Monitor institutional performance
- Create a positive climate
- Support and advocate the interests of the institution

Board Policy

2200 Board Duties and Responsibilities

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



- Lead as a thoughtful, educated team

In addition, each Board member accepts the following responsibilities to:

- Work as a member of the board unit
- Make being a trustee a priority
- Understand their role and the colleges' roles
- Know the community and represent its best interests
- Be visionary and thoughtful
- Support the colleges' pursuit of their missions
- Act with integrity and respect
- Use influence effectively
- Avoid conflicts of interest
- Assure the Board operates in an open, accessible, welcoming spirit, and maintains an anti-racist culture
- Establish policies that ensure the District operates in anti-racist manner

In addition, the Board of Trustees is committed to fulfilling its roles and responsibilities in the following ways:

- Act as a Unit – The board as a whole is a corporate body. It governs as a unit, with one voice. Each trustee contributes ~~his or her~~ **their** talents, skills, and backgrounds to the board but has no power or authority to act on ~~his or~~ **their** own to further individual agendas or direct college employees or operations. Individual trustees do not make commitments for the board to constituents, nor do they criticize or work against board decisions once they are made.
- 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 their region. Trustees should learn as much as they can about the communities they serve. Representing the public means considering multiple viewpoints and discussing the issues in public.
- Set the Policy Direction – Policy is defined as a set of broad statements that define the institutional mission and vision as well as acceptable practices to achieve them. Governing boards provide guidance to the Chancellor and administration of the colleges through their policies. Visionary boards are aware of broad values and diverse needs—they gain this knowledge through the work they do to learn about and communicate with many different groups.
- Employ, Evaluate and Support the Chancellor – One of the essential factors for successful governance is a good relationship between the board and the Chancellor. ~~He or she is~~ **They are** the primary agent of the board and is the single most influential person is creating an outstanding institution. Selecting, evaluating, and supporting the Chancellor are among the board's most important responsibilities. This paradoxical relationship works best when there are clear, mutually agreed on expectations and role descriptions. The partnership thrives on open communication, confidence, and trust.
- Define Policy Standards for College Operations – Successful boards of trustees establish policies that set standards for quality, ethics, and prudence in college operations, including the following:
 - Educational Programs and Services – The colleges' educational programs and services are guided by the policy direction set by the board. The board adopts policies that set standards for student achievement and how students should be treated. At its discretion, Program Review or other evaluations processes may be addressed in board policy.
 - Personnel and Human Resources – The board will establish policies that ensure the District and Colleges attract and retain high quality personnel and that hiring, evaluation, and dismissal procedures are legal, equitable, and

Board Policy

2200 Board Duties and Responsibilities

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



clear. Policies and budgets should create an expectation for professional development and growth. The board will define standards for salaries and benefits, and collective bargaining processes.

- Fiscal Health and Stability- The board is responsible for ensuring that the public's money is spent wisely and well. It will set policy standards for the use of public funds. Policy will address budgets, expenditures and protection of assets. The board will adopt a budget based on its support of progress toward the educational goals of the colleges.
- Create a Positive Climate – The board sets the tone for the entire District. Through their behavior and policies, they establish a climate in which learning is valued, and professional growth is enhanced. The importance of student success and adding value to the community are of utmost importance. The board creates a positive climate by focusing on the future, acting with integrity, supporting risk taking, and challenging the Chancellor and college staff to strive for excellence.
- Monitor Institutional Performance – The board is responsible for holding the Chancellor and the Colleges accountable for serving current and future community learning needs. The board, through the Chancellor, will monitor adherence to board policy standards for programs, personnel, and fiscal and asset management. All monitoring processes culminate in the evaluation of the Chancellor as the institutional leader.
- Support and be Advocates for the Colleges – Trustees promote the college in the community and seek support for it from local, state, and national policymakers.
- Lead as a Thoughtful, Educated Team- Each trustee will function as a part of the team, by being well informed, and committed to working with each other. Trustees will speak openly for their points of view during decision making processes and then will support the position of the board.

References:

ACCJC Accreditation Standard [IV \(formerly IV.B.1.d\); 4](#)
Education Code Section 70902

End Recommendation

Board Policy | 2200 Board Duties and Responsibilities

Board Policy**2410 Board Policies and Administrative Procedures**

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024

**Review Level****10+1 Designation?****Chapter Lead****Matching BP or AP?****Level 1****10+1**

J Torres

BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

05/12/2024 Recommendation Received

05/13/2024 PPAC Approves Review Level

05/14/2024 Level 1 to Constituents for Information Only

06/04/2024 BPPAC Approval

06/13/2024 BOT First Reading

07/11/2024 BOT Final Approval

Begin Recommendation**Board Policy | 2410 Board Policies and Administrative Procedures**

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. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. 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.

Board Policy

2410 Board Policies and Administrative Procedures

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



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 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)~~ 4.4

End Recommendation

Board Policy | 2410 Board Policies and Administrative Procedures

Administrative Procedure

2410 Board Policies and Administrative Procedures

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	J Torres	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation

Administrative Procedure | 2410 Board Policies and Administrative Procedures

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.

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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.
- 7.

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.

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.

Administrative Procedure

2410 Board Policies and Administrative Procedures

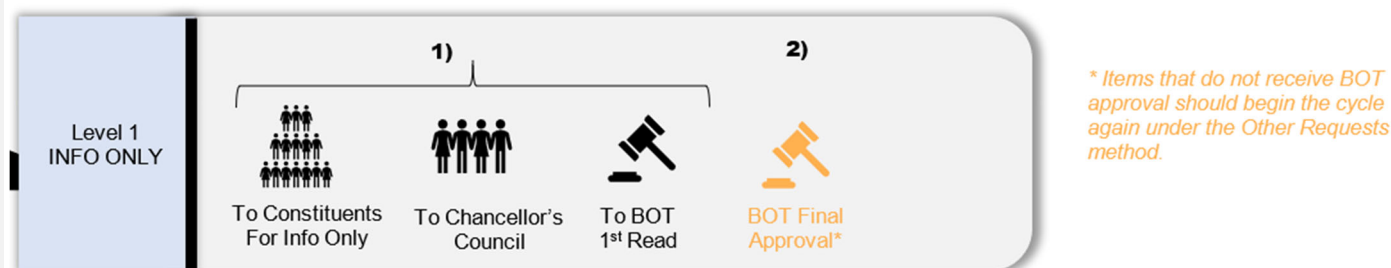
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To promote efficiency and respect the time of PPAC and constituent group members, P&Ps are categorized by level of review. This is to streamline the process and promote efficiency. PPAC members will assess review levels to ensure appropriateness.

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:
 - 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.

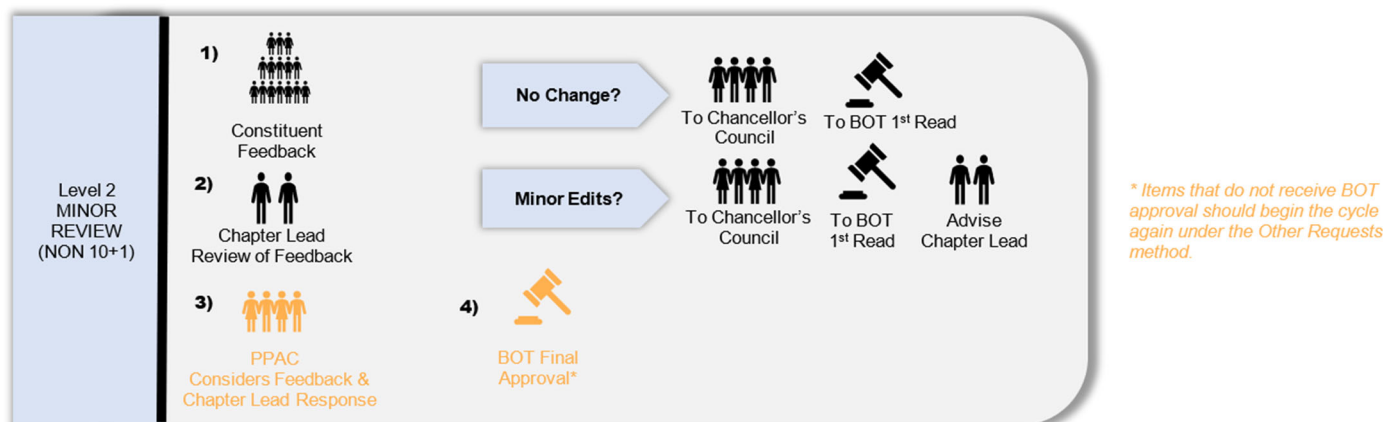
Administrative Procedure

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- 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*.
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

Administrative Procedure

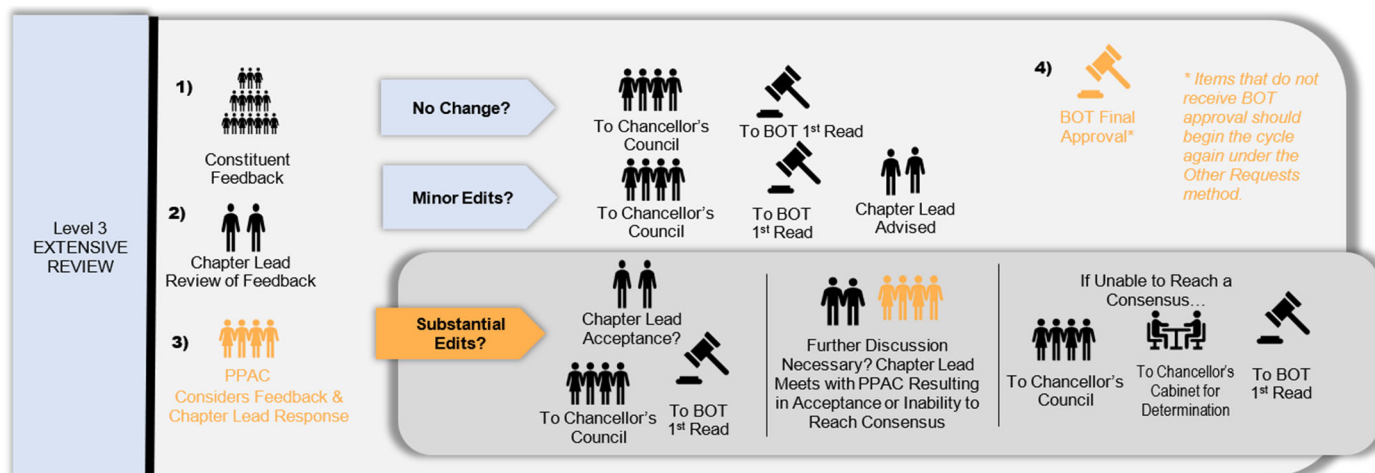
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applicability and feasibility.

- 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.

Administrative Procedure

2410 Board Policies and Administrative Procedures

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



AP: Administrative Procedure(s)

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.

Administrative Procedure

2410 Board Policies and Administrative Procedures

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



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 Recommendation

Administrative Procedure | 2410 Board Policies and Administrative Procedures

Board Policy
2431 Chancellor Selection

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard and the usage note pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/12/2024 Recommendation Received

- 05/13/2024 PPAC Approves Review Level
- 06/04/2024 BPPAC Approves
- 05/14/2024 Level 1 to Constituents for Information Only
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

Begin Recommendation
Board Policy | 2431 Chancellor Selection

In the case of a vacancy in the Chancellor position, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

- References:
- Title 5 Sections 53000 et seq.;
 - ACCJC Accreditation Standards ~~IV.B and IV.C.3 (formerly IV.B.1 and IV.B.1.i)~~ 4.5

End Recommendation
Board Policy | 2431 Chancellor Selection

Administrative Procedure
2431 Chancellor Selection

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> FYI Only - No Changes

Begin Recommendation

Administrative Procedure | 2431 Chancellor Selection

The Board of Trustees shall designate a Board subcommittee to oversee the search process to fill the Chancellor position in the event of a vacancy. A search committee may be formed which will include members of District governance groups and appropriate representatives from the community.

The Board of Trustees will interview finalists in closed session. The final selection will be announced in open session and voted on for approval pursuant to Title 5 Regulations and relevant Government Code sections.

End Recommendation

Administrative Procedure | 2431 Chancellor Selection

Board Policy

2435 Evaluation of the Chancellor

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/12/2024 Recommendation Received

- 05/13/2024 PPAC Approves Review Level
- 05/14/2024 Level 1 to Constituents for Information Only
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 2435 Evaluation of the Chancellor

The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor.

The criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed in accordance with BP 2430 titled Delegation of Authority to the Chancellor.

Reference:
Education Code Section 87663;
ACCJC Accreditation Standard [IV.C.3 \(formerly IV.B.1\) 4.5](#)

End Recommendation

Board Policy | 2435 Evaluation of the Chancellor

Administrative Procedure

2435 Evaluation of the Chancellor

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Minor clerical update.

Begin Recommendation

Administrative Procedure | 2435 Evaluation of the Chancellor

Frequency of Evaluation

The Chancellor will be evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor.

Evaluation Committee

If necessary, the Board and the Chancellor will meet and mutually agree upon the formation of a Board Evaluation Ad-Hoc Committee.

The Board Evaluation Ad-Hoc Committee and/or consultant agreed upon by the Board will seek written feedback from every manager, academic and classified senate presidents, CTA and CSEA presidents, permanent employees, and community representatives as agreed upon by the Chancellor and the Board.

Evaluation instruments, if used, will be approved by the Board and distributed a month prior to the session, and completed separately by each voting board member.

The final evaluation will be a composite of the evaluations by individual board members and shall be furnished in advance to the Chancellor. The Board, as a whole, will meet with the ~~CEO~~ Chancellor to discuss the final evaluation.

The evaluation shall be signed by all members of the Board. The Chancellor shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. This response may offer clarification, additional information, or a rebuttal. There will be only three copies of a completed evaluation. One copy will remain in the possession of the Chancellor one copy will remain with the Board's attorney, and the original will become a part of the official file in the Human Resources Office.

Mutually agreed-upon goals, priorities, tasks, and/or objectives for the following year will be identified at the close of the annual evaluation process.

Reference:

Education Code Section 87663

ACCJC Accreditation Standards ~~IV.C.3 (formerly IV.A)~~ 4.5

End Recommendation

Administrative Procedure | 2435 Evaluation of the Chancellor

Board Policy

2745 Board Self-Evaluation

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	No matching AP exists

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/12/2024 Recommendation Received

05/13/2024 PPAC Approves Review Level
05/14/2024 Level 1 to Constituents for Information Only
06/04/2024 BPPAC Approves
06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

Begin Recommendation
Board Policy | 2745 Board Self-Evaluation

~~(Replaces current SBCCD BP 2020)~~

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its effectiveness.

To this end the Board has established the following processes for evaluation:

An ad hoc committee of the Board shall be appointed in April to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Office of the Chancellor and/or consultant.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

Reference:
ACCJC Accreditation Standard [IV.C.10 \(formerly IV.B.1.e & g\) 4](#)

Board Policy

2745 Board Self-Evaluation

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024



End Recommendation

Board Policy | 2745 Board Self-Evaluation

Board Policy

3050 Institutional Code of Ethics

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason for Review

> Change of citation to reflect CCLC Legal Update for AP 3050.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/12/2024 Recommendation Received

05/13/2024 PPAC Approves Review Level
05/14/2024 Level 1 to Constituents for Information Only
06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 3050 Institutional Code of Ethics

The District upholds a written code of professional ethics for all its personnel.

The Chancellor shall establish appropriate administrative procedures in furtherance of the District's expectation and requirement of ethical conduct by all personnel in carrying-out their duties for the benefit of the institution and the public in compliance with all applicable laws, policies, rules, and regulations.

Reference:

[WASC/ACCJC Accreditation Standard III.A.1.d 3](#)

End Recommendation

Board Policy | 3050 Institutional Code of Ethics

Administrative Procedure

3050 Institutional Code of Ethics

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards

Begin Recommendation

Administrative Procedure | 3050 Institutional Code of Ethics

The District recognizes its responsibility and obligation to the public and to the students it serves to conduct its business with honesty, integrity, professionalism, and quality in the performance of those operations and functions necessary to achieve its established mission and philosophy as described in board policy. To that end, the District is committed to public accountability and transparency.

The Institutional Code of Ethics applies to all employees of the District. Employees of the District share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the District and its students. Employees of the District shall conform their conduct to the following Standards of Ethics:

Use of District Resources: District resources shall not be used for other than their intended purpose. Employees of the District shall manage the District's resources prudently and shall not improperly convert such resources to personal use or for the personal use of another. The District's resources shall not be offered to another in order to obtain unfair advantage or otherwise offered in a manner or under circumstances that would constitute a violation of law.

Relationship with Vendors: Employees of the District who have a financial interest in a firm under consideration for business transactions with the District must disclose the relationship to appropriate District personnel, if the employee is participating in the business decision. Such employees shall recuse themselves from participation in decisions related to District business with the firm. In addition, such employees shall disclose the relationship in writing, to the District's legal counsel to determine that the proposed activity is fair to the District and will not result in the District foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source.

Under no circumstances may an employee with a financial interest, as described above, approve a relationship with, order or authorize purchase from, or approve or make payments to an affiliated firm or person on behalf of the District. For the purposes of this paragraph, the terms "person" and "affiliated person" includes an individual's immediate family members, spouse, and others living within such individual's household.

Conflict of Interest: Executive administrative personnel and other designated personnel subject to the provisions of the Political Reform Act of 1974 as set forth in Government Code Sections 81000 et seq. have additional responsibilities with reference to contracts and financial decisions made by the District as described in applicable conflict of interest laws, which include the following:

- **Contractual Conflicts:** Executive administrative personnel and other designated personnel are prohibited from having a financial interest in any contract made by the District or in any contract entered into in their official capacity. As such, they are prohibited from making, participating in making or in any way attempting to use their official positions to influence a District decision when it is foreseeable that their personal financial interests may be

Administrative Procedure

3050 Institutional Code of Ethics

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



affected by those decisions. If an executive administrator or other designated person determines that they have a conflict of interest at some point in the contract-making process, this determination shall be disclosed and they shall immediately disengage from the contract process.

- **Obligation to Resolve Conflicts:** Executive administrative personnel and other designated personnel have an obligation to examine any situation in which they believe they have a conflict of interest and take steps to resolve the conflict.
- **Disqualification:** When a conflict of interest exists, an executive administrator or other designated person who has declared or who has been found to have a conflict of interest in a matter shall refrain from participating in consideration of the matter.
- **Gratuities:** No employee of the District shall receive or solicit anything of value in return for influencing or exercising their discretion in a particular way on a District matter. In addition, employees of the District are prohibited from accepting or soliciting any gratuity or thing of value (for which a fair market price has not been paid) for or because of any official act performed or to be performed in their official capacity with the District. The gratuities provision does not prohibit the acceptance of an item having a nominal value or ceremonial gifts received by employees of the District in their official capacity.

Maintenance of Accurate Accounts and Records: The accounts and records of the District are maintained in a manner that provides for an accurate and auditable record of all financial transactions in conformity with generally accepted accounting principles, established business practices, and all relevant provisions of controlling law. No false or deceptive entries may be made and all entries must contain an appropriate description of the underlying transaction.

To the extent not required for daily operating transactions (e.g., petty cash transactions), all District funds must be retained in the appropriate District accounts with appropriately designated financial institutions and no undisclosed or unrecorded fund or asset shall be established or maintained for any purpose.

All reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared accurately and honestly, and access to such data shall be closely controlled.

Employees of the District who improperly access District accounts and records or who improperly convert these records and accounts for their own personal purpose or for the personal purpose of another, or who wrongfully disclose such records or accounts will be subject to appropriate sanctions by the District.

Maintenance of Confidentiality: Employees of the District who may have access to confidential information relating to students, job applicants, employees, and other information of a sensitive nature are expected to take appropriate measures to safeguard confidential or sensitive information and not disclose such information except in the course of their official duties to those who have a legitimate business need to know or as otherwise required by law.

Employment Practices: Employees of the District are expected to conform their actions to the requirements of the law and District policy related to their positions and areas of responsibility, and to ethically and effectively carry out their responsibilities.

Consequences for Violations: Employees of the District who fail to comply with this Institutional Code of Ethics will be subject to disciplinary action in accordance with established disciplinary procedures.

Reference:

ACCJC Accreditation Standard [III.A.13 \(formerly III.A.1.d\)](#) 3

End Recommendation

Administrative Procedure | 3050 Institutional Code of Ethics

Board Policy

3200 Accreditation

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level

10+1 Designation?

Chapter Lead

Matching BP or AP?

Level 1

No

N Ornelas

BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Eligibility Requirement pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

05/12/2024 Recommendation Received

05/13/2024 PPAC Approves Review Level

05/14/2024 Level 1 to Constituents for Information Only

06/13/2024 BOT First Reading

07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 3200 Accreditation

(Replaces current SBCCD BP 3200)

The Chancellor shall ensure that the District complies with the requirements of the accreditation process of the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) and of other agencies that accredit District programs that seek accreditation.

The Chancellor shall keep the Board of Trustees informed of the District's relationship with approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

References:

ACCJC Accreditation Eligibility Requirement 21 ~~and ACCJC~~

~~Accreditation Standards I.C.12 and 13 (formerly IV.B.1.i);~~

Title 5 Section 51016

End Recommendation

Board Policy | 3200 Accreditation

Administrative Procedure
3200 Accreditation

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to remove the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation
Administrative Procedure | 3200 Accreditation

(Replaces current SBCCD AP 3200)

- A. The following requirements apply to the colleges' preparation for reaffirmation of accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC):
1. The development of a self-evaluation report and any other materials necessary to support accreditation or reaffirmation of accreditation shall begin no less than two years before the accreditation visit.
 2. The college president shall appoint an accreditation liaison officer, who will be responsible for coordinating all necessary activities in preparation for the visit by the visiting team and subsequent reports and visits.
 3. Each college shall have an Accreditation Steering Committee with members from faculty, management, the classified staff, and students.
 4. The Accreditation Steering Committee will meet to support the writing of the self-evaluation and any other reports required by the ACCJC.
 5. The self-evaluation report shall be made available to the faculty, classified staff, managers, and student leaders for review and comment before it is sent to the Board of Trustees for approval.
 6. The self-evaluation and any subsequent reports required by the ACCJC shall be approved by the SBCCD Board of Trustees before they are submitted to the ACCJC.
- B. The following requirements apply to all other activities in preparation for accreditation or reaffirmation of accreditation:
1. Preparation for accreditation activities must begin no less than one year before that activity.
 2. The college president, after consultation with the president of the academic senate, is responsible for appointing someone to coordinate the accreditation activities.

Administrative Procedure

3200 Accreditation

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



3. The development of all supporting materials shall involve appropriate faculty, management, classified staff, and students.
4. Accreditation reports shall be approved by the Board of Trustees before they are submitted to an accrediting agency on behalf of the college.

References:

ACCJC Accreditation Eligibility Requirement 21 ~~and ACCJC Accreditation Standards I.C.12 and 13 (formerly IV.B.1.i);~~
Title 5 Section 51016

End Recommendation

Administrative Procedure | 3200 Accreditation

Board Policy

3225 Institutional Effectiveness

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/12/2024 Recommendation Received

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Begin Recommendation

Board Policy | 3225 Institutional Effectiveness

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; (4) diversity, equity and inclusion; and (5) programmatic compliance with state and federal guidelines.

The Chancellor shall ensure that the specified institutional effectiveness goals are established and shall inform the Board about the status of goal setting, implementation, and assessment of the District's institutional effectiveness.

References:

Education Code Sections 78210 et seq., and 84754.6;
ACCJC Accreditation Standard ~~I.B.5~~ 9 1

End Recommendation

Board Policy | 3225 Institutional Effectiveness

Administrative Procedure
3225 Institutional Effectiveness

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation
Administrative Procedure | 3225 Institutional Effectiveness

As specified in BP 3225, each college in the District is required to collaboratively develop, adopt, and publicly post measurable goals that addresses all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; (4) diversity, equity and inclusion; and (5) programmatic compliance with state and federal guidelines. The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state. Institutional effectiveness includes the assessment of goals and objectives with respect to the District's commitment to equity and inclusion.

References:
Education Code Sections 78210 et seq. and 84754.6;
ACCJC Accreditation Standards ~~1.B.5~~ 9 1

End Recommendation
Administrative Procedure | 3225 Institutional Effectiveness

Board Policy

3410 Nondiscrimination

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to remove one of the accreditation-related references pursuant to the 2024 changes in the ACCJC Accreditation Standards and add a Government Code section reference.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

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07/11/2024 BOT Final Approval

Begin Recommendation
Board Policy | 3410 Nondiscrimination

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

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

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

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

Board Policy

3410 Nondiscrimination

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



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

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
 Title 5 Sections 53000 et seq. and 59300 et seq.;
 Labor Code Section 1197.5;
 Penal Code Section 422.55;
 Government Code Sections 12926.1, ~~and~~ 12940 et seq., ~~and~~ 12954;
 Title 2 Sections 10500 et seq.;
 ACCJC Accreditation Eligibility Requirement 20 ~~and ACCJC Accreditation Standard Catalog Requirements~~

End Recommendation

Board Policy | 3410 Nondiscrimination

Administrative Procedure
3410 Nondiscrimination

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to remove the reference to the ACCJC Accreditation Standard Catalog Requirements pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation

Administrative Procedure | 3410 Nondiscrimination

Education Programs

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

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

The District shall not prohibit any student from enrolling in any class or course on the basis of gender. Academic employees, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

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

Nondiscrimination References for Education Programs:

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

Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

ACCJC Accreditation Eligibility Requirement 20-~~and ACCJC Accreditation Standard Catalog Requirements~~

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, immigration status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The District shall not

Administrative Procedure

3410 Nondiscrimination

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



discriminate against a person in hiring, termination, or any term or condition of employment or otherwise penalize a person based upon the person's use of cannabis off the job and away from the workplace unless permitted under Government Code Section 12954.

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

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

Nondiscrimination References for Employment:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.;

Government Code Sections 11135 et seq. and 12940 et seq.

Title 2 Sections 10500 et seq.;

Labor Code Section 1197.5

End Recommendation

Administrative Procedure | 3410 Nondiscrimination

Board Policy

3420 Equal Employment Opportunity

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

05/12/2024 Recommendation Received

- 05/13/2024 PPAC Approves Review Level
- 05/14/2024 Level 1 to Constituents for Information Only
- 06/13/2024 BOT First Reading
- 07/11/2024 BOT Final Approval

Begin Recommendation
Board Policy | 3420 Equal Employment Opportunity

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.

Board Policy

3420 Equal Employment Opportunity

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



References:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.

ACCJC Accreditation Standard [III.A.12.3](#)

End Recommendation

Board Policy | 3420 Equal Employment Opportunity

Administrative Procedure

3420 Equal Employment Opportunity

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	K Hannon	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation

Administrative Procedure | 3420 Equal Employment Opportunity

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 work force.

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,

Administrative Procedure

3420 Equal Employment Opportunity

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



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.

Applicant Pools: The application for employment shall afford each applicant an opportunity to identify himself/herself voluntarily as to gender, ethnicity and, if applicable, ~~his/her~~ **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

Administrative Procedure

3420 Equal Employment Opportunity

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



- 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.
- 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 ~~he/she~~ 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 ~~he/she~~ 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 ~~he/she~~ they have ~~has~~ personally suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in ~~his/her~~ their official capacity.

Administrative Procedure

3420 Equal Employment Opportunity

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



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.

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 ~~his/her~~ **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 ~~his/her~~ **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 ~~his/her~~ **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 ~~his/her~~ **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

Administrative Procedure

3420 Equal Employment Opportunity

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



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.

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:

Education Code Sections 87100 et seq.;

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

ACCJC Accreditation Standard ~~III.A.12;~~ and 3

Government Code Sections 7400 et seq. and 12940 et seq.

End Recommendation

Administrative Procedure | 3420 Equal Employment Opportunity

Administrative Procedure
4021 Program Discontinuance

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	No matching BP exists

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation

Administrative Procedure | 4021 Program Discontinuance

1. Statement of Purpose: The District is committed to the vitality and integrity of its educational programs as validated by processes of regular and ongoing evaluation. The purpose of this Procedure is to provide a framework for the effective consideration of program vitality that utilizes regular and rigorous institutional evaluation, and in those rare instances where consideration of discontinuance is appropriate, to provide a framework and a process of effective engagement within which to consider the relevant issues and to come to an appropriate and timely institutional resolution.
2. Consideration of Collective Bargaining Rights: Nothing contained in this Procedure is intended to infringe upon, diminish, or supersede any collective bargaining rights established for employees of the District. It is the intention of the District that consideration of issues appropriately under the scope of bargaining be addressed through the regular processes established for such consideration by the District and its collective bargaining units.
3. Process of Regular Program Evaluation: The District is committed to regular processes of evaluation of its programs that support and advance the District mission. The colleges shall follow locally developed and approved institutional evaluation processes in support of excellence and in accord with all appropriate statutory and accrediting body standards and requirements.

The process used to determine program discontinuance/viability shall be developed and adopted by each college and posted on the respective college website.

References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130
ACCJC Accreditation Standard [II.A.15- 2](#)

End Recommendation

Administrative Procedure | 4021 Program Discontinuance

Board Policy

4025 Philosophy and Criteria for Associate Degree and General Education

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

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Begin Recommendation

Board Policy | 4025 Philosophy and Criteria for Associate Degree and General Education

(Replaces current SBCCD BP 4025)

NOTE: This policy is legally required. The following philosophy is taken from Title 5 Section 55061, which is the policy of the Board of Governors and is provided only as an example. The District should define and insert its own philosophy and criteria.

- ~~From current SBCCD BP 4025 titled Philosophy and Criteria for Associate Degree and GE~~

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy:

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

Board Policy

4025 Philosophy and Criteria for Associate Degree and General Education

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better self-understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively *in* examining values inherent in proposed solutions to major *society* societal problems.

The Chancellor is responsible for establishing procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for Academic Senate involvement following the guidelines of Title 5.

References:

Title 5 Section 55061;

ACCJC Accreditation Standard [II.A \(formerly II.A.3\)-2](#)

End Recommendation

Board Policy | 4025 Philosophy and Criteria for Associate Degree and General Education

Administrative Procedure

4025 Philosophy and Criteria for Associate Degree and General Education



San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

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Begin Recommendation

Administrative Procedure | 4025 Philosophy and Criteria for Associate Degree and General Education

~~(Replaces current SBCCD AP 4025)~~

The philosophy and criteria for the associate degree and general education should address the considerations contained in the references listed below. These include, but are not limited to:

- The programs of the District are consistent with the institutional mission, purposes, demographics and economics of its community.
- The philosophy and criteria regarding the associate degree references the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including:
 - the ability to think and communicate clearly and effectively in speaking and writing;
 - understand and use mathematics in everyday living;
 - understand the modes of inquiry of the major disciplines;

Administrative Procedure

4025 Philosophy and Criteria for Associate Degree and General Education

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



- understand the methods used in knowledge acquisition within major disciplines such as science, humanities, and social sciences;
- achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. Be aware and receptive to other cultures and time periods
- develop an understanding and appreciation of the arts and humanities

The philosophy and criteria regarding general education references the policy of the Board of Governors that general education should lead to better self-understanding, including:

- Develop the capacity for improved self-understanding.
- General education is designed to introduce students to the variety of means through which people comprehend the modern world.
- General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity.

Procedures to determine which courses address this philosophy and criteria are developed by the campus curriculum committees under the purview of the respective Academic Senate. These procedures are documented in the campus curriculum committee handbook.

References:

Title 5 Section 55061;

ACCJC Accreditation Standard [II.A \(formerly II.A.3\) 2](#)

End Recommendation

Administrative Procedure | 4025 Philosophy and Criteria for Associate Degree and General Education

Board Policy

4030 Academic Freedom

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the references to the ACCJC Accreditation Standard and Eligibility Requirements pursuant to the 2024 changes in the ACCJC Accreditation Standards.

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06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

Begin Recommendation

Board Policy | 4030 Academic Freedom

(Replaces current SBCCD BP 4030)

A. Introduction

The San Bernardino Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effective governance of its colleges. The District recognizes that academic and intellectual freedom is best protected by a system of tenure, academic due process, and policies and procedures that provide faculty, students, and classified employees with the opportunity to freely express themselves in any campus venue, from the classroom to the board room. The District further subscribes to the principle that the free expression of ideas should be limited only by the responsibility to express ideas with fairness, and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion.

B. Rights of Academic Employees

Academic freedom shall be guaranteed to all academic employees. No special limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of professional responsibility. The right to academic freedom herein established shall include the right to support or oppose political causes, issues, and parties outside of normal classroom activities.

Academic employees are citizens, members of learned professions, and members of the institution. When academic employees speak or write as citizens, they should be free from institutional censorship or discipline, provided they clearly indicate they are not representing the institution.

Board Policy

4030 Academic Freedom

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Academic freedom allows academic employees to seek and present the truth as they know it on problems and issues, subject to the accepted standards of professional responsibility, without fear of interference from administrators, the District Board of Trustees, governmental authorities, or pressure groups.

