San Bernardino Community College District
Board Meeting
July 11, 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. **OATH OF OFFICE** ***(pg. 6)***
   A. Administer Oath of Office to New Trustee Area 7 (Dr. Cherina Betters)

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

IV. **CLARIFICATION**

V. **APPROVAL OF MINUTES** ***(pg. 7)***
   A. 06-13-2024
   B. 06-24-2024 Board Retreat (day 1)
   C. 06-25-2024 Board Retreat (day 2)

VI. **RECOGNITION/CELEBRATIONS** ***(pg. 24)***

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

B. Retirements

VII. **PROVISION APPOINTMENT TRUSTEE AREA 5 CANDIDATES INTERVIEW** ***(pg. 32)***

A. Carlos Aguilera

B. James Albert

C. Pam Montana

D. James Morris

E. Henry Nickel

F. Fatima Cristerna Sanchez

VIII. **ACTION AGENDA** ***(pg. 64)***

A. Provisional Appointment to Fill Vacancy in Trustee Area 5

B. Assignment of SBVC President to the Inland Adult Education Consortium Executive Committee

C. Board Policies for Final Approval

D. Replace Trustees on Board Advisory Committees

IX. **CONSENT AGENDA** ***(pg. 233)***

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. **Human Resources** ***(pg. 233)***

1. Adjunct and Substitute Academic Employees
2. Advancement in Rank
3. Appointment of District Employees
4. Appointment of Temporary Academic Employees
5. Classification Advancement for Academic Employees
6. Non-Instructional Pay
7. Payment of Stipends
8. Workplace Violence Prevention Plan

B. **Business & Fiscal Services** ***(pg. 304)***

1. Award RFP #2024-02 and Contract for Printing Services Department Solutions
2. Conference Requests
3. Contracts at or Above $114,500

4. Individual Memberships
5. Resolution #2024-07-11-FS-01 Approving Transfers of Appropriations for the 2024-25 Fiscal Year
6. Surplus Property and Authorize Private Sale or Disposal

C. **Facilities** ***(pg. 317)***

1. Amendment 01 to the Design-Build Agreement with Tilden-Coil Constructors, Inc. of Riverside, CA.
2. Appointment of Members to the Citizens Bond Oversight Committee
3. Award Bid #RFB-PMO 01-234 and Contract for Multi-Process Pipe Welding Systems
4. Master Services Agreements and Task Orders for Bond Construction
5. Resolution #2024-07-11-FP-01 Approving the Consent to Mortgage and Subordination Agreement for Parcel N

X. **REPORTS** ***(pg. 336)***

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** ***(pg. 340)***

A. Board Master Action Planning Calendar
B. Budget Revenue & Expenditure Summary
C. Construction Change Orders and Amendments - Bond Program
D. Contracts Below $114,500
E. General Fund Cash Flow Analysis
F. MOUs between SBCCD and the CSEA
G. Professional Expert Short-Term and Substitute Employees
H. Purchase Order Report
I. Resignations
J. 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: 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

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: Board Strategy Session
July 25, 2024, at 4:00 p.m.
SBCCD, Boardroom, 550 E. Hospitality Ln., Ste 200, San Bernardino, CA 92408

Supplemental Handouts (not part of the agenda)

CHC Report to the Board *(pg. 400)*

KVCR Report to the Board *(pg. 404)*

SBVC Report to the Board *(pg. 406)*

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 – June 13, 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 Macías Harrison, Trustee John Longville, Trustee Frank Reyes, Trustee Hadi Natour, CHC Student Trustee (advisory) Nelva 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 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.
Chair Hoston led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Rita Lopez
Danielle Graham
Cari Geiss
Kary Payumo
Rebecca Peterson
Gwen Dowdy Rodgers

III. CLARIFICATION

None

IV. OATH OF OFFICE

Chair Houston administered the Oath of Office to CHC Student Trustee Hadi Natour and SBVC Student Trustee Nelva Ruiz-Martinez

V. APPROVAL OF MINUTES

A. 04/25/24, 05/09/24, and 05/23/24

Motion: to approve the 04/25/24, 05/09/24, and 05/23/24 meeting minutes

Moved by Trustee Gonzales. Seconded by Trustee Longville.

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

Motion passed

VI. RECOGNITION/CELEBRATIONS

A. Recognition of Trustee Dr. Anne L. Viricel and Trustee Gloria Macias Harrison

Trustees Viricel and Macias Harrison have been instrumental in shaping the district's policies and advocating for

student success throughout their tenures.

Trustee Dr. Anne L. Viricel

- Concluding her service on the SBCCD governing board, where she has served since 2015.
- Has served the governing board as Chair, Vice Chair, and Clerk of the Board.

Trustee Gloria Macías Harrison

- Concluding her service on the SBCCD governing board, where she has served since 2012.
- Served as President of Crafton Hills College for 12 years, Vice President of Instruction for 6 years, and taught for 20 years at San Bernardino Valley College.
- Has served the governing board as Chair, Vice Chair, and Clerk of the Board.

We extend our heartfelt thanks to both Gloria Macías Harrison and Dr. Anne L. Viricel for their outstanding service and dedication to the San Bernardino Community College District. Their legacy of leadership and commitment to education will continue to inspire and guide us.

B. Applause Cards

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

VII. PROVISIONAL APPOINTMENT TRUSTEE AREA 7 CANDIDATES INTERVIEWS

Pursuant to Education Code 5091, on April 25,2024 the Board of Trustees voted and accepted the resignation of Trustee Dr. Anne L. Viricel effective June 30, 2024, and to fill the vacancy by a provisional appointment. The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Pursuant to Education Code 35178, A member of the governing board of a school district who has tendered a resignation with a deferred effective date pursuant to Section 5090 shall, until the effective date of the resignation, continue to have the right to exercise all powers of a member of the governing board, except that such member shall not have the right to vote for his or her successor in an action taken by the board to make a provisional appointment pursuant to Section 5091.

Trustee Dr. Anne L. Viricel was seated with the audience/public and did not participate.

A. Angela Brantley – Candidate withdrew their application
B. Amy Lillestrand
C. June Yamamoto
D. Cherina Octavia Betters
E. Edward Bonadiman – Candidate withdrew their application

VIII. ACTION AGENDA

A. Provisional Appointment to fill Vacancy in Trustee Area 7

Trustee Harrison nominated Candidate June Yamamoto.

Motion: to appoint the Provisional Appointment of June Yamamoto to fill vacancy in Trustee Area 7.

Moved by Truste Harrison. Seconded by Trustee Reyes.

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

Motion failed.

Trustee Williams nominated Candidate Cherina Octavia Betters.

Motion: to appoint the Provisional Appointment of Cherina Octavia Betters to fill vacancy in Trustee Area 7.

Moved by Trustee Williams. Seconded by Trustee Gonzales.

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

Motion passed

Trustee Dr. Anne L. Viricel regained her seat at the dais.

B. Election of Board Vice Chair

Trustee Williams nominated Trustee Gonzales

Motion: to appoint Trustee Gonzales as the Board Vice Chair.

Moved by Trustee Williams. Seconded by Trustee Reyes.

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

Motion passed

C. Board Policies for Final Approval

Motion: to approve board policies for final approval with the exception of Board Policy 2510 Participation in Local Decision-Making.

Moved by Trustee Harrison. Seconded by Trustee Longville.

Chancellor Rodriguez pulled Board Policy 2510 Participation in Local Decision-Making and it was tabled.

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

Motion passed

D. College and Career Access Pathways Partnership Agreement with San Bernardino City USD
Motion: to approve the College and Career Access Pathways Partnerships Agreement with San Bernardino City USD

Moved by Trustee Harrison. Seconded by Trustee Longville.

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

Motion passed

E. District Technology Master Plan (DTMP) 2023-2028
Motion: to approve the District Technology Master Plan (DTMP) 2023-2028

Moved by Trustee Gonzales. Seconded by Trustee Harrison.

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

Motion passed

F. 2024 District Support Operations Reorganization
Motion: to approve the 2024 District Support Operations Reorganization

Moved by Trustee Viricel. Seconded by Trustee Harrison.

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

Motion passed

G. Executive Leadership Salary Schedule
Motion: to approve the Executive Leadership Salary Schedule

Moved by Trustee Viricel. Seconded by Trustee Harrison.

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

Motion passed

H. Employment Contract for Chancellor

Motion: to approve the Employment Contract for the Chancellor

Moved by Trustee Harrison. Seconded by Trustee Williams.

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

Motion passed

I. FY 2024-25 Tentative Budget

Motion: to approve the FY 2024-25 Tentative Budget

Moved by Trustee Gonzales. Seconded by Trustee Reyes.

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

Motion passed

J. Resolution #2024-06-13-BOT-01 Regarding Compensation of the SBCCD Board of Trustees

Motion: to adopt Resolution #2024-06-13-BOT- 01 Regarding Compensation of the SBCCD Board of Trustees.

Moved by Trustee Longville. Seconded by Trustee Viricel.

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

Motion passed

K. Resolution #2024-06-13-CO01 Order of Election and the Specifications of the Election Order

Motion: to adopt Resolution #2024-06-13-CO01 Order of Election and the Specifications of the Election Order with the understanding if needed to add the seats up for election to be added at a later time.

Moved by Trustee Harrison. Seconded by Trustee Gonzales.

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

Motion passed

L. Resolution #2024-06-13-FS01 Regarding the Expenditure of Prop 30 Education Protection Account Funds

Motion: to adopt Resolution #2024-06-13-FS01 Regarding the Expenditure of Prop 30 Education Protection Account Funds

Moved by Trustee Gonzales. Seconded by Trustee Williams.

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

Motion passed

IX. CONSENT AGENDA

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. Classified Advancement for Academic Employees
   7. Employee Promotions
   8. Employee Contracts for Academic Classified Managers
   9. Employment Contracts for Executive Managers
   10. Management Job Descriptions
   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 #2024-06-13FS02 Approving the Gann Limit for Fiscal Year 2024-25
   8. Resolution #2024-06-13FS03 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications
   9. Resolution #2024-06-13BS01 through 04 and Signature Authorizations for the State of California
   10. Soul Source Suppliers for Fiscal Year 2024-25
   11. Surplus Property and Authorize Private Donation
   12. Surplus Property and Authorization for Private Sale or Disposal

D. Facilities
   1. 2026-2030 Five-Year Construction Plan
   2. Master Services Agreements and Task Orders for Bond Construction

Trustee Williams pulled item C.7. Resolution #2024-06-13FS02 Approving the Gann Limit for Fiscal Year 2024-25.

Motion: to approve the consent agenda with the exception of C.7. Resolution #2024-06-13FS02 Approving the Gann Limit for Fiscal Year 2024-25.

Moved by Trustee Longville. Seconded by Trustee Viricel.

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

Motion passed

Motion: to approve C.7. Resolution #2024-06-13FS02 Approving the Gann Limit for Fiscal Year 2024-25

Moved by Trustee Viricel. Seconded by Trustee Gonzales.

Discussion: Executive Vice Chancellor explained the purpose and definition of the Gann Limit.

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

Motion passed

X. REPORTS

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

A. Board Committee & Activity Reports
   1. Board Finance Committee (BFC) - Trustee Gonzales provided a brief report.
   2. Board Legislative Committee (BLC) – Trustee Reyes provided a brief report.
   3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – Trustee Gonzales provided a brief report.

B. Regional and State Reports
   1. Board of Governors (BOG) – Trustee Williams provided a brief report.
   2. Joint Powers Authority – Chair Houston provided a brief report.

C. Chancellor's Report – Chancellor Rodriguez provided a brief report.

D. Represented Groups
   1. Crafton Hills College Academic Senate. No report.
   2. Crafton Hills College Classified Senate – No report.
   3. Crafton Hills College Associated Students – No report.
   4. San Bernardino Valley College Academic Senate – No report.
   5. San Bernardino Valley College Classified Senate – No report.
   6. San Bernardino Valley College Associated Students – Vice President provided a brief report.
   7. CSEA – No report.
   8. CTA – No report.
   9. Police Officers Association – Officer James Quigley provided a written 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 brief report.

3. Executive Vice Chancellor – Jose Torres provided a brief report.
4. Vice Chancellor of Human Resources & Police Services – No report.
5. Vice Chancellor of Educational & Student Support Services – No report.

IX. INFORMATION ITEMS

A. Board Master Action Planning Calendar
B. 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

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: 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

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

XII. CONVENE CLOSED SESSION

The Board convened to closed session at 6:52 p.m.

XIII. RECONVENE PUBLIC MEETING

Chair Houston reconvened the public meeting at 7:54 p.m.

XIV. REPORT OF ACTION IN CLOSED SESSION

On June 13, 2024, in closed session, the Board took action to certify the dismissal hearing of a tenured faculty employee, identified as employee #23747, for submission to the Office of Administrative Hearings, pursuant to Education Code section 87678, and authorized the Chancellor or designee to carry out the appropriate steps thereto.
The roll call vote was as follows:
AYES: Harrison, Longville, Reyes, Williams, Viricel, Houston
NOES: none
ABSTENTION: none
ABSENT: Gonzales

XV. ADJOURNMENT

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

The chair adjourned the meeting at 7:54 p.m.

The Board of Trustees approved the June 13, 2024, minutes on July 11, 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 – June 24, 2024

Location: Sterling Natural Resource Center, 25318 5th Street, San Bernardino, CA 92410
Meeting materials: www.sbccd.edu/govenda

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

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Houston called the meeting to order at 8:30 a.m.
President Contreras led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

None

III. BOARD SELF-EVALUATION

The Board of Trustees conducted the electronic board self-evaluation. The results will be presented tomorrow.

IV. YEAR-END REVIEW OF STRATEGIC GOALS/GOALS FOR 2024-2025

Chancellor Rodriguez reviewed the Strategic Plan Progress Report Executive Summary 2024.

- 27,229 Annual Students Servies
- 22 cities and communities served
- 4,290 degrees and certificates awarded
- $11.2 million public and private grants received
- 322 academic programs offered
- $60,241,592 student financial aid offered

Executive Vice Chancellor Torres clarified the size categories of colleges. Less than 10,000 students is small size college, 10,000 – 20,000 students is a mid-size college, 20,000+ students is a large size college.

SBCCD's alignment with Vision 2030 (The California Community Colleges Chancellor's Office).

Chancellor Rodriguez reviewed the four SBCCD's goals, strategic directions, and key results.

Dual Enrollment Discussion: Trustee Williams asked the board to provide people from the community college side to sit on specific committees that support dual enrollment. He recommended prioritizing dual enrollment as a board. It was recommended dual enrollment be a Strategy Session topic.