Although academic employees have the obligation to ensure that their classroom material meets the valid educational objectives of the course as stated in the approved Course Outline of Record, they are entitled to freedom in the classroom in presenting the subjects they teach and shall be free to select and use textbooks and materials that they deem appropriate to meet the stated learning outcomes for the course.

Academic employees are entitled to full freedom in their use of books, online sources, and internet sites and in the publication of the results of any research that may result from the use of these resources.

Academic employees may arrange for classroom lecturers or speakers to make presentations in regularly scheduled classes or groups of classes. The academic employees shall be responsible for the relevance of the lecturer or speaker's subject matter to the course.

C. Obligations of Academic Employees

Academic freedom requires that all academic employees establish and preserve an open learning environment at the college. No special limitations shall be placed upon students in their study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of academic responsibility. Students shall have the opportunity to study controversial issues and divergent views and to arrive at their own conclusions. Academic employees have an obligation to protect the student's right to freedom of inquiry even when the student's conclusions differ from those of the academic employees.

While students may represent without penalty any opinion in or out of class, they may be required to demonstrate knowledge of views contrary to their own in order to fulfill course requirements.

D. Libraries and Learning Resource Centers

Books and other library and learning resources materials selected and databases provided should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of the race, nationality, social, political, or religious views of the authors. Libraries should provide materials and information presenting diverse points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

References:

Title 5 Section 51023;

ACCJC Accreditation Eligibility Requirements [13](#) and [20](#); and

ACCJC Accreditation Standard [I.C.7 \(formerly II.A.7\)](#) [4.1](#)

End Recommendation

Board Policy | 4030 Academic Freedom

Board Policy
4040 Library Services

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

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Begin Recommendation
Board Policy | 4040 Library Services

~~(Replaces current SBCCD BP 4040)~~

The District shall have library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.

References:
Education Code Section 78100;
Civil Code Section 1798.90;
ACCJC Accreditation Standard ~~4~~2.7

End Recommendation
Board Policy | 4040 Library Services

Administrative Procedure

4040 Library Services

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation

Administrative Procedure | 4040 Library Services

Libraries in the San Bernardino Community College District provide instructional services and resources to support information literacy, supplement educational programs, and the mission of the District. Additionally, the libraries support the professional, personal, and intellectual development of students, faculty, and staff of the college communities.

The District supports the Standards and the Association of College & Research Libraries (ACRL) and the American Library Association's (ALA) Library Bill of Rights, and operates in accordance with the Education Code, Sections 78100, 78101, 78103 and Title 5, Section 51023.

ETHICAL AND PROFESSIONAL CONSIDERATIONS FOR ACQUISITIONS AND COLLECTION MANAGEMENT STATEMENT OF ETHICS

Overarching acquisition guidelines are based on the following tenets from the American Library Association's Library Bill of Rights:

- Books and other library resources should be for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

COLLECTION MANAGEMENT

Collection management is required by the standards of the Accrediting Commission of California Junior and Community Colleges (ACCJC), a branch of the Western Association for Schools and Colleges (WASC) Accreditation Commission. These standards are the means by which the Library is tasked to provide an organized collection of print and non-print resources that will meet institutional, curricular research, and instructional requirements, as well as supporting the development of the lifelong habit of reading.

Administrative Procedure

4040 Library Services

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Under the supervision of the appropriate administrator, faculty librarians will utilize their collection management training and skills to ensure that the cultural and personal enrichment needs of the college community are met through the development and maintenance of library collections which best fulfill the above-stated requirements.

Broad objectives for selection of educational materials include:

- To provide materials that enrich and support the curriculum
- To provide materials that will stimulate growth in factual knowledge
- To provide a background of broad-based information resources to empower students to make informed judgments in their daily lives
- To provide materials representative of the diversity of the District, and
- To place library ethics above personal opinion and prejudice in the selection of materials.

As a measure of adequacy the library shall review its collection against the recommended lists of materials for community college libraries, professional journals in all disciplines taught at the college, and current bibliographic publications, and assess, supplement, or withdraw materials from all areas as needed.

CHALLENGES TO MATERIALS

On occasion, a patron may question or challenge the suitability of an item or items found in the collection. On these occasions, the complainant will be reminded that it is the obligation of academic libraries to promote intellectual freedom. As such entities, district libraries will provide materials that promote free, open, and educational discussion of sometimes-controversial matters in order to prepare students to make informed decisions about challenges in their daily lives. It is the sole responsibility of the librarians and library administration to make final decisions concerning inclusion and exclusion of materials in the libraries' collections.

CIRCULATION SERVICES

STUDENTS: Currently-enrolled SBCCD students have free access to library materials and services both on campus and online during posted hours. Students utilizing library materials or services will be held responsible for them and overdue fines/replacement costs will apply. At each time of checkout, students must provide to staff their student identification number and a current photo I.D. for protection against identity theft. Certain library material and items must be used in the college library only.

DISTRICT EMPLOYEES: Currently-employed District employees may borrow materials from the circulating collections of the libraries. Standard loan periods and fines may apply. Library services are cancelled upon termination of employment.

COMMUNITY MEMBERS and ALUMNI ASSOCIATION MEMBERS: All are welcome to use the library facility, circulating books, and reference materials while in the building. Upon proof of residence in a college's service area and the verification of a valid email address, individuals over the age of 18 may borrow a limited number of items as defined locally by each campus, from the general circulating collection. An activation fee may apply and vary by location. Community and Alumni Association members are prohibited from use of the Library Computer Lab and may not check out Reserve and Textbook Bank materials, student computers, nor obtain remote access to databases, as these materials and services are reserved for the exclusive use of the colleges' students.

References:

Education Code Section 78100;
ACCJC Accreditation Standard ~~II.B (formerly II.C)~~ 2.7

End Recommendation

Administrative Procedure | 4040 Library Services

Board Policy
4050 Articulation

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

05/12/2024 Recommendation Received

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Begin Recommendation
Board Policy | 4050 Articulation

~~(Replaces current SBCCD BP 4050)~~

The Chancellor is responsible for establishing procedures that assure appropriate articulation of the District's educational programs with high schools and baccalaureate institutions in accordance with law and regulations.

The procedures also may support articulation with institutions, including other community colleges and those that are appropriate and advantageous for partnership with the District.

References:
Education Code Sections 66720-66744;
Title 5 Section 51022(b);
ACCJC Accreditation Standard ~~II.A.10~~ 2

End Recommendation
Board Policy | 4050 Articulation

Administrative Procedure

4050 Articulation

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

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Begin Recommendation

Administrative Procedure | 4050 Articulation

~~(Replaces current SBCCD AP 4050)~~

Because the responsibility for articulation rests with the faculty, each college in the San Bernardino Community College District has an articulation officer assigned to facilitate the activities associated with the processes of articulation. These processes follow the guidelines set out in the 2001 Handbook of California Articulation Policies and Procedures developed by the California Intersegmental Articulation Council (CIAC). This handbook covers policies and procedures for all segments of the California higher education systems including both public and private institutions.

The articulation processes include, but are not limited to, the following:

1. Annual review of board approved courses for the Transfer Course Agreement (TCA) for the University of California Office of the President.
2. Annual review of board approved courses for the California State University Baccalaureate List (CSU Baccalaureate List). Annual review of Transfer Model Curriculum (TMC) as defined by California Community College Chancellor's Office (CCCCO).

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4050 Articulation

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3. Annual review of TCA approved courses for the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
4. Annual review of CSU Baccalaureate List approved courses for the California State University General Education Breadth (CSUGE Breadth) requirements.
5. Quarterly review and update of articulation information in ASSIST (Articulation System Stimulating Inter-institutional Student Transfer) database.
6. Consultation with faculty regarding course outline requirements and articulation procedures and timelines.

The Articulation Officers at each college in the San Bernardino Community College District are responsible for the development, maintenance, and distribution of articulation agreements. *The Administration of each college will ensure that the Articulation officers have sufficient time to perform their duties as described in the CIAC 2001 Handbook of California Articulation Policies and Procedures.*

References:

Education Code Section 66720-66744;

Title 5 Section 51022(b);

ACCJC Accreditation Standard [II.A.10 \(formerly II.A.6.a\) 2](#)

End Recommendation

Administrative Procedure | 4050 Articulation

Board Policy

4102 Career and Technical Education Programs

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Minor clerical edit

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

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Begin Recommendation

Board Policy | 4102 Career and Technical Education Programs

~~(Replaces current SBCCD BP 4104)~~

The District's career and technical programs will follow Title 5 guidelines for such programs.

References

Title 5 Sections 55600 et seq.

End Recommendation

Board Policy | 4102 Career and Technical Education Programs

Administrative Procedure

4102 Career and Technical Education Programs

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation

Administrative Procedure | 4102 Career and Technical Education Programs

(Replaces current SBCCD AP 4104)

Each career/technical program in the District shall appoint career/technical education advisory committees to develop recommendations for the career/technical education programs and to serve as a liaison between the District and its business/industry community partners.

Each career/technical program shall develop appropriate entrance requirements and discipline- specific competencies that students should master by the time they complete the program. The documentation of these competencies may be demonstrated by program-determined measures, local public agency examinations, national program examinations, success at transfer institutions, and/or employer surveys.

Written procedures mandated by The Federal Education Department General Administrative Regulations 2nd Edition

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President of Instruction will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Vice President of Instruction shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

References:

Title 5, Sections 55600 et seq.

2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);

34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); [34 C.F.R. Part 600](#).

ACCJC Accreditation Standard [II.A.14.2](#)

End Recommendation

Administrative Procedure | 4102 Career and Technical Education Programs

Board Policy
5010 Admissions

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

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06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

Begin Recommendation
Board Policy | 5010 Admissions

~~(Replaces current SBCCD BP 5010)~~

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or ~~his or her~~ **their** designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

Board Policy

5010 Admissions

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The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.

Admission – Any student under the age of 18 and who has not yet earned a high school diploma or its equivalent is eligible to attend as a special part-time student for advanced scholastic or career/technical education (vocational) courses.

Any student under the age of 18 and who has not yet earned a high school diploma or its equivalent is eligible to attend as a special full-time student.

Denial of Requests for Admission – If the Board of Trustees denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

Claims for State Apportionment for Dual Enrollment – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

References:

Education Code Sections 76000, 76001, 76002, and 76038;

Labor Code Section 3077;

34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard [II.C.6.2](#)

End Recommendation

Board Policy | 5010 Admissions

Administrative Procedure

5010 Admissions

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation

Administrative Procedure | 5010 Admissions

(Replaces current SBCCD AP 5010)

The Chief Instructional Officer shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

REGULAR ADMISSION

- A. The colleges of the District shall admit any California resident, and may admit any nonresident, possessing a high school diploma or the equivalent thereof. (See AP 5012 titled International Students as well as BP/AP 5020 titled Nonresident Tuition)
- B. The colleges may admit any other person who is over 18 years of age and who, in the judgment of the Board or the college president, is capable of profiting from the instruction offered. Any such person who enrolls as a full-time student shall be admitted as a provisional student and there-after shall be required to comply with the rules and regulations prescribed by the Board of Governors of the California Community Colleges or the Chancellor's Office pertaining to the scholastic achievement and other standards to be met by provisional or probationary students, as a condition to being readmitted in any succeeding semester.
- C. Capability to "profit from instruction" shall be determined through the regular college assessment process.
- D. The colleges may admit special full-time and part-time students as allowed by the California Education Code.
- E. Each person who applies for admittance shall complete the college admissions application form and all related forms required by state or federal government agencies.

SPECIAL ADMISSION OF K-12 STUDENTS

(See AP 5011 titled Admission of High School and Other Young Students)

Any pupil enrolled in grades K-12 from a public school district may apply for admission to a District college upon submitting evidence that the Board of Trustees of the public school district has granted such approval. A parent or guardian of a pupil who is

Administrative Procedure

5010 Admissions

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



not enrolled in a public school district may petition the college president for such admission. The college president or designee shall review and act upon all applications.

K-12 Students who enroll in a college of the District shall be exempt from payment of the enrollment fee. All other appropriate fees shall be assessed.

INTERNATIONAL STUDENTS

(See AP 5012 titled International Students)

The District is authorized under Federal law to enroll F-1 non-immigrant students. The District shall admit students who meet the following requirements:

Applicants Overseas

- Complete an International Student Application.
- TOEFL score of 500 on the paper-based test or 173 on the computer-based test or 61 on the internet-based test. The TOEFL requirement may be waived, if an applicant whose native language is English and who have attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction. The reporting code for CHC is 4126.
- Official transcripts from high school and/or college or university. If the transcript is not in English, an official translation in English is needed.
- Financial statement showing that students have the sufficient funds for tuition and estimated living expenses for one year. There is no financial aid available for international students.
- \$25 non-refundable application processing fee.
- Essay (describing the reasons for applying to Crafton Hills College usually one to two pages).

Applicants within USA must submit all of the above including:

- Transfer Eligibility Form
- Copy of passport
- Copy of visa
- Copy of I-94
- Copy of previous school's I-20

References:

Education Code Sections 76000, 76141; 76142;

34 FR Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard [H.C.6.2](#)

End Recommendation

Administrative Procedure | 5010 Admissions

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

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	No matching BP exists

Reason for Review

> Legal Update 44 - Updated to add a legal citation and to revise language regarding College and Career Access Pathways (CCAP) pursuant to changes in the Education Code and in the Title 5 regulations.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

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 05/15/2024 Level 3 First Anticipated AS Review
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 09/04/2024 Level 3 Second Anticipated AS Review
 09/09/2024 PPAC Reviews Second AS Feedback
 10/10/2024 BOT First Reading
 11/14/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Eligibility for Admissions

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

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

Administrative Procedure

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

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



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 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.

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.

Special Part-Time or Full-Time Student: Any minor student (any elementary, secondary, or home-schooled 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.

Administrative Procedure

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

San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024



Admission Process

Admission is subject to seat availability and locally approved college policies for dual enrollment. High school transcripts, grade point average (GPA) and Social Security numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment.

The student must submit:

- District application for admission.
- When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing.
- Written and signed approval of their principal (NOTE: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.)
- Demonstration that the student is capable of profiting from instruction.
- The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.

High School Students:

For students attending high school, the director of admissions and records or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the director of admissions and records or designee shall be final. This determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with discipline faculty as needed;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Middle and Lower School Students:

For students attending middle and lower schools, the determination shall be made by director of admissions and records or designee. The school must provide a letter signed by the principal indicating how in their opinion the student can benefit from instruction. The director of admissions and records or designee will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the director of admissions and records or designee shall be final. Once a decision has been made, the student and their parent or guardian shall be informed of the decision. This 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;

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- 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

[Title 5 Section 56700](#)

End Recommendation

Administrative Procedure | 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Board Policy

5030 Fees

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this policy to remove the reference to baccalaureate degree pilot programs pursuant to changes in the Education Code.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

06/10/2024 Estimated Receipt of Recommendation

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Begin Recommendation

Board Policy | 5030 Fees-2

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 they regularly have two or more passengers commuting with them.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Board Policy

5030 Fees

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



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 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 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.

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 Section 76300 et seq;

Title 5 Sections 58520;

ACCJC Accreditation [Standard I.C.6-Eligibility-Requirement 20](#)

End Recommendation

Board Policy | 5030 Fees-2

Administrative Procedure

5030 Fees

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to remove the reference to the ACCJC Accreditation Standard and add a reference to an ACCJC Eligibility Requirement pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to remove the reference to baccalaureate degree pilot programs pursuant to changes in the Education Code.

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Begin Recommendation

Administrative Procedure | 5030 Fees-2

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 their immigration status, or will file an application as soon as they 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)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)

Administrative Procedure

5030 Fees

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



- 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)

Administrative Procedure

5030 Fees

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



- 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 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. Enrollment Fee
\$46.00/unit
- G. Upper Division Coursework Fee
\$84/unit

Administrative Procedure

5030 Fees

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



- H. Insufficient Funds Check
\$15.00
- I. International Student Application
\$25.00 (nonrefundable)
- J. Key Deposit/Replacement
\$15.00 plus cost of rekeying if needed (metal/electronic key)
- 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
- 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
- M. Parking Permit Fees
\$45.00 - one semester (\$25 Promise Grant students)
\$24.00 - summer session
\$3.00 - daily
- 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
- O. Student Representation
\$2.00
- 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
\$ 2.00 per item - Duplication of medical records
At cost - Birth Control Pills
- Q. Transcripts/Verification
No cost - First two transcripts
\$10.00 - Additional transcripts

Administrative Procedure

5030 Fees

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

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

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.

Administrative Procedure

5030 Fees

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



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 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.

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 Eligibility Requirement 20](#)

End Recommendation

Administrative Procedure | 5030 Fees-2

Board Policy

5050 Student Success and Support Program

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

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Begin Recommendation

Board Policy | 5050 Student Success and Support Program-2

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. 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~~ 2

Board Policy

5050 Student Success and Support Program

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



End Recommendation

Board Policy | 5050 Student Success and Support Program-2

Administrative Procedure

5050 Student Success and Support Program-2

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



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Begin Recommendation

Administrative Procedure | 5050 Student Success and Support Program-2

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

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

The District shall:

Administrative Procedure

5050 Student Success and Support Program

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



- 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

References:

Education Code Sections 78210 et seq.;

Title 5, Sections 55500 et seq.

ACCJC Accreditation Standard [4.C.2.2](#)

End Recommendation

Administrative Procedure | 5050 Student Success and Support Program-2

Board Policy

5110 Counseling

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

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Begin Recommendation

Board Policy | 5110 Counseling

(Replaces current SBCCD BP 5010)

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her **their** designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.

Admission – Any student under the age of 18 and who has not yet earned a high school diploma or its equivalent is eligible to attend as a special part-time student for advanced scholastic or career/technical education (vocational) courses.

Board Policy

5110 Counseling

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Any student under the age of 18 and who has not yet earned a high school diploma or its equivalent is eligible to attend as a special full-time student.

Denial of Requests for Admission – If the Board of Trustees denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

Claims for State Apportionment for Dual Enrollment – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

References:

Education Code Sections 76000, 76001, 76002, and 76038;

Labor Code Section 3077;

34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard [II.C.6 2.7](#)

End Recommendation

Board Policy | 5110 Counseling

Administrative Procedure

5110 Counseling

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

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Begin Recommendation

Administrative Procedure | 5110 Counseling

The counseling services available in the District's counseling program include at least the following:

- Academic counseling, in which the student is assisted in assessing, planning, and implementing ~~his/her~~ **their** immediate and long-range academic goals;
- Career counseling, in which the student is assisted in assessing ~~his/her~~ **their** aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
- Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

Confidentiality of Counseling Information: Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Chancellor or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Chancellor or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

Administrative Procedure

5110 Counseling

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



References:

Education Code Sections 72620 and 72621;

Title 5 Section 51018

ACCJC Accreditation Standard [#C-5 2.7](#)

End Recommendation

Administrative Procedure | 5110 Counseling

Board Policy

5530 Student Rights and Grievances

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason for Review

> Minor Clerical Edit (2022-23 carryover)

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

05/30/2024 Estimated Receipt of Recommendation

08/12/2024 PPAC Approves Review Level
09/04/2024 Level 3 First Anticipated AS Review
09/09/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
09/18/2024 Level 3 Second Anticipated AS Review
10/14/2024 PPAC Reviews Second AS Feedback
11/14/2024 BOT First Reading
12/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 5530 Student Rights and Grievances

~~(Replaces current SBCCD BP 5530 and BP 5540)~~

Students may initiate grievance proceedings against a district employee under the procedures provided by the Chancellor.

It is the policy of the District that there shall be an appeal process by which a dispute in the assigned final grade received by a student may be resolved in a fair and efficient manner according to State law. (See BP and AP 4231 titled Grade Changes).

References:

Education Code Section 76224 [subdivision](#) (a);
Title 5 Section 55025
Title IX, Education Amendments of 1972

End Recommendation

Board Policy | 5530 Student Rights and Grievances

Administrative Procedure

5530 Student Rights and Grievances

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason for Review

- > Legal Update 44 - Updated to clarify and simplify language regarding determination of discipline and student discipline hearings.
- > Legal Update 39: The Service updated this procedure to address a typo. (2022-23 carryover)
- > Legal Update 38: The Service updated the use note for this procedure to make it legally advised in order to ensure compliance with accreditation requirements. (2022-23 carryover)

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

05/30/2024 Estimated Receipt of Recommendation

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 09/18/2024 Level 3 Second Anticipated AS Review
 10/14/2024 PPAC Reviews Second AS Feedback
 11/14/2024 BOT First Reading
 12/13/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 5530 Student Rights and Grievances

(Replaces current SBCCD AP 5530 and AP 5540)

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action by an instructor, college official, or by another student has adversely affected ~~his/her~~ their status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- For grievances related to sexual harassment, sexual assault, or illegal discrimination (i.e. age, ancestry, citizenship status, color, disability, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status), students should contact the Human Resources Department and/or the San Bernardino Community College Police. Staff members in those areas will assist students with the correct processes for resolution. Complaint and investigation procedures related to harassment and discrimination (including sexual assault, sexual violence, dating violence, stalking, and domestic violence) can be found in Administrative Procedure 3435.
- Financial aid (see AP 5130 Financial Aid for appeals relating to financial aid);
- Course grades, to the extent permitted by Education Code Section 76224(a) (see AP 4231 Grade Changes for appeals relating to course grades)
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

In addition to San Bernardino Community College District Procedures, a student may address a grievance directly to the California Community

Administrative Procedure

5530 Student Rights and Grievances

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Colleges Chancellor's Office by accessing the following website:

<http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

This procedure does not apply to:

- Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

Definitions

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Chancellor – The Chancellor or a designated representative of the Chancellor.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

Informal Resolution

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Formal Process

If informal resolution through discussion or mediation does not resolve the conflict, the student shall have the right to request a grievance hearing, in writing, to the Vice president of Student Services. The request for a hearing must be made within 180 calendar days of the incident being grieved.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Vice president of Student Services shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within *five* days of the date the decision is made.

If the Request for Grievance Hearing satisfies each of the requirements, the Vice president of Student Services shall schedule a grievance hearing. The hearing will begin within *ten* days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than *five* days notice of the date, time and place of the hearing.

Administrative Procedure

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Grievance Hearing

The formal grievance hearing will be scheduled within 10 days (during which the college is in session) of receipt of the request.

The grievance hearing committee will be composed of the following:

- One student appointed by the Student Senate president.
- One faculty member appointed by the Academic Senate president if the grievance is against a faculty member.
- One staff member appointed by the Classified Senate president if the grievance is against a staff member.
- Vice president of Student Services, who will chair the committee if the grievance is non-academic, or the Vice president of Instruction if the grievance is academic.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner.

Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the chair, who shall determine whether cause for disqualification has been shown. If the chair feels that sufficient ground for removal of a member of the committee has been presented, ~~he/she~~ they shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

The chair will conduct the hearing. Possible protective measures that may be utilized include, but are not limited to, no-contact orders, remote participation during the hearing (telephone, videoconferencing, use of a privacy screen, etc.), separate waiting areas during hearing, safety escorts, and prohibitions against retaliation.

The members of the grievance hearing committee will be provided a copy of the grievance and any written response to the grievance.

Each party to the grievance may call witnesses and introduce oral and written testimony. Witnesses unable to be present may submit written statements.

Although the hearing is formal, rules of evidence do not apply as they would in a court of law.

Each party to the grievance will be permitted to make an opening statement; thereafter, the grievant will present evidence followed by the respondent.

The student may bring an advocate or attorney to the hearing provided the Vice President of Student Services is notified at least five calendar days in advance of the hearing. In the event the student serves notification that ~~he/she~~ they will have representation, the respondent has the right to legal counsel and a right to receive notification that the student will have counsel present.

The hearing will be recorded, and the recording shall remain in the custody of the Vice president of Student Services. Any party to the grievance may request a copy of the recording.

Hearings shall be closed and confidential unless all parties request that they be open to the public. Any such request must be made no less than three calendar days prior to the date of the hearing. In a closed hearing, witnesses will testify and be excused.

The grievance hearing committee will recommend a resolution of the grievance after listening to all of the participants. The committee will inform the student and the respondent in writing about its recommendation within 10 days of the hearing. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Within five days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the President a written decision. The recommendation shall include specific factual findings regarding the grievance. The recommendation shall also include relief afforded to the student, if any.

Within five days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the President shall send to all parties ~~his/her~~ their written decision, together with the Hearing Committee's decision and recommendations. The Chancellor may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the President does not accept the decision or a finding or recommendation of the Hearing Committee, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final, subject only to appeal as provided below

Appeals

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The student may appeal the recommendation of the grievance hearing committee by writing to the president within 10 calendar days of being notified of the grievance hearing committee's recommendation. The president will send the student a final decision in writing within 10 calendar days of receiving the appeal.

Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the president within *five* days of that decision. The president shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Chancellor's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Any party to the grievance may appeal the decision of the president after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within five days following receipt of the Chancellor's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.

The Chancellor or designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the Chancellor's designee, if any, shall make a written recommendation to the Chancellor regarding the outcome of the appeal.

Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

References:

Education Code Section 76224 [subdivision\(a\)](#);
ACCJC Accreditation Eligibility Requirement 20;
ACCJC Accreditation Standard ~~IV.D.~~ [4](#)

End Recommendation

Administrative Procedure | 5530 Student Rights and Grievances

Board Policy

5700 Intercollegiate Athletics

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	10+1	N Ornelas	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to remove the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

06/10/2024 Estimated Receipt of Recommendation

08/12/2024 PPAC Approves Review Level
08/13/2024 Level 1 to Constituents for Information Only
09/12/2024 BOT First Reading
10/10/2024 BOT Final Approval

Begin Recommendation

Board Policy | 5700 Intercollegiate Athletics-3

The District shall maintain an organized program for students in intercollegiate athletics. The District will offer opportunities to participate equally on male and 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 (CCCCAA) 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 (CCCCAA) Constitution and CCCCCAA Bylaws

End Recommendation

Board Policy | 5700 Intercollegiate Athletics-3

Administrative Procedure

5700 Intercollegiate Athletics

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
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09/12/2024 BOT First Reading

10/10/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 5700 Intercollegiate Athletics-3

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

Administrative Procedure

5700 Intercollegiate Athletics-3

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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.

References

Education Code Sections 66271.6, 66271.8, 67360 et seq.; 67456; and 78223

20 US Code Section 1681 et seq;

[ACCJC Accreditation Standard II.C.4;](#)

Community College Athletic Association (CCCAA) Constitution and CCCAA Bylaws

End Recommendation

Administrative Procedure | 5700 Intercollegiate Athletics-3

Board Policy

6300 Fiscal Management

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

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Begin Recommendation

Board Policy | 6300 Fiscal Management

(Replaces current SBCCD BP 6300)

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The Chancellor shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

Board Policy

6300 Fiscal Management

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

References:

Education Code Section 84040 [subdivision](#) (c);

Title 5 Section 58311;

ACCJC Accreditation Standard [III.D2 2](#); and

[2](#) Code of Federal Regulations Parts 200.302 [subdivision](#) (b)(6)-(7), 200.305, and 200.400 et seq.

End Recommendation

Board Policy | 6300 Fiscal Management

Administrative Procedure

6300 Fiscal Management

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason for Review

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10/10/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 6300 Fiscal Management

~~(Replaces current SBCCD AP 6300)~~

GENERAL ACCOUNTING

A. Functions

The Accounting staff, under the direction of the Director of Fiscal Services, shall provide the following functions:

1. Central accounting functions for all District funds.
2. Preparation of documents for transmittal to the County Treasurer's Office for payroll.
3. Preparation of payroll reports.
4. Processing of payments to vendors.
5. Preparation of warrants.
6. Disbursement of scholarship, financial aid and loan funds.
7. Accounting services for sponsored programs, student financial aid, auxiliary enterprises, and student body funds.
8. Maintenance of accounting data on the District's financial system.
9. Preparation of the District's financial reports.

Administrative Procedure

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B. Internal Controls

To provide adequate internal controls, it is necessary for certain procedures to be followed at the operating level designed to prevent errors from occurring. The work of an employee is verified by the work of another, each working separately and independently. One employee should not have control of a complete financial transaction that includes authorizing the transaction, receiving, disbursing, recording and/or posting the transaction. Instead, different employees should participate at various stages in the transaction so that each will arrive at the same result independently and, without unnecessary duplication of work, verify the accuracy of the work of others. Such a division of duties provides a procedure whereby errors of omission or commission, whether intentional or unintentional, will be minimized.

ACCOUNTS RECEIVABLE

A. Types of Accounts Receivable:

1. Receivables from students
2. Sponsored third party receivables
3. Receivables from other District funds
4. Employee receivables

B. Controls

1. Access to the accounts receivable ledger is controlled by a security code.
2. Each entry to the accounts receivable ledger file is supported by documentary evidence.
3. All invoices are pre-numbered and all numbers are accounted for.
4. Subsidiary ledgers are balanced regularly.
5. Postings are made by someone other than those having access to incoming receipts.
6. Statements are mailed in a timely manner by someone other than the bookkeeper or cashier.
7. All non-cash credits such as credit memos, allowances, or bad debts are properly authorized.
8. Holds are placed on student records for students who have a financial obligation to the District.
9. An SBCCD invoice will be prepared for all transactions where an obligation to the District is incurred.
10. A copy of the invoice is kept in the Fiscal Services Department until the remittance is received.
11. All accounts receivable remittances will be sent to the Campus Business Office on campus or to the Fiscal Services Department in the District Office.
12. Accounting staff must be notified of any collection so that it can be applied against the outstanding invoice.
13. The collection of cash receivables should be handled as an ordinary cash transaction according to cash receipting procedures.

C. Student Loans

1. All student loan transactions will be accounted for through subsidiary ledgers.
2. Billing functions should be separated from collection functions and general ledger postings.

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6300 Fiscal Management

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



3. Upon receipt of a duly authorized promissory note, a loan receivable record will be initiated by Fiscal Services/Financial Aid Section. The file of these records becomes the subsidiary ledger.
4. The record must contain the student's social security number, loan number, address, telephone number, loan amount, interest rate, payments received, and current balance due.
5. Upon receipt of payment, a cash receipt will be prepared. A copy of the payment will be sent to Fiscal Services/Financial Aid Section for posting to the subsidiary ledger.
6. The receipt will be posted to the general ledger. The subsidiary balance will be reconciled to the general ledger balance on a regular basis.
7. The Student file and general ledger may be posted simultaneously, but a District receipt should be prepared as a secondary source document.

D. Grant and Sponsored Program Accounting

In addition to the District procedures listed here, state and federal grants require special accounting procedures. General directions are provided in the board policy on Grants and Sponsored Programs. Recipients of grant awards are also cautioned to study specific requirements of the grant that may vary from traditional procedures.

CASH DISBURSEMENT

A. Disbursement Procedures

1. Disbursements must be properly authorized and supported by adequate documentation.
2. All disbursements shall be made by check or electronic payment.
3. All checks shall be pre-numbered.
4. All disbursements shall be substantiated by supporting documents including evidence of purchase, receipt, and approval.
5. All supporting documents shall be canceled in such a manner as to preclude their reuse.
6. Bulk check stock shall be adequately controlled and accounted for.
7. Daily use check stock shall be issued to the check-preparer on an adequate transfer/control document.
8. There shall be adequate separation of duties to reduce the risk of collusion and fraud.
9. The drawing of a warrant to "cash" or "bearer" is prohibited.
10. Electronic signature plates shall be secured and issued only to authorized individuals.
11. For payments from federal awards, the District minimizes the time between transfer of funds and disbursement.

B. Documentation

Documentation shall include:

1. A purchase order authorizing the commitment of funds by an appropriate approving authority.
2. An original invoice.

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6300 Fiscal Management

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3. An original receiving report, or other appropriate method, of an employee acknowledging receipt of goods or services.

C. Authorization

All checks must bear a Board authorized signature.

D. Controls

1. All invoices and/or supporting documents will be marked with the check number, or by another appropriate method, to prevent their reuse.
2. Checks will be recorded in the check registers as of the date written and the register closed promptly at the end of each month.
3. Unused checks shall be adequately controlled through sign-out logs, listing where bulk stock is located and by warrant number.
4. Voided checks shall be mutilated or spoiled to prevent reuse.
5. Checks shall be signed only after comparing them with authorizations and supporting documents.

E. Records

1. All original invoices and supporting documents shall be stamped, or otherwise appropriately canceled, to prevent duplicate payments.
2. All voucher documents shall be attached to the documentation and filed in the vendor file in alphabetical order.

CASH RECEIPTS

A. General Provisions

1. Persons who receive cash shall have no access to post payments to the general ledger. All cash received must be recorded by cash register receipt, pre-numbered cash receipt, or terminal receipt. These documents provide the accounting controls and are prepared by the employee first receiving checks or cash. An independent audit trail must be maintained for all cash receipts. The receipt must be given or mailed to the client.

All cash received must be adequately safeguarded and promptly deposited. All cash shall be deposited in the Campus Business Office within 24 hours of receipt.

2. All checks must be made or endorsed payable to the San Bernardino Community College District, San Bernardino Valley College, or Crafton Hills College.
3. All checks shall be stamped "For Deposit Only" upon receipt with the appropriate endorsement stamp.
4. Payments received in the mail shall be logged and routed to a party who can write receipts and make deposits.
5. Cash registers/drawers/terminals shall be cleared daily even if no receipts are recorded. Tape totals, including those with zero receipts, shall be signed by the individual responsible for the cash drawer and submitted to the Campus Business Office.

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6. Cash receipts shall be reconciled against cash register tapes, log-outs and/or handwritten receipts and signed by the individual responsible for the cash drawer.
7. Cash, checks, credit card slips and deposit slips from one register shall not be commingled with receipts from another register. Cash, checks, credit card slips and deposit slips from one receipting date shall not be commingled with receipts from another date.

B. Deposit of Cash Receipts

1. All cash receipts shall be received through the Central Cashier in the Campus Business Office except those received authorized by the Director of Fiscal Services to receive cash. Cash receipts received in locations other than the Campus Business Office shall be deposited intact in the Campus Business Office as prescribed above. When the deposit is made in the Campus Business Office, the deposit must be verified in the presence of the depositor or the depositor's supervisor.
2. Cash inadvertently received by offices not authorized to accept cash shall promptly be routed to the Campus Business Office for deposit.
3. Deposits of money into any account other than an authorized Campus Business Office account are prohibited. Violation of this policy may result in disciplinary action.

C. Pre-numbered Receipts

Any area/department that receives cash and does not have a cash register shall use three- part pre-numbered receipts provided by the Director of Fiscal Services. Part one goes to the individual/group who makes the payment, part two goes to the Campus Business Office with the cash deposit, and part three stays with the office which accepts the cash.

D. Registration Fees

1. During periods of registration terminal receipts are required except in those instances where source identification is necessary and/or where the office receiving the fees does not have access to a computer terminal (off-campus, etc.).
2. The operator log-out report will be used as the primary source document. The operator's cash drawer should reconcile to the operator log-out report.
3. Receipts shall be conveyed to the Campus Business Office daily. The Campus Business Office shall prepare a deposit ticket for each day's deposit.
4. Admissions and Records receipting clerks shall reconcile the drawer(s) against the daily log-outs, sign the log-outs verifying the reconciliation, and submit receipts and signed log-outs to the Director of Admissions and Records, Registrar or designee.
5. The Director of Admissions and Records, Registrar, or designee shall verify the receipts and log-outs, prepare and sign the reconciliation form attesting to its accuracy, and prepare the daily receipts for transmission to the Campus Business Office.
6. The Director of Admissions and Records, Registrar, or designee, with college police escort, shall transmit receipts daily to the Campus Business Office.
 - a. When hand-carries are impractical, the receipts are to be transported by the campus via locked bank bag to the Campus Business Office.

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- b. The locked bank bag should be placed in the locked trunk of the police vehicle for transport. Receipts, when transported in this manner, must have been verified by two independent sources prior to giving them to the college police for transport.
- c. The college police should receive a dated receipt for the locked bank bag from the Campus Business Office.
- d. The Campus Business Office shall verify the daily receipts, provide a receipt to the original source of receipts, and prepare a deposit slip by the close of the next business day following receipting. Any exception requires notification of the Director of Fiscal Services.

PETTY CASH

A. Authorization

A petty cash fund may be approved by the Director of Fiscal Services to pay for small emergency purchases of supplies or services. The Director of Fiscal Services will review each request for the establishment of a petty cash fund and set the dollar amount of the fund if it is approved. Approval for expenditures from the fund must be granted by the appropriate Responsibility Center Manager or the fund custodian.

B. Establishment of a Petty Cash Fund

A Responsibility Center Manager may request a petty cash fund from the Director of Fiscal Services. The request must identify the fund custodian and a requested dollar amount. Upon approval, a check will be forwarded to the requesting party payable to the designated fund custodian.

C. Petty Cash Custodian's Responsibility

1. The petty cash custodian will sign for and assume responsibility for the safeguarding and proper utilization of the petty cash fund. The petty cash custodian is the only individual who may make cash transactions. If an authorized change in custodian occurs, the status of the fund should be verified before any transactions are completed by the new custodian. A status memo signed by both the outgoing and incoming custodians must be sent to the Director of Fiscal Services.
2. The petty cash fund will be maintained at the approved amount, and will at times be kept in balance with cash, petty cash vouchers, and receipts.
3. A copy of the Petty Cash Reconciliation Form will be retained by the custodian for a minimum of two years.
4. All cash, sales receipts, and other related documents shall be kept in a locked metal box. When unattended, the box shall be placed in a safe, desk or cabinet that is kept locked.

D. Purchase Authorizations and Procedures

1. Single disbursements from petty cash may not exceed 50.00.
2. The petty cash custodian must approve all expenditures from the fund. The custodian must sign a Petty Cash Disbursement Voucher for each expenditure.
3. The purchaser may request a cash advance or be reimbursed for authorized purchases. If a cash advance is made, the purchaser must provide a sales receipt and change, if any, to the custodian and sign a petty cash voucher indicating reimbursement.
4. A sales receipt must be kept with each Petty Cash Disbursement Voucher.

E. Replenishment Procedure

Administrative Procedure

6300 Fiscal Management

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



1. The petty cash fund will be replenished when substantially depleted. At the end of each fiscal year the account must be fully replenished or closed in order for expenditures to be recorded in the proper fiscal year.
2. A request for replenishment will be made on a purchase requisition signed by the Responsibility Center Manager.
3. An itemized list of expenditures is to be recorded on the Petty Cash Reconciliation Form. A separate Petty Cash Disbursement Voucher with a sales receipt attached shall be presented for each expenditure.
4. Reimbursements of petty cash are to be the only deposits into the fund.

F. Accounting/Audit

1. Any shortage must be adequately documented and explained by the fund custodian. Replenishment requests for shortages in excess of \$5 must be approved by the Director of Fiscal Services. Overages must be deposited with the revolving cash accountant.
2. The Director of Fiscal Services or designee will periodically make unannounced audit reviews of the petty cash fund. The independent auditors will also make test counts and review the petty cash fund. The fund custodian and the responsible manager should ensure the fund is balanced and available for audit at any time.
3. The internal control checklist is to be completed by each petty cash fund custodian at least once a year. The Director of Fiscal Services or designee will periodically review the petty cash operation and determine if the operation of the fund is in compliance with the checklist.

CHANGE FUNDS

A. Change Funds

A change fund may be approved by the Director of Fiscal Services for the sole purpose of making change in the conduct of business. The funds shall not be used for cash advances, purchases, reimbursements, or other activities appropriate to a petty cash fund.

B. Establishment of a Change Fund

A Responsibility Center Manager may request a change fund from the Director of Fiscal Services. The request must identify the fund custodian and a requested dollar amount. Upon approval a check will be forwarded to the requesting party payable to the designated fund custodian.

C. Change Fund Custodian's Responsibility

The custodian will sign a receipt for the change fund and assume responsibility for its security and proper use. The Director of Fiscal Services must be notified in writing if there is a change in the custodianship of a change fund. The change fund will be maintained at the approved amount and will at all times be kept in balance.

D. Accounting/Audit

The Accounting Department will retain records and documentation for all change funds. Change funds must be available for audit at any time.

Allowability of Costs for Federal Awards

The District assumes responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of federal awards. The accounting practices of the District support the accumulation of

Administrative Procedure

6300 Fiscal Management

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costs and provide for adequate documentation to support costs charged to federal awards. The District does earn or keep any profit resulting from federal financial assistance, unless expressly authorized by the terms and conditions of a federal award.

For federal awards, costs:

1. Are necessary, reasonable for the performance of the federal award, and allocable,
2. Conform to any limitations or exclusions set forth in the federal award,
3. Are consistent with policies and procedures that apply to both federally financed and other activities of the District,
4. Are accorded consistent treatment,
5. Are determined in accordance with Generally Accepted Accounting Principles,
6. Are not included as a cost or used to meet cost sharing or matching requirements of any other federally financed program,
7. Are adequately documented.

In determining reasonableness of a given cost, the District assesses:

1. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the federal award,
2. The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award,
3. Market prices for comparable goods or services,
4. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students, the public, and the federal government.

The District does not charge any cost allocable to a particular federal award to other federal awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or terms and conditions of the federal awards, or for other reasons. However, this prohibition does not preclude the District from shifting costs that are allowable under two or more federal awards in accordance with existing federal statutes, regulations, or the terms and conditions of the federal awards.

References:

Education Code Section 84040(c);

Title 5 Section 58311;

ACCJC Accreditation Standard [III.D.9 \(formerly III.D.2\) 3](#); and

[2 Code of Federal Regulations, Title 2, Parts 200.302 subdivision \(b\)\(6\)-\(7\), 200.305, and 200.400 et seq. and Subpart E](#)

End Recommendation

Administrative Procedure | 6300 Fiscal Management

Board Policy

6340 Bids and Contracts

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to remove the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

06/10/2024 Estimated Receipt of Recommendation

08/12/2024 PPAC Approves Review Level

08/13/2024 Level 1 to Constituents for Information Only

09/12/2024 BOT First Reading

10/10/2024 BOT Final Approval

Begin Recommendation

Board Policy | 6340 Bids and Contracts

(Replaces current SBCCD BP 6340)

The authority to sign and execute contracts on behalf of the San Bernardino Community College District (SBCCD) is vested in the Board of Trustees (the Board). This authority can only be delegated by Board action.

The Chancellor shall establish administrative procedures for bids and contracts, subject to the following:

- The 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 year shall be published on the Business Services webpage. Any contract to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require approval by the Board of Trustees to constitute an enforceable agreement.
- In accordance with PCC Section 17605, Section 22034(c) and Section 81656, the Board of Trustees delegates authority to sign, execute, and legally bind contracts less than the formal bid limits mentioned above, to the named agents on the authorized signature list. Such contracts shall not require Board approval, but shall be sent to the Board as an information item every 60 days.
- When bids are required according to PCC Section 20651, SBCCD shall award each such contract to the lowest responsible bidder who meets the specifications published by SBCCD and who shall give such security as SBCCD requires, or reject all bids. SBCCD may award a contract to the lowest responsible bidder on the basis of best value as specified by the type of bid.
- The Board has adopted the Uniform Construction Cost Accounting Procedures under PCC Section 22000 et seq. for the bidding of public works projects. In addition, pursuant to PCC Sections 20101 et seq., the Board has adopted a district-

Board Policy

6340 Bids and Contracts

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



wide Pre-Qualification Program that when applicable provides for the pre-qualification of bidders based on a uniform system of rating. See AP 6345 titled Bids and Contracts – Construction.

- If the best interests of SBCCD will be served by a contract, lease, or purchase order through any other public corporation or agency in accordance with PCC Section 20652, the Chancellor is authorized to proceed with a contract. Board members, employees and consultants of the District must not participate or attempt to influence decisions to procure or contract for goods or services if ~~he or she has~~ **they have** a financial interest in the decision. See BP 2710 titled Conflict of Interest.

References:

Education Code Sections 81641 , et seq.

Public Contract s Code Sections 20650 , et seq. ;

Government Code Section 53060;

[ACCJC Accreditation Standard III.D.16.3](#); and

2 Code of Federal Regulations Part 200.318

[Title 5 Sections 59130 et seq.](#)

End Recommendation

Board Policy | 6340 Bids and Contracts

Administrative Procedure

6340 Bids and Contracts

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to remove the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

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10/10/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 6340 Bids and Contracts

GENERAL CONTRACT PROCEDURES

General contract procedures (parts A through G) are applicable to all types of contracts and agreements – including contracts for goods and non-professional services, professional services, and construction and public works projects.

A. Authority to Contract

The authority to sign and execute contracts on behalf of the District is vested in the Board of Trustees. The Board delegates authority to sign and execute contracts less than the formal bid limits set in Public Contract Code, to the named agents on the authorized signature list. The authority to contract includes the amendments, extensions or addendums. Contracts and/or agreements signed by any individual other than those authorized by the Board are not valid or binding on SBCCD. All contracts are between the San Bernardino Community College District and the contracting agency. Individual colleges, programs or departments may not directly enter into a contract or agreement.

B. Board Approval

The following contracts require approval by the Board of Trustees to constitute an enforceable agreement:

- Any contract to procure goods or services (excluding construction and public works) which meets or exceeds the formal bid limit set annually by the Board of Governors. The formal bid limit for the current year is published on the Business Services webpage.
- Any contract for construction or public works project which is over the formal bid limit for public works projects. Contracts under the formal bid limits require approval by one of the authorized district officers, and does not require approval by the Board to be legally enforceable.

C. Contract Review

All contracts are reviewed and processed by Business Services. All contracts are subject to the requirements of federal and state codes and regulations. Contracts may require additional legal review. Review procedures must be completed

Administrative Procedure

6340 Bids and Contracts

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



before any contract is executed by an authorized signatory.

Any unauthorized individual who signs a contract or agreement will be personally responsible for the value of the contract.

D. Supporting Documentation

Contracts submitted for consideration should be accompanied by a purchase requisition if appropriate. Contracts for construction, transportation, or large scale maintenance may require a certificate of liability insurance, certificate of Workers' Compensation coverage, permits, licenses, or bonds.

E. Contract Format/Negotiations

Business Services can provide assistance in developing a contract. Contracts must be prepared with great care and protect SBCCD in its dealings. Some contracts require negotiations as to the terms and conditions of the contract between SBCCD and the contracting agency. Many vendors use their own contract format that is always subject to review and/or modification by either party prior to execution.

F. Subsequent Changes to Contracts

Any change or alteration of a contract will be done in writing and the cost agreed upon between SBCCD and the contractor. SBCCD may authorize the contractor to proceed with performance of the change or alteration without the formality of securing bids, if the cost so agreed upon does not exceed the greater of the amount specified in Public Contract Code Section 20651 or 20655, whichever is applicable to the original contract, or ten percent (10%) of the original contract price.

G. Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to SBCCD are not to exceed five (5) years. Contracts for materials and supplies are not to exceed three (3) years.

BID REQUIREMENTS – GOODS & NON-PROFESSIONAL SERVICES

I. Applicable Contracts

The bidding requirements in Section I to IX of this Administrative Procedure are only applicable to contracts for goods and non-professional services. This includes:

- (i.) Equipment, materials, or supplies to be furnished, sold, or leased to SBCCD;
- (ii.) Services (excluding construction services, professional services, insurance services, and work done by day labor or by force account pursuant to PCC Section 20655); and
- (iii.) Repairs, including maintenance as defined in PCC Section 20656, that are not public projects as defined in PCC Section 22002(c).

II. Bid Limits

If a contemplated expenditure is less than the formal bid limit set annually by the Board of Governors, please refer the purchasing procedures in AP 6330 titled *Purchasing*.

If a contemplated expenditure meets or exceeds the formal bid limit set annually by the Board of Governors, a formal bid, request for proposal, or other formal solicitation process must be utilized.

NOTE: The formal bid limit is annually adjusted by the Board of Governors as required by PCC Section 20651(d);

III. Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

IV. Notice Calling for Formal Advertised Bids

Pursuant to PCC Section 20112, SBCCD shall publish at least once a week for two weeks in a newspaper of general circulation published within SBCCD or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on SBCCD's web site or through an electronic portal, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened.

Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid shall not be received after that time. SBCCD may accept a bid that was submitted either electronically or on paper.

Administrative Procedure

6340 Bids and Contracts

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Bid and contract forms shall be prepared and maintained by Business Services. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

Business Services shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of SBCCD, any certified or cashier's check received shall be returned to the respective bidder.

Business Services shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

Business Services shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

V. Awarding of Bids and Contracts

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by SBCCD.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Solicitations using a Request for Proposal (RFP), Request for Qualifications (RFQ), and Request for Information (RFI) are based on best value and not based solely on lowest priced proposal.
- When formal bidding is required, the award of bid shall be presented to the Board along with a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. SBCCD reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
- For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the governing board in accordance with this section.
- "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board of Trustees, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.
- Conflict of Interest. Board members and employees of SBCCD are prohibited from participating in the bid evaluation and selection process if ~~he or she has~~ **they have** a relationship with or financial interest in any of the bidders. When a Bid Evaluation & Selection Committee is established, all members of the committee will be required to complete a disclosure form prior to participation in the bid evaluation and selection process. The Business Manager will collect and review all disclosure forms for potential conflicts of interest.

VI. Purchase without Advertising for Bids

The Business Manager is authorized to make purchases from firms holding public agency contracts without calling for bids

Administrative Procedure

6340 Bids and Contracts

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



where it appears advantageous to do so. The Business Manager may, without advertising for bids, purchase or lease from other public agencies materials or services by authorization of contract or purchase order. The Business Manager may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services, California Multiple Award Schedule (CMAS), Western States Contracting Alliance (WSCA) with California endorsement, Foundation for California Community Colleges (FCCC) and other approved purchasing cooperatives, for goods and services as listed in the approved agreements.

- VII. Emergency Repair Contracts without Bid
When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Business Manager may make a contract on behalf of SBCCD for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.
- VIII. Unlawful to Split Bids
Pursuant to PCC Section 20657, it shall be unlawful to split or separate into smaller work orders, purchase orders, contracts, or projects any work, project, service, or purchase for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.
- IX. Employees as Independent Contractors
An individual cannot be both an SBCCD employee and an independent contractor with SBCCD at the same time unless it can be clearly demonstrated that the work being performed as an independent contractor has no relationship to work being performed as an employee of SBCCD and such work cannot be construed as falling within the broad definition of the individual's job description or classification as an employee. Any SBCCD employee engaged as an independent contractor is considered an "employee" for payroll purposes and payment for services is subject to appropriate tax withholding.

References:

Education Code Sections 88003.1, 81641 et seq.;
Government Code Section 53060;
Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et seq.;
Labor Code Sections 1770 et seq.
[ACCJC Accreditation Standard III.D.16-3](#)

Approved: 3/17/11	
Revised:	

End Recommendation

Administrative Procedure | 6340 Bids and Contracts

Board Policy
6400 Financial Audits

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Review Schedule & Notes (for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)

06/10/2024 Estimated Receipt of Recommendation

08/12/2024 PPAC Approves Review Level
08/13/2024 Level 1 to Constituents for Information Only
09/12/2024 BOT First Reading
10/10/2024 BOT Final Approval

Begin Recommendation

Board Policy | 6400 Financial Audits-2

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

Reference:

Education Code Section 84040(b)
ACCJC Accreditation Standard [III.D.7 3](#)

End Recommendation

Board Policy | 6400 Financial Audits-2

Administrative Procedure

6400 Financial Audits

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
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 10/10/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 6400 Financial Audits-2

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

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

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

The District shall file an audit report with the California Community Colleges Chancellor's office and with other agencies specified in the Chancellor's Contracted District Audit Manual, for the preceding fiscal year no later than December 31, unless this date is extended by the California Community Colleges Chancellor's Office.

References:

Education Code Sections 84040(b), 84040.5, and 81644; Title 5 Section 59102; and
 ACCJC Accreditation Standard [III.D.7.3](#)

End Recommendation

Administrative Procedure | 6400 Financial Audits-2

Board Policy

6535 Use of District Equipment

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason for Review

> FYI Only - No Changes

Review Schedule & Notes *(for info on the AP 2410 process, visit <https://sbccd.edu/ap2410>)*

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08/13/2024 Level 1 to Constituents for Information Only

09/12/2024 BOT First Reading

10/10/2024 BOT Final Approval

Begin Recommendation

Board Policy | 6535 Use of District Equipment

The Board of Trustees authorizes the Chancellor to develop administrative regulations allowing for limited off-campus use of District equipment.

District equipment shall not be loaned to private groups organized for profit or to any individual, except that equipment may be loaned to employees for District-related duties off-campus subject to the provisions outlined in the administrative procedures.

Reference:

Education Code Section 70902

End Recommendation

Board Policy | 6535 Use of District Equipment

Administrative Procedure

6535 Use of District Equipment

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
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09/12/2024 BOT First Reading

10/10/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 6535 Use of District Equipment

Each member of the District staff shall be responsible for equipment under ~~his/her~~ their control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization(s).

A. Authorization

District-owned equipment shall not be removed from any District facility except with written permission of the college president, Chancellor, or designee. Authorization may be granted for the uses listed below through the "College Equipment Loan Agreement." No item of equipment shall be removed under any circumstance until the warehouse supervisor has inventoried it and assigned a property control number. Upon request or separation from the District, the person(s) must return all District issued property. If the property cannot be returned, the person(s) shall be responsible for the cost of replacement.

B. Permitted Uses

District-owned equipment may be removed from campus, with proper authorization, for the following uses.

1. Professional/Business Use

Staff members may borrow District-owned equipment for professional use directly related to District business. In the case of computer or other electronic equipment no installation support will be provided

Administrative Procedure

6535 Use of District Equipment

San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024



unless the District requires such use. Upon request or separation from the District, the employee must return all District issued property. If the property cannot be returned, the employee shall be responsible for the cost of replacement.

2. Student Instructional Use

District-owned equipment such as musical instruments or photography equipment may be loaned to students as they are required as part of the instructional program. Such loan shall be limited to the term in which the student is enrolled. Upon

request from the District, the student must return all District issued property. If the property cannot be returned, the student shall be responsible for the cost of replacement.

3. Community Support Use

Under special circumstances District-owned equipment may be loaned on a short-term basis in support of a special community project. Under such use the equipment shall be loaned to a specific community agency that shall supply a certificate of insurance for the equipment while under its control. Upon request from the District, the agency must return all District issued property. If the property cannot be returned, the agency shall be responsible for the cost of replacement.

C. Responsibility

Any individual who removes District-owned property assumes personal liability for repair or replacement of such equipment in the event of damage or theft.

D. Recall

Any loaned equipment is subject to recall by a college or District official at any time.

Reference:

Education Code Section 70902

ACCJC Accreditation Standards ~~III.B.3 and III.C.4~~ 3.8

End Recommendation

Administrative Procedure | 6535 Use of District Equipment

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: June 13, 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 May 21, 2024. As of that date, SBCCD was 89.3% through the fiscal year and had spent and/or encumbered approximately 80.2% 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 05/21/24

[v.5.23.2024.p.1]2]

89.3% of Fiscal Year Elapsed

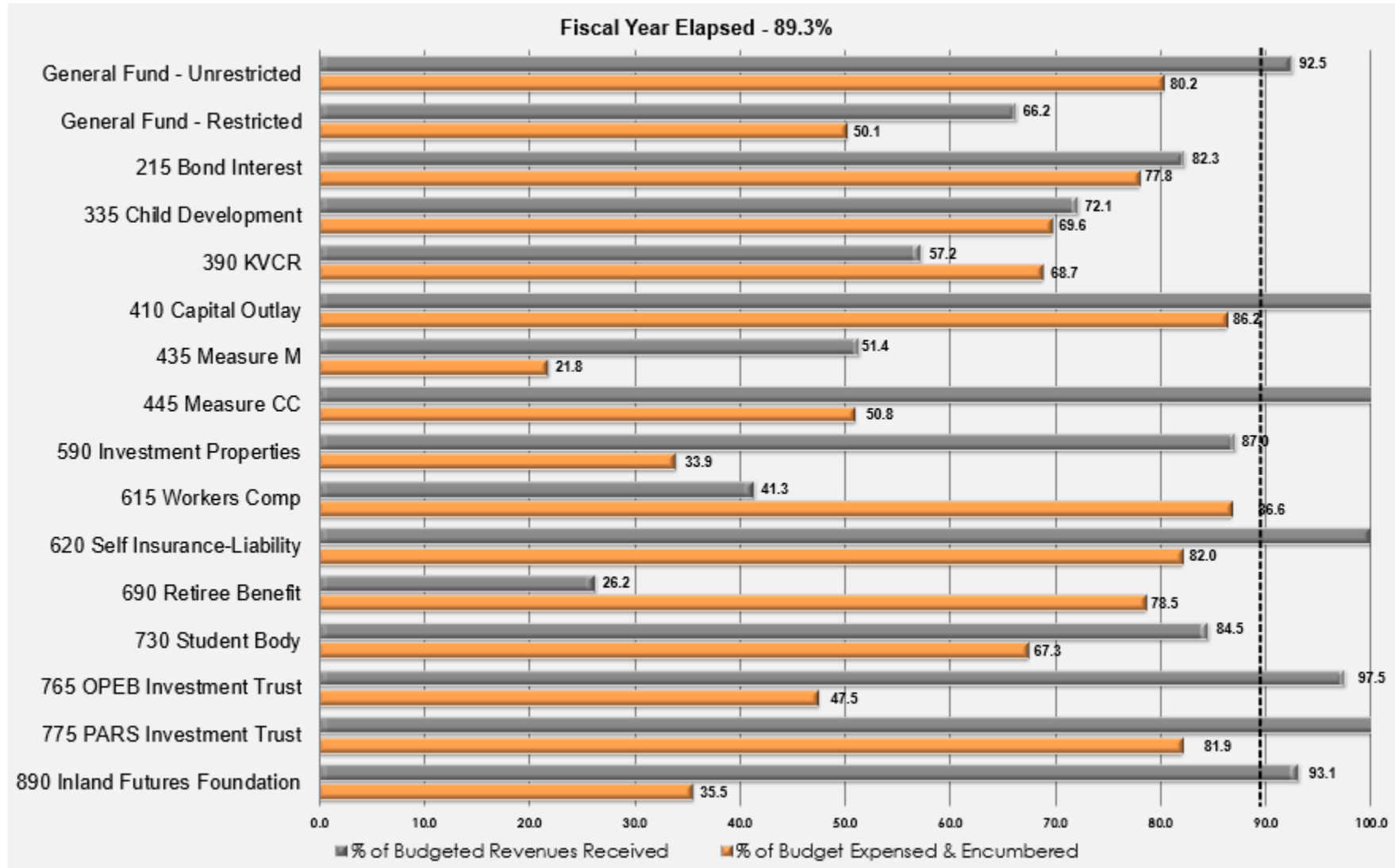
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
110 General Fund - Unrestricted	139,077,637	128,626,702	92.5%	139,008,659	111,508,033	80.2%	Expenditures are consistent with the needs of the fund given the current climate.
125 General Fund - Restricted	140,329,608	92,934,882	66.2%	139,873,541	70,077,397	50.1%	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	47,738,422	82.3%	58,000,000	45,145,946	77.8%	Taxes are determined and collected by the County for bond measures.
335 Child Development	5,295,137	3,818,757	72.1%	5,269,491	3,669,994	69.6%	Expenditures are consistent with the needs of the fund given the current climate. Some grant revenues are received on a reimbursement basis.
390 KVCOR	9,102,953	5,203,685	57.2%	9,074,209	6,237,483	68.7%	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	24,605,574	118.7%	23,202,673	19,997,619	86.2%	RDA funds received in excess of the budgeted amount
435 Measure M	100,450,000	51,581,912	51.4%	22,814,857	4,966,224	21.8%	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	173,908,956	3864.6%	238,862,597	121,393,682	50.8%	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
590 Investment Properties	4,477,350	3,896,410	87.0%	8,127,794	2,751,400	33.9%	Expenditures are consistent with the needs of the fund given the current climate. Activity posted one month in arrears.
615 Workers Compensation	2,532,920	1,046,851	41.3%	5,546,839	4,803,561	86.6%	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	1,025,483	82.0%	Revenue is transferred in full at the beginning of the year. Insurance premiums paid at the beginning of the year for the entire fiscal year.
690 Retiree Benefit	387,700	101,731	26.2%	387,700	304,433	78.5%	Revenues are posted in arrears. Posting in progress for November activity.
730 Student Body Center Fee	252,785	213,529	84.5%	372,785	250,804	67.3%	Expenditures are consistent with the needs of the fund given the current climate.
765 OPEB Trust	1,000,000	975,047	97.5%	82,000	38,939	47.5%	Activity posted in arrears. Posting in progress for Quarter 3 activity.
775 PARS Trust	5,050,000	8,672,692	171.7%	4,157,724	3,405,765	81.9%	Activity posted in arrears. Posting in progress for Quarter 3 activity.
890 Inland Futures Foundation	1,391,936	1,295,815	93.1%	1,391,936	494,588	35.5%	Transfers to KVCOR are posted twice a year in January and July.
Total (All Funds)	493,782,393	545,821,146	110.5%	657,422,805	396,071,351	60.2%	



Budget Revenue & Expenditure Summary

Year to Date 05/21/24

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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: Farrah Farzaneh, Director, Facilities Planning & Construction

DATE: June 13, 2024

SUBJECT: Construction Change Orders and Amendments – Bond

RECOMMENDATION

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

OVERVIEW

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. The process includes a program-wide Measure CC construction change order percentage goal of 5% or less. In addition, change orders that are <\$250,000 which result in a cumulative increase to a contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

ANALYSIS

A detailed summary of all Measure CC Program Change Orders is attached. The change orders listed were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved procedures and goals.

Total Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
\$290,630,626	\$4,087,174	1.41

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate construction budget.





SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY

Campus	Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	\$170,684,101.80	\$3,734,763.63	\$174,418,865.43	2.19%
CC02-2000 : Crafton Hills College	\$119,760,024.27	\$347,599.33	\$120,107,623.60	0.29%
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	\$4,087,174.98	\$294,717,801.22	1.41%



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	\$2,898,791.30	\$72,731,415.30	4.15%
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	\$478,222.33	\$13,825,054.21	3.58%
CC01-1000 : San Bernardino Valley College Total	\$170,684,101.80	\$3,734,763.63	\$174,418,865.43	2.19%

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
CC01-3605: Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0001	\$4,100,000.00	\$3,724.63	0.09%	0.09%	22-Apr-24	13-Jun-24
CC01-3605: Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0002	\$4,100,000.00	\$9,566.00	0.23%	0.32%	22-Apr-24	13-Jun-24
CC01-3605: Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0003	\$4,100,000.00	\$103,355.51	2.52%	2.85%	24-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0021	\$69,832,624.00	\$240,451.00	0.34%	2.69%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0022	\$69,832,624.00	\$96,489.00	0.14%	2.83%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0023	\$69,832,624.00	\$64,578.00	0.09%	2.92%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0024	\$69,832,624.00	\$134,574.00	0.19%	3.11%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0025	\$69,832,624.00	\$53,228.00	0.08%	3.19%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0026	\$69,832,624.00	\$101,824.00	0.15%	3.33%	26-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0027	\$69,832,624.00	\$195,944.00	0.28%	3.61%	29-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0028	\$69,832,624.00	\$190,385.00	0.27%	3.89%	02-May-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0029	\$69,832,624.00	\$184,999.00	0.26%	4.15%	02-May-24	13-Jun-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0021	\$7,582,685.00	\$85,213.00	1.12%	4.56%	08-Mar-24	09-May-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0022	\$7,582,685.00	\$76,530.00	1.01%	3.44%	08-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0016	\$69,832,624.00	\$73,794.00	0.11%	2.34%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0017	\$69,832,624.00	\$135,599.00	0.19%	2.24%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0018	\$69,832,624.00	\$42,261.00	0.06%	2.04%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0019	\$69,832,624.00	\$179,468.00	0.26%	1.98%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0020	\$69,832,624.00	\$87,972.00	0.13%	1.73%	26-Mar-24	09-May-24
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

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)	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
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

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 #0002	\$7,582,683.00	\$3,629.00	0.05%	0.44%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0001	\$7,582,683.00	\$30,099.00	0.40%	0.40%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0001	\$495,230.00	\$0	-	-	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0008	\$69,832,624.00	\$10,524.00	0.02%	1.00%	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0007	\$69,832,624.00	\$21,097.00	0.03%	1.07%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Rebekah and Company	Rebekah and Company - Change Order #0001	\$324,089.00	\$16,000.00	4.94%	4.94%	10-Apr-23	08-Jun-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0006	\$1,866,600.00	\$1,606.33	0.09%	3.19%	30-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0005	\$1,866,600.00	\$12,861.33	0.69%	3.10%	30-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0005	\$69,832,624.00	\$165,093.00	0.24%	1.04%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0004	\$69,832,624.00	\$119,278.00	0.17%	0.80%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0003	\$69,832,624.00	\$244,500.00	0.35%	0.63%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0002	\$69,832,624.00	\$123,660.00	0.18%	0.28%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0006	\$69,832,624.00	\$1,757.00	0.003%	0.11%	22-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0003	\$1,866,600.00	\$25,839.21	1.38%	2.41%	01-Feb-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0004	\$1,866,600.00	\$1,643.34	0.09%	1.03%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0002	\$1,866,600.00	\$6,884.46	0.37%	0.94%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0001	\$1,866,600.00	\$10,670.11	0.57%	0.57%	12-Jan-23	09-Mar-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0001	\$69,832,624.00	\$71,728.00	0.10%	0.10%	22-Nov-22	12-Jan-23
CC01-3605 : Softball Field	Green Contractor Studio Construction Agreement	Green Contractor Studio, Inc Change Order #1**	\$3,587,500.00	\$357,750.00	9.97%	9.97%	09-Sep-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Neff Construction, Inc.	Neff Construction - Change Order	\$31,585.00	\$2,140.00	6.78%	6.78%	22-Aug-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement - Campus Roof Replacement	C.I. Services - Change Order #02*	\$398,000.00	\$23,512.86	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	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				\$3,851,409.77				

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

** Change order greater than \$250,000

*** Change order is above the 10% threshold and is being submitted to the Board of Trustees for approval



SBCCD
CONSTRUCTION AMENDMENT SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #02 - Swing Space - Preconstruction & Design Services	\$79,028,832.00	\$190,000.00	\$760,481.00	\$79,979,313.00	13-Nov-23	09-Nov-23
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #01 - Design/Preconstruction Time Extension	\$79,028,832.00	\$0	\$190,000.00	\$79,218,832.00	13-Nov-23	09-Nov-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #04 - Credit for Termination for Convenience	\$65,436,634.00	\$147,974.00	-\$60,714,195.08	\$4,870,412.92	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #03 - Design / Preconstruction Time Extension	\$65,436,634.00	\$70,000.00	\$77,974.00	\$65,584,608.00	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #02 - Programming Scope & Time	\$65,436,634.00	\$0	\$70,000.00	\$65,506,634.00	04-Mar-22	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #01 - Insurance Language	\$65,436,634.00	\$0	\$0	\$65,436,634.00	10-Jan-22	12-May-22



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College					
Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts	
CC02-3623 : Gym Demolition (DBB)	\$1,255,579.18	\$96,347.19	\$1,351,926.37	7.67%	
CC02-3625 : Public Safety Training Center (DB)	\$8,501,117.00	-\$10,278.00	\$8,490,839.00	-0.12%	
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$11,923,533.09	\$158,048.63	\$12,081,581.72	1.33%	
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	\$347,599.33	\$120,107,623.60	0.29%	

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
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	J. A. Urban, Inc. - CHC CWI Campus Accessibility and Site Improvements - Phase 2	J. A. Urban, Inc.	\$1,002,371.50	\$45,509.35	4.54%	4.54%	13-Mar-24	09-May-24
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Erickson-Hall - Change Order #01	\$8,501,117.00	-\$10,278.00	-0.12%	-0.12%	12-Oct-23	11-Jan-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Elljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Elljay Acoustics - Change Order #02	\$58,950.00	\$2,210.25	3.74%	4.99%	03-Oct-23	09-Nov-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Elljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Elljay Acoustics - Change Order #01	\$58,950.00	\$736.75	1.25%	1.25%	03-Oct-23	09-Nov-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site	Hamel - Change Order #02	\$835,134.45	\$850.00	0.10%	1.25%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #02	\$835,134.45	\$850.00	0.10%	1.25%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site	Hamel - Change Order #01	\$835,134.45	\$8,697.66	1.04%	1.04%	01-Jun-23	13-Jul-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #02*	\$2,023,008.00	\$5,229.04	0.26%	5.12%	24-Feb-23	11-May-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #01	\$2,023,008.00	\$98,252.47	4.86%	4.86%	15-Feb-23	11-May-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	TotalEnergies Renewables, LLC - Change Order #02	\$7,308,428.00	\$17,169.50	0.23%	-0.01%	08-Dec-22	09-Feb-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	SunPower Corporation, Systems - Change Order #01	\$7,308,428.00	-\$17,891.20	-0.24%	-0.24%	10-Oct-22	10-Nov-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	\$686,675.00	-\$19,592.00	-2.85%	-2.85%	17-Mar-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #02*	\$392,213.00	\$11,088.23	2.83%	5.54%	14-Feb-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #01	\$392,213.00	\$10,641.88	2.71%	2.71%	01-Nov-21	13-Jan-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair	Borden Excavating - Change Order #01	\$22,000.00	-\$5,225.46	-23.75%	-23.75%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair - Phase 2	Borden Excavating - Change Order #01	\$15,000.00	-\$4,592.20	-30.61%	-30.61%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mike's Custom Flooring, Inc. M&O Office Trailer Upgrades	Mike's Custom Flooring - Change Order #01	\$8,000.00	-\$418.00	-5.23%	-5.23%	01-Oct-21	18-Nov-21

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
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
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				\$347,599.33				

* 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 Change Order Summary for Board Approval: Campus

CC02-2000 : Crafton Hills College

NOTE: Contract Grouping of "Construction Services" ONLY (CS).

NOTE: Change Order values ONLY include those in a workflow state of "Executed".

Generated On: Wed, 8-Mar-23 9:04 AM

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SBCCD
CONSTRUCTION AMENDMENT SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC02-3633 : Central Complex 2 Renovation (DB)	W. E. O'Neil Construction Co.	Amendment #01 - Establishment of Guaranteed Maximum Price (GMP)	\$9,090,787.00	\$0	\$418,359.00	\$9,509,146.00	17-Jul-23	13-Jul-23
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #02 - Establishment of Guaranteed Maximum Price (GMP)	\$6,781,795.00	\$2,095,578.00	-\$376,256.00	\$8,501,117.00	07-Dec-22	12-Jan-23
CC02-3626 : Campus-Wide Infrastructure CHC	SunPower Corporation, Systems DB Contract - CHC CWI Solar PV	Amendment #01 - Change in Photovoltaic Module Model and the Production Guarantee (No Cost Impact)	\$7,308,428.00	\$0	\$0	\$7,308,428.00	10-Oct-22	10-Nov-22
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #01 - Contract Updates	\$6,781,795.00	\$0	\$2,095,578.00	\$8,877,373.00	21-Jan-22	13-Jan-22



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC03-3000 : San Bernardino Community College District Wide

CC03-3000 : San Bernardino Community College District

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0002 : Program Expenses	\$695.00	\$0	\$695.00	-
CC03-3640 : District-Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
CC03-3000 : San Bernardino Community College District	\$186,500.17	\$4,812.02	\$191,312.19	2.58%

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date

Child Development Center Renovation	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban PMO TI - Change Order #002 - No Cost Time Extension	\$185,805.17	\$0	-	2.59%	17-Mar-21	13-May-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban District PMO TI - Change Order #001	\$185,805.17	\$4,812.02	2.59%	2.59%	19-Nov-20	14-Jan-21
CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date				\$4,812.02				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: June 13, 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.



Board Date 06/13/2024

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

1 of 15

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27343	4 Imprint	Production of Logo Items	Academic Success/ SBVC	\$2,100.00		
27344	4 Imprint	Production of Logo Items	Academic Success/ SBVC	\$926.95		
27345	4 Imprint	Production of Logo Items	Instruction/ SBVC	\$9,482.27		
27346	4 Imprint	Production of Logo Items	Student Success/ SBVC	\$885.29		
27365	4 Imprint	Production of Logo Items	Academic Success/ SBVC	\$617.57		
27366	4 Imprint	Production of Logo Items	Academic Success/ SBVC	\$5,170.08		
27403	4 Imprint	Production of Logo Items	Science/SBVC	\$747.19		
27291	4 Imprint	Production of Logo Items	Student Success/ SBVC	\$9,928.74		
27302	4 Imprint	Production of Logo Items	Puente/SBVC	\$575.53		
27402	Ace Weed Abatement, Inc.	Grounds Services	KVCR/KVCR	\$1,805.00		
27298	Airgas USA, LLC	Rental	EDCT/SBCCD	\$15,000.00		

Board Date 06/13/2024

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

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27244	Amudipe Jr, William	Performer	Student Equity/ SBVC	\$500.00		
27292	Arcega, Raziel dba LNR Promotions	Production of Logo Items	Student Equity/ SBVC	\$3,731.20		
27245	Armaz, Cesar Lara	Performer	First Year/SBVC	\$1,800.00		
27246	Art with Impact	Art Show	Student Life/CHC	\$2,100.00		
27247	ASAP Prints	Production of Logo Items	Student Life/SBVC	\$499.97		
27249	Baker Electric Inc.	Repairs	Administrative Services/SBVC	\$13,751.81		
27347	Baker Electric Inc.	Site Improvement	Arts/SBVC	\$16,235.00		
27325	Ballington Academy	Income - Facilities Use	Administrative Services/SBVC		\$658.32	
27348	Balloon Cart Company, The	Rental	Student Services/ CHC	\$1,956.00		
27349	Barrientos, Lester	Performer	Student Services/ SBVC	\$400.00		
27250	Barrientos, Lester	Performer	First Year/SBVC	\$600.00		

Board Date 06/13/2024

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

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27321	Barrientos, Lester	Performer	First Year/SBVC	\$400.00		
27299	Beaumont USD	MOU	Student Services/ CHC	No Cost		
27392	Brax Company Inc	Repairs	Pool/CHC	\$9,239.39		
23984	Burgess Moving & Storage	Amendment 02	Facilities Planning/SBCCD	\$25,866.00		\$8,010.00
27251	California Tool & Welding Supply	On Demand Repairs	Applied Technology/SBVC	\$3,547.71		
27350	Castus Corporation	Software/Online Services	KVCR/KVCR	\$6,899.00		
27286	Chik, Cecilia	Speaker	Student Life/SBVC	\$500.00		
27283	Construction Management Association of America	Sponsorship	Facilities Planning/SBCCD	\$2,500.00		
27314	ConvergeOne, Inc.	Maintenance Agreement	TESS/SBCCD	\$5,827.93		
27342	Corovan Moving and Storage	Moving Services	Facilities Planning/SBCCD	\$29,369.61		
27399	Counseling Team International, The	Professional Services	Human Resources/SBCCD	\$20,000.00		

Board Date 06/13/2024

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

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27351	Coursedog. Inc.	Professional Services	TESS/SBCCD	\$4,800.00		
27293	Crafton Hills College Foundation	Sponsorship	Marketing/ SBCCD	\$5,000.00		
27368	Creative Solutions Marketing & Printing Inc	Production of Logo Items	Student Services/ SBVC	\$11,699.36		
27252	Crown Lift Trucks	Repairs	EDCT/SBCCD	\$8,705.20		
27253	Crown Promotions Group Inc.	Production of Logo Items	Counseling/ SBVC	\$3,671.72		
27254	Crown Promotions Group Inc.	Production of Logo Items	First year/ SBVC	\$724.25		
27227	Crown Promotions Group Inc.	Production of Logo Items	Counseling/ SBVC	\$4,953.75		
27304	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/ SBVC	\$3,613.93		
27305	Crown Promotions Group Inc.	Production of Logo Items	Counseling/ SBVC	\$5,796.47		
27306	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/ SBVC	\$651.38		
27341	DK Education Consulting	Speaker	Student Services/ SBVC	\$6,584.00		

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

Board Date 06/13/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27352	Doing Good Living	Production of Logo Items	Student Services/ SBVC	\$9,896.39		
27329	Doing Good Living	Production of Logo Items	Student Services/ CHC	\$44,468.96		
27255	Doing Good Works	Production of Logo Items	Veterans/ SBVC	\$7,295.60		
27407	DS Services of America Inc	Rental	Maintenance/ SBVC	\$2,500.00		
27353	East Valley Water District	Rental	Chancellor/ SBCCD	\$955.00		
27354	Economic Modeling , LLC DBA Lightcast	Services	Research & Planning/SBCCD	\$25,000.00		
27277	EDCO Awards & Specialties dba EDCO.com	Production of Awards	Marketing/ SBVC	\$420.60		
27355	ENCO Systems, Inc	Software/Online Services	KVCR/KVCR	\$3,045.00		
27257	Event Pixie dba Gonzalez, Leydy	Rental	First Year/SBVC	\$3,515.00		
27396	Evertz Microsystems LTD	Repairs	KVCR/KVCR	\$871.25		
27391	Evertz Microsystems LTD	Software/Online Services	KVCR/KVCR	\$7,260.00		

Board Date 06/13/2024

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

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27256	FastSigns	Production of Logo Items	Veterans/SBVC	\$2,461.64		
27356	Ferrilli dba Robert Ferrilli LLC	Consultant	TESS/SBCCD	\$48,750.00		
27397	Frank Firm Inc	Consultant	KVCR/KVCR	\$10,000.00		
27258	G/M Business Interiors	Installation Services	MESA/CHC	\$4,765.24		
27287	Gatesair, Inc.	Software/Online Services	KVCR/KVCR	\$5,196.75		
27259	Get Noticed Promos LLC	Production of Logo Items	Counseling/ SBVC	\$2,612.05		
27260	Get Noticed Promos LLC	Production of Logo Items	Counseling/ SBVC	\$8,768.04		
27315	Growing Inland Achievement Inc.	Services	Marketing/ SBCCD	\$48,600.00		
27261	H & L Charter Co, Inc.	Bus Rental	Counseling/ SBVC	\$2,900.00		
27089	H & L Charter Co, Inc.	Bus Rental	Counseling/ SBVC	\$1,911.25		
27288	Haven Sales	Production of Logo Items	EOP&S/SBVC	\$94,545.42		

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

Board Date 06/13/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27405	Hgagnon Distribution	Program Acquisition	KVCR/KVCR	\$87,000.00		
27262	HyattWard Advertising, Inc.	Advertising	Student Services/ CHC	\$6,847.40		
27263	HyattWard Advertising, Inc.	Advertising	Student Services/ CHC	\$5,030.00		
27264	HyattWard Advertising, Inc.	Advertising	Student Services/ CHC	\$2,720.00		
27357	HyattWard Advertising, Inc.	Services	Research & Planning/SBCCD	\$1,500.00		
27358	Inland Empire Stages LTD	Bus Rental	Student Services/ CHC	\$1,052.25		
27359	Inland Empire Stages LTD	Bus Rental	Student Services/ CHC	\$1,052.25		
27361	Intermex, Inc.	Bus Rental	Student Services/ SBVC	\$1,300.00		
27362	Intermex, Inc.	Bus Rental	Student Services/ SBVC	\$1,500.00		
27363	Intermex, Inc.	Bus Rental	Student Services/ SBVC	\$850.00		
27243	Intermex, Inc.	Bus Rental	First Year/SBVC	\$13,500.00		

Board Date 06/13/2024

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

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27294	Intermex, Inc.	Bus Rental	EOP&S/CHC	\$2,100.00		
27307	Island Advertising, Inc.	Production of Logo Items	Student Services/CHC	\$2,658.86		
27308	Island Advertising, Inc.	Production of Logo Items	SINS/CHC	\$3,717.55		
27316	Island Advertising, Inc.	Production of Logo Items	Student Services/CHC	\$16,205.09		
27330	Island Advertising, Inc.	Production of Logo Items	Student Services/CHC	\$2,119.19		
27371	Island Advertising, Inc.	Production of Logo Items	SINS/CHC	\$10,319.23		
27394	Island Advertising, Inc.	Production of Logo Items	Student Services/CHC	\$1,515.04		
27279	Kekoa, Vance dba Sentinel EHS	Speaker	Facilities Planning /SBCCD	\$2,100.00		
27377	Kind Digital Marketing dba Cabrera, Alexander	Photography Services	Marketing/SBVC	\$15,300.00		
27376	Kind Digital Marketing dba Cabrera, Alexander	Photography Services	Student Services/SBVC	\$2,400.00		
27310	Kurzweil Education Systems	Software/Online Services	TESS/SBCCD	\$3,300.00		

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

Board Date 06/13/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27311	Kurzweil Education Systems	Software/Online Services	TESS/SBCCD	\$3,300.00		
27339	Letterhead Factory Inc.	Production of Awards	Student Life/SBVC	\$1,729.13		
27338	Letterhead Factory Inc.	Production of Logo Items	Student Life/SBVC	\$43.25		
27295	Looper, Mary	Speaker	Student Life/CHC	\$1,200.00		
27265	Lucky Star Promos LLC	Production of Logo Items	Student Activities/ SBVC	\$1,102.65		
27373	MacIntosh, Cindy Lee DBA AHRH - At His Right Hand	Repairs	Maintenance/ SBVC	\$1,000.00		
27266	Martinez, Walter dba DJ Wall-E	Performer	Student Services/ CHC	\$1,500.00		
27248	Mellin, Linda Marie dba American Printing & Promotions	Production of Awards	Student Life/ SBVC	\$652.00		
27267	Mellin, Linda Marie dba American Printing & Promotions	Production of Logo Items	First Year/SBVC	\$7,599.41		
27340	Mellin, Linda Marie dba American Printing & Promotions	Production of Logo Items	First Year/SBVC	\$19,468.16		
27281	Mitten Building, The dba Spencer, Jami	Catering	First Year/SBVC	\$36,995.66		

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

Board Date 06/13/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27378	Navarro, Maria	Consultant	Admissions & Records/SBVC	\$2,000.00		
27280	Our Lady of Guadalupe	Participation Agreement	English/SBVC	No Cost		
27282	Parker, Damarea	Speaker	First Year/SBVC	\$1,000.00		
27375	Parra, Octavio	Repairs	TESS/SBCCD	\$380.00		
27333	Party Plus Rental	Rental	Marketing/SBVC	\$1,688.80		
27271	Party Plus Rental	Rental	Student Equity/ SBVC	\$399.40		
27372	Party Plus Rental	Rental	Student Equity/ SBVC	\$4,606.75		
27369	Party Plus Rental	Rental	Student Equity/ SBVC	\$1,572.50		
27317	Penunuri, Guillermo dba Great White Graphics	Production of Logo Items	Technical Training/SBVC	\$1,045.09		
27336	Phonhsongkham, Emily	Speaker	Counseling/ CHC	\$600.00		
27276	Prime Promos LLC	Production of Logo Items	Transfer Center/ Matriculation/SBVC	\$2,178.10		

Board Date 06/13/2024

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

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27395	Pro-Craft Plumbing Company, Inc	Repairs	Maintenance/ SBVC	\$2,705.14		
27393	Pshichenko, Pavel	Videography Services	Marketing/ SBVC	\$3,500.00		
27380	Purpose Printery LLC	Production of Logo Items	EOP&S/CHC	\$9,555.49		
27379	Pyro Spectaculars Inc.	Professional Services	Marketing/ SBVC	\$18,333.00		
27296	Quantum Group, The	Production of Logo Items	Financial Aid/ CHC	\$49,701.25		
27268	Quantum Promotions	Production of Logo Items	Applied Technology/SBVC	\$9,999.56		
27326	Real Journey Academies, Inc.	Income - Facilities Use	Administrative Services/SBVC		\$725.83	
27335	Redlands Visitor Center	Sponsorship	Marketing/CHC	\$1,500.00		
27374	Regents of University of CA, The	On Demand Services	KVCR/KVCR	\$30,000.00		
27269	Rialto USD	Sponsorship	Chancellor/ SBCCD	\$2,000.00		
27370	RISE Interpreting, Inc.	Professional Services	Human Resources/SBCCD	\$900.00		

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

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27381	Riverside, County of	Income - Training Agreement	EDCT/SBCCD		\$5,000.00	
27382	Riverside, County of	Income - Training Agreement	EDCT/SBCCD		\$5,000.00	
27383	Riverside, County of	Income - Training Agreement	EDCT/SBCCD		\$5,000.00	
27384	Riverside, County of	Income - Training Agreement	EDCT/SBCCD		\$5,000.00	
27385	Riverside, County of	Income - Training Agreement	EDCT/SBCCD		\$5,000.00	
27386	Riverside, County of	Income - Training Agreement	EDCT/SBCCD		\$5,000.00	
27387	Riverside, County of	Income - Training Agreement	EDCT/SBCCD		\$5,000.00	
27388	Riverside, County of	Income - Training Agreement	EDCT/SBCCD		\$5,000.00	
27312	Royal Industrial Solutions	Maintenance Agreement	Applied Technology/SBVC	\$2,745.00		
27360	San Bernardino City USD	Income - Facilities Use	Administrative Services/SBVC		\$163.48	
27300	San Bernardino City USD	Income - Facilities Use	Administrative Services/SBVC		\$768.32	

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

Board Date 06/13/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27301	San Bernardino City USD	Income - Facilities Use	Administrative Services/SBVC		\$266.08	
27408	San Bernadino City USD	Middle College Agreement	Middle College/SBVC		No Charge	
27409	San Bernardino City USD	Dual Enrollment	Academic Success/SBVC	No Cost		
27328	San Bernardino County Superintendent of Schools	Participation Agreement	Child Care Center/CHC	No Cost		
27327	San Bernardino, County of	Income - Facilities Use	Administrative Services/SBVC		\$388.84	
27389	San Bernardino, County of	Health Screening Services	Student Services SBVC	No Cost		
27364	Siembra Mobile, Inc.	Consultant	Fiscal Services/SBCCD	\$29,850.00		
27322	Snowden, Justin	Performer	Student Life/SBVC	\$1,500.00		
27285	Sovereign Mind Production LLC	Program Acquisition	FNX/KVCR	\$6,500.00		
27309	Spartan Sports	Sponsorship	Marketing/CHC	\$299.50		
27270	Stitchmania	Production of Logo Items	KVCR/KVCR	\$675.32		

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

Board Date 06/13/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27337	StreamGuys, Inc.	Software/Online Services	KVCR/KVCR	\$36,479.65		
27318	Stryder Corp	Software/Online Services	Technical Training/SBVC	\$6,000.00		
27334	Summerland Bags, LLC	Production of Logo Items	Counseling/SBVC	\$6,413.09		
27284	Tate, Wendy Moulton	Professional Services	KVCR/KVCR	\$12,400.00		
27319	Teava, Mitikiro dba Teava Nui Polynesians Performers	Performer	Student Life/SBVC	\$500.00		
27320	Three Peaks Corp.	Data Cable Installation	Administrative Services/CHC	\$2,587.00		
27273	Three Peaks Corp.	Site Improvement	Facilities Planning/CHC	\$19,000.00		
27401	Three Peaks Corp.	Site Improvement	Facilities Planning/CHC	\$41,032.00		
27297	Timeless Plaques & Awards	Production of Awards	Chancellor/SBCCD	\$237.05		
27272	Timeless Plaques & Awards	Production of Awards	Police Science/SBVC	\$355.58		
27274	Trophy House	Production of Awards	Marketing/SBVC	\$914.33		

Board Date 06/13/2024

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

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27398	Trophy House	Production of Awards	Marketing/ SBVC	\$95.98		
27275	Trulycreative Network Solutions Inc.	On Demand Services	KVCR/KVCR	\$1,980.00		
27313	Vitac Corporation	Close Captioning Services	Student Life/ SBVC	\$500.00		
27289	WestKoa Graphics Tees and Prints	Production of Logo Items	Honors/CHC	\$259.20		
27278	Wilcox Supply Inc	Inspection Services	Automotive/ SBVC	\$1,890.00		
27332	Wolfram Research, Inc.	Software/Online Services	Mathematics/ SBVC	\$3,750.00		
27400	Wrap Factory, The dba Davidson, Michael	Installation Services	Applied Technology/ SBVC	\$6,644.76		
27390	Youth Build Inland Empire	Income - Facilities Use	Administrative Services/SBVC		No Charge	
27290	Zamudio, Martin dba Graphix Custom Design	Production of Team Uniforms	Pool/CHC	\$3,750.00		

Total Number of Contracts 163

\$1,173,601.15 \$42,970.87

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: June 13, 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 \$574,932 to \$97,627,143 from the previous estimate of \$98,202,075. 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 May 21, 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	95,411	100,018	104,346		
Receipts														
Federal		10	3,570	250	90	38	175	641	116	-4		840		5,726
State	12,435	7,457	13,524	12,877	4,623	10,580	8,058	58,618	16,844	10,084	21,450	16,933		193,481
Local	5,769	63	3,435	2,112	3,306	22,251	5,430	2,567	-2,526	12,065	5,395	839		60,707
Interfund Transfer & Sale of Assets					4,292	1		3,219			311	306		8,128
Accounts Receivable/Accruals	-2,867	1,264	-509	64	1,006	-3	-685	671	-65	-154	-225	-381		-1,884
Total Receipts	15,337	8,793	20,020	15,303	13,316	32,867	12,977	65,716	14,370	21,991	26,930	18,537		266,159
Disbursements														
Academic Salaries	27	2,845	4,684	5,137	5,432	5,346	5,293	4,593	5,276	5,330	5,493	9,430		58,885
Classified Salaries	2,895	3,390	3,421	3,532	3,723	3,745	3,576	3,452	3,742	4,621	4,344	4,996		45,435
Benefits	1,507	2,533	646	3,114	3,105	3,090	3,193	3,037	2,113	3,545	2,939	4,739		33,563
Supplies & Materials	226	51	169	148	206	135	166	149	193	560	527	610		3,140
Other Operating Exp	2,612	1,493	2,235	1,831	1,779	1,640	2,337	2,479	2,810	1,479	3,610	8,025		32,330
Capital Outlay	1,480	-1,151	379	140	424	650	634	249	631	794	2,362	1,535		8,125
Other Outgo	2,443	-260	3,493	5,982	1,267	1,031	1,469	2,176	879	991	3,385	5,173		28,028
Longterm Post-Employment Benefits	-5	-8	-8	-8	8	-8	-8	17	-8	-8	-9	-12		-56
Accounts Payable/Accruals	5,512	7,604	2,358	-1,354	-207	-42	-24	52,631	-41	73	-49	-9,239		57,223
Total Disbursements	16,695	16,497	17,376	18,521	15,738	15,587	16,636	68,784	15,595	17,385	22,602	25,256		266,673
Increase / (Decrease) in Cash Balance	-1,358	-7,704	2,643	-3,218	-2,422	17,280	-3,659	-3,069	-1,225	4,606	4,328	-6,719		
Estimated Ending Cash Balance	96,784	89,080	91,724	88,506	86,084	103,364	99,705	96,637	95,411	100,018	104,346	97,627		

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, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Lexipol Policy and Procedure: 319 Hate Crimes

RECOMMENDATION

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

OVERVIEW

The Lexipol Policy and Procedure: 319 Hate Crimes is being submitted to the Board of Trustees for their perusal.

ANALYSIS

The Lexipol Policy and Procedure: 319 Hate Crimes will provide a ready reference of rules, procedures, and guidelines for all SBCCD Police Personnel to assist them in the proper procedures of their duties and responsibilities.

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.



Hate Crimes

319.1 PURPOSE AND SCOPE

State

This policy is designed to assist in identifying and handling crimes motivated by hate or other bias toward individuals and groups with legally defined protected characteristics, to define appropriate steps for assisting victims, and to provide a guide to conducting related investigations. It outlines the general policy framework for prevention, response, accessing assistance, victim assistance and follow-up, and reporting as related to law enforcement's role in handling hate crimes. It also serves as a declaration that hate crimes are taken seriously and demonstrates how the San Bernardino Community College District Police Department may best use its resources to investigate and solve an offense, in addition to building community trust and increasing police legitimacy (Penal Code § 13519.6; Penal Code § 422.87).

319.1.1 DEFINITION AND LAWS

State

In accordance with Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.6; and Penal Code § 422.87, for purposes of all other state law, unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

Bias motivation - Bias motivation is a pre-existing negative attitude toward actual or perceived characteristics referenced in Penal Code § 422.55. Depending on the circumstances of each case, bias motivation may include but is not limited to hatred, animosity, discriminatory selection of victims, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including but not limited to disability or gender.

Disability - Disability includes mental disability and physical disability as defined in Government Code § 12926, regardless of whether those disabilities are temporary, permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

Disability bias - In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as but not limited to dislike of persons who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore "deserving victims," a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes but is not limited to situations where a perpetrator targets a person with a particular perceived disability while avoiding other

Hate Crimes

vulnerable-appearing persons, such as inebriated persons or persons with perceived disabilities different from those of the victim. Such circumstances could be evidence that the perpetrator's motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

Gender - Gender means sex and includes a person's gender identity and gender expression.

Gender expression - Gender expression means a person's gender-related appearance and behavior, regardless of whether it is stereotypically associated with the person's assigned sex at birth.

Gender identity - Gender identity means each person's internal understanding of their gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender (2 CCR § 11030).

Hate crime - "Hate crime" includes but is not limited to a violation of Penal Code § 422.6, and means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

- (a) Disability
- (b) Gender
- (c) Nationality
- (d) Race or ethnicity
- (e) Religion
- (f) Sexual orientation
- (g) Association with a person or group with one or more of these actual or perceived characteristics:
 - 1. "Association with a person or group with one or more of these actual or perceived characteristics" includes advocacy for, identification with, or being on the premises owned or rented by, or adjacent to, any of the following: a community center, educational facility, family, individual, office, meeting hall, place of worship, private institution, public agency, library, or other entity, group, or person that has, or is identified with people who have, one or more of the characteristics listed in the definition of "hate crime" under paragraphs 1 to 6, inclusive, of Penal Code § 422.55(a).

Note: A "hate crime" need not be motivated by hate but may be motivated by any bias against a protected characteristic.

Hate incident - A hate incident is an action or behavior motivated by hate or bias but legally protected by the First Amendment right to freedom of expression. Examples of hate incidents include:

- Name-calling

Hate Crimes

- Insults and epithets
- Distributing hate material in public places
- Displaying hate material on your own property

Hate speech - The First Amendment to the U.S. Constitution protects most speech, even when it is disagreeable, offensive, or hurtful. The following types of speech are generally not protected:

- Fighting words
- True threats
- Perjury
- Blackmail
- Incitement to lawless action
- Conspiracy
- Solicitation to commit any crime

In whole or in part - "In whole or in part because of" means that the bias motivation must be a cause in fact of the offense whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that a crime would not have been committed but for the actual or perceived characteristic.

Nationality - Nationality means country of origin, immigration status, including citizenship, and national origin.

Race or ethnicity - Race or ethnicity includes ancestry, color, and ethnic background.

Religion - Religion includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.

Religious bias - In recognizing suspected religion-bias hate crimes, officers should consider whether there were targeted attacks on, or biased references to, symbols of importance to a particular religion or articles considered of spiritual significance in a particular religion (e.g., crosses, hijabs, Stars of David, turbans, head coverings, statues of the Buddha).

Sexual orientation - Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Victim - Victim includes but is not limited to:

- Community center
- Educational facility
- Entity
- Family
- Group

Hate Crimes

- Individual
- Office
- Meeting hall
- Person
- Place of worship
- Private institution
- Public agency
- Library
- Other victim or intended victim of the offense

319.2 POLICY

State

It is the policy of this Department to safeguard the rights of all individuals irrespective of their disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate or bias should be viewed very seriously and given high priority.

This Department will employ reasonably available resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, this Department should take all reasonable steps to attend to the security and related concerns of the immediate victims and their families as feasible.

All officers are required to be familiar with the policy and use reasonable diligence to carry out the policy.

319.3 PLANNING AND PREVENTION

State

In order to facilitate the guidelines contained within this policy, Department members will continuously work to build and strengthen relationships with the community, engage in dialogue, and provide education to the community about this policy. Department personnel are also encouraged to learn about the inherent issues concerning their communities in relation to hate crimes.

Although hate incidents are not criminal events, they can be indicators of, or precursors to, hate crimes. Hate incidents should be investigated and documented as part of an overall strategy to prevent hate crimes.

Hate Crimes

319.3.1 HATE CRIMES COORDINATOR

State

A Department member appointed by the Chief of Police or the authorized designee will serve as the Hate Crimes Coordinator. The responsibilities of the Hate Crimes Coordinator should include but not be limited to (Penal Code § 422.87):

- (a) Meeting with residents in target communities to allay fears; emphasizing the Department's concern over hate crimes and related incidents; reducing the potential for counter-violence; and providing safety, security, and crime-prevention information. Cultural diversity education and immersion programs (if available) could facilitate this process.
- (b) Finding, evaluating, and monitoring public social media sources to identify possible suspects in reported hate crimes; to identify suspects or suspect groups in future hate crimes or hate incidents affecting individuals, groups, or communities that may be victimized; and to predict future hate-based events.
- (c) Providing direct and referral assistance to the victim and the victim's family.
- (d) Conducting public meetings on hate crime threats and violence in general.
- (e) Establishing relationships with formal community-based organizations and leaders.
- (f) Expanding, where appropriate, preventive programs such as hate, bias, and crime-reduction seminars for students.
- (g) Reviewing the Attorney General's latest opinion on hate crime statistics and targets in order to prepare and plan for future crimes, specifically for Arab/Middle Eastern and Muslim communities (Penal Code § 13519.6(b)(8)).
- (h) Providing orientation of and with communities of specific targeted victims such as immigrant, Muslim, Arab, LGBTQ, Black or African-American, Jewish, and Sikh persons and persons with disabilities.
- (i) Coordinating with the Training Sergeant to develop a schedule of required hate-crime training and include in a training plan recognition of hate crime bias characteristics, including information on general underreporting of hate crimes.
- (j) Verifying a process is in place to provide this policy and related orders to officers in the field and taking reasonable steps to rectify the situation if such a process is not in place.
- (k) Taking reasonable steps to ensure hate crime data is provided to the Chief of Police or designee for mandated reporting to the Department of Justice.
 - 1. Ensure the California Department of Justice crime data is posted monthly on the Department website (Penal Code § 13023).
- (l) Reporting any suspected multi-mission extremist crimes to the Chief of Police or designee; and verifying that such data is transmitted to the Joint Regional Information Exchange System in accordance with the protocols of the Administrative Support Policy.