Signed MOU with SB County and CSUSB Discussion: This could fall under all four goals, but it ultimately reduced the cost for students in terms of housing, food, access, etc. Trustee Harrison recommended this should fall under a different goal and not fiscal responsibility. Trustee Gonzales recommended this as more appropriately placed under Goal 1. Trustee Williams recommended this as more appropriately placed under Goal 3.

Challenges Discussion: Enrollment, apprenticeship programs, technology, budget.

Deferred maintenance: Discussion: the $5 million for deferred maintenance is for specific projects only. Once this money is spent on the specific projects, the budget for deferred maintenance is very trivial. Executive Vice Chancellor Torres commented that we are generating revenue.

$13.1 million – the district created a well round fundraising strategy. Change the word fundraising.

Apprenticeship program: Discussion: SBCCD has been working in the direction of increasing our apprenticeship programs. SBCCD has been awarded $100,000 by the State Chancellor's Office to manage apprenticeship programs. SBCCD has been awarded $1.8 million to support the expansion of apprenticeships program. Trustee Williams recommended we be clear of the industry sector behind the apprenticeship programs, what specific employers are, and their hiring rate. Vice Chancellor Ornelas commented that we are conducting a gap analysis.

Evening classes - creating programs for other nontraditional students: Discussion: Evening classes have increased because that is what the students requested. The campuses have started the conversation regarding offering weekend courses.

Discussion on 2024-2025 Goals: Maintain/codify the current goals, revise the action plan as needed to accomplish goals.

Motion: to continue with the current goals 1 – 4 through 2027.

Moved by Trustee Williams. Seconded by Trustee Harrison.

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

Motion passed

V. BOARD APPOINTMENT DISCUSSION AND TRAINING

Attorney Bill Diedrich presented and confirmed that trustees do not have to put their name on any kind of tally sheet.

1. Forced ranking –Commonly used for interviews for employees. Effective with a lengthy list.
2. Score Sheet – Each trustee gives a candidate a ranking of 1–10. The top two, highest vote getters will be voted on by trustees for appointment
3. Hybrid – Gives the opportunity to ask one more question to the top two candidates.

Trustee Longville recommended tallying up votes, and the one with the least points gets eliminated, etc.

Trustee Gonzales recommended the forced ranking option seems viable.

Trustee Houston recommended ranking 1-5 and at the end of that round, the worse scored candidate gets eliminated. Then rank again, and the worse score gets eliminated. Rank again, the worse score gets eliminated, etc. Until the final two. The motion will be conducted at the end. Attorney Diedrich recommended this and to have open discussion after each round. Lowest vote, eliminate bottom two first. "Considering the student trustee advisory vote, the two top candidates are…". Then the board will entertain a motion and open a "discussion on either candidate ___name and __name". 5 or more candidates, eliminate two at a

time. Attorney Diedrich to work with Trustee Houston on the script/operating agenda.

VI. BOARD FINANCE COMMITTEE

Trustee Gonzales presented the year in review for the Board Finance Committee. Trustee Williams recommended that BFC focuses on giving short updates on bonds and taxes to the affected/participating communities. Truste Williams requested a study on the public enterprise model. Arizona State president has agreed to be a resource for SBCCD. Trustee Houston recommended follow up and follow through with the Institute for the Future training. Trustee Houston recommended promoting future-ready and how to promote that and get that information out. How does SBCCD rating compare to the state's rating.

VII. LUNCH AND LEGISLATIVE CONVERSATIONS

A. JPA Regional Fire Training Center – Trustee Houston presented. Serving over 3050 personnel from over 75 airports since 2018. Serving locally, nationally, and internationally. Types of training; 40 hours, classroom and hands on, FAA recognized. Recurring training: annual burns, Canada Part 343. Trustee Longville commented that the training adds substantial total value to the airport. SBCCD generates $0 but is a resource. It cannot be Pro Board Certified due to outdated equipment/facilities. CHC is represented on the board. All training, teaching, facilities, etc. must be located at an airport. Trustee Williams asked for an outline of funding opportunity for SBCCD. Trustee Houston commented that if we don't upgrade our facilities/equipment we have the potential to lose the training center in its entirety within five years. Trustee Williams requested what SBCCD's current investment, hard dollars, as being part of this JPA. In addition, how are our students benefiting from the JPA. Trustee Houston clarified the green dollars include in-kind support/contributions. Trustee Williams requested the revenue opportunity to benefit our students. Trustee Houston recommended the facility is under utilized by SBCCD, example is FAA certified drone training. Chancellor Rodriguez commented that SBVC will be imploring a partnership to produce internships. Trustee Reyes requested a meeting with Mike Burrows, San Bernardino International Airport, Chancellor Rodriguez, and Trustee Houston regarding renewing the lease and other opportunities. Trustee Williams recommended including the conversation of funding opportunities. The ask is for $10 million with funding that originally would go to the Del Rosa building and the repayment of the JPA loan to SBCCD. Any funding from FAA will go to the airport authority and not the JPA and not directly to SBCCD.

VIII. WORKPLACE VIOLENCE PLAN CONVERSATION

Vice Chancellor Hannon and Director Tiffany Guerero presented. The Workplace Violence Plan is mandated by the state for employers of 50 employees or more. All SBCCD employees, including managers, will have training and instruction on general and job-specific WV practices. These sessions could involve presentations, discussions, and practical exercises. The communication system is designed to facilitate a continuous flow of WV prevention information between management and employees in a form that is readily understandable by all employees.

- New employee orientation will include WV prevention policies and procedures.
- WV prevention training programs.
- Regularly scheduled meetings and/or SBCCD-wide communications that address security issues and potential WV hazards.
- Effective communication between employees and managers about WV prevention and violence concerns. This will be accomplished through management training to incorporate violence concerns into regular employee counseling sessions.
- Posted and/or distributed WV prevention information will be available.
- Employees may report WV incidents, hazards, or concerns through the methods outlined in the "REPORTING" section of the WVPP. They may do so anonymously if they choose, and they may do so without fear of reprisal.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated promptly. They will be informed of the results of the investigation and any corrective action(s) to be taken.
- Employees involved in an incident will be notified via SBCCD email with a summary of the results of the investigation and any corrective action(s) taken. They will also be informed how they can obtain a copy of the completed LOG. When appropriate, the Program Administrator or their Designee will meet with specific groups of employees or departments to debrief an incident.

HR is anticipating an influx of complaints and is allocating appropriate staffing, but additional assistance may be required. The Workplace Violence Plan will be going for board approval in July. The board agreed that no further presentation at the July board meeting is required.

IX. GENERATIONS IN THE WORKPLACE AND IN THE CLASSROOM

Vice Chancellor Hannon presented. The medium student age is Gen Z. The medium classified professional average age is Millennials. The medium managers and faculty are Generation X. The medium executive team is Gen X. The medium trustees average age is Baby Boomers.

Group activity #1 – The Power of Communication
Group activity #2 – Lessons in Language
Group activity #3 – The Slang Game

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

A. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1)
Number of cases: 1

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

XII. CONVENE CLOSED SESSION

The Board convened to closed session at 3:40 p.m.

XIII. RECONVENE PUBLIC MEETING

Chair Houston reconvened the public meeting at 4:37 p.m.

XIV. REPORT OF ACTION IN CLOSED SESSION

None

XV. ADJOURNMENT

The next meeting of the Board: Two-Day Board Retreat
June 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

The chair adjourned the meeting at 4:37 p.m.

The Board of Trustees approved the June 24, 2024, minutes on July 11, 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 – June 25, 2024

Location: Sterling Natural Resource Center, 25318 5th Street, San Bernardino, CA 92410
Meeting materials: www.sbccd.edu/govenda

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

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Houston called the meeting to order at 8:30 a.m.
Trustee Gonzales led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

None

III. BOARD SELF-EVALUATION RESULTS

The consultants (Mitch Hoovey and Dick Bray) reviewed the board self-evaluation results.

Section 1: Board of Trustees Meetings: All ratings were "All/Most of the Time" or "Often"

- We need to continue to improve how constituent groups like Academic Senate report to the agenda items. Trustee Williams commented that the Senate reports seem to focus on events. Example is curriculum and if they matriculate to both campuses. He recommends it in relation to the Strategic Plan.
- We too frequently over discuss items
- Moving regular reports to the 3-minute time constraint has been instrumental to more efficient meetings.
- I generally receive the agenda and supporting materials with plenty of time, although occasionally things make it into Govenda a little closer to the meeting
- "All"? I rely on other board members' expertise in some areas.

Section 2: Board of Trustees/Community Relations

- I'm not aware of any issues in the past year where the board committed to a position prematurely
- We can do a better job at increasing public engagement in hearings and advisory committees. Outside of the Bond Oversight Committee, I'm not sure what other committees there are and we seldom have input during public hearings.
- We do a really good job with governmental leaders but I am not clear on who is community leaders the Board and the District is targeting for dialogue.
- We could do more to lift student voices to better understand what students interest and needs are and what will best contribute to their growth. We need to understand what will bring more students back to campus.

- I absolutely trust the other trustees

Section 3: Board of Trustees Qualities

- Every once in a while, there may be professional disagreement between trustees, but it is resolved
- I am not aware of any breaches of confidential information by trustees

Section 4: Board of Trustees Development

- It is not clear if Board members have knowledge about the evolving landscape or current education offerings.
- At least for me, most of the current information I learn is at conferences
- The Board does attend conferences and workshops however the implementation of the learning is not clear as it related to new programs and the strengthen of current ones
- The universe of info is too large to read most of it

Section 5: Board of Trustees Policy Development

- The staff and Board Policy committee are more active and the policy manuals are not accessible on the web. We need to make sure all of the board policy links are current and or go to a page that says under-development.
- We have an excellent Board Policy and Procedures ad hoc committee
- There's a whole annual review schedule

Section 6: Board of Trustees/Chancellor Relations – all ratings were "All/Most of the Time" or "Often"

Section 7: District Goal Setting and Strategic Planning

- Everything is actually aligned with the Strategic Plan
- It is part of the agenda but we seldom ask questions

Focus Areas

#19 The Board keeps informed by seeking and reading current news and literature.
Trustee Williams recommended reading *Trusteeship*
Trustee Houston recommended reporting out after attending a conference
Trustee Williams recommended each trustee write an annual report on a specific topic.
Trustee Houston recommended updating the question to include new media type (including younger generations)

#26 The Board provides for periodic policy review and revision when laws, court rulings, or circumstances change.

Looking Forward

- As evidence by the self-evaluation completed but the BOT and the 2022-2027 Strategic Plan Progress Report, great progress and forward movement continues to be made by SBCCD Board and Leadership Team for the 2023-24 school year.
- The Board, Chancelor, and Leadership Team should be proud of the team they have become and what they have accomplished together.
- Tips for Trustees and the Leadership Team, you are in this for the long haul; it's a marathon, not a sprint. Stay strategic and focused.
- Using the results from today's self-evaluation report, continue to focus on where the Board wants to be 3-5 years from now, and keep at the forefront of the aspirations of the Boad.
- Let's not forget; the bottom line is meeting the learning needs of your students.

Future Request for Board Sel-Evaluation: Chancellor Rodriguez recommended no need to have a separate PowerPoint. Trustee Williams recommended the Board Executive Committee review the results development summary portion instead of staff executive leadership. Trustee Williams recommended the Board of Trustees take the self-evaluation prior to the board retreat. Create a process that includes BEC to review results/summary. The presentation identified sections and the full report does not list sections. Trustee Williams requested a footnote on the results as to why only six trustees completed the evaluation.

Chancellor Rodriguez recommended, and the Board agreed to the following process:

The Board self-evaluation link to be sent at the beginning of May each year, with a deadline of completion of one week. Allowing the opportunity to review the results with the Board Executive Committee and the consultants. As we are putting together the agenda, they decide if they want to have a discussion based on the full report or just the highlights. Agendize the review on the first day, in the morning of the retreat.

Chancellor Rodriguez suggested Strategy Session topics (Chancellor to provide a list of topics to BEC for review):

Dual enrollment
How do we share the classroom, where are we going?
Local leadership (no clear direction with local leadership)

Trustee Williams suggested continuing K-12 community college conversations (table topics). Informal meet in greet, board to board. Trustee Houston suggested identify the networks that exist (SBC School Boards Association that has a community college representative. Trustee Houston to inquire if the community college seat is vacant). Possibly create a map. (faith based, first responders, public health, mental health, public sector, etc.).

IV. GROUP ACTIVITY AND LESSONS LEARNED

Vice Chancellor Hannon instructed the activity to gather in generational cohort groups to present something to SBCCD's future students.

V. SIMILARITIES WITHIN THE WORKPLACE

Vice Chancellor Hannon introduced guest speaker, Dr. Judy White. Dr. Judy White presented and facilitated group activities.

Lunch and legislative conversation.
Trustee Reyes and Associate Vice Chancellor Rodriguez provided the year in review for the Board Legislative Committee.

- Support FAFSA Simplification and Expansion of Pell Grants
- Expand and simplify the State's financial aid system
- Explore new local fundings to enhance affordability and access for textbooks, career training, and higher education programs.

SBCCC is tracking legislation related to college affordability:

- Support AB 1885 (Addis)
- Support AB 2500 (M. Fong)
- Support AB 3015 (Ramos)

State Budget proposal and financial aid:

- Implements a modified Cal Grant Reform
- Allocates $20 million from Prop 98 General Fund to help community college financial aid offices

Expand access to CalFresh Food Assistance, SBCCD's CalFresh partnership is becoming a national model.

Related Legislation:

- Support AB 2033 (Reyes)
- Oppose AB 1818 (Jackson)

Other bills being tracked:

- Support SB 895 (Roth)

- Concerns: SB 1321 (Wahab)

Upcoming:

- SBCCD Partnership with the California Air Resources Board, SBCCD and CARB mou signing.
- New job training facility at SBCCD opening in 2028. Groundbreaking July 26, 2024, 9:30 – 11:00 a.m.

Trustee Williams recommended setting ZTC as a priority. The CA Endowment has the largest PRI funds in SBCCD area.

VI. LESSONS LEARNED/SET CONFERENCE AND TRAINING CALENDAR 2024-25

Chancellor Rodriguez presented the 2024/25 Conferences and Trainings. Trustee Williams recommended that the Board Finance Committee, Strategic Planning, Human Resources (structure, processes, governance) is an example of what should be a workshop/conference proposal. The information Dr. White presented would be of interest. Othering and Belonging Institute is another area of interest. Trustee Williams would like to work with the Institute for the Future, National Board Certification, interest in housing, UCS Real Estate Development Certificate program, anything around the Inflation Reduction Act, city managers present to the board, enterprise model opportunity (CSUSB has a corporation), CA Forward Economic Summit. Trustee Williams recommended other facility tours like the TN and UT tour that SBCCD conducted.