Hate Crimes

- (m) Maintaining the Department's supply of up-to-date hate crimes brochures (Penal Code § 422.92; Penal Code § 422.87).
- (n) Submitting required hate crime materials to the California Department of Justice in accordance with the timeline established by state law (Penal Code § 13023).
- (o) Annually assessing this policy, including:
 - 1. Keeping abreast of POST model policy framework for hate crimes for revisions or additions, including definitions, responsibilities, training resources, the supplemental hate crime report, and planning and prevention methods.
 - 2. Analysis of the Department's data collection as well as the available outside data (e.g., annual California Attorney General's report on hate crime) in preparation for and response to future hate crimes.

319.3.2 RELEASE OF INFORMATION

State

Establishing a relationship with stakeholders, before any incident occurs, to develop a network and protocol for disclosure often assists greatly in any disclosure.

The benefit of public disclosure of hate crime incidents includes:

- (a) Dissemination of correct information.
- (b) Assurance to affected communities or groups that the matter is being properly and promptly investigated.
- (c) The ability to request information regarding the commission of the crimes from the victimized community.

Information or records relating to hate crimes subject to public disclosure shall be released as provided by the Records Maintenance and Release Policy or as allowed by law. In accordance with the Media Relations Policy, the supervisor, public information officer, or the authorized designee should be provided with information that can be responsibly reported to the media. When appropriate, the Department spokesperson should reiterate that hate crimes will not be tolerated, will be investigated seriously, and will be prosecuted to the fullest extent of the law.

The Department should consider the following when releasing information to the public regarding hate crimes and hate incidents that have been reported within the jurisdiction:

- Inform community organizations in a timely manner when a community group has been the target of a hate crime.
- Inform the community of the impact of these crimes on the victim, the victim's family, and the community, and of the assistance and compensation available to victims.
- Inform the community regarding hate crime law and the legal rights of, and remedies available to, victims of hate crimes.
- Provide the community with ongoing information regarding hate crimes and/or hate incidents.

Hate Crimes

319.4 RESPONSE, VICTIM ASSISTANCE, AND FOLLOW-UP

State

319.4.1 INITIAL RESPONSE

State

First responding officers should know the role of all Department personnel as they relate to the Department's investigation of hate crimes and/or incidents. Responding officers should evaluate the need for additional assistance and, working with supervision and/or investigations, access needed assistance if applicable.

At the scene of a suspected hate or bias crime, officers should take preliminary actions reasonably deemed necessary, including but not limited to the following:

- (a) Use agency checklist (per Penal Code § 422.87) to assist in the investigation of any hate crime (see Appendix).
- (b) Stabilize the victims and request medical attention when necessary.
- (c) Properly protect the safety of victims, witnesses, and perpetrators.
 1. Assist victims in seeking a Temporary Restraining Order (if applicable).
- (d) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
- (e) Properly protect, preserve, and process the crime scene, and remove all physical evidence of the incident as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed, the property owner should be contacted to facilitate removal or covering as soon as reasonably possible. Department personnel should follow up with the property owner to determine if this was accomplished in a timely manner.
- (f) Collect and photograph physical evidence or indicators of hate crimes such as:
 1. Hate literature.
 2. Spray paint cans.
 3. Threatening letters.
 4. Symbols used by hate groups.
- (g) Identify criminal evidence on the victim.
- (h) Request the assistance of translators or interpreters when needed to establish effective communication with witnesses, victims, or others as appropriate.
- (i) Conduct a preliminary investigation and record pertinent information including but not limited to:
 1. Identity of suspected perpetrators.
 2. Identity of witnesses, including those no longer at the scene.
 3. The offer of victim confidentiality per Government Code § 7923.615.

Hate Crimes

4. Prior occurrences in this area or with this victim.
 5. Statements made by suspects; exact wording is critical.
 6. The victim's protected characteristics and determine if bias was a motivation "in whole or in part" in the commission of the crime.
- (j) Adhere to Penal Code § 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law.
- (k) Provide information regarding immigration remedies available to victims of crime (e.g., U-Visa, T-Visa, S-Visa).
- (l) Provide the Department's Hate Crimes Brochure (per Penal Code § 422.92) if asked, if necessary, or per policy.
- (m) Utilize proper techniques for interviewing people with disabilities and be aware of and provide appropriate accommodations (e.g., ADA standards, Braille, visuals, translators for the deaf or hard of hearing).
- (n) Document any suspected multi-mission extremist crimes.

319.4.2 INVESTIGATION

State

Investigators at the scene of, or performing follow-up investigation on, a suspected hate or bias crime or hate incident should take all actions deemed reasonably necessary, including but not limited to the following:

- (a) Consider typologies of perpetrators of hate crimes and incidents, including but not limited to thrill, reactive/defensive, and mission (hard core).
- (b) Utilize investigative techniques and methods to handle hate crimes or hate incidents in a professional manner.
- (c) Utilize proper techniques for interviewing people with disabilities and be aware of and provide appropriate accommodations (e.g., ADA standards, Braille, visuals, translators for the deaf or hard of hearing).
- (d) Properly investigate any report of a hate crime committed under the color of authority per Penal Code § 422.6 and Penal Code § 13519.6.
- (e) Document physical evidence or indicators of hate crimes, in accordance with the provisions of the Property and Evidence Policy, such as:
 1. Hate literature.
 2. Spray paint cans.
 3. Threatening letters.
 4. Symbols used by hate groups.
 5. Desecration of religious symbols, objects, or buildings.

Hate Crimes

- (f) Request the assistance of translators or interpreters when needed to establish effective communication.
- (g) Conduct a preliminary investigation and record information regarding:
 - 1. Identity of suspected perpetrators.
 - 2. Identity of witnesses, including those no longer at the scene.
 - 3. Offer of victim confidentiality per Government Code § 7923.615.
 - 4. Prior occurrences, in this area or with this victim.
 - 5. Statements made by suspects; exact wording is critical.
 - 6. Document the victim's protected characteristics.
- (h) Provide victim assistance and follow-up.
- (i) Canvass the area for additional witnesses.
- (j) Examine suspect's social media activity for potential evidence of bias motivation.
- (k) Coordinate the investigation with Department, state, and regional intelligence operations. These sources can provide the investigator with an analysis of any patterns, organized hate groups, and suspects potentially involved in the offense.
- (l) Coordinate the investigation with the crime scene investigation unit (if applicable) or other appropriate units of the Department.
- (m) Determine if the incident should be classified as a hate crime.
- (n) Take reasonable steps to provide appropriate assistance to hate crime victims, including the following measures:
 - 1. Contact victims periodically to determine whether they are receiving adequate and appropriate assistance.
 - 2. Provide ongoing information to victims about the status of the criminal investigation.
 - 3. Provide victims and any other interested persons the brochure on hate crimes per Penal Code § 422.92 and information on any local advocacy groups (if asked) (e.g., the brochure on hate crimes will be available in the main lobby of the police department and shall be carried by members in the field).
- (o) Document any suspected multi-mission extremist crimes.
- (p) Coordinate with other law enforcement agencies in the area to assess patterns of hate crimes and/or hate incidents, and determine if organized hate groups are involved.

319.4.3 SUPERVISION

State

The supervisor shall confer with the initial responding officer and take reasonable steps to ensure that necessary preliminary actions have been taken. The supervisor shall request any appropriate personnel necessary to accomplish the following:

- (a) Provide immediate assistance to the crime victim by:

Hate Crimes

1. Expressing the Department's official position on the importance of these cases and the measures that will be taken to apprehend the perpetrators.
 2. Expressing the Department's interest in protecting victims' anonymity (confidentiality forms, Government Code § 7923.615) to the extent reasonably possible. Allow the victims to convey their immediate concerns and feelings.
 3. Identifying individuals or agencies that may provide victim assistance and support. Local victim assistance resources may include family members or close acquaintances, clergy, or a Department chaplain, as well as community service agencies that provide shelter, food, clothing, child care, or other related services (per Penal Code § 422.92).
- (b) Take reasonable steps to ensure that all relevant facts are documented on an incident and/or arrest report and make an initial determination as to whether the incident should be classified as a hate crime for federal and state bias-crimes reporting purposes.
 - (c) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
 - (d) In cases of large-scale hate crime waves, or in circumstances where the potential exists for subsequent hate crimes or incidents, consider directing resources to protect vulnerable sites (such as assigning an officer to specific locations that could become targets).
 - (e) Verify hate crimes are being properly reported, including reporting to the Department of Justice, pursuant to Penal Code § 13023.
 - (f) Verify adherence to Penal Code § 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law. Supervisors should also be aware of the immigration remedies available to victims of crime (e.g., U-Visa, T-Visa, S-Visa).
 - (g) Respond to and properly initiate an investigation of any reports of hate crimes committed under the color of authority.
 - (h) Provide appropriate assistance, including activating the California Department of Justice hate crime rapid response protocol if necessary. For additional information refer to the California Department of Justice website.
 - (i) Verify reporting of any suspected multi-mission extremist crimes to the agency Hate Crimes Coordinator.
 - (j) Make a final determination as to whether the incident should be classified as a hate crime and forward to the Chief of Police for approval.

319.5 TRAINING

State

All members of this Department will receive POST-approved training on hate crime recognition and investigation as provided by Penal Code § 13519.6. Training should include (Penal Code § 422.87):

Hate Crimes

- (a) Recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group, including disability bias, gender bias, and religion bias.
- (b) Accurate reporting by officers, including information on the general underreporting of hate crimes.
- (c) Distribution of hate crime brochures (e.g., the brochure on hate crimes will be available in the main lobby of the police department and shall be carried by members in the field).

319.6 APPENDIX

State

See attachments:

[Statutes and Legal Requirements.pdf](#)

[Hate Crime Checklist.pdf](#)

[Supplemental Hate Crime Report.pdf](#)

Attachments

Statutes and Legal Requirements.pdf

Statutes and Legal Requirements

Items listed in this section include sections from the California Penal Code (CPC), Welfare and Institutions Code (WI) and Government Code (GC).

Definitions

CPC 422.55 - Provides general definition of hate crimes in California.

CPC 422.56- Provides definitions of terms included in hate crimes statutes.

GC 12926- Disability-related definitions applicable to some hate crime statutes.

Felonies

Hate Crimes

CPC 422.7 - Commission of a crime for the purpose of interfering with another's exercise of civil rights.

Related Crimes

CPC 190.2(a)(16) - Homicide penalties related to certain hate crime related acts.

CPC 190.03(a) - Homicide penalties related to certain hate crime related acts.

CPC 288(b)(2) - Sexual assault of dependent person by caretaker

CPC 368(b) - Dependent adult abuse generally - may apply as disability-related hate crime.

CPC 594.3 - Vandalism of places of worship.

CPC 11412 - Causing or attempting to cause other to refrain from exercising religion by threat.

CPC 11413 - Arson or destructive device at place of worship.

Misdemeanors

Hate Crimes

CPC 422.6 - Use of force, threats, or destruction of property to interfere with another's exercise of civil rights.

CPC 422.77 - Violation of civil order (Bane Act) protecting the exercise of civil rights

Related Crimes

CPC 302 - Disorderly conduct during an assemblage of people gathered for religious worship at a tax-exempt place of worship.

CPC 538(c) - Unauthorized insertion of advertisements in newspapers and redistribution to the public.

CPC 640.2 - Placing handbill, notice of advertisement on a consumer product or product packaged without authorization.

CPC 11411 - Terrorism of owner or occupant of real property. Placement or display of sign, symbol, or other physical impression without authorization, engagement in pattern of conduct, or burning or desecration of religious symbols.

Enhancements

CPC 190.2(a)(16) - Special circumstances imposing the Death Penalty or Life Without Possibility of Parole, if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 190.3 - Special circumstances imposing LWOP if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 422.75 - Penalty for felony committed because of victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation shall be enhanced one, two, or three years in prison, if the person acts alone; and two, three, or four years if the person commits the act with another.

CPC 1170.8 - Enhancement for robbery or assault at a place of worship.

CPC 1170.85(b) - Felony assault or battery enhancement due to age or disability.

Reporting

CPC 13023- Requirement for law enforcement agencies to report hate crime data to DOJ.

WI 15630 – Elder and Dependent Adult Abuse Mandated Reporting (may apply in disability-related hate crimes).

Training and Policy Requirements

CPC 422.87 - Hate crimes policy adoption and update requirements (AB 1985, Effective January 1, 2019).

CPC 13519.6 - Defines hate crime training requirements for peace officers.

CPC 13519.41 - Training requirements on sexual orientation and gender identity-related hate crimes for peace officers and dispatchers (AB 2504, Effective January 1, 2019).

Miscellaneous Provisions

CPC 422.78 - Responsibility for prosecution of stay away order violations.

CPC 422.86 - Public policy regarding hate crimes.

CPC 422.89 - Legislative intent regarding violations of civil rights and hate crimes

CPC 422.92 - Hate crimes victims brochure requirement for law enforcement agencies.

CPC 422.93 - Protection of victims and witnesses from being reported to immigration authorities.

GC 6254 - Victim confidentiality.

Hate Crime Checklist.pdf

HATE CRIME CHECKLIST

Page _____ of _____

VICTIM	<u>Victim Type:</u> <input type="checkbox"/> Individual Legal name (Last, First): _____ Other Names used (AKA): _____ <input type="checkbox"/> School, business or organization Name: _____ Type: _____ (e.g., non-profit, private, public school) Address: _____ <input type="checkbox"/> Faith-based organization Name: _____ Faith: _____ Address: _____		<u>Target of Crime (Check all that apply):</u> <input type="checkbox"/> Person <input type="checkbox"/> Private property <input type="checkbox"/> Public property <input type="checkbox"/> Other _____ <u>Nature of Crime (Check all that apply):</u> <input type="checkbox"/> Bodily injury <input type="checkbox"/> Threat of violence <input type="checkbox"/> Property damage <input type="checkbox"/> Other crime: _____ Property damage - estimated value _____
	<u>Type of Bias (Check all characteristics that apply):</u> <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Gender identity/expression <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Race <input type="checkbox"/> Ethnicity <input type="checkbox"/> Nationality <input type="checkbox"/> Religion <input type="checkbox"/> Significant day of offense (e.g., 9/11, holy days) <input type="checkbox"/> Other: _____ 		<u>Actual or Perceived Bias – Victim's Statement:</u> <input type="checkbox"/> Actual bias [Victim actually has the indicated characteristic(s)]. <input type="checkbox"/> Perceived bias [Suspect believed victim had the indicated characteristic(s)]. <i>If perceived, explain the circumstances in narrative portion of Report.</i> <u>Reason for Bias:</u> Do you feel you were targeted based on one of these characteristics? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i> Do you know what motivated the suspect to commit this crime? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i> Do you feel you were targeted because you associated yourself with an individual or a group? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i> Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe in narrative portion of Report.</i> Are there indicators the suspect is affiliated with a criminal street gang? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe in narrative portion of Report.</i>
BIAS	<u>Bias Indicators (Check all that apply):</u> <input type="checkbox"/> Hate speech <input type="checkbox"/> Acts/gestures <input type="checkbox"/> Property damage <input type="checkbox"/> Written/electronic communication <input type="checkbox"/> Graffiti/spray paint <input type="checkbox"/> Other: _____ <i>Describe with exact detail in narrative portion of Report.</i>		
	<u>Relationship Between Suspect & Victim:</u> Suspect known to victim? <input type="checkbox"/> Yes <input type="checkbox"/> No Nature of relationship: _____ Length of relationship: _____ <i>If Yes, describe in narrative portion of Report</i>		<input type="checkbox"/> Prior reported incidents with suspect? Total # _____ <input type="checkbox"/> Prior unreported incidents with suspect? Total # _____ Restraining orders? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, describe in narrative portion of Report</i> Type of order: _____ Order/Case# _____
WEAPONS	Weapon(s) used during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____ Weapon(s) booked as evidence? <input type="checkbox"/> Yes <input type="checkbox"/> No Automated Firearms System (AFS) Inquiry attached to Report? <input type="checkbox"/> Yes <input type="checkbox"/> No		

HATE CRIME CHECKLIST

Page ____ of ____

EVIDENCE	Witnesses present during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		Statements taken? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Evidence collected? <input type="checkbox"/> Yes <input type="checkbox"/> No Photos taken? <input type="checkbox"/> Yes <input type="checkbox"/> No Total # of photos: _____ D#: _____ Taken by: _____ Serial #: _____		Recordings: <input type="checkbox"/> Video <input type="checkbox"/> Audio <input type="checkbox"/> Booked Suspect identified: <input type="checkbox"/> Field ID <input type="checkbox"/> By photo <input type="checkbox"/> Known to victim	
OBSERVATIONS	<u>VICTIM</u>		<u>SUSPECT</u>	
	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____		<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____	
	<u>ADDITIONAL QUESTIONS (Explain all boxes marked "Yes" in narrative portion of report):</u> Has suspect ever threatened you? <input type="checkbox"/> Yes <input type="checkbox"/> No Has suspect ever harmed you? <input type="checkbox"/> Yes <input type="checkbox"/> No Does suspect possess or have access to a firearm? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you afraid for your safety? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any other information that may be helpful? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<u>Resources offered at scene:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____			
MEDICAL	<u>Victim</u> <u>Suspect</u> <input type="checkbox"/> <input type="checkbox"/> Declined medical treatment <input type="checkbox"/> <input type="checkbox"/> Will seek own medical treatment <input type="checkbox"/> <input type="checkbox"/> Received medical treatment Authorization to Release Medical Information, Form 05.03.00, signed? <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>Paramedics at scene?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No Unit # _____ Name(s)/ID #: _____ Hospital: _____ Jail Dispensary: _____ Physician/Doctor: _____ Patient #: _____	
	Officer (Name/Rank) _____		Date _____	
Officer (Name/Rank) _____		Date _____		
Supervisor Approving (Name/Rank) _____		Date _____		

Supplemental Hate Crime Report.pdf

State of California – Department of Justice
SUPPLEMENTAL HATE CRIME REPORT
 POST 2-365 (01/2023) Page 1 of 2

Commission on
 Peace Officer Standards and Training (POST)
 860 Stillwater Road, Suite 100
 West Sacramento, CA 95605-1630 • 916 227-3909

☐ Hate incident (No Crime Committed)

☐ Hate Crime (422.6 PC, 51.7 CC, 52.1 CC)

VICTIM

VICTIM TYPE

☐ Individual

Legal name (Last, First):

Date of Birth	Age	Sex	Race

☐ School, business or organization

Name: _____

Type: _____
(e.g., non-profit, private, public school)

☐ Faith-based organization

Name: _____

Faith: _____

☐ Other

Name: _____

Type: _____

Address: _____

Date and time of incident:

Location of incident:

Date and time of report:

Location of report:

Agency Case #:

NATURE OF CALL FOR SERVICE (check all that apply)

☐ Crime against persons

☐ Crime against property

☐ Gang activity

☐ Other _____

BIAS

TYPE OF BIAS

(Check all characteristics that apply)

☐ Disability

☐ Gender

☐ Gender identity/expression

☐ Sexual orientation

☐ Race

☐ Ethnicity

☐ Nationality

☐ Religion

☐ Significant day of offense

(e.g., 9/11, holy days)

☐ Association with a person or group with one or more of these characteristics (actual or perceived)

☐ Other: _____

ACTUAL OR PERCEIVED BIAS – VICTIM'S STATEMENT

☐ Actual bias [Victim has the indicated characteristic(s)].

☐ Perceived bias [Suspect believed victim had the indicated characteristic(s)].

REASON FOR BIAS:

Do you feel you were targeted based on one of these characteristics?

☐ Yes ☐ No

Do you know what motivated the suspect to commit this crime?

☐ Yes ☐ No

Do you feel you were targeted because you associated yourself with an individual or a group?

☐ Yes ☐ No

Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)?

☐ Yes ☐ No

Are there Indicators the suspect is affiliated with a criminal street gang?

☐ Yes ☐ No

BIAS INDICATORS (CHECK ALL THAT APPLY):

☐ Hate speech

☐ Acts/gestures

☐ Property damage

☐ Symbol used

☐ Written/electronic communication

☐ Graffiti/spray paint

☐ Other: _____

State of California – Department of Justice
SUPPLEMENTAL HATE CRIME REPORT
 POST 2-365 (01/2023) Page 2 of 2

HISTORY

SUSPECT INFORMATION				RELATIONSHIP BETWEEN SUSPECT & VICTIM	
Legal name (Last, First): _____				Suspect known to victim: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Names used (AKA): _____				Nature of relationship: _____	
Date of Birth	Age	Sex	Race	Length of relationship: _____	
Relationship to Victim: _____				<input type="checkbox"/> Prior reported incidents with suspect: <i>Total #</i> _____	
				Prior unreported incidents with suspect: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

WEAPONS/FORCE

Weapon(s) used during incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Type: _____
Force used during incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Type: _____

EVIDENCE

Witnesses present during incident?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Statements taken?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evidence collected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Recordings:		<input type="checkbox"/> Video	<input type="checkbox"/> Audio	<input type="checkbox"/> Booked
Photos taken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Suspect identified:		<input type="checkbox"/> Field ID	<input type="checkbox"/> By photo/video	<input type="checkbox"/> Known

RESOURCES

Resources offered at scene:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Marsy's Law Handout	<input type="checkbox"/> Hate Crimes Brochure	<input type="checkbox"/> Other: _____	

MEDICAL

Victim	Suspect	
<input type="checkbox"/>	<input type="checkbox"/>	Declined medical treatment
<input type="checkbox"/>	<input type="checkbox"/>	Will seek own medical treatment
<input type="checkbox"/>	<input type="checkbox"/>	Received medical treatment
<input type="checkbox"/>	<input type="checkbox"/>	Injuries observed

Completed by	Date
Name/Title/ID number	

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, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: MOU between SBCCD and the San Bernardino College District Police Officers' Association (POA)

RECOMMENDATION

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

OVERVIEW

The District and the POA met and entered into the attached Memorandum of Understanding, also known as MOU.

ANALYSIS

The attached MOU constitute the full and complete Agreement between the District and the POA.

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 THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT POLICE OFFICERS
ASSOCIATION**

May 1, 2024

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

For the 2024-2025 health and welfare benefit plan year (October 1, 2024 – September 30, 2025), the health and welfare benefits for eligible unit members shall be as follows:

- a. **Medical Plans Offered to Include a Choice of Six (6) Medical Plans:**
 - Anthem Blue Cross Full Network Classic (No Additional Cost Option)
 - Anthem Blue Cross Full Network CA Care (*+99.60)
 - Anthem Blue PPO Low (*+314.40)
 - Anthem Blue PPO (*+\$559.20)
 - Kaiser Low HMO \$30 Co-Pay (*+210.00)
 - Kaiser High HMO \$10 Co-Pay (*+285.60)
- b. **Dental Plans Offered to Include a Choice of Two (2) Dental Plans:**
 - DeltaCare USA (No Additional Cost Option)
 - Delta Dental PPO (*+\$60.73)
- c. **Vision Plan Offered:**
 - EyeMed (No Additional Cost)
- d. **Chiropractic:**
 - Anthem Blue Cross (Cost Dependent on Chosen Plan)
 - Kaiser (Cost Dependent on Chosen Plan)
- e. **Basic Life, Voluntary Life & Accidental Death, and Dismemberment (AD&D):**
 - Prudential Basic Life and Basic AD&D (No Additional Cost Option)
 - Prudential Voluntary Life and Voluntary AD&D (*Additional Cost Option)
- f. **Employee Assistance Program (EAP):**
 - Anthem Blue Cross through SISC (No Additional Cost)

*All unit members' contributions are deducted on a 10thly basis.

This Agreement is made and entered into this 1st day of May 2024.

For the District

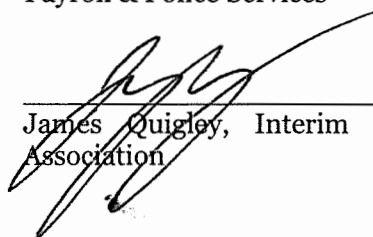
Date: 05/01/24



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

For the Association

Date: 05/01/24



James Quigley, Interim President, Police Officers
Association

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, and Health and Safety Administration

DATE: June 13, 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
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.



Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 13, 2024

[v.5.28.2024.p.1|19]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Davis, Brian R CHC Bussiness & Economics	Program Assistant	07/01/24	06/30/25	\$33.50
Sweeting, Karl CHC Career Education & Human Development	Lab Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$30.00
Bryson, Ashley CHC Career Education & Human Development	Program Assistant	07/01/24	06/30/25	\$30.00
Sysawang-Nair, Brittany A CHC Career Education & Human Development	Program Assistant	07/01/24	06/30/25	\$45.00
Benfield, David CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Benfield, Donald CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Cisneros, Cory CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Commander, John CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Corbett, Shawn CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
DeBoer, Frank CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Gonzalez, Anthony A CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Kearney, Matthew CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Ketcherside, David CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Konrad, Josef CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Martinez, Richard CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Montgomery, Lamont CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Morgan, David A CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Nafzgar, Daniel CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Noreen, Eric CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Nunez, Crispin CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 13, 2024

[v.5.28.2024.p.2|19]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Page, Tony CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Raney, Bret CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Rivera, Theresa C CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Roberts, Cheryl CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Snowden, Nicolas J CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Solometo, Richard CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Timboe, Robert CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Tovar II, Rafael CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Valdez, Travis CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Valdez, Trevor CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Vega, Matthew R CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Ward, Daniel A CHC Fire Technology	State Fire Training Instructor	05/20/24	06/30/24	\$55.00
Ward, Daniel A CHC Fire Technology	State Fire Training Instructor	07/01/24	06/30/25	\$55.00
Stafford, Katherine J CHC Health & Wellness Center	Nurse Practitioner II	07/01/24	06/30/25	\$60.00
Fregoso, Yanel CHC Health & Wellness Center	Post Master Counseling Associate I	07/01/24	06/30/25	\$25.00
Spencer, Dawn CHC Health & Wellness Center	Post Master Counseling Associate I	07/01/24	06/30/25	\$25.00
Truhitte, Rachel CHC Health & Wellness Center	Post Master Counseling Associate I	07/01/24	06/30/25	\$30.00
Franco, David CHC Health & Wellness Center	Post Master Counseling Associate III	07/01/24	06/30/25	\$35.00
Braxton, Hilary CHC Institutional Advancement	Content Specialist	07/01/24	06/30/25	\$25.00
Gerhartz, David M CHC Institutional Advancement	Content Specialist	07/01/24	06/30/25	\$25.00
Hernandez, Kristina CHC Institutional Advancement	Content Specialist	07/01/24	06/30/25	\$28.00



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
McClain, Julie CHC Institutional Advancement	Content Specialist	07/01/24	06/30/25	\$30.00
Meador, Celine CHC Institutional Advancement	Content Specialist	07/01/24	06/30/25	\$25.00
Mekbib, Hawariawe CHC Institutional Advancement	Content Specialist	07/01/24	06/30/25	\$28.00
Perez, Christina CHC Institutional Advancement	Content Specialist	07/01/24	06/30/25	\$25.00
Snowwhite, Mark CHC Institutional Advancement	Content Specialist	07/01/24	06/30/25	\$40.00
Cook, Bruce CHC Kinesiology / Athletics	Program Assistant	07/01/24	06/30/25	\$49.00
Hefington, Jessica CHC Kinesiology / Athletics	Program Assistant	07/01/24	06/30/25	\$30.00
Saldana, Eric CHC Kinesiology / Athletics	Program Assistant	07/01/24	06/30/25	\$30.00
Hernandez, Megan CHC Nursing Services	Program Assistant	05/01/24	06/30/24	\$25.00
Hernandez, Megan CHC Nursing Services	Program Assistant	07/01/24	06/30/25	\$25.00
McSherry, Patrick CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	04/29/24	06/30/24	\$20.00/ \$25.00/ \$30.00
McSherry, Patrick CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Acosta, Justin J CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Agalsoff, Nicholas CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Beamer, Michael CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Beltz, Naomi L CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Cardenas, Christopher J CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Carter, Taylor CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Casner, River CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Cervantes, Abdiel CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Commander, John CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Cota Jr, John S CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Davis, Austin P CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Dietro, Julia Lynne CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	05/20/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Dietro, Julia Lynne CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Dye III, William CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Flores, Kevin E CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Fulkerson, Joaquin M CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	05/15/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Fulkerson, Joaquin M CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Gonerig, Keely E CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Harkness, Aaron CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Kenyon, Aedon CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Landazuri, Rene CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Lopez, Laura CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Miller, Mathew CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Moledor, Kevin CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Molloy, David CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Moore, Jason CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Moore, Steven R CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Nguyen, Phong CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Perez, Cesar CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Petite, Zachary CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Quijada, Richard CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Roach, Craig CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Rodriguez, Crystal CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Romo, Logan CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Rubow, William A CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	05/20/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Rubow, William A CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Saenz, Heather CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Schuster, Jordan J CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Seek, Gabriel CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Smith, Nathan J CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Thronson III, Glen L CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Toomey Randall, Zachary DT CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Tucker, Dustin CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Valadez, Courtney C CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Valencia, Dennis CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Vargas, Rodolfo A CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	05/20/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Vargas, Rodolfo A CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Vasquez, Henry CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Vega, Matthew R CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Ward, Daniel A CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	05/20/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Ward, Daniel A CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Wiswell, Darren CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Yamamoto, Yoshi CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Aldama, Stephen R CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Allen, Nathan CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Antonew, Skylar CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Bank, Myles S CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	\$20.00/ \$25.00/ \$30.00
Nguyen, Phong CHC Public Safety and Emergency Services	Medical Director	07/01/24	06/30/25	\$3,500/ semester
Gonzalez, Devina M CHC Student Services & Counseling	Program Assistant	05/10/24	06/30/24	\$20.00
Gonzalez, Devina M CHC Student Services & Counseling	Program Assistant	07/01/24	06/30/25	\$20.00
Pineda, Erick W CHC Student Services & Counseling	Program Assistant	05/10/24	06/30/24	\$20.00
Pineda, Erick W CHC Student Services & Counseling	Program Assistant	07/01/24	06/30/25	\$20.00
Santana Alvarez, Maribel CHC Student Services & Counseling	Program Assistant	05/10/24	06/30/24	\$20.00
Santana Alvarez, Maribel CHC Student Services & Counseling	Program Assistant	07/01/24	06/30/25	\$20.00



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Gutierrez, Nicole DIST Economic Development & Corporate Training	Program Assistant	04/29/24	06/30/24	\$20.00
Gutierrez, Nicole DIST Economic Development & Corporate Training	Program Assistant	07/01/24	06/30/25	\$20.00
McKesson, Alana DIST Economic Development & Corporate Training	Program Assistant	07/01/24	06/30/25	\$20.00
Brooks Henson, Sophia DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	07/01/24	06/30/25	\$85.00
Dixon, Reginald DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	04/22/24	06/30/24	\$60.00
Dixon, Reginald DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	07/01/24	06/30/25	\$60.00
Hedges, Mark L DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	07/01/24	06/30/25	\$80.00
Hickok, Christopher DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	07/01/24	06/30/25	\$70.00
Hillard, Roger A DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	07/01/24	06/30/25	\$80.00
Liggins, Otha D DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	07/01/24	06/30/25	\$70.00
Radney, Charles Z DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	07/01/24	06/30/25	\$55.00
Rounds, Michael DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	07/01/24	06/30/25	\$85.00
Stephens, Edwin C DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	07/01/24	06/30/25	\$80.00
Flores, Isaiah M DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	07/01/24	06/30/25	\$23.50



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Gasaway, Tyrone M DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	07/01/24	06/30/25	\$24.50
Hill, Arnett L DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	07/01/24	06/30/25	\$22.00
Martinez, Justin A DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	07/01/24	06/30/25	\$24.50
Rosario, Lailani DIST Human Resources	Program Assistant	05/14/24	06/30/24	\$20.00
Gil, Leonardo DIST KVCR	Content Specialist	05/21/24	06/30/24	\$20.00
Gil, Leonardo DIST KVCR	Content Specialist	07/01/24	06/30/25	\$20.00
Moore, Karsyn M DIST Special Programs/Workforce Development	Grant Program Assistant	05/20/24	06/30/24	\$35.00
Moore, Karsyn M DIST Special Programs/Workforce Development	Grant Program Assistant	07/01/24	06/30/25	\$35.00
Buchanan, Patrick SBVC Academic Success & Learning Services	Program Assistant	07/01/24	06/30/25	\$25.00
Morales, Brenda SBVC Academic Success & Learning Services	Program Assistant	07/01/24	06/30/25	\$25.00
Penuelas, Landon J SBVC Academic Success & Learning Services	Program Assistant	07/01/24	06/30/25	\$25.00
Rodriguez, Ruth SBVC Academic Success & Learning Services	Program Assistant	07/01/24	06/30/25	\$25.00
Rodriguez, Stephanie SBVC Academic Success & Learning Services	Program Assistant	07/01/24	06/30/25	\$25.00
Tenorio, John F SBVC Academic Success & Learning Services	Program Assistant	07/01/24	06/30/25	\$25.00
Morrie, Mikayla SBVC Academic Success & Learning Services	Tutor I	07/01/24	06/30/25	\$17.00