Trustee Houston commented, the voting opportunity allowed at ACCT 2022 conference included approving a revision to their bylaws that a trustee cannot be elected within a governance role in the organization if they have not attended at least two of their national conferences.

Trustees' expertise areas, this will also allow us conferences to attend and be presenters at.

X. ADJOURNMENT

The next meeting of the Board: Board Business Meeting
July 11, 2024, at 4:00 p.m.
San Bernardino Community College District
Boardroom
550 E. Hospitality Ln., Ste 200
San Bernardino, CA 92408

The chair adjourned the meeting at 1:53 p.m.

The Board of Trustees approved the June 25, 2024, minutes on July 11, 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: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. 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: July 11, 2024

SUBJECT: Caring Hands Applause Cards

RECOMMENDATION

This item is for information only.

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.

Caring Hands Applause Cards

Presented for Information July 11, 2024

Manny Villegas

Crafton Hills College
Financial Aid

“You're awesome! Thanks for all of your help testing website stuff!!”

Recognized by:
John Windham

James Grabow

Crafton Hills College
Counseling

“I commend Mr. James Grabow to helping me with my degree planner and also guiding me with the best options I can do with my coarse plan. He explained it well and reassured me that I'm on the right track.”

Recognized by:
Estella Maree Realino

Mark Cyr

Crafton Hills College
Police Dept

“Mark went above and beyond at CHC to assist a subject in need of help reunite with his family who had been searching for him for several days.”

Recognized by:
Blake Bonnet

Dione Nevins

Crafton Hills College
Police Dept

“Dione went above and beyond at CHC to assist a subject in need of help reunite with his family who had been searching for him for several days.”

Recognized by:
Blake Bonnet

Caring Hands Applause Cards

Presented for Information July 11, 2024

Christie Firtha

Crafton Hills College
English 101

“Dear Crafton Hills College,

I am writing to commend Dr. Christie Firtha, who taught my English 101 online class. Her exceptional dedication significantly impacted my learning experience.
I strongly believe Dr. Firtha deserves recognition for her outstanding contributions to her students.”

Recognized by:
Vanessa Vincent #2255173

Vanessa Vincent

Crafton Hills College
English 101

“Dear Crafton Hills College,

I am writing to commend Dr. Christie Firtha, who taught my English 101 online class. Her exceptional dedication significantly impacted my learning experience.
I strongly believe Dr. Firtha deserves recognition for her outstanding contributions to her students.”

Recognized by:
Vanessa Vincent #2255173

Carrie Audet

Crafton Hills College
Institutional Advancement

“Thank you for all of your help in putting together a fantastic Classified Professionals Week.”

Recognized by:
CHC Classified Senate

Demian Brunty

Crafton Hills College
Maintenance & Operations

“Thank you for organizing a fantastic tour during Classified Professionals Week!”

Recognized by:
CHC Classified Senate

Paige Dulay-Vega

Crafton Hills College
Fire Tech

“Thank you so much for leading a great workshop during Classified Professionals Week.”

Recognized by:
CHC Classified Senate

Craig Eilander

Crafton Hills College
EMS

“Thank you for helping with a fantastic tour during Classified Professionals Week!”

Recognized by:
CHC Classified Senate

Caring Hands Applause Cards

Presented for Information July 11, 2024

Laurie Green

Crafton Hills College
EMS

"Thank you for helping with a fantastic tour during Classified Professionals Week!"

Recognized by:
CHC Classified Senate

Michelle Riggs

Crafton Hills College
Institutional Advancement

"Thank you so much for organizing a great Classified Appreciation lunch, and for all of your support to the CHC Classified Senate."

Recognized by:
CHC Classified Senate

Cyndie St. Jean

Crafton Hills College
President's Office

"Thank you for helping organize a fantastic Classified Appreciation lunch."

Recognized by:
CHC Classified Senate

Amanda Ward

Crafton Hills College
EMS

"Thank you for helping with a fantastic tour during Classified Professionals Week!"

Recognized by:
CHC Classified Senate

Carrie Audet

Crafton Hills College
Foundation

"Thank you for your clever and creative nominations awards!"

Recognized by:
Head Cheerleader

Noemi Elizalde

District Support Operations
Fiscal Services

"Thank you Noemi for going above and beyond. We appreciate your support and professionalism. You are absolutely great to work with."

Recognized by:
Shari Blackwell

Caring Hands Applause Cards

Presented for Information July 11, 2024

Joe Ho

District Support Operations
Computing Services

“Thank you for helping lead a great workshop during our Classified Professionals Week.”

Recognized by:
CHC Classified Senate

Dacia Melendez

District Support Operations
Technology & Educational Support Services

“Dacia, Thank you so much for your assistance with Professor Gillette's email account.”

Recognized by:
Brittany Sysawang Nair

Yash Patel

District Support Operations
Energy and Sustainability

“Thank you for organizing a fantastic tour during Classified Professionals Week!”

Recognized by:
CHC Classified Senate

Roger Robles

District Support Operations
Technology & Educational Support Services

“Roger, Thank you so much for your assistant with our Fire Technology Instructor's account. He was able to log on successfully.”

Recognized by:
Brittany Sysawang Nair

Yvette Tram

District Support Operations
Computing Services

“Thank you for leading a great workshop during our Classified Professionals Week.”

Recognized by:
CHC Classified Senate

DyAnn Walter

District Support Operations
District Computing Services

“DyAnn, Thank you for always being helpful, we appreciate your assistance with your research for Gillette's courses.”

Recognized by:
Brittany Sysawang Nair

Caring Hands Applause Cards

Presented for Information July 11, 2024

Erick Zambrano

District Support Operations
Marketing, Public Affairs and Government Relations

"Thank you for all of the support and help you provide to our department. It is very much appreciated."

Recognized by:
Erika Menge

Anthony Castro

San Bernardino Valley College
Math

"Thank you for being ahead of the game with AB 1705, I appreciate all of your hard work."

Recognized by:
Andrea Hecht

Jonathan Flaa

San Bernardino Valley College
Campus Technology Services

"Jonathan has been an incredible help to me handling every problem with a great attitude and plenty of patience. Thank You Jonathan!"

Recognized by:
Kristina Elpel

Ernest Guillen

San Bernardino Valley College
Library

"Thank you for a great workshop during our Classified Professionals Week."

Recognized by:
CHC Classified Senate

Gloria Hernandez

San Bernardino Valley College
Facilities

"Thank you for all of your support and help for events we have at SBVC."

Recognized by:
Erika Menge

Jeff Huynh

San Bernardino Valley College
CTC/IT

"Thank you so much for all of your help and technical assistance to ensure that our Pre-Bid Conference ran smoothly."

Recognized by:
Erika Menge

Caring Hands Applause Cards

Presented for Information July 11, 2024

Gloria Kracher

San Bernardino Valley College
Custodial/Facilities

"Thank you so much for your all of your support and help when we have events at SBVC, You provide outstanding service."

Recognized by:
Erika Menge

Dr. Craig Luke

San Bernardino Valley College
Counseling/First Year Experience (FYE)

"Dr. Luke is my counselor. I met with him for a graduation check and he informed me that I was only missing an ethnic studies class in order to graduate. He worked with me and Professor Gomez to enroll me in a qualifying class this summer. I am grateful for all of his help and communication."

Recognized by:
Jessica Quinonez Barboza

Dr. Craig Luke

San Bernardino Valley College
Counseling/Liberal Arts

"Dr. Luke has been both a great mentor and friend to me as well as my family. He has given myself and my siblings much professional and personal guidance, especially in pursuing further education. Dr. Luke's advice and knowledge has helped me grow as a student and person and to pursue med school."

Recognized by:
Brian Tran

Dr. Craig Luke

San Bernardino Valley College
Counseling, First Year Experience Counselor

"Thank you Dr.Luke for your extended help getting me all registered and answering all me and my moms questions regarding my journey at Valley College. You were so helpful."

Recognized by:
Brandon Freeny and Mother

Sergio Zazueta

San Bernardino Valley College
Facilities

"Thank you for all of your help and support. It has been a pleasure working with you. Welcome to the team!"

Recognized by:
Erika Menge

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: July 11, 2024

SUBJECT: Retirement Recognition

RECOMMENDATION

This item is for information only.

OVERVIEW

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

Akers, Elaine, Coordinator, Health Services, SBVC
After 20 years of academic contract service with the District, Elaine has submitted a letter of intent to retire, effective December 31, 2024. Elaine began her employment with SBCCD as a Health Services Coordinator, a position she held for the entirety of her professional career.

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

CANDIDATE APPLICATION AND INFORMATION SHEET

PAGE 1 OF 4

Full Legal Name:	Carlos Alan Aguilera
Address:	24396 Altdorf Drive
City, State, Zip:	Crestline, CA, 92325
Phone:	909-528-0689
Email:	agui192@usc.edu
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 am confident that my extensive experience in government, policy making, and budgetary processes will allow me to excel on the Board of Trustees of the San Bernardino Community College District. As a first-generation college student and young Latino from California's Inland Empire, I have over a decade of experience in government, policy, and decision making. I have been actively engaged in shaping policies and laws to help underrepresented and marginalized communities. My passion for public service led me to work in state government in various roles. I was given the opportunity and distinct honor of becoming part of the California Capital Fellows Program. As an Executive Fellow in Sacramento, I got a better insight into how governments operate under limited resources to develop budgets and provide community services to residents. I quickly learned how to communicate with leadership across departments, agencies, and the Legislature. I helped develop the agency's policies through research and stakeholder workshops while learning the importance of policy analysis. In collaboration with stakeholders, we summarized data and identified effective solutions to make recommendations to executive management. Additionally, I continued my education by pursuing a Master of Public Administration from the University of Southern California. After graduate school, I worked for the Governor's Office of Finance (DOF) where I examined legislation and evaluated the fiscal impacts on the state. Within my capacity, I represented the Administration before legislative committees on proposed budgets within my assigned policy area. My experience as a public servant taught me the importance of good governance, appropriate resource allocation, and fiscal responsibility while carrying out policy priorities. Within my capacity, I gained a strong understanding of the challenging budget making process. Due to the Pandemic, we had to adapt the budget priorities to carry out programmatic needs. Part of my role was also to analyze and advance policies to ensure childcare was accessible for California's families, specifically managing $1 billion in federal funding to help with COVID-19 recovery. Within my capacity at DOF, I gained a strong understanding of the challenging budget making process. I met with state departments and agencies to decide how to balance costs while maximizing public goods within the limitations of the government's resources. I also consulted with local and various stakeholders to develop comprehensive recommendations on complex policy issues. In my role, I tracked different bill proposals at the state level. I reviewed proposals from the Senate and Assembly and worked with legislative staff to clarify questions and concerns. My work culminated in drafting recommendations for the Director of Finance and legislative/bill language. I helped write legislation including budget bills and trailer bills to codify into statute. Additionally, I briefed legislators and committee consultants on the Governor's Budget and attended budget and policy hearings. I prepared written documents to communicate information effectively and represented the Governor's Administration before Senate and Assembly committees on proposed policy implementation. I testified before the Assembly Committee on Appropriations and the Assembly Committee on Human Services during the 2020 and 2021 budget cycles and responded to questions from legislators.

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

Yes, I have been actively involved in several academic and professional roles. I am currently a Public Policy Professor at the University of Redlands. In this role, I am engaged with efforts to expand the Master of Public Administration program to reach more students and better serve the local community. I have been involved in curriculum development, outreach initiatives, and partnerships with local government agencies to enhance the program's impact and relevance. Additionally, as a graduate student instructor at Howard University, I mentored and guided undergraduate students through various courses in political science. This role has allowed me to develop and deliver engaging course content, provide academic support, and help students navigate their academic and career aspirations. As a representative on the Graduate Student Council, I advocate for the needs and concerns of graduate students, working to improve resources, support, and opportunities available to them. I am also still involved with my alma mater, San Diego State University, as a mentor in the Aztec Mentorship Program. In this capacity, I provide guidance to current students on academic and professional development, drawing from my own experiences to support their growth. Recently, I participated in a career panel for undecided/undeclared students, offering insights and advice on potential career paths and the importance of finding one's passion. These roles and activities reflect my commitment to academia, mentorship, and community engagement, and they provide me with numerous opportunities to contribute to the academic and professional development of students and colleagues.

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.

As the current Director of Civic Engagement at the California Primary Care Association, I develop, oversee, and carry out internal and external policies and strategies for increasing voter turnout in underrepresented communities. I implement the strategic plan for the My Vote, My Health initiative to educate underrepresented communities on civic engagement and election information. Under the My Vote My Health initiative, our team aims to engage communities of color, and poor and working-class communities in the voting process to advance an electorate that represents all of California. In leading a statewide project, I develop and execute campaign tactical plans that exercise and leverage coalition and grassroots power. I continuously foster relationships with regional and statewide stakeholders to design voter programs and expand engagement efforts in low-income communities of color. As the lead contract administrator, I manage reporting on statewide grants, budgets, and contract proposals with community organizations. I supervise and mentor regional staff working on the ground with community partners. My role also includes partnership development in working with our funders and foundations to ensure accurate grant management. As a policy expert, I also evaluate and apply national and state policy efforts to increase voter engagement during the 2024

election cycle. In collaboration with our Director of Communications, I also work on communications related to policy and strategy initiatives, including presentations, online material, social media, press conferences, and external affairs. Also, I worked for the California Secretary of State's Office (SOS) where I advised agency management in organizational strategy and the application of governmental rules and regulations. In collaboration with stakeholders, we summarized data and identified effective solutions to make recommendations to executive management. I also made recommendations to management on supervision and mentorship best practices to improve team morale. Within my capacity, I conducted classification and organizational analyses to make recommendations regarding appropriate allocations. I also advise management relating to operating procedures and assist in the development of policies. My responsibilities included advising management recruitment and selection, best personnel management practices, ensuring civil services laws, regulations, and departmental policy were adhered to, and the application of provisions of bargaining unit contracts. I performed complex research assignments and compiled information to provide written and verbal recommendations and programmatic resolutions to management and staff. At the Secretary of State's Office, I helped create the organizational and governance structure for multiple divisions throughout the agency.

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

As a son of working-class immigrants, I am passionate about improving the quality of life in the Inland Empire. I grew up in the region and attended Crafton Hills Community College. I am a strong believer in the government's role in serving the public good. I have a decade of government experience serving diverse communities while promoting inclusive programs and policies. Working in government at the federal, state, and local levels has equipped me with strong skills in communication, organization, presentation, and working under pressure. My extensive experience in policy and government aligns with the mission of community colleges to provide accessible and equitable education opportunities. For my entire life, I have witnessed the SBCCD region struggle economically due to major employers leaving the region in the 1990s. My dream is to see the region thrive by educating residents and providing quality career opportunities. Community colleges are at the center of creating a strong economic ecosystem in the area. SBCCD will need to establish effective policies to meet students' needs and service our local community. Also, as a resident of the San Bernardino Mountain communities, I bring a unique perspective to how SBCCD can serve all of Area 5. It is especially important to engage students from the mountain communities. Not all community members see the value in education, and we need to create systems that fit our region's economic needs and educate the next generation of workers.