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Olmos, Jose SBVC Academic Success & Learning Services	Tutor I	07/01/24	06/30/25	\$17.00
Torres-Cash, Esther SBVC Academic Success & Learning Services	Tutor I	07/01/24	06/30/25	\$17.00
Cooper, Jahi SBVC Academic Success & Learning Services	Tutor II	07/01/24	06/30/25	\$18.00
Davis-Leyva, Jessica SBVC Academic Success & Learning Services	Tutor II	07/01/24	06/30/25	\$18.00
Gheorghiu, Dorothea SBVC Academic Success & Learning Services	Tutor II	07/01/24	06/30/25	\$18.00
Hernandez, Jorge SBVC Academic Success & Learning Services	Tutor II	07/01/24	06/30/25	\$18.00
Bagheri, Mahdi SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Bower, Gloria M SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Caulkins, Libby J SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Curiel, Yuri Y SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Daneshvar, Parisa SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Diego, Jennely SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Dunmire, Benjamin J SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Espitia, Irene SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Garcia, Breanna S SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Guillen, Lady C SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Hannalla, Peter A SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Humphrey, Ruth A SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Hunt, Ezra SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Ibanez, Shakira SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Matewosian, Amanda A SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Ocampo, Daniel SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Patino, Mauricio SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Perales Carrion, Omar E SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Pham, Thuy SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Preciado, Mayra Y SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Rodriguez, Liz D SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Rojas, Salvador SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Rosales, Daniel SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Santana, Alex G SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Steiner, Rebecca SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Teano, Marivic G SBVC Academic Success & Learning Services	Tutor III	07/01/24	06/30/25	\$20.00
Lykes, Fontaine B SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	05/15/24	06/30/24	\$20.00
Lykes, Fontaine B SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	07/01/24	06/30/25	\$20.00
Chavez, Maria R SBVC California Adult Education	Program Assistant	07/01/24	06/30/25	\$25.00
Garcia, Jessica SBVC CalWORKs & Workforce Development	Program Assistant	07/01/24	06/30/25	\$25.00
Quintero, Alejandra SBVC Counseling	Program Assistant	07/01/24	06/30/25	\$20.00
Bautista, Patrick SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Coopridier, Rosemary SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Espinoza, Madeline SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Hernandez Jr., Ruben SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Jacocks, Shiane Daima SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Kendle, Nicholas SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Lara, Andres SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Lopez Anguiano, Edgar SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Ponce, Allegra SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00



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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Reza, Jonathan SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Rivera, Yvette Rose SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Sanchez, Melissa SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Strong, Patrick SBVC English Department	Tutor III	07/01/24	06/30/25	\$20.00
Sabbah, Nesreen M SBVC Nursing	Program Liaison	07/01/24	06/30/25	\$70.00
Farkas, Naomi SBVC Office of Student Life	Program Assistant	07/01/24	06/30/25	\$20.00
Gonzalez, Gladys SBVC Office of Student Life	Program Assistant	07/01/24	06/30/25	\$20.00
Castro, Omar E SBVC Pharmacy Technology	Program Assistant	07/01/24	06/30/25	\$41.00
Andersen, Shane E SBVC Police Academy/Criminal Justice	Police Tactical Officer/Police Science Facilitator/Evaluator	05/20/24	06/30/24	\$45.00/ \$53.00
Andersen, Shane E SBVC Police Academy/Criminal Justice	Police Tactical Officer/Police Science Facilitator/Evaluator	07/01/24	06/30/25	\$45.00/ \$53.00
Casas, Paul SBVC Police Academy/Criminal Justice	Police Tactical Officer/Police Science Facilitator/Evaluator	05/20/24	06/30/24	\$45.00/ \$53.00
Casas, Paul SBVC Police Academy/Criminal Justice	Police Tactical Officer/Police Science Facilitator/Evaluator	07/01/24	06/30/25	\$45.00/ \$53.00
Horton, Cyrstal SBVC Police Academy/Criminal Justice	Police Tactical Officer/Police Science Facilitator/Evaluator	05/02/24	06/30/24	\$45.00/ \$53.00
Horton, Cyrstal SBVC Police Academy/Criminal Justice	Police Tactical Officer/Police Science Facilitator/Evaluator	07/01/24	06/30/25	\$45.00/ \$53.00
Sutton, Kenneth Paul SBVC Police Academy/Criminal Justice	Police Tactical Officer/Police Science Facilitator/Evaluator	05/20/24	06/30/24	\$45.00/ \$53.00
Sutton, Kenneth Paul SBVC Police Academy/Criminal Justice	Police Tactical Officer/Police Science Facilitator/Evaluator	07/01/24	06/30/25	\$45.00/ \$53.00
Penniman, Walter SBVC Psychiatric Technology	Mental Health Outreach Navigator	07/01/24	06/30/25	\$60.00
Littles, Demond A SBVC Science	Program Liaison	07/01/24	06/30/25	\$70.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 13, 2024

[v.5.28.2024.p.14|19]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Memminger, Kevin K SBVC Science	Program Liaison	07/01/24	06/30/25	\$70.00
Aguilar, Daniel SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Busi, Daniel SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Carrasco, Cristian SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Duah, Kameron SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Fernandez, Jordan SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Gil, Madison SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Humbles, Garrett SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Jones, Nathan SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Shumate, Tammy SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Skalet, Lauren SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Taylor, Jacob SBVC STEM-MESA	Tutor I	07/01/24	06/30/25	\$17.00
Dahlqvist, Jeffrey S SBVC STEM-MESA	Tutor II	07/01/24	06/30/25	\$18.00
Gastelum Maldonado, Sergio SBVC STEM-MESA	Tutor II	07/01/24	06/30/25	\$18.00
Ramirez, Abigail SBVC STEM-MESA	Tutor II	07/01/24	06/30/25	\$18.00
Amezcuca, Nadia SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Bernshteyn, Tatiana SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Cisneros, Richard SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Colunga, Jaron A SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Del Valle, Eva A SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Godoy, Alexis SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 13, 2024

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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Gonzalez Reyes, Antonio SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Johnson, Kyle SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Lent, Gregory SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Linarez, Imelda SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Pautz, Matthew SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Rodriguez, Salvador SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Saldana, Roxana SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Santillan, Diana SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Shad, Nicole M SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Vega, Janet SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Velazquez, Luis SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Wulc, Garret P SBVC STEM-MESA	Tutor III	07/01/24	06/30/25	\$20.00
Gutierrez Jr, Rafael SBVC Student Accessibility Services	Program Assistant	07/01/24	06/30/25	\$25.00
Yanez, Janeth SBVC Student Accessibility Services	Program Assistant	07/01/24	06/30/25	\$20.00
Gutierrez, Valeria SBVC Student Equity/Success	Program Assistant	07/01/24	06/30/25	\$25.00
Nunez, Esmeralda SBVC Student Equity/Success	Program Assistant	07/01/24	06/30/25	\$25.00
Pimentel, Andrea Angelika V SBVC Student Equity/Success	Program Assistant	07/01/24	06/30/25	\$25.00
Fonseca, Katherine SBVC Student Health Services	Counseling Trainee	07/01/24	06/30/25	\$21.00
Velasco, Ulises SBVC Student Health Services	Counseling Trainee	07/01/24	06/30/25	\$30.00
Loera, Andrew J SBVC Student Health Services	Licensed Mental Health Clinician II	07/01/24	06/30/25	\$70.00
Velasco, Ulises SBVC Student Health Services	Post Masters Counseling Associate I	05/13/24	06/30/24	\$25.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 13, 2024

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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Rojas, Martha C SBVC Student Health Services	Post Masters Counseling Associate III	07/01/24	06/30/25	\$40.00
Todd, Denise E SBVC Student Health Services	Post Masters Counseling Associate III	07/01/24	06/30/25	\$40.00
Badillo, Amanda SBVC Student Health Services	Program Assistant	07/01/24	06/30/25	\$25.00
Dunlap Auxier, Nicole A SBVC Student Health Services	Program Assistant	07/01/24	06/30/25	\$25.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Button, Trinity CHC Aquatics	Lifeguard	07/01/24	06/30/25	\$17.00
Duran, Cristal CHC Aquatics	Lifeguard	07/01/24	06/30/25	\$17.00
Elkins, Talmage Robert CHC Aquatics	Lifeguard	05/20/24	06/30/24	\$17.00
Elkins, Talmage Robert CHC Aquatics	Lifeguard	07/01/24	06/30/25	\$17.00
Hamilton, Brendon CHC Aquatics	Lifeguard	07/01/24	06/30/25	\$17.00
Holmes, Adam CHC Aquatics	Lifeguard	07/01/24	06/30/25	\$17.00
Randle, Shane CHC Aquatics	Lifeguard	07/01/24	06/30/25	\$17.00
Scarry, Cole CHC Aquatics	Lifeguard	07/01/24	06/30/25	\$17.00
Sheble, Addison CHC Aquatics	Lifeguard	07/01/24	06/30/25	\$17.00
Emery, Dustin CHC Aquatics	Project Assistant II	07/01/24	06/30/25	\$17.00
Jacquet, Peter CHC Aquatics	Project Assistant II	07/01/24	06/30/25	\$17.00
Michelson, Leonard CHC Aquatics	Project Assistant II	07/01/24	06/30/25	\$17.00
Moore, Garcie CHC Aquatics	Project Assistant II	07/01/24	06/30/25	\$17.00
Salinas, Jaredth CHC Aquatics	Project Assistant II	07/01/24	06/30/25	\$17.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 13, 2024

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Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Zerbel, Alexandria L SBVC Academic Success & Learning Services	Project Assistant I	07/01/24	06/30/25	\$16.00
Aguilar, Elia M SBVC Counseling	Project Assistant I	07/01/24	06/30/25	\$16.00
Herrarte, Orlando a SBVC Counseling	Project Assistant I	07/01/24	06/30/25	\$16.00
Melendez, Diana SBVC Counseling	Project Assistant I	07/01/24	06/30/25	\$16.00
Christopher, Alicia M SBVC Research & Planning	Project Assistant III	07/01/24	06/30/25	\$19.00

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Wagner, Kathryn CHC Aquatics <i>EXT: Sick/Vacation</i>	Pool Attendant	06/01/24	06/30/24	\$20.95
Salazar, Jaqueline CHC CHC CDC <i>Extension: Sick/Vacation Coverage</i>	Child Development Assistant	05/13/24	06/14/24	\$17.63
Segovia, Endelicia CHC Library <i>Ext: Classified Out-of-Class</i>	Library Technical Assistant I	05/20/24	07/19/24	\$25.38
Jimenez, Cynthia DIST Business Services <i>Ext: LOA</i>	Purchasing Technician	04/05/24	06/04/24	\$22.56
Cruz, Arlene SBVC Assessment <i>Sick/Vacation Coverage</i>	Student Services Technician I	03/08/24	05/08/24	\$23.00
Cruz, Arlene SBVC Assessment <i>Sick/Vacation Coverage</i>	Student Services Technician I	05/08/24	07/08/24	\$23.00
Moreno, Kevin SBVC Campus Technology Services <i>Extension: Sick/Vacation Coverage</i>	Technology Support Specialist	05/01/24	06/30/24	\$41.61
Green, Dana SBVC Child Development <i>Sick/Vacation Coverage</i>	Child Development Assistant	05/01/24	06/30/24	\$18.42



Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 13, 2024

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Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Green, Dana SBVC Child Development <i>Sick/Vacation Coverage</i>	Child Development Teacher	05/01/24	06/30/24	\$26.01
Bock, Timothy SBVC Custodial <i>Sick/Vacation Coverage</i>	Custodian	03/27/24	05/27/24	\$22.47
Bock, Timothy SBVC Custodial <i>Sick/Vacation Coverage</i>	Custodian	03/27/24	05/26/24	\$22.47
Gutierrez, Luis SBVC Custodial <i>Sick/Vacation Coverage</i>	Custodian	04/24/24	06/24/24	\$22.47
Gutierrez, Luis SBVC Custodial <i>Sick/Vacation Coverage</i>	Custodian	04/24/24	06/23/24	\$22.47
Perez, Armando SBVC Custodial <i>Sick/Vacation Coverage</i>	Custodian	04/30/24	06/29/24	\$22.47
Villalpando, Lauren SBVC Custodial <i>Sick/Vacation Coverage</i>	Custodian	03/22/24	05/21/24	\$22.47
Wilson, Matthew SBVC Custodial <i>Sick/Vacation Coverage</i>	Custodian	03/29/24	05/28/24	\$22.47
Prater, Stephen SBVC Film, TV And Media <i>Sick/Vacation Coverage</i>	Lab Assistant II- Multimedia	04/01/24	06/01/24	\$30.95
Chow, Michelle SBVC Financial Aid <i>Sick/Vacation Coverage</i>	Administrative Assistant I	03/28/24	05/28/24	\$24.78
Chow, Michelle SBVC Financial Aid <i>Sick/Vacation Coverage</i>	Administrative Assistant I	05/29/24	06/30/24	\$24.78
Navarro, Anna SBVC Food Services <i>Sick/Vacation Coverage</i>	Food Service Worker	02/12/24	04/12/24	\$17.96
Navarro, Anna SBVC Food Services <i>Sick/Vacation Coverage</i>	Food Service Worker	04/13/24	06/13/24	\$17.96



Professional Expert, Short-Term & Substitute Employees

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Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Wilson, Matthew SBVC Grounds Caretaker <i>Sick/Vacation Coverage</i>	Grounds	05/20/24	06/30/24	\$23.00
Hall, Suzan SBVC Student Services <i>Vacancy</i>	Administrative Coordinator	04/22/24	06/20/24	\$33.33
Hall, Suzan SBVC Student Services <i>Vacancy</i>	Administrative Coordinator	06/21/24	06/30/24	\$33.33

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: June 13, 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 4/12/2024 – 5/19/2024 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase orders are included in the appropriate budgets.



Purchase Order Report

June 13, 2024

PO#	Supplier Name	Amount
2406537	STAPLES BUSINESS ADVANTAGE	131.49
2406538	COURTYARD BY MARRIOTT SAN DIEGO CENTRAL	2,084.90
2406540	VASQUEZ, ROBERT	7,186.42
2406543	PURPOSE PRINTERY	3,858.99
2406545	NCS PEARSON INC	60.00
2406547	BOND, LAUREN	200.00
2406549	GENUINE AUTO PARTS	393.90
2406550	HIGA, DOMINICK	3,000.00
2406551	ALFRED VAZQUEZ DESIGNS LLC	3,000.00
2406552	TALLEY, KATHLEEN	3,000.00
2406553	NEWCO FOUNDATION	5,000.00
2406554	SOUTHERN CALIFORNIA COLLISION EQUIPMENT	76,501.28
2406555	XPRESS RENT-A-CAR	203.15
2406557	EVENT PIXIE	440.00
2406558	TORRES, LETICIA IRENE	600.00
2406559	PENNINGTON DESIGNS	9,159.83
2406561	GALLS LLC	506.94
2406565	STAPLES BUSINESS ADVANTAGE	149.10
2406567	GRAINGER INC	631.40
2406568	STAPLES BUSINESS ADVANTAGE	478.39
2406569	CDW LLC	407.20
2406573	CONTINENTAL ATHLETIC SUPPLY INC	15,025.61
2406574	PRICE, JULIE	350.00
2406575	CALIFORNIA COMMUNITY COLLEGE ATHLETIC DIRECTOR'S ASSOCIATION	250.00
2406576	T.S. ENTERPRISE ASSOCIATES INC	7,252.50
2406577	TECHNICAL ASSOCIATED SERVICES LLC	1,401.00
2406579	ULINE INC	1,140.31
2406581	IE GOURMET FOOD TRUCKS LLC	3,126.14
2406582	PACIFIC ARTGLASS CORP	571.81
2406583	AIRGAS INC	1,331.17
2406584	SEVERAL CROWNZ	725.00
2406585	SAN BERNARDINO CCD	1,415.64
2406590	SERNA, JUANCARLOS	850.00
2406592	CDW LLC	69,303.66
2406593	SAN BERNARDINO CCD	1,594.49
2406595	WISEGARVER, LILLIAN	156.46
2406596	PANERA LLC	680.00
2406597	PANERA LLC	680.00
2406599	SAN BERNARDINO CCD	639.88
2406600	SAN BERNARDINO CCD	639.88
2406604	FLINN SCIENTIFIC INC	7,080.53
2406607	SIMPLY SWIM CAPS LLC	535.30
2406608	CRAFTON HILLS COLLEGE FOUNDATION	50.00
2406611	CROWN PROMOTIONS GROUP, INC	1,760.63
2406612	FOLLETT CORPORATION	206.90

Purchase Order Report

June 13, 2024

PO#	Supplier Name	Amount
2406613	BURGESS MOVING & STORAGE	2,972.00
2406614	CAROLINA BIOLOGICAL SUPPLY CO	426.68
2406615	SPIRIT OF TEXAS BBQ LLC	2,164.13
2406616	SBVC FOUNDATION	1,157.69
2406617	TROPHY HOUSE	1,845.35
2406620	DELL INC	39,314.93
2406622	BARRON-BERNTSSON, SABRINA	123.00
2406623	SAN BERNARDINO CCD	2,157.27
2406624	SAN BERNARDINO CCD	302.27
2406625	SAN BERNARDINO CCD	387.91
2406626	POCKET NURSE ENTERPRISES INC	2,631.48
2406628	GENUINE AUTO PARTS	9,133.78
2406629	SOUTHERN CALIFORNIA WEST COAST ELECTRIC INC	3,775.66
2406630	WESTKOAST GRAPHICS TEES & PRINTS	258.60
2406631	DELL INC	2,312.99
2406632	GRAINGER INC	476.06
2406633	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	358.29
2406634	SNAP-ON INDUSTRIAL	410.24
2406635	COATNEY, BRYCE	164.00
2406636	CHACONAS, ASHTON	164.00
2406637	BEARDSLEY, KONNER	164.00
2406638	BAUTISTA, CARLOS	164.00
2406639	ULINE INC	2,235.94
2406641	CRISOL, ARMAND	123.00
2406642	ESQUER, LUCAS	123.00
2406643	GOMEZ, JEZREEL	164.00
2406644	U SAV-MOR STORES INC	2,595.92
2406645	HOULE, PETER	123.00
2406646	MCHUGH, KYLE	123.00
2406647	WILLIAMS, ALEXANDER	164.00
2406648	SANCHEZ, EDUARDO	123.00
2406649	PATTISON, MATTHEW	123.00
2406651	WISE, MICHAEL	123.00
2406654	HOUR GLASS & MIRROR INC	14,554.00
2406657	AWESOME BLINDS & SHUTTERS INC	1,921.41
2406658	DISH FACTORY INC, THE	10,833.68
2406659	ANATOMY WAREHOUSE	3,050.83
2406660	CARDIO PARTNERS INC	1,405.09
2406661	FLINN SCIENTIFIC INC	779.67
2406662	STAPLES BUSINESS ADVANTAGE	221.40
2406665	SAN BERNARDINO CCD	763.28
2406666	WILLYGOAT LLC	24,713.17
2406671	CHEF RUBBER LLC	15,000.00
2406673	XPRESS RENT-A-CAR	410.00
2406675	SAN BERNARDINO CCD	3,654.00

Purchase Order Report

June 13, 2024

PO#	Supplier Name	Amount
2406676	DELL INC	5,988.73
2406677	SOARING SOFTWARE SOLUTIONS INC	1,927.26
2406687	VERNIER SOFTWARE & TECHNOLOGY INC	3,224.59
2406688	DELL INC	7,483.73
2406689	UMOJA COMMUNITY EDUCATION FOUNDATION	525.00
2406694	STUDIO 19 PHOTO BOOTH	500.00
2406695	BALLOON CART COMPANY, THE	34,744.00
2406696	CLARK, KILEY	850.00
2406699	NAVARRETE, BELINDA	700.00
2406700	PYRAMED HEALTH SYSTEM LLC	1,225.00
2406701	DELL INC	2,312.64
2406702	HMC GROUP	1,245.01
2406704	SAN BERNARDINO CCD	37,500.00
2406705	DAHLSTROM & COMPANY	312.55
2406707	MOSLEY, ERICA	350.00
2406708	GET NOTICED PROMOS LLC	1,178.81
2406709	CROUCH, CAROL ANN	125.00
2406711	DUXBURY SYSTEMS INC	695.00
2406712	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	2,367.78
2406713	SAN BERNARDINO CCD	113.31
2406717	ULINE INC	1,500.00
2406719	ALL-STAR ENGRAVING	703.61
2406720	SAN BERNARDINO CCD	121.64
2406721	SAN BERNARDINO CCD	121.64
2406722	SAN BERNARDINO CCD	121.64
2406724	PANERA LLC	450.00
2406725	G/M BUSINESS INTERIORS	1,100.14
2406727	XPRESS RENT-A-CAR	239.25
2406728	DELL INC	7,352.55
2406729	C&F SHAVED ENTERPRISES	800.00
2406730	G/M BUSINESS INTERIORS	4,765.24
2406731	WORLD GLOBE UNIVERSE	1,356.25
2406732	ALL-STAR ENGRAVING	1,139.13
2406733	FRANK, MICHAEL	434.06
2406734	ROSSI AUTOMOTIVE EQUIPMENT INC	1,232.38
2406736	VAN, ANNE	777.57
2406739	PANERA LLC	450.00
2406744	CHAVEZ, CARLOS	100.00
2406745	ASSOCIATION FOR THE STUDY OF HIGHER EDUCATION	100.00
2406747	ULINE INC	944.77
2406748	OLMOS JR, JOSE	100.00
2406749	MA, ANDREW	100.00
2406750	SAN BERNARDINO CCD	34,000.00
2406751	FOLLETT CORPORATION	1,000.00
2406755	PANERA LLC	535.84

Purchase Order Report

June 13, 2024

PO#	Supplier Name	Amount
2406756	DELL INC	65,774.94
2406757	FARM FRESH TO YOU LLC	10,440.00
2406760	FISHER SCIENCE EDUCATION	4,155.28
2406762	FRALEY, EILEEN	100.00
2406764	MOPEC	1,110.96
2406765	PANERA LLC	518.85
2406766	LETTERHEAD FACTORY INC	9,640.69
2406768	4IMPRINT INC	1,343.78
2406769	NEBRASKA SCIENTIFIC	1,271.45
2406772	SAN BERNARDINO CCD	401.50
2406773	SAN BERNARDINO CCD	401.50
2406774	SAN BERNARDINO CCD	401.50
2406775	SAN BERNARDINO CCD	401.50
2406776	SAN BERNARDINO CCD	319.94
2406777	FISHER SCIENCE EDUCATION	1,266.06
2406778	EATON CORPORATION	1,805.00
2406781	SAN BERNARDINO CCD	91.56
2406782	ARS ENTERPRISES INC	360.75
2406783	BECKLEY, SALLY	1,000.00
2406784	GOLD COUNTRY TRANSCRIBING INC	1,000.00
2406785	LAURENT, CYNTHIA	2,000.00
2406786	CANTRELL, KATHLEEN	1,000.00
2406787	JANSON, PATRICK F	1,000.00
2406788	LINARES, EVELYN	750.00
2406789	HENRY SCHEIN INC	1,312.88
2406791	DELL INC	1,137.42
2406792	MEYER, STACY	1,255.40
2406793	AUDIOS VENTURES INC DBA SIMPLECAST	5,400.00
2406796	PANERA LLC	349.99
2406798	STAPLES BUSINESS ADVANTAGE	434.43
2406799	STAPLES BUSINESS ADVANTAGE	497.34
2406800	STAPLES BUSINESS ADVANTAGE	461.80
2406801	STAPLES BUSINESS ADVANTAGE	88.90
2406802	STAPLES BUSINESS ADVANTAGE	64.73
2406803	STAPLES BUSINESS ADVANTAGE	193.37
2406804	STAPLES BUSINESS ADVANTAGE	329.46
2406805	STAPLES BUSINESS ADVANTAGE	76.24
2406806	STAPLES BUSINESS ADVANTAGE	136.89
2406807	STAPLES BUSINESS ADVANTAGE	1,837.56
2406811	DICKEYS BARBECUE PIT	600.00
2406813	BARRIENTOS, LESTER	600.00
2406820	SAN BERNARDINO CCD	1,701.15
2406821	COOKIE JAR, THE	1,332.00
2406823	SAN BERNARDINO CCD	350.18
2406824	EVIDENT SCIENTIFIC INC	4,085.26

Purchase Order Report
June 13, 2024

PO#	Supplier Name	Amount
2406825	SAN BERNARDINO CCD	330.81
2406826	CDW LLC	777.56
2406827	CHANDLER, DENISE K	1,000.00
2406828	HARBOLD, ROBERT	1,000.00
2406829	JOSE'S MEXICAN FOOD INC	900.00
2406830	PHAN, CUONG	1,000.00
2406831	CDW LLC	956.15
2406832	FORMLABS INC	1,959.06
2406833	PARKER, DAMAREA	1,000.00
2406836	MUSICIAN'S FRIEND	789.53
2406837	CONSTRUCTION MANAGEMENT ASSOCIATION OF AMERICA	2,500.00
2406838	CDW LLC	142.51
2406839	TATE, WENDY MOULTON	12,400.00
2406840	GUTIERREZ, ZORAIDA	100.00
2406843	DICK BLICK HOLDINGS INC	873.92
2406844	JOSE'S MEXICAN FOOD INC	850.00
2406845	EKC ENTERPRISES INC.	13,859.63
2406846	US POSTAL SERVICE	10,000.00
2406850	STAPLES BUSINESS ADVANTAGE	948.57
2406854	CDW LLC	216.89
2406855	USA SAFETY SOLUTIONS INC	933.78
2406856	TIMELESS PLAQUES AND AWARDS	358.88
2406857	ART WITH IMPACT	2,100.00
2406858	MITTEN BUILDING, THE	36,649.23
2406859	HEALTH PROFESSIONS EDUCATION SOLUTIONS LLC	3,890.00
2406860	GOLF CARS OF RIVERSIDE	14,925.99
2406861	SAN BERNARDINO CCD	107.88
2406864	INTERMEX INC	13,500.00
2406865	SAN BERNARDINO CCD	401.50
2406866	SAN BERNARDINO CCD	401.50
2406867	SAN BERNARDINO CCD	401.50
2406868	SAN BERNARDINO CCD	401.50
2406870	TROPHY STORE, THE	1,037.63
2406871	DUCK & OWL LLC	5,818.50
2406873	ARS ENTERPRISES INC	7,165.38
2406875	SAN BERNARDINO CCD	56,000.00
2406879	VIZUAL SYMPHONY INC	1,909.58
2406881	FOLLETT CORPORATION	238.82
2406883	ASAP PRINTS	525.26
2406886	SAN BERNARDINO CCD	118,000.00
2406890	TROPHY HOUSE	952.65
2406895	DELL INC	370,222.76
2406897	BEDOYA, MICHAEL	200.00
2406900	ULINE INC	1,431.60
2406901	SAN BERNARDINO CCD	309.06

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PO#	Supplier Name	Amount
2406902	GUISADOS LA MORENITA	3,500.00
2406904	SAN BERNARDINO CCD	437.60
2406910	ULINE INC	7,270.63
2406911	SAN BERNARDINO CCD	399.87
2406912	FISHER SCIENTIFIC COMPANY LLC	4,830.10
2406913	CDW LLC	4,443.08
2406914	DIVISION OF STATE ARCHITECT	645.96
2406920	PANERA LLC	925.00
2406921	FD OPCO LLC	950.00
2406922	SAN BERNARDINO CCD	788.80
2406924	PANERA LLC	89.97
2406927	CHIK, CECILIA	500.00
2406928	MARTINEZ, WALTER	1,500.00
2406933	FASTSIGNS	2,677.03
2406935	JOSE'S MEXICAN FOOD INC	500.00
2406936	GWEN MARLOWE FOODS & CATERING	4,000.00
2406937	SAN BERNARDINO CCD	9,165.45
2406938	TRULYCREATIVE NETWORK SOLUTIONS INC	1,980.00
2406939	ARMAZ, CESAR LARA	1,800.00
2406940	AMUDIPE, WILLIAM	500.00
2406945	EVENT PIXIE	3,515.00
2406946	DICKEYS BARBECUE PIT	600.00
2406947	CDW LLC	3,648.69
2406950	SUPERIOR SERVICE CORP	315.44
2406951	SUPERIOR SERVICE CORP	315.44
2406952	SUPERIOR SERVICE CORP	328.47
2406953	SUPERIOR SERVICE CORP	483.47
2406954	STITCHMANIA	686.67
2406955	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	3,148.68
2406957	STAPLES BUSINESS ADVANTAGE	107.74
2406958	STAPLES BUSINESS ADVANTAGE	215.93
2406959	RIVERSIDE, COUNTY OF	75.00
2406960	H & L CHARTER CO INC	2,900.00
2406961	ALLIED 100 LLC	191.24
2406962	SOVEREIGN MIND PRODUCTION LLC	6,500.00
2406963	ZAMUDIO, MARTIN	364.20
2406964	WEBSTAIRANT STORE INC, THE	2,531.04
2406965	ULINE INC	376.58
2406966	BONE CLONES INC	1,858.69
2406967	FIREBALL TOOL WORKS LLC	19,116.13
2406968	GET NOTICED PROMOS LLC	2,613.36
2406970	CROWN PROMOTIONS GROUP, INC	3,652.56
2406972	HYATTWARD ADVERTISING INC	6,847.40
2406973	HYATTWARD ADVERTISING INC	5,030.00
2406974	HYATTWARD ADVERTISING INC	2,720.00

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PO#	Supplier Name	Amount
2406977	XPRESS RENT-A-CAR	323.73
2406978	RIALTO UNIFIED SCHOOL DISTRICT	2,000.00
2406979	C&F SHAVED ENTERPRISES	800.00
2406980	SAN BERNARDINO CCD	1,338.44
2406983	SAN BERNARDINO CCD	227.50
2406984	SAN BERNARDINO CCD	162.25
2406985	STAPLES BUSINESS ADVANTAGE	528.09
2406986	STAPLES BUSINESS ADVANTAGE	474.09
2406987	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	678.60
2406989	MELLIN, LINDA MARIE	652.00
2406990	STAPLES BUSINESS ADVANTAGE	313.20
2406991	POCKET NURSE ENTERPRISES INC	1,793.24
2406992	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	3,220.73
2406993	VWR INTERNATIONAL LLC	1,217.67
2406994	NEWARK CORPORATION	2,809.01
2406996	EMBROIDERY IN MOTION	271.88
2406997	STAPLES BUSINESS ADVANTAGE	148.64
2406998	STAPLES BUSINESS ADVANTAGE	65.77
2406999	STAPLES BUSINESS ADVANTAGE	620.65
2407000	STAPLES BUSINESS ADVANTAGE	2,729.81
2407001	TRIARCH INC	2,058.84
2407002	ULINE INC	13,007.09
2407003	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	419.23
2407004	DUCK & OWL LLC	511.81
2407006	PRIME PROMOS LLC	2,196.82
2407007	BAUGHER, JEFFREY	2,000.00
2407009	CANTRELL, KATHLEEN	1,000.00
2407010	MVP SECURITY SYSTEMS INC	2,300.00
2407012	MCMASTER-CARR SUPPLY CO	284.71
2407013	ULINE INC	216.64
2407016	BAKER ELECTRIC & RENEWABLES LLC	13,751.81
2407020	CHEF RUBBER LLC	3,131.41
2407021	CROWN PROMOTIONS GROUP, INC	724.25
2407022	CROWN LIFT TRUCKS	8,705.20
2407023	CROWN LIFT TRUCKS	6,899.95
2407026	HAVEN SALES	94,545.36
2407028	U SAV-MOR STORES INC	3,560.84
2407029	CUMMINS INC	4,533.67
2407030	AEROSPACE MAINTENANCE COUNCIL	500.00
2407031	CALIFORNIA TOOL & WELDING SUPPLY LLC	3,547.71
2407032	GRAINGER INC	852.99
2407033	WILCOX SUPPLY INC	1,890.00
2407035	UMOJA COMMUNITY EDUCATION FOUNDATION	525.00
2407036	FOLLETT CORPORATION	3,000.00
2407038	PARTY PLUS RENTALS INC	399.40