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 to all individuals, particularly those from underrepresented and disadvantaged backgrounds. Community colleges play a crucial role in offering vocational training, associate degrees, transfer opportunities to four-year institutions, and continuing education programs to meet the diverse needs of the community. As a university professor, I see the value of community college as part of the education pipeline to prepare students for 4-year universities. Community colleges are a more affordable and accessible option for low income and non-traditional students. It is an important steppingstone for those who wish to transfer to a 4-year university and essential for the California Master Plan for Higher Education. Additionally, community colleges are becoming the ideal institution for workforce development. Not all careers require a bachelor's degree and community colleges are a great space to gain technical skills. Community colleges can be more responsive and flexible to meet our region's workforce needs. Community colleges also serve a larger share of nontraditional students and are at the forefront of advancing education equity.

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

The Board's role in fulfilling the purpose of community colleges is to provide governance, oversight, and strategic direction. The Board ensures that the college's policies, programs, and initiatives align with its mission to serve the community. This includes approving budgets, setting educational standards, and advocating for resources and policies that support the college's goals. As the governing body for the community college district, the Board is responsible for establishing policies that allow students to succeed and serve the region. The community colleges cannot fulfil their purpose if the Board does not create a productive environment for students to learn and employees to do their jobs.

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

The Board's role is to provide governance and oversight, while the chancellor's role is to manage the day-to-day operations of the college. The Board sets policies and strategic direction, whereas the chancellor implements these policies and manages the administrative functions, faculty, and staff to ensure the effective operation of the college. The Governing Board of Trustees functions as a goal setting, policy-making, and evaluating body. The Board has complete jurisdiction over the district, its programs, employees, pupils, building sites, and equipment. On the other hand, the Chancellor is an employee of the community college district and focuses on implementing and putting into action the goals established by the Board. The Board and Chancellor work in conjunction to serve the

community college district and students. The Board is tasked with developing and approving policies that govern the district's operations. These policies cover a wide range of areas, including academic programs, financial management, human resources, and campus safety. The Board ensures that these policies are aligned with the district's mission and strategic goals. The Chancellor is responsible for implementing these policies. This involves developing procedures and processes to operationalize Board policies, ensuring that faculty, staff, and administrators adhere to them, and adjusting as needed to improve effectiveness. Further, the Board provides oversight and accountability by monitoring the district's performance and holding the Chancellor accountable for achieving the district's goals. This includes reviewing financial reports, academic performance data, and other key indicators to ensure that the district is on track. The Chancellor reports to the Board and provides regular updates on the district's progress. The Chancellor is also responsible for addressing any issues or challenges that arise and for making recommendations to the Board on matters requiring their attention. Similarly, the Board members serve as representatives of the community and are responsible for maintaining strong relationships with stakeholders, including students, parents, community organizations, and government officials. They advocate for the district at the local, state, and national levels. The Chancellor also plays a critical role in community relations. As the face of the district, the Chancellor engages with community leaders, businesses, and organizations to build partnerships and support for the district. The Chancellor advocates for the district's needs and promotes its achievements. While the Board and Chancellor have distinct roles, their relationship is collaborative. They work together to ensure that the district's goals are met and that students receive a high-quality education. This collaboration involves regular communication, joint problem-solving, and mutual respect. The Board relies on the Chancellor's expertise and recommendations to make informed decisions, while the Chancellor relies on the Board's guidance and support to lead the district effectively. Conclusively, the Board's role is to provide governance, set policies, and ensure accountability, while the Chancellor's role is to manage the daily operations, implement Board policies, and lead the district in achieving its strategic goals. Together, they form a dynamic partnership that is essential for the success and effectiveness of the community college district.

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 collaborative and based on mutual respect and open communication. Board members should provide support and guidance to the administration while respecting the chancellor's authority to manage daily operations. This partnership ensures that the college can effectively address concerns and work towards common goals. It is crucial for the Board members and administration to have a positive working relationship where different authority levels are respected and both groups can effectively do their job. When

handling concerns, it is important to identify which party has the authority and should take leadership on the issue. The Board and administration are responsible for holding each other accountable for the benefit of the community college district. The foundation of the relationship between board members and the administration should be a collaborative partnership. This involves regular and transparent communication, where both parties share information, discuss strategies, and work together to solve problems and make informed decisions. Board members should actively seek input from the administration on key issues, leveraging their expertise and insights to guide policy-making and strategic planning. Conversely, the administration should keep the board informed about operational developments, challenges, and successes to ensure alignment and mutual understanding. It is essential for both board members and the administration to clearly understand and respect their distinct roles and responsibilities. Respecting these boundaries helps prevent micromanagement and allows each party to focus on their core functions. Board members should provide strategic direction and oversight without interfering in operational details, while the administration should execute board policies and manage campus affairs effectively. Open and transparent communication is also key to a healthy relationship between the board and the administration. Regular meetings, reports, and updates help keep everyone informed and engaged. This includes sharing both successes and challenges openly and fostering a culture of trust and collaboration. Establishing clear communication channels and protocols ensures that information flows smoothly between the board and the administration. This can include scheduled briefings, written reports, and open forums for discussion. Working towards a shared vision and common goals is essential for the success of the district. The board and administration should collaboratively develop and refine the district's strategic plan, ensuring that it aligns with the needs and aspirations of the community. By focusing on shared objectives, both parties can work synergistically to enhance educational quality, student success, and community impact. Also, when conflicts or disagreements arise, it is important to have a structured approach to resolution. This includes establishing protocols for addressing concerns, engaging in respectful dialogue, and seeking common ground. By addressing conflicts promptly and constructively, the board and administration can maintain a positive working relationship and prevent issues from escalating.

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

I am dedicated to making sure the SBCCD serves our students and helps uplift the region. I grew up in the district and chose to move back to the Inland Empire because I am committed to seeing the region thrive. San Bernardino Valley College and Crafton Hills College will play an essential role in educating residents to meet our area's economic needs. I chose to obtain a Doctorate to better serve my community and have the ability to mentor the next generation of leaders. I see the need for students to receive quality education that is connected to real-world applications. My commitment to SBCCD extends beyond my personal and professional aspirations; it is deeply rooted in my belief in the transformative power of education. Having experienced firsthand the impact of community colleges, I am passionate about contributing to their mission and ensuring they continue to be a beacon of hope and opportunity for all students. Mentoring students is a cornerstone of my commitment. I dedicate time to guiding students through their academic and career journeys, helping them navigate challenges and achieve their goals. By sharing my experiences and insights, I aim to inspire and empower the next generation of leaders. I am also dedicated to enhancing the curriculum and programs offered by SBCCD to ensure they are relevant and responsive to the evolving job market. This includes advocating for the integration of emerging technologies, industry partnerships, and experiential learning opportunities that provide students with practical skills and real-world experience. By working closely with faculty and administrators, I strive to foster an environment of innovation and continuous improvement, where new ideas and approaches are embraced to better serve our students. Additionally, recognizing the crucial role that SBCCD plays in regional economic development, I work to strengthen the connections between education and the local economy. This involves collaborating with local businesses, government agencies, and workforce development organizations to align educational programs with economic needs. By promoting career and technical education, I aim to prepare students for high-demand careers that contribute to the region’s economic vitality. These efforts not only benefit students but also help to attract and retain businesses in the Inland Empire. My dedication to SBCCD is reflected in my active engagement, advocacy, and efforts to enhance the quality and accessibility of education for all students. I am committed to the district’s mission and vision, and I will continue to work tirelessly to ensure that San Bernardino Valley College and Crafton Hills College remain pillars of educational excellence and community empowerment in the Inland Empire.