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PO#	Supplier Name	Amount
2407041	ANDERSON, SHARON M	1,000.00
2407042	STAPLES BUSINESS ADVANTAGE	999.43
2407043	STAPLES BUSINESS ADVANTAGE	852.35
2407044	STAPLES BUSINESS ADVANTAGE	94.98
2407045	STAPLES BUSINESS ADVANTAGE	195.54
2407046	STAPLES BUSINESS ADVANTAGE	814.59
2407047	STAPLES BUSINESS ADVANTAGE	191.55
2407048	STAPLES BUSINESS ADVANTAGE	538.52
2407050	BLANQUET, FRANCISCO	120.53
2407051	PASCO SCIENTIFIC	1,152.75
2407052	GRAINGER INC	402.10
2407053	INTERSTATE BATTERY SYSTEM OF SOUTHERN CALIFORNIA INC	134.62
2407055	SOUTH COAST AQMD	3,632.80
2407059	DON BEHRENS WELDING	64,978.13
2407060	XPRESS RENT-A-CAR	2,800.00
2407061	LUCKY STAR PROMOS LLC	1,102.65
2407065	PANERA LLC	281.08
2407066	COMMITTEE ON ACCREDITATION (COAEMSP)	3,450.00
2407067	HUBERT COMPANY LLC	3,897.35
2407071	GATESAIR INC	5,196.75
2407074	ALWAYS KIND CO	1,955.00
2407075	SAN BERNARDINO CCD	21,500.00
2407076	CDW LLC	3,322.28
2407079	MARKERTEK VIDEO SUPPLY	1,386.56
2407081	STAPLES BUSINESS ADVANTAGE	869.53
2407082	STAPLES BUSINESS ADVANTAGE	1,111.91
2407083	CROWN PROMOTIONS GROUP, INC	4,953.75
2407084	CHEF RUBBER LLC	5,120.15
2407085	CDW LLC	3,319.78
2407086	JOSE'S MEXICAN FOOD INC	640.00
2407087	PANERA LLC	610.00
2407097	SERRANO, THOMAS	43.00
2407101	LAERDAL MEDICAL CORPORATION	101,157.31
2407103	KEKOA, VANCE	2,100.00
2407104	PURNELL, MONITA	316.00
2407106	MORALES, ALEX IVAN	158.00
2407107	OSORIO-SARMIENTO, JONATHAN HENRY	158.00
2407108	ARRIOLA, FRANCINE CHRISTINA	158.00
2407109	MERINO, MARIELA VERENICE	158.00
2407110	AQUINO CAJERO, ISABEL PASCUALA	158.00
2407111	HERNANDEZ, DIEGO	158.00
2407112	ROBLES, ABRAHAM	158.00
2407113	GARCIA-GONZALEZ, MICHELLE	158.00
2407114	CRUZ, RUBEN E	158.00
2407115	OROZCO, ANGEL GABRIEL	158.00

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PO#	Supplier Name	Amount
2407116	SANTA CRUZ, MARIBEL	158.00
2407117	MCGEE, CHANTASIA UNIQUE	158.00
2407118	FUENTES MELARA, MARYA JEAN	158.00
2407119	STAPLES BUSINESS ADVANTAGE	154.27
2407120	STAPLES BUSINESS ADVANTAGE	395.97
2407121	STAPLES BUSINESS ADVANTAGE	380.57
2407122	STAPLES BUSINESS ADVANTAGE	1,181.87
2407123	STAPLES BUSINESS ADVANTAGE	1,105.84
2407124	STAPLES BUSINESS ADVANTAGE	550.30
2407125	BANUELOS, ELIZABETH	300.00
2407126	BONE CLONES INC	2,986.94
2407127	BLACKHAWK NETWORK INC	3,014.41
2407129	JUAN POLLO #98	300.00
2407130	LOOPER, MARY	1,200.00
2407131	SAN BERNARDINO CCD	113.31
2407133	SIMENTAL, YOLANDA	250.00
2407136	AKON LLC	35,967.81
2407137	GERBER, GUY	871.58
2407140	MCMASTER-CARR SUPPLY CO	116.03
2407143	ARCEGA, RAZIEL	3,737.12
2407146	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	6,656.76
2407148	ZAMORA, DANA	316.00
2407150	GAS TECHNOLOGY ENERGY	647.11
2407154	BLANQUET, FRANCISCO	285.00
2407155	HARVEST TABLE CULINARY GROUP	8,754.08
2407157	TIMELESS PLAQUES AND AWARDS	239.25
2407159	NATIONAL BUSINESS FURNITURE LLC	908.25
2407160	BANUELOS, ELIZABETH	350.00
2407161	ULINE INC	1,747.38
2407162	CRIMESTAR USA LLC	350.00
2407163	CRAFTON HILLS COLLEGE FOUNDATION	5,000.00
2407164	INTERMEX INC	2,100.00
2407165	STAPLES BUSINESS ADVANTAGE	153.87
2407166	STAPLES BUSINESS ADVANTAGE	67.88
2407167	STAPLES BUSINESS ADVANTAGE	146.14
2407168	STAPLES BUSINESS ADVANTAGE	61.93
2407169	STAPLES BUSINESS ADVANTAGE	186.44
2407170	STAPLES BUSINESS ADVANTAGE	1,072.13
2407171	STAPLES BUSINESS ADVANTAGE	95.61
2407172	STAPLES BUSINESS ADVANTAGE	218.34
2407173	STAPLES BUSINESS ADVANTAGE	55.47
2407174	STAPLES BUSINESS ADVANTAGE	468.62
2407175	STAPLES BUSINESS ADVANTAGE	218.20
2407176	AIRGAS INC	1,600.00
2407179	CROWN PROMOTIONS GROUP, INC	651.38

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PO#	Supplier Name	Amount
2407180	SAN DIEGO CITY COLLEGE FOUNDATION INC	600.00
2407181	LOS ANGELES COMMUNITY COLLEGE DISTRICT	700.00
2407185	R.E. MICHEL COMPANY	2,217.96
2407186	PENUNURI, GUILLERMO	1,045.09
2407190	VITAC CORPORATION	500.00
2407191	MALIKA, MARYUM	250.00
2407192	CDW LLC	6,979.53
2407193	ULINE INC	1,920.19
2407197	GOLF CARS OF RIVERSIDE	625.31
2407198	COMMUNITY PLAYTHINGS	13,121.78
2407199	CDW LLC	2,389.19
2407205	SPARTAN SPORTS	299.50
2407209	THREE PEAKS CORP	2,587.00
2407212	CHAVIRA, REJOICE	122.22
2407213	ROYAL INDUSTRIAL SOLUTIONS	2,745.00
2407215	KURZWEIL EDUCATION INC	3,300.00
2407216	TEAVA, MITIKIRO	500.00
2407217	KURZWEIL EDUCATION INC	3,300.00
2407218	CROWN PROMOTIONS GROUP, INC	3,613.94
2407219	TOM BELL CHEVROLET	2,000.00
2407220	CROWN PROMOTIONS GROUP, INC	5,788.16
2407221	4IMPRINT INC	570.72
2407224	HYDRATE HQ OF SOCAL LLC	145.73
2407225	PANERA LLC	750.00
2407226	STAPLES BUSINESS ADVANTAGE	464.14
2407227	STAPLES BUSINESS ADVANTAGE	57.43
2407228	ULINE INC	967.11
2407229	ISLAND ADVERTISING INC	2,658.84
2407230	SAN BERNARDINO CCD	2,500.00
2407231	ISLAND ADVERTISING INC	3,738.48
2407232	EMBROIDERY IN MOTION	3,369.73
2407233	SHERRILL INC	2,071.38
2407235	PANERA LLC	1,855.40
2407236	STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES	1,025.00
2407237	STAPLES BUSINESS ADVANTAGE	284.33
2407239	CONVERGEONE INC	5,827.93
2407240	PANERA LLC	500.00
2407243	FLINN SCIENTIFIC INC	81.40
2407244	POWELL'S BOOKS INC	422.38
2407246	STAPLES BUSINESS ADVANTAGE	386.27
2407247	STAPLES BUSINESS ADVANTAGE	156.80
2407248	STAPLES BUSINESS ADVANTAGE	303.78
2407249	STAPLES BUSINESS ADVANTAGE	424.14
2407250	STAPLES BUSINESS ADVANTAGE	97.53
2407251	STRYDER CORP	6,000.00

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PO#	Supplier Name	Amount
2407253	STAPLES BUSINESS ADVANTAGE	1,744.49
2407254	SID TOOL INC	24.65
2407255	GENUINE AUTO PARTS	1,191.66
2407256	1 STOP AUTO BODY SUPPLIES INC	3,309.53
2407257	1 STOP AUTO BODY SUPPLIES INC	3,603.04
2407258	SHARS TOOL COMPANY	2,570.02
2407259	ULINE INC	489.99
2407263	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	795.00
2407265	BARRIENTOS, LESTER	400.00
2407266	NATIONAL ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS INC	775.00
2407269	SNOWDEN, JUSTIN	1,500.00
2407273	MCMURRAY STERN LLC	29,520.18
2407275	ORTIZ ICE CREAM	450.00
2407276	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	7,161.51
2407277	DELL INC	2,359.76
2407284	VIZUAL SYMPHONY INC	11,948.24
2407285	SAN BERNARDINO CCD	301.99
2407286	WARD, AMANDA	25.00
2407287	QUADMED INC	18,463.73
2407289	STAPLES BUSINESS ADVANTAGE	93.17
2407290	STAPLES BUSINESS ADVANTAGE	127.74
2407291	STAPLES BUSINESS ADVANTAGE	197.60
2407292	STAPLES BUSINESS ADVANTAGE	677.21
2407293	STAPLES BUSINESS ADVANTAGE	2,998.59
2407294	STAPLES BUSINESS ADVANTAGE	517.91
2407295	STAPLES BUSINESS ADVANTAGE	932.87
2407296	STAPLES BUSINESS ADVANTAGE	69.87
2407297	STAPLES BUSINESS ADVANTAGE	151.13
2407298	STAPLES BUSINESS ADVANTAGE	424.09
2407301	STAPLES BUSINESS ADVANTAGE	313.53
2407302	STAPLES BUSINESS ADVANTAGE	76.28
2407303	DOING GOOD LIVING	9,993.73
2407304	REDLANDS VISITOR CENTER	1,500.00
2407305	SAN BERNARDINO CCD	437.81
2407306	HYATTWARD ADVERTISING INC	1,500.00
2407307	CDW LLC	2,945.80
2407310	SAN BERNARDINO CCD	322.00
2407314	DISH FACTORY INC, THE	12,415.99
2407315	ISLAND ADVERTISING INC	2,119.17
2407317	SAN BERNARDINO CCD	86,100.00
2407318	INLAND EMPIRE STAGES LTD	1,052.25
2407321	SAN BERNARDINO CCD	527.00
2407322	SPIRIT OF TEXAS BBQ LLC	1,047.66
2407325	SUMMERLAND BAGS, LLC	6,442.06
2407331	CDW LLC	3,523.79

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PO#	Supplier Name	Amount
2407332	DELL INC	6,308.54
2407334	PENUNURI, GUILLERMO	3,055.88
2407335	WORD, DAN	36.29
2407336	XPRESS RENT-A-CAR	588.03
2407338	PARTY PLUS RENTALS INC	1,688.80
2407339	VWR INTERNATIONAL LLC	630.80
2407340	HOGI YOGI	995.61
2407341	JOSE'S MEXICAN FOOD INC	600.00
2407344	BALLOON CART COMPANY, THE	1,956.00
2407347	AMERIBRADE LLC	7,264.50
2407348	PHONHSONGKHAM, EMILY	600.00
2407351	EAST VALLEY WATER DISTRICT	955.00
2407355	CPR SAVERS & FIRST AID SUPPLY	264.26
2407357	COLOR CONSULTANTS INC	3,108.08
2407361	CDW LLC	1,236.92
2407362	PANERA LLC	2,300.00
2407366	SPECTRA LOGIC CORPORATION	98.01
2407370	LETTERHEAD FACTORY INC	43.25
2407372	CDW LLC	2,814.90
2407375	DELL INC	98,139.06
2407376	NAVARRO, MARIA GUADALUPE	2,000.00
2407379	CROWN PROMOTIONS GROUP, INC	3,414.50
2407381	FLINN SCIENTIFIC INC	3,294.83
2407384	SAN BERNARDINO CCD	390.63
2407385	SAN BERNARDINO CCD	3,261.58
2407390	ULINE INC	848.71
2407392	CDW LLC	736.24
2407393	COURSEDOG INC	4,800.00
2407394	CDW LLC	337.52
2407397	KIND DIGITAL MARKETING	15,300.00
2407398	4IMPRINT INC	889.01
2407399	J'S PIPELINE INC	17,987.43
2407403	GUISADOS LA MORENITA	5,250.00
2407404	ULINE INC	783.58
2407405	CDW LLC	1,353.35
2407406	GRANICK SPORT INC	4,341.95
2407414	ISLAND ADVERTISING INC	1,513.11
2407417	PANERA LLC	810.00
2407418	INLAND EMPIRE STAGES LTD	1,052.25
2407419	CASTUS CORPORATION	6,899.00
2407420	SAN BERNARDINO CCD	117.32
2407422	COLORADO TIME SYSTEMS	1,876.75
2407423	DUMMIES UNLIMITED	1,720.37
2407424	FIST INC	1,918.86
2407425	POCKET NURSE ENTERPRISES INC	2,111.47

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PO#	Supplier Name	Amount
2407427	SAN BERNARDINO CCD	7,800.00
2407428	VERBIT INC	189.97
2407429	SID TOOL INC	5,201.91
2407430	VERBIT INC	2,250.00
2407432	WOLFRAM RESEARCH INC	3,750.00
2407433	SAN BERNARDINO CCD	11,250.00
2407434	STREAMGUYS INC	12,492.85
2407435	BONE CLONES INC	6,643.81
2407436	FOLLETT CORPORATION	550.00
2407438	DELL INC	2,993.49
2407444	STAPLES BUSINESS ADVANTAGE	187.72
2407445	STAPLES BUSINESS ADVANTAGE	528.34
2407446	ULINE INC	94.41
2407447	CPR SAVERS & FIRST AID SUPPLY	167.39
2407453	MEDLINE INDUSTRIES INC	3,320.12
2407454	STAPLES BUSINESS ADVANTAGE	342.74
2407455	BOUND TREE MEDICAL LLC	2,711.67
2407456	MCMASTER-CARR SUPPLY CO	573.69
2407457	CDW LLC	2,091.61
2407458	PROPHET CORPORATION, THE	1,994.56
2407460	AIRCRAFT TOOL SUPPLY COMPANY	1,940.00
2407461	CPR SAVERS & FIRST AID SUPPLY	102.28
2407462	POCKET NURSE ENTERPRISES INC	881.63
2407463	STAPLES BUSINESS ADVANTAGE	243.70
2407465	SAN BERNARDINO CCD	107.88
2407466	PARR LUMBER CO	3,331.40
2407471	DK EDUCATION CONSULTING	6,584.00
2407472	CDW LLC	24,820.56
2407474	IRWIN INTERNATIONAL INC DBA AIRCRAFT SPRUCE & SPECIALTY	3,852.93
2407476	ARCBEST	642.09
2407478	PARTY PLUS RENTALS INC	4,551.75
2407483	STAPLES BUSINESS ADVANTAGE	392.57
2407484	STAPLES BUSINESS ADVANTAGE	347.37
2407486	COMMUNITY PLAYTHINGS	6,068.25
2407487	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	450.33
2407490	ODU, MICHAEL	513.06
2407493	SAN BERNARDINO, COUNTY OF	492.00
2407496	MCMASTER-CARR SUPPLY CO	636.58
2407501	CDW LLC	2,885.84
2407503	INTERSTATE BATTERY SYSTEM OF SOUTHERN CALIFORNIA INC	1,062.20
2407505	DELL INC	38,502.91
2407506	HAMDY, RANIA	100.00
2407507	CALIFORNIA, STATE OF	3,150.00
2407509	CDW LLC	12,488.00
2407514	SUPERIOR SERVICE CORP	753.25

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PO#	Supplier Name	Amount
2407515	SAN BERNARDINO CCD	5,922.53
2407519	PANERA LLC	490.00
2407521	STAPLES BUSINESS ADVANTAGE	1,550.17
2407522	STAPLES BUSINESS ADVANTAGE	263.32
2407523	STAPLES BUSINESS ADVANTAGE	1,118.13
2407524	STAPLES BUSINESS ADVANTAGE	214.73
2407530	SAN BERNARDINO CCD	70.00
2407534	4IMPRINT INC	2,104.56
2407535	BSN SPORTS INC	2,702.20
2407536	SAN BERNARDINO CCD	1,000.00
2407542	SAN BERNARDINO CCD	2,923.20
2407545	KIND DIGITAL MARKETING	2,400.00
2407548	XPRESS RENT-A-CAR	800.00
2407550	BRAX COMPANY INC	8,846.00
2407551	WESTERN STATES CONVERTERS & TRANSMISSIONS INC	6,713.74
2407552	ENCO SYSYSTEMS INC	3,045.00
2407553	CDW LLC	3,526.35
2407557	GOLF CARS OF RIVERSIDE	17,983.56
2407558	ULINE INC	699.23
2407561	PARRA, OCTAVIO	380.00
2407562	BRINGHURST, JENNIFER	62.30
2407564	INTERMEX INC	1,300.00
2407565	BRINGHURST, JENNIFER	150.00
2407566	DIVISION OF STATE ARCHITECT	956.25
2407568	WAXIE SANITARY SUPPLY	5,517.93
2407569	GENUINE AUTO PARTS	6,525.00
2407570	INTERMEX INC	1,700.00
2407572	GRAINGER INC	295.80
2407581	4IMPRINT INC	931.55
2407582	AIRDRAULICS INC	62,946.75
2407585	CALIFORNIA TOOL & WELDING SUPPLY LLC	4,494.66
2407586	DELL INC	565.34
2407589	MCMASTER-CARR SUPPLY CO	396.91
2407590	MCMASTER-CARR SUPPLY CO	757.38
2407596	ALLSTAR FIRE EQUIPMENT	2,500.68
2407597	SAN BERNARDINO CCD	139.96
2407600	ULINE INC	6,640.24
2407601	FOLLETT CORPORATION	1,000.00
2407603	GRAM'S BBQ RESTAURANT & CATERING	7,232.32
2407606	BARRIENTOS, LESTER	400.00
2407607	CAPTURE TECHNOLOGIES INC	15,053.66
2407608	SAN BERNARDINO CCD	499.99
2407609	MORALES RAMIREZ, ANA	2,250.00
2407610	MANZANO, ERICK	2,250.00
2407611	ACUNA, NICOLAS	2,250.00

Purchase Order Report
June 13, 2024

PO#	Supplier Name	Amount
2407612	VALDIVIA, RICHARD	2,250.00
2407613	PEREZ, BRANXTON	2,250.00
2407614	MCNEAL, MONTALINE	2,250.00
2407615	STEPHENSON, PARKER	2,250.00
2407616	BLACKHAWK NETWORK INC	1,500.00
2407617	STACY, CASSIUS	2,250.00
2407618	FRUTOS, ENRIQUE	1,400.00
2407619	GRAM'S BBQ RESTAURANT & CATERING	5,203.03
2407621	SAFEWORK INC	2,800.00
2407627	EVERTZ MICROSYSTEMS LTD	6,600.00
2407628	REICHERT, NICHOLAS	350.00
2407629	EUREKA	1,995.00
2407630	PURPOSE PRINTERY	9,618.56
2407632	RISE INTERPRETING INC	900.00
2407641	STAPLES BUSINESS ADVANTAGE	90.83
2407642	EVERTZ MICROSYSTEMS LTD	7,260.00
2407643	BLACKHAWK NETWORK INC	1,566.00
2407644	TUFF SHED INC	5,584.31
2407645	ALFARO CATERING	2,914.40
2407648	XPRESS RENT-A-CAR	203.15
2407649	VIZUAL SYMPHONY INC	6,604.00
2407650	BARRIE, TRINETTE	115.00
2407651	KNOWLAND INC	15,000.00
2407654	XAYAPHANTHONG, SOUTSAKHONE	233.77
2407658	STAPLES BUSINESS ADVANTAGE	2,398.94
2407659	GENUINE AUTO PARTS	776.43
2407660	INTERMEX INC	1,500.00
2407661	CAE HEALTHCARE INC	6,558.84
2407662	SID TOOL INC	7,885.81
2407663	PHARMEDIX	367.27
2407666	HOUTS, DIANA	250.00
2407667	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	7,161.51
2407668	BAKER ELECTRIC & RENEWABLES LLC	16,235.00
2407669	STAPLES BUSINESS ADVANTAGE	992.01
2407672	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	1,420.00
2407673	TENNESSEE, UNIVERSITY OF	300.00
2407674	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	710.00
2407677	JENNINGS, RILEY	1,400.00
2407678	MILLS, ERIC AMIR	1,400.00
2407679	GONZALEZ, ELIZA UNIQUE	1,400.00
2407680	ADAMS, CHRISTINA ANNA	1,400.00
2407681	RODRIGUEZ, JORNAY RECHURND	1,400.00
2407682	MARTINON, NORBERTO	1,400.00
2407683	RICO, DAVID	1,400.00
2407684	RIVERA, ANTHONY	1,400.00

Purchase Order Report
June 13, 2024

PO#	Supplier Name	Amount
2407685	PARRA, JORGE L	1,400.00
2407686	COLEMAN, SHAUNA DEE	1,400.00
2407687	GOODEN, JERMAINE XAVIER	1,400.00
2407688	PALACIOS, CHRISTOPHER RENE	1,400.00
2407689	JACKSON, SANDRA MARIE	1,400.00
2407690	PHILLIPS, JEREMY RENE	1,400.00
2407691	TAYLOR, GRIFFEN MICHAEL	1,400.00
2407692	ADAMS, GABRIEL ANTHONY	1,400.00
2407693	JORDAN JR, ALWYN KENT	1,400.00
2407694	THOMAS, DIANJEI QUISHUN	1,400.00
2407695	TOVALIN, DANIEL E	1,400.00
2407696	TOLLIVER, VINCE PATRICK	1,400.00
2407697	PATTON, DARRYL EUGENE	1,400.00
2407698	OROZCO, RUBEN	1,400.00
2407699	COBARRUBIAS, DANIEL EDWARD	1,400.00
2407700	SNAP-ON INDUSTRIAL	4,271.81
2407702	ALLSTAR FIRE EQUIPMENT	9,247.78
2407703	ULINE INC	3,867.26
2407704	GRAINGER INC	355.68
2407705	MCMASTER-CARR SUPPLY CO	3,558.58
2407706	GENUINE AUTO PARTS	1,161.30
2407707	HMP ACQUISITION HOLDINGS LLC	775.00
2407708	GENUINE AUTO PARTS	910.24
2407709	SID TOOL INC	805.36
2407713	ACCUCUT	1,200.75
2407714	R.E. MICHEL COMPANY	519.36
2407716	SID TOOL INC	1,852.62
2407720	SID TOOL INC	1,000.00
2407721	MCMASTER-CARR SUPPLY CO	1,000.00
2407722	GRAINGER INC	1,000.00
2407724	CALIFORNIA TOOL & WELDING SUPPLY LLC	1,500.00
2407725	ASPEN INSTITUTE INC, THE	7,000.00
2407726	SAN BERNARDINO CCD	5,900.00
2407728	NATIONAL INSTITUTE OF METALWORKING SKILLS INC	1,000.00
2407729	DELL INC	3,154.27
2407732	4IMPRINT INC	624.59
2407733	H21 GROUP INC	10,640.00
2407734	CALIFORNIA TOOL & WELDING SUPPLY LLC	4,975.48
2407735	4IMPRINT INC	5,193.79
2407736	STAPLES BUSINESS ADVANTAGE	105.34
2407737	PANERA LLC	691.75
2407738	CREATIVE SOLUTIONS MARKETING & PRINTING INC	11,699.33
2407740	PSHICHENKO, PAVEL	3,500.00
2407741	REGENTS OF THE UNIVERSITY OF CALIFORNIA BERKELEY	15,000.00
2407742	DELL INC	1,496.75

Purchase Order Report
June 13, 2024

PO#	Supplier Name	Amount
2407744	MACINTOSH, CINDY LEE	1,000.00
2407746	SIEMBRA MOBILE INC	29,850.00
2407748	PARTY PLUS RENTALS INC	1,572.50
2407751	SAN BERNARDINO CCD	166.60
2407752	SAN BERNARDINO CCD	957.00
2407753	SANCHEZ, RAMON	1,400.00
2407758	VIVA LA BOBA LLC	2,032.35
2407760	DELL INC	4,979.92
2407762	SAN BERNARDINO CCD	2,490.00
2407765	BURK TECHNOLOGY	1,245.13
2407766	FILMTOOLS INC	3,175.63
2407768	SAN BERNARDINO CCD	659.78
2407773	DAILY JOURNAL CORPORATION	994.68
2407776	PEPES TOWING SERVICE	190.00
2407783	CASTRO, DEBORAH	78.64
2407786	DELL INC	28,364.38
2407790	KATOM RESTAURANT SUPPLY INC	9,702.51
2407791	STAPLES BUSINESS ADVANTAGE	1,951.20

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: June 13, 2024
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

Each community college district is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form. The attached report reflects SBCCD's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow requirements.

ANALYSIS

The report includes budget-to-actual results for the third quarter, ended March 31, 2024.

- Revenues exceed expenses by \$25 million.
- With 75% of the year expired, actual revenues and expenses were 80.6% and 62.7% of budget, respectively.
- These quarterly results are in line with the past two years.

Questions regarding this report may be addressed to the Fiscal Services Department.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CCFS 311Q

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(2024.05.23.p.1|2)

Fiscal Year: 2023		Quarter Ended: 3	As of June 30 for the fiscal year specified			
Line	Description	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Projected 2023-2024	
Unrestricted General Fund Revenue, Expenditure and Fund Balance:						
A.	Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	115,276,544	116,750,705	145,819,634	136,306,637	
A.2	Other Financing Sources (Object 8900)	535,873	14,192	171,569	2,750,000	
A.3	Total Unrestricted Revenue (A.1 + A.2)	115,812,417	116,764,897	145,991,203	139,056,637	
B.	Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	101,686,878	112,594,986	122,324,231	137,657,504	
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,829,603	4,120,770	17,867,373	1,304,391	
B.3	Total Unrestricted Expenditures (B.1 + B.2)	106,516,481	116,715,756	140,191,604	138,961,895	
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	9,295,936	49,141	5,799,599	94,742	
D.	Fund Balance, Beginning	26,310,990	24,893,310	19,242,905	25,042,504	
D.1	Prior Year Adjustments + (-)	(10,713,616)	(5,699,546)	0	0	
D.2	Adjusted Fund Balance, Beginning (D + D.1)	15,597,374	19,193,764	19,242,905	25,042,504	
E.	Fund Balance, Ending (C. + D.2)	24,893,310	19,242,905	25,042,504	25,137,246	
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	23.4%	16.5%	17.9%	18.1%	

		As of the specified quarter ended for each fiscal year			
Line	Description	2020-2021	2021-2022	2022-2023	2023-2024
Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds	40,261,455	62,474,805	97,612,398	95,411,419
H.2	Cash, borrowed funds only	0	0	0	0
H.3	Total Cash (H.1+ H.2)	40,261,455	62,474,805	97,612,398	95,411,419

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col 2.)
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	136,275,497	136,306,637	112,137,017	82.3%
I.2	Other Financing Sources (Object 8900)	2,750,000	2,750,000	1,314	0.0%
I.3	Total Unrestricted Revenue (I.1 + I.2)	139,025,497	139,056,637	112,138,331	80.6%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	137,691,853	137,657,504	85,883,500	62.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,227,591	1,304,391	1,259,750	96.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	138,919,444	138,961,895	87,143,250	62.7%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	106,053	94,742	24,995,081	
L.	Fund Balance, Beginning	25,042,504	25,042,504	25,042,504	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	Adjusted Fund Balance, Beginning (L + L.1)	25,042,504	25,042,504	25,042,504	
M.	Fund Balance, Ending (K. + L.2)	25,148,557	25,137,246	50,037,585	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	18.1%	18.1%		

Has the district settled any employee contracts during this quarter? YES

Contract Period Settled (Specify)		Management		Academic Permanent		Academic Temporary		Classified	
YYYY-YYYY		Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase
A. Salaries									
Year One:	2023-2024	0	0.00	0	0.00	0	0.00	0	4.50
Year Two:		0	0.00	0	0.00	0	0.00	0	0.00
Year Three:		0	0.00	0	0.00	0	0.00	0	0.00
B. Benefits									
Year One:		0	0.00	0	0.00	0	0.00	0	0.00
Year Two:		0	0.00	0	0.00	0	0.00	0	0.00
Year Three:		0	0.00	0	0.00	0	0.00	0	0.00

Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code)

Operations and District Reserves. Object codes include 11xx, 12xx, 21xx and 22xx.

Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications.

Does the district have significant fiscal problems that must be addressed? This Year? NO

If yes, what are the problems and what actions will be taken? Next Year? NO

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: June 13, 2024

SUBJECT: Quarterly Investment & Deposit Report

RECOMMENDATION

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

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees monthly in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.





Quarterly Investment & Deposit Report

Quarter Ending March 31, 2024

[v.5.23.2024.p.1|1]

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 2,048,177.58		Checking	Citizens Business Bank, San Bernardino, CA
Revolving Cash/Flex Fund	\$ 588,848.07		Checking	Citizens Business Bank, San Bernardino, CA
	<u>\$ 2,637,025.65</u>			
Bond Fund	\$ 28,857,599.18		Investment	Bank of New York Mellon, Los Angeles, CA
Enterprise Funds				
Commercial Property Lockbox	\$ 4,107,578.01		Lockbox	Citizens Business Bank, San Bernardino, CA
Commercial Property Disbursing	\$ 404,374.06		Checking	Wells Fargo Bank, San Francisco, CA
Cafeteria	\$ 238,077.13		Checking	Citizens Business Bank, San Bernardino, CA
	<u>\$ 4,750,029.20</u>			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.10%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 50,000.00		Checking	Bank of America, Concord CA
	<u>\$ 170,000.00</u>			
Trust Funds				
Financial Aid	\$ 30,528.97	0.02%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 4,693,948.43	0.02%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 1.17		Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 185,350.66		Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	\$ 18,668.91		Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep Fee & Clubs/Trusts	\$ 807,406.28		Checking	Citizens Business Bank, San Bernardino CA
PERS/STRS Investment Trust	\$ 108,494,940.23		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	\$ 10,544,096.40		Investment	Benefit Trust Company
	<u>\$ 124,774,941.05</u>			
Grand Total	<u>\$ 161,189,595.08</u>			

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, and Health and Safety Administration

DATE: June 13, 2024

SUBJECT: Resignations

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the resignation of any employee.

ANALYSIS

The employees on the attached list have submitted in writing their intention to resign.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Resignations

Presented for Information June 13, 2024

[v.5.23.2024.p.2]2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Lemus, Cynthia Academic Support Services Specialist	CHC Learning Resources Center	10 months	06/15/23

Ratification: Submission to remedy a clerical error.

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,
and Health and Safety Administration

DATE: June 13, 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 June 13, 2024

[v.5.22.2024.p.2|2]

	Location Assignment	Department	From	To
Crippen, Coco*	CHC	Student Services and Counseling	5/13/2024	08/01/24
Spikes, Jocelyn*	CHC	Student Accessibility Services	3/12/2024	06/30/24
Sueldo, Carlos*	CHC	Student Services and Counseling	5/13/2024	09/30/24
Block, Alexa	SBVC	Athletics/Volleyball	7/1/2024	06/30/25
Luviano, Luis	SBVC	Athletics/Women's Soccer	7/1/2024	06/30/25
Macdonald, Patrick	SBVC	Athletics/Men's Soccer	7/1/2024	06/30/25
Negrete, Elyana	SBVC	Athletics/Athletic Trainers	7/1/2024	06/30/25
Zamora, Michael	SBVC	Athletics/Men's Soccer	7/1/2024	06/30/25

**Ratification: Paperwork for these volunteers was submitted after the prior Board deadline.*



BOARD OF TRUSTEES REPORT

June 2024

“They Called Us Enemy” Book Talk with George Takei



The campus buzzed with excitement on April 9 as nearly 400 guests gathered for the culmination of the college’s 23-24 “One Book, One College” program, featuring George Takei’s memoir “They Called Us Enemy.”

Takei shared the deeply personal journey chronicled in his memoir – a journey marked by resilience, courage, and hope in the face of adversity. He spoke of his childhood spent in internment camps during World War II, a dark chapter in American history.

Takei engaged in dialogue with CHC President Dr. Kevin Horan, as he recounted

his family’s struggles and triumphs.

An intimate gathering immediately followed for 25 students nominated by faculty members to have their books signed by Takei, take photos and converse one-on-one with the author.

For the students and faculty of Crafton Hills College, George Takei’s visit was more than just a book talk; it was a transformative experience and reminder that in the face of adversity, it is courage, compassion, and unity that ultimately prevail.

Photo: George Takei and President Horan.

Annual Fundraiser Raises Over \$196,000 in Support of the Crafton Hills College Foundation

On April 18, the CHC Foundation raised more than \$196,000 through the generosity of attendees and sponsors of their annual fundraiser.

“I can’t thank you enough for being here and being a part of our community,” said Crafton President Kevin Horan. “What we do tonight removes barriers for students, and that’s why we are here.”

Halau O Kanahele’s group of traditional Hawaiian folk dancers provided a spirited performance that allowed guests to experience “paradise” through an

indigenous Hawaiian lens.

Gala guests then heard directly from two of those most involved in the Foundation’s year-round efforts to raise funds to support its Roadrunner students: 2024 Outstanding Alumnus Damian Garcia and Paramedic Program Director Amanda Ward.

100% of the proceeds will directly benefit Crafton Hills College to help students overcome financial barriers and enhance programs.

Photo: Halau O Kanahele group member.



Academic Senate Announces Awards for Outstanding Faculty and Classified Professional of the Year



Crafton Hills College Academic Senate honored outstanding faculty members, selecting Ernesto Rivera (Counseling) and Danielle McCoy (Math) as top full-time faculty, alongside Wendy Lamb (English)

as outstanding part-time faculty. Rivera was praised for his kindness, dedication, and collaborative spirit, while McCoy's leadership and commitment to student success were highlighted.

Other nominated full-timers included Breanna Andrews, Lauren Bond, Andrew Guevara, Steve Hellerman, Krista Ivy, Isidro Rivera, and Jillian Robertson, with part-time nominees Vanesse Hiten, Nicholas Morris, Jennifer Simmers, and Amy Wassing also recognized. These faculty members contribute significantly to CHC's academic excellence, reflected in its high student success and transfer rates.

Additionally, Elizabeth Lopez from the Office of Instruction was named Classified Professional of the Year, alongside nominees Karen Peterson, Christina Sweeting, and Alyssa Taylor.

Photo: Ernesto Rivera (left) and Danielle McCoy (right).

Health & Resource Fair Invites Students and Staff to Get to Know Available Services



On March 28, CHC Health & Wellness staff, Student Accessibility Services, and the Basic Needs Office along with various vendors hosted a fair to provide information and showcase the services they and other agencies provide to the campus community.

In addition to the CHC Health & Wellness mental health and medical teams, the fair included service providers who highlighted their services and fielded questions from

students seeking additional information. Students seemed excited to learn how many different services they could receive, most for free. The medical table enrolled students into the Family Pact program.

Tables also had free goodies for visitors including jump ropes, squeeze balls, gym scarves, water bottles, bean bags, LED arm bands, and coloring books. The Basic Needs Office distributed 400 Farm Fresh to You

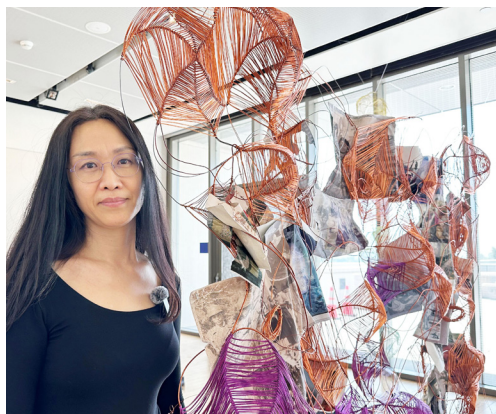
boxes filled with fresh vegetables and fruit during the resources fair. This event has propelled us forward to distribute another 200 fresh vegetable and fruit boxes in April and 200 boxes in May. Additionally, the food truck served a total of 586 meals and 200 Juice It Up smoothies to students.

The mental health table offered "Talk with a Therapist" sessions and a handout about counseling on campus or online. Five students signed up for an initial visit with a mental health therapist, and attending faculty members said they would announce such opportunities to their students. The event also incorporated tours to our on-campus community garden led by retired professor Janine Ledoux.

A special thank you to the entire planning committee, that included Erika Sherman, Ericka Paddock, Vannesa Ramirez, Lauren Means, and Hannah Sandy, for hosting this inaugural event.

Photo: Representative and Ryker at Resource Fair.

'Chorus of Displaced' Introduces Crafton Community to Realities of War and How it Shapes Lives



Crafton Hills College recently showcased "Chorus of the Displaced" by Kyong Boon Oh, a first-gen Korean immigrant artist.

Through photos, Oh portrayed the turmoil of the 1950-1953 Korean War, touching on personal and global narratives of loss and displacement. Oh's exhibition delved into the complex layers of displacement, political struggles, and the interconnectedness of historical events.

A workshop and reception allowed attendees to learn Oh's techniques firsthand, emphasizing overlooked narratives and marginalized identities. The College's Art Gallery provides a platform for both professional and student artwork, fostering exploration and understanding. Professor Renée Azenaro praised Oh's work for its skill and thoughtfulness, highlighting its value to the college community.

Photo: Kyong Boon.

ACUE Pinning Ceremony Celebrates Educators' Commitment to Effective Teaching



On May 3, the ACUE Pinning Ceremony to honor participants who completed 25 weeks of teaching, learning, and equity training provided by the Association of College and University Educators (ACUE).

ACUE, renowned for offering the sole teaching certification endorsed by the American Council on Education, specializes in certifying faculty in its Effective Teaching Practice Framework.

This certification has been demonstrated to enhance student success and boost the retention rates of first-year students.

The following individuals from the CHC participated in the ceremony: Ana Mayo, Heather Gilmore, Heather Jasso, and Rejoice Chavira.

Photo: ACUE Pinning Ceremony.

A Festive Day at CHC: Welcoming 517 Seniors to Explore Opportunities



On April 12, CHC transformed the campus quad into a carnival as 517 seniors from ten local high schools visited campus, eager to delve into the realm of possibilities.

Booths lined the pathways, offering workshops ranging from the Crafton Alumni Panel to Fire Technology and Emergency Medical Services. Students

engaged in lively discussions while learning about the resources and opportunities available.

Ryker, the College's mascot posed for photos and spread school spirit with the soon-to-be college students.

Photo: Local high school seniors.

CHC Alumni Night Shines with 'Legally Blonde: The Musical' Reunion



CHC hosted a memorable evening for its alumni providing an opportunity for former students to reconnect, reminisce, and mingle during a private reception on April 27.

Attendees had an opportunity to meet the director and castmembers, and were treated to complimentary tickets for the CHC Theatre Department's production of "Legally Blonde: The Musical." The production follows the journey of Elle Woods as she defies stereotypes and

discovers her true potential at Harvard Law School. With its catchy songs, energetic choreography, and empowering message, the performance captivated the audience.

The CHC Alumni Night provided an opportunity for former students to reconnect with the CHC community and enjoy a memorable evening of theater and camaraderie.

Photo: Castmember at reception.

New Partnership for EMT Training and Employment



Crafton Hills College partners with local employers CONFIRE's Priority Ambulance and AMR to train and guarantee employment for emergency medical technicians (EMTs). The college launched the program on May 6.

The inaugural cohort of 25 students, will be paid while they learn during this 10-week hybrid program. Students were selected based on their desire to serve their community and their compassion.

These partnerships not only offer a pathway to employment but also strengthen the bond between education and community service, setting a precedent for collaboration and innovation in emergency medical care.

Photo: CONFIRE and Crafton representatives.

Empowering Foster Youth: A Celebration of Support at Crafton Hills College



Crafton Hills College's EOPS Department organized a campus-wide resource fair and luncheon in honor of National Foster Care Awareness Month.

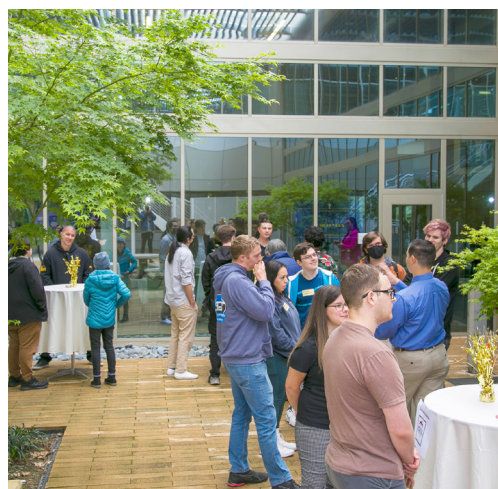
The events highlighted the support resources offered by EOPS and NextUp for current and former foster youth at CHC. Over 200 students engaged with the EOPS/NextUp Team while enjoying food, music, prizes, and a student speaker who

shared their journey.

Crafton provides an inclusive environment where every student has the support they need to succeed. These events celebrate the remarkable stories of CHC students and highlight the strength and resilience foster youth bring to our community.

Photo: Staff at resource fair.

Networking Luncheon Connects Students and Employers



Crafton Hills College Career Center hosted a Networking & Employer Appreciation Luncheon on April 25.

The event connected students with employers, providing information about various industries and opportunities for networking. Trinette Barrie, Career Center Coordinator, emphasized its role in empowering students professionally. Employers shared industry insights and identified potential talent for roles. Students received guidance on developing elevator pitches and practiced networking etiquette.

Participating employers were honored with certificates of recognition from CA State Assemblymember James C. Ramos. The event was made possible by support from the Inland Empire/Desert Regional Consortium.

This annual event teaches students how to explore careers, connect with employers, and create a winning impression at interviews.

Photo: Students and employers.

EDCT

Back to Work Participant Arnett Hill Hired by EDCT



Arnett Hill, a participant in EDCT's Back 2 Work program, has been promoted to Van Supervisor in the role of Professional Expert at the San Bernardino Community College District, as of March 15, 2024. Arnett began his journey with EDCT on December 18, 2023. He joined the program as a Highway Maintenance participant demonstrating remarkable commitment and dedication. His work ethic was evident as he diligently tackled tasks on the highways while actively pursuing permanent employment opportunities through the program's computer lab and utilizing EDCT's on-site Job Developer.

Arnett's proactive approach became evident when he learned of the vacancy for a van supervisor position. Upon his employment, Arnett seamlessly transitioned into the role of Van Supervisor, maintaining the same level of enthusiasm, professionalism, and dedication that characterized him in his earlier position as a Back 2 Work participant. His leadership qualities were soon evident as he took a proactive role in the safety meetings, emphasizing the importance to participants of adhering to safety protocols and procedures. His daily job duties as a van supervisor include assisting participants with litter abatement on the highways while prioritizing their safety. Arnett is responsible for safely transporting 6-8 participants to and from the job location and ensuring they are informed about all safety procedures before they step out of the van. Additionally, he diligently oversees all participants while they work, ensuring they adhere to all highway and personal safety protocols.

EDCT recognizes not only his exceptional work ethic but also his innate leadership capabilities. His employment serves as a testament to his commitment to excellence and his readiness to take on increased responsibilities within the program and district. Arnett's journey exemplifies the core values of the program. We are confident that he will continue to excel in his new role, contributing significantly to the success and growth of our Caltrans Transitional Work Program. His exemplary dedication and success serve as an inspiration to other participants, demonstrating that hard work and diligence in submitting job applications do pay off. Many have taken his example to heart, showing a renewed seriousness in their approach to applying for jobs, thereby further enriching the program's impact on their lives and our community.



June 2024

Around SBCCD

MAKING CONNECTIONS

KVCR is stepping up its game with even more external school visits and station tours. In the last month we connected with 745 students in the community. With a goal of planting seeds for the future, we are making sure that students of all ages know about the Institute of Media Arts, Valley College's Film, Television, and Media programs, and the intern and job possibilities at KVCR.

During our visits to area schools we showcase local content created by KVCR, such as Learn With Me where Eddie makes an appearance and is loved by all. We also discuss careers in TV and film. Recent events include:

- Riverside Unified School District Level Up 2024 Spring Showcase,
- Ontario Montclair School District 2024 Annual Parent Leadership Conference, and
- Rodriguez Prep Academy Career Day.

Highly interactive tours of KVCR were conducted recently for Citrus/Birch High School, Mira Loma Middle School, Bloomington High School Engineering, and Richardson Prep High School. Students wrote scripts for both radio and television, practiced being on the radio and did shout outs on TV.

Around the Community

ANNUAL PBS CONFERENCE

A full delegation represented KVCR at this event. The team returned brimming with new ideas for development, fundraising, and member events, as well as a renewed excitement to expand KVCR's footprint in the Inland Empire.

KVCR WINS TWO EDWARD R. MURROW AWARDS 2024 REGIONAL AWARDS

Not one but two KVCR stories were awarded the Edward R. Murrow 2024 Region 2 Award in the Radio Large Market Category:

- Feature Reporting
[Dogs Left Behind by Illegal Marijuana Farmers Terrorize Rural Town in Riverside County](#), and
- Investigative Reporting
[San Bernardino Police Involved in Fatal Shooting of Fleeing Man Both Have Histories of Alleged Excess](#).

MULTICULTURAL EVENING OF ART

This event was held at KVCR featuring local artists from the Inland Empire with both a live and silent action. The event was open to members and was very successful.

Latest Announcements

YOUNG WOMEN'S LEADERSHIP CONFERENCE: FINDING YOUR VOICE, OWNING YOUR POWER!

In conjunction with the Institute of Media Arts (IMA) and Assemblymember Eloise Gomez Reyes, KVCR hosted this event. More than 150 young women and speakers gathered to share learned experiences and gain valuable insight from each other. Board Chair Dr. Stephanie Houston provided the opening, San Manuel Chairwomen Lynn Valbuena discussed Local Women in Leadership, and our keynote was provided by ABC7 Inland Reporter Leticia Juarez. It was an extraordinary day which will resonate into the future.



June 2024

Balance Sheet As of 04/30/2024

Assets	
Cash in County Treasury	1,437,349
Accounts Receivable	19,201
Estimated Revenues Receivable*	804,085
Interfund Receivables	491,452
Prepaid Expenses	449,664
Other Assets	33,534
Total Assets	3,235,285
Liabilities	
Accounts Payable	-
Interfund Payable	1,908,164
Temporary Loans	1,500,000
Deferred Income	966,015
Health and Welfare	125,012
Other Miscellaneous Liabilities	25,214
Total Liabilities	4,524,405
Fund Balance	(1,289,120)

*Estimated per YTD activity analysis.

Estimated Revenues & Expenditures For 9 Months Ended 04/30/2024

Revenues	
Contributions and Grants	1,370,066
Underwriting	102,938
Contributions, Gifts	20,000
Rentals and Leases	357,865
Estimated Revenues*	804,085
Interest Revenue	47,213
Interfund Transfers In--SBCCD	1,447,444
Transfers In--PARS Endowment	1,050,000
Total Revenues	5,199,611
Expenditures	
Classified Salaries	1,972,305
Employee Benefits	832,267
Books and Supplies	15,434
Services and Operating Expenditures	2,704,594
Capital Outlay	18,989
Total Expenditures	5,543,589
Revenues Less Expenditures	(343,979)

*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 ➔

JUNE 2024

SBVC Celebrates 97th Graduating Class at San Manuel Stadium

On Tuesday, May 21, the 4,200-seat San Manuel Stadium was packed to capacity as San Bernardino Valley College's Class of 2024 crossed the stage to receive 1,577 degrees and 1,454 certificates, one of the highest counts in the college's almost century-long history. The most popular majors among the 1,679 graduates were liberal arts, business administration, library science, psychology, biology, nursing, social sciences, child development, accounting, administration of justice, police science, psychiatric technology, human services, pharmacy technology, computer information technology, automotive technology, and diesel technology.

Led by SBVC Interim President Dr. Linda Fontanilla, the ceremony featured a keynote address from Dr. Cherina Betters, Chief of Equity & Access at the San Bernardino County Superintendent of Schools. Dr. Betters emphasized the importance of character on the path to greatness and urged graduates to remain resilient in the face of adversity. "Even when it gets dark, continue to be consistent to reach your greatness," she advised.

Class of 2024 graduate Mariana Lapizco delivered the student speech during the ceremony. She shared her personal journey of overcoming challenges, including language barriers, the loss of her father, and navigating life as an undocumented student. Despite these hurdles, Lapizco found passion in creative arts and film, achieving success in editing, translating scripts, and producing films.



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

June 19

Juneteenth
Campus Closed

July 6
5:00pm

SummerFest 2024
SBVC Stadium

More Events:
valleycollege.edu/calendar

SBVC'S UNFORGETTABLE 2024 GRADUATION SEASON

The 2024 graduation season at San Bernardino Valley College was a vibrant tapestry of celebrations, each event uniquely honoring the diverse communities and achievements of the graduating class. These special ceremonies highlighted not only the academic success of the students but also the rich cultural heritages and personal journeys that defined their paths.



April 30 - Lavender Grad: SBVC's second annual Lavender Grad celebrated the college's LGBTQIA+ graduates. Adorned in special pride flag sashes, the event highlighted the students' achievements and personal identities. Lavender, symbolizing diversity and gender fluidity, added significance, especially with LGBTQIA+ staff members participating.

May 4 - Island Grad: this special evening for the region's Pacific Islander graduates combined traditional fanfare with contemporary festivity. The ceremony began with the Pu' and a welcoming Oli, setting a reverent tone. Scholarship awards recognized outstanding student accomplishments and guest artist Siaoisi's performance added an electrifying ambience. The day concluded with the MILI MILI chant, symbolizing the unity and strength of the graduates.

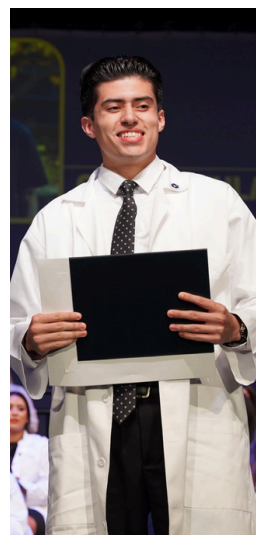
May 10 - Pharmacy Tech Pinning Ceremony: this special ceremony marked the transition of SBVC's pharmacy technology students into patient care. Held in the historic SBVC Auditorium, the ceremony began with the SBVC Voci Soli Choir's performance of "The Star-Spangled Banner." Eloise Gomez Reyes delivered the keynote and CVS representatives awarded certificates to outstanding students.

May 11 - Nuestra Graduación: this celebration honored Latinx students, complete with traditional music and dance. Scholarships recognized academic excellence and guest speakers emphasized community support. The event concluded with a festive reception, reflecting on the graduates' journeys and future opportunities.

May 15 - Nursing Pinning Ceremony: this ceremony featured heartfelt speeches amid the traditional pinning that signifies the transition from student to healthcare professional. Class Speaker Kelemete Leilua emphasized resilience and camaraderie. The candlelighting tradition symbolized the transfer of knowledge, and the Nightingale Pledge marked the nurses' commitment to healthcare.

May 18 - Black Grad Celebration: this memorable evening was filled with inspiration and community spirit. Keynote speaker Timothy Jones urged graduates to become the CEOs of their own lives, while Joe Baca, Jr. highlighted the importance of resilience in achieving one's dreams. Graduates received kente cloths, symbolizing their heritage and achievements, and five students were awarded scholarships. The event's upbeat atmosphere, enhanced by vibrant music, celebrated the hard work and success of the graduates.

These annual graduation season events at SBVC showcased and celebrated the diversity and dedication of the Class of 2024, marking the completion of an important chapter in their academic journeys.



The 2024 Scholarship Awards Ceremony was held in the SBVC Auditorium on May 7, 2024, where over 400 scholarships, totaling more than \$570,000, were awarded to students. Students and their families filled the auditorium for the celebration. Guest speaker Romeo Flores, whose inspiring journey served as a reminder of the impact of scholarships, shared his own experiences, recounting the challenges he faced and the obstacles he overcame on his educational path. "Our students' stories are inspiring," said Michael Layne, director of the SBVC Foundation. "On behalf of the entire San Bernardino Valley College Foundation and our board of directors, I congratulate them all."



GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

SBVC Highlights Employee Excellence at 29th Annual 'Spotlighting Our Success' Awards Dinner

On April 26, SBVC celebrated the achievements of staff and faculty members at the 29th Annual 'Spotlighting Our Success' Awards Dinner. It was a night filled with pride and recognition that showcased the college's commitment to excellence, innovation, and student success across its many departments. Following a welcome from Dr. Linda Fontanilla and SBCCD Board Chair Dr. Stephanie Houston, staff were honored in 20 award categories, as well as for advancements in academic rank. A special tribute was paid to the late Professor Joel Lamore, whose wife received his certificate.



Celebrating the Contributions of 26 Retiring Colleagues

On May 6, the SBVC community expressed heartfelt appreciation as students, staff and faculty came together to celebrate the remarkable careers and lasting impact of 26 retiring colleagues.

As each retiree took center stage to receive their special plaques and farewell gifts, the room brimmed with fond memories, with colleagues and supervisors alike sharing personal anecdotes about the contributions each retiree had made during their tenure at SBVC.

Interim President, Dr. Linda Fontanilla captured the sentiment of the occasion, remarking, "A massive thank you to all the retirees who have made life here so successful for our students, staff, and faculty."

We will miss them terribly and wish them all the very best." Her words echoed the collective sentiment of all gathered to wish the retirees success in the next chapter of their lives.





Faculty Spotlight

David Smith | Professor Emeritus, Mathematics



Professor David Smith has worn many hats since he started working 47 years ago, but being a math professor at San Bernardino Valley College is the one that fit him best.

"This has been my most satisfying gig, no question," Smith said. "Many good semesters here with a lot of students passing classes and taking good steps towards their dreams."

Smith enjoyed teaching at Christian schools, working as a writer for a daily Christian radio broadcast, and being an adjunct professor at Moorpark College. It was always his wish, though, to be a full-time math professor, and when a position opened at SBVC in 2009, Smith applied as fast as he could and was "so ecstatic" when he landed the job.

"I am truly grateful and overwhelmed by my good fortune," he said, adding, "There really is no lifestyle like that of a math professor at this level. It's fun, it's variety, it's always meeting awesome new students. I've loved it with a great passion."

With 15 years of teaching at SBVC under his belt, Smith said he still "feels a glow when a young person calls me 'Professor.' I'm never quite sure I deserve that title, but have tried hard to live up to what it implies." He also gets a thrill when he sees "satisfaction on a student's face as they savor an unexpected success. Many come into my classroom assuming the worst, sure they will fail. And yes, some do! But many others absorb an explanation, and have a smile break forth as they abruptly get it."

Now, Smith is ready to start his next chapter. He is retiring from SBVC and moving back to Newbury Park with his wife, with plans to travel, help a local church, and possibly play bass or keyboards in a "geezers rock band." Smith has penned 10 love stories set in Bangkok, where he grew up, and a trilogy of spiritual time-travel stories, and said he also "might write one or two more books."

Interim Dean of Mathematics, Business & Computer Technology Bethany Tasaka credits Smith with bringing her to SBVC; after meeting him at a conference in 2016, he encouraged her to apply for a position on campus. Since then, "David has been nothing but encouraging and kind to me the entire time I have worked here," she said.

He has long been an "integral part of the Mathematics Department, providing excellent input and scholarship for many years," Tasaka continued. "He is a mentor to many of his colleagues and his students adore him. His impact on the campus will be felt for a long time."

Smith is looking forward to what retirement will bring him, but will miss the "camaraderie with my math friends as well as many other sweet and generous staffers all across this campus," he said. "I've so much loved the Valley community and being a part of making a difference here."



@sbvalleycollege

701 Mount Vernon Avenue, San Bernardino, CA 92410

TECH NEWS



"Tech News" is a quarterly newsletter that provides updates and information on various projects the Technology and Education Support Services departments are developing. If there are questions or you would like additional information please contact us. Thank you for taking the time to review our newsletter and we look forward to hearing from you.

- Luke Bixler, Chief Technology Officer

COURSE DOG

We are on User Acceptance Testing with faculty, department chairs and Office of Instruction with the scheduling portion of CourseDog. There are still outstanding issues that still need to be resolved both on the technical side as well as business process side. CourseDog will provide SBCCD a quote for changes both colleges want to the integration that would more closely mimic how the Office of Instruction normally operates. We are also in the midst of the facilities portion of CourseDog called CD Events. The project is on track and there are minimal issues.

- Administrative Applications & DE



GLBA RISK ASSESSMENT

We are working through our annual GLBA risk assessment for the district. This process entails the analysis of a number of hardware and software systems, the collection of information from a variety of business groups, and interviews with specific parties to ensure that all data related to systems they are responsible for has been collected correctly. This process will help identify any internal information security risks that need to be addressed for the sake of compliance, and will assist in prioritizing future information security initiatives.

- Security Services

TOOL ROOM TECHNOLOGY UPGRADE IN APPLIED TECHNOLOGY

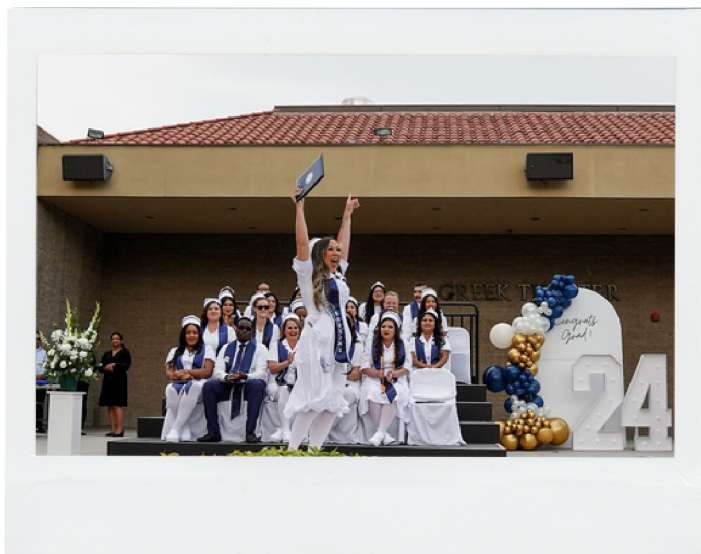
SBVC CTS, led by Technology Support Specialist II Kevin Moreno, is collaborating with the Applied Technology Tool Room to upgrade its Tool Database software and scanning equipment. This project aims to enhance the efficiency of tracking and distributing tools to students, transitioning from an outdated system to the latest technology. The upgrade will significantly benefit the department, streamlining operations and improving the overall management of tools.

- SBVC Technology Services

CORE SWITCHES

TESS is finalizing plans to replace our aging Core switches this summer. This upgrade will ensure our systems can handle current and future demands on our network efficiently. We will work with the campuses to schedule the cutover during off-peak hours to minimize downtime.

- DSO Technology Services



PRINT SHOP

One of the projects Print Shop staff printed in January was 1,000 San Bernardino Regional Emergency Training Center Calendars for the Emergency Training Center at CHC. The calendar was 18 pages, in colored ink and saddle stitched. We also printed 25, It's time to apply, lawn signs on corrugated plastic board for The Transfer Center at CHC. These were in colored ink and two sided. These were printed on our flatbed Mimaki printer. Another project we worked on was 1,000, 3" round stickers for Tutoring at CHC.

In February one of the projects we printed was 2,000 Career Technical Education booklets for Applied Technology at SBVC. These were 20 pages, the booklets were stapled and folded (saddle stitched) and printed in colored ink.

In March we printed 1,200 SBVC Foundation - 2022-2023 Annual Reports. They were 58 pages, two sided, colored ink and perfect bound.

In the months of January through March 2024, we completed 861 Quick copy job orders (black and white copier) 684,444 impressions, 435 color copier print job orders 380,034 impressions, 8 Oki Envelope Printer job orders 4,700 impressions and 73 wide format orders 6,974 total (stickers, posters, banners, back drops, yard signs, etc.,).

- PrintShop

STUDENT COMPUTER UPGRADE

The CHC Technology Services team will be deploying over 200 new computers during the summer for student use. These computers will be replacing older computers in several key areas across campus, including the campus library, Tutoring Center, and several classrooms.

- CHC Technology Services

PHYSICAL INVENTORY

As the base inventory management system is up and running. We will be working on building out a complete physical inventory for technology at the various district sites. This means that we will be collecting pertinent information from all of the hardware at 550, EDCT, ATTC, and KVCR. This process is likely to take a good little while, but we will begin building out the comprehensive technology inventory in the coming months.

- Security Services



AV TECHNOLOGY UPGRADE UNDERWAY IN LIB149

SBVC CTS is excited to announce an upgrade to the AV technology in LIB149, a space frequently used for hosting film viewings and guest speakers. The project is being led by Jonathan Flaa and enhances the heavily used area with a state-of-the-art 8000 lumens projector and other new features to significantly elevate the student experience, providing a more dynamic and engaging learning environment.

- SBVC Technology Services

CHART OF ACCOUNT CONVERSION PROJECT UPDATE

Our Chart of Accounts project continues to advance significantly. We're pleased to announce the successful completion of User Acceptance Testing (UAT), marking a pivotal milestone in our journey towards migrating from the current Oracle account strings to a modified version of the Financial 2000 chart of account string. Fortunately, we've encountered no major challenges or obstacles, and the project remains firmly on schedule.

In preparation for the impending Go Live phase, we're actively organizing training sessions to ensure users are well-prepared. These sessions will be conducted both in-person and via Zoom to accommodate varying preferences and ensure comprehensive coverage. Our aim is to provide all employees with the necessary support and guidance.

We'll continue to provide updates as we progress towards our scheduled implementation at the beginning of the fiscal year '25 on July 1, 2024. Stay tuned for further developments.

- Business Systems Administrator

WEBADVISOR TO SELF-SERVICE MIGRATION

Self-service went live in early February but wasn't used for mass registration until April 8. Since then students have been using Self-service to register for summer and fall 2024 classes. Reception to the new workflow and new interface has been positive with general consensus that it is easier to use and navigate than WebAdvisor. Faculty have also used it for add authorizations for late start spring 2024 classes as well. Faculty will still be using WebAdvisor to enter grades for spring 2024 classes through 6/7/24.

- Administrative Applications & DE

PASSWORD RESET

TESS will be enabling a feature on the Single Sign-On portal to provide Students, Faculty, and Staff a method to reset a forgotten password. This feature will require a Phone, or E-mail to be registered to receive a One Time Passcode (OTP) or challenge questions to be answered to confirm the identity. A "Forgot password" link will become available on the Portal login screen.

- DSO Technology Services

SOCAAS ONBOARDING

We have contracted with ThreatHunter.AI to provide us Security Operations Center as a Service support. They will be actively threat hunting and locating potential security issues. They will investigate and notify so that we can take action on the issues that are detected. We will be beginning the process of integrating their services in the coming months and this will entail the classification of alerts, the definition of guidelines for response, and playbooks to define the course of action in case of specific events.

- Security Services

CLASSROOM UPGRADES

The CHC Technology Services team has been updating projectors in classrooms. Several classrooms have already been updated with newer projectors. During the summer we will be updating 6 classrooms with new laser projectors. These new projectors will have lower maintenance costs and provide better image quality, color accuracy and brightness.

- CHC Technology Services

SBVC COMPUTER REFRESH PROJECT

SBVC CTS is excited to announce the Summer Computer Refresh Project, targeting several computer labs and laptop carts. The labs slated for upgrades include HLS231, GYM140, LIB109, NH117, and PS306. We will be equipping these spaces with Dell's newest All-in-One computer models and their latest Ultra CPU laptop models. The computers have been purchased, and the CTS team will soon start scheduling installation dates throughout the summer. This initiative reflects our commitment to providing top-tier technology for our students, ensuring an enhanced learning environment.

- SBVC Technology Services

ALTERNATE TEXT PRODUCTION CENTER

The ATPC grant serves the needs of students with print disabilities throughout the California Community College system by providing electronic and braille textbooks at no cost. We currently house over 39,000 textbooks that are available to all 118 colleges and serve approximately 7,000 requests per year. The products we supply include braille books, tactile graphics, large print, and electronic textbooks.

We are currently fulfilling requests for summer 2024 and fall 2024 semesters. Additionally, we are available to provide step by step guidance on placing requests, via Zoom. Please contact Marie Zaldivar, Interim Director, at mzaldivar@atpc.net for more information.

- Alternate Text Production Center



ORACLE 24B UPGRADE ANNOUNCEMENT

We're thrilled to share that the installation of the 24B upgrade is now complete, bringing with it a host of enhancements and new features. This upgrade is designed to optimize performance, functionality, and security across our systems, ensuring an even better service experience for you.

- Business Systems Administrator

SELF-GUIDED PLACEMENT

TESS is working with CHC student services in migrating the assessment from the current Laserfiche process to the OpenCCCApply application. To do this migration, we have to use new placement data that is based upon the new question set available in the CCCApply application. Also as part of this migration, a reprogramming of the process that uploads the assessment scores to Colleague is needed. Currently that process is based upon an old programming language and is a manual process for each college. Reprogramming it in Envision will allow a more automated process that can also be scheduled at regular intervals

- Administrative Applications & DE

GOOGLE WORKSPACE

TESS has acquired enhanced features and toolsets for the SBCCD Google tenant. These tools will allow us to better respond to security threats aimed at student e-mails.

- DSO Technology Services

SYSTEM SECURITY PLAN

We are in the process of developing a comprehensive system security plan. This plan will encompass all of the aspects of our information security with respect to the NIST framework and provide internal documentation as to the general security posture of our systems. There are multiple reasons for the development of this plan, one of the primary of which is to identify areas of improvement within our existing information security posture to allow for the identification and prioritization of future projects and initiatives in order to strengthen and improve the district.

- Security Services



Helpdesk and Canvas

The chart below shows the type of Help Desk tickets that are received by volume. Over the past 30 days, the Service Desk received 537 tickets excluding project requests. Also, there has been a steady increase in the overall usage of Canvas by both colleges.