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

The strengths of SBCCD include its commitment to providing accessible and affordable education, its focus on serving diverse and underrepresented communities, and its ability to offer a wide range of programs that cater to the varying needs of students, including vocational training, transfer opportunities, and continuing education. Commitment to Accessibility and Affordability: SBCCD is

dedicated to making higher education accessible to all, regardless of financial background. Through various financial aid programs, scholarships, and grants, the district ensures that education remains affordable for students from all walks of life. The district's policies and initiatives aim to reduce barriers to education, such as offering flexible scheduling options, online courses, and support services for non-traditional students. Focus on Serving Diverse and Underrepresented Communities: SBCCD's commitment to diversity and inclusion is evident in its efforts to serve a wide range of students, including those from underrepresented and marginalized communities. This focus helps to create a vibrant learning environment that reflects the diversity of the region. The district offers targeted support programs, such as mentoring and counseling services, designed to help students from diverse backgrounds succeed. Wide Range of Programs: SBCCD offers an extensive array of programs that meet the diverse needs and interests of its students. This includes vocational and technical training programs, which prepare students for immediate entry into the workforce with valuable skills and certifications. Continuing education and lifelong learning opportunities are also a hallmark of SBCCD, allowing community members to upgrade their skills, explore new interests, or pursue personal enrichment.

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

Community colleges need to be attuned to what skills employers need as well as leveraging training from the community colleges to attract employers. The district should facilitate relationships and pipelines for career opportunities. There needs to be an increase in career technical education and partnerships with employers in the region. In addition, there are several other key areas that require attention and improvement to enhance the effectiveness and relevance of community colleges and the district: Technology and Infrastructure: Investing in modern technology and infrastructure is critical. This includes upgrading facilities, ensuring access to high-speed internet, and providing up-to-date computer labs and technical equipment. Expanding online learning options and hybrid course models can offer greater flexibility for students, particularly those who are working or have other commitments. Community and Industry Partnerships: Strengthening partnerships with local industries, businesses, and community organizations can create more opportunities for internships, apprenticeships, and hands-on learning experiences. These partnerships can also provide valuable feedback on the skills and knowledge needed in the workforce. Establishing advisory boards comprising industry leaders and employers can help align educational programs with market needs and emerging trends. Engagement and Outreach: Increasing community engagement and outreach efforts can help raise awareness about the programs and opportunities available at community colleges. Hosting open houses, workshops, and information sessions can attract prospective students and foster a sense of community. Collaborating with high schools to create dual-enrollment programs and pathways can provide students with a head start on their college education and career preparation.

CANDIDATE APPLICATION AND INFORMATION SHEET

PAGE 1 OF 4

Full Legal Name:	James Albert
Address:	590 Country Club Road
City, State, Zip:	San Bernardino, CA 92404
Phone:	909-273-7021
Email:	jamesalbert36@gmail.com
Please list the regular days and times of the week you **are not** available to meet.	Usually Monday thru Friday between 7:00am-4:30pm with up to a hour off during the middle of the day. Additionally, I do have Mon. 7/1 off from work.

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

I have not specifically served on a community college board, however I have served on advisory committees related to our region's air quality and electoral redistricting.

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

In 2013, with the financial assistance of an athletic scholarship and a Pell grant, I graduated with academic honors from CSU Monterey Bay. I served on the electoral redistricting commission for the city of San Bernardino following the 2020 census. Pre-COVID, I was active with the SBVC student leadership in passing resolutions in support of revenue-generating and electoral reforms for SBCCD and other community college districts throughout the state. Through my involvement with a local non-profit organization, we partnered with KVCR to broadcast candidate forums to the community at-large. I've also led civic education and voter registration presentations at SBVC. Additionally, I've trained high school students in the local area to lead the presentations themselves and inspire peer-to-peer learning.

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 currently do clerical work for the Public Defender's Office of San Bernardino County. I have worked for a variety of public-service oriented jobs in the region involving data collection relating to housing, public health, recreation, delivery, and transportation. I have lived in the city of San Bernardino for almost 24 years and I have volunteered in the community since being in high school serving the unhoused, getting involved with local organizations, and advocating/lobbying on issues impacting our community.

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

Although our region is expected to continue to grow in population in the foreseeable future, we still lose too many people who leave the area/region for greater opportunities. I envision our community college district as a catalyst to ensure everyone has an opportunity to prosper in life. I also see KVCR as a vital asset that has limitless potential, not just in terms of career education, but fill a growing need for a local, trusted, news source and multicultural programming.

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

To positively impact the lives of people, their families, and the communities we live in by providing an affordable, high-quality pathway to higher education, workforce training opportunities, and cultivate a passion for lifelong learning and a multi-literate citizenry.

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

The board's role is to be the elected, representative governing body of the district that discusses and implements policies that align with the mission and vision statement of the district, promote effective best practices of shared governance among the district's stakeholders, and oversee the appointed chancellor who handles the day-to-day administrative operations of the district.

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

Board's role primarily focuses on setting the policies and vision of the district, engaging and networking with intergovernmental leaders in our region, state and federal level. Chancellor collaborates with the board to carry out and implement the policies and vision of the board, handles day-to-day administrative operations of the district.

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

Ethical, collaborative, open and transparent, and accountable to the community and one another. Inspiring courage and integrity between board and administration to take on necessary risks, foster innovation, and focus on solutions to improve student outcomes.

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

I wholeheartedly believe that in order for the city and county of San Bernardino to reach its full potential, an essential factor will be how well our community college district can adapt and excel in a complex, fast-changing, and interconnected world.

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

A board with diverse perspectives and vast experience in higher education. Willingness to collaborate with intergovernmental leaders, local non-profit organizations, and industry partners to advance the mission, goals, and vision of the district. KVCR/FNX and existing workforce training programs.

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

In a regional economy still recovering from the Great Recession, loss of major employers, and rising cost of living, area(s) for improvement include: providing competitive pay/salary, benefits, and healthy work-life balance to our dedicated workforce and their families, innovative and equitable revenue-generating solutions that help us reach parity with our other public education institutions, and develop the civic and culturally-competent infrastructure led by KVCR/FNX to promote a more informed and engaged community.

CANDIDATE APPLICATION & INFORMATION SHEET
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TRUSTEE AREA 5

Name Pamela Montana

Address 5230 N Pershing Ave, San Bernardino, CA 92407

Phone (909) 831-8252 Email p.montana24@gmail.com

Regular days and times of the week you are not available to meet: Flexible schedule

Write your responses in the text boxes below **or** attach them 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.

As of July 1, 2024, I will have the honor of serving as a Board of Director for San Bernardino Valley College Foundation.

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

Although, it is a senior celebration for recent graduating seniors who are currently in foster care in San Bernardino County, many of them will be attending college. As an Educational Liaison, it gives me great pleasure to witness many of the youth who are on my caseload celebrate their accomplishment.

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 serve on several boards which provides me the opportunity to participate in community events.

Last year, I was able to co-host the return of Kiwanis of Greater San Bernardino annual toy giveaway. We were able to provide toys to kids from Riley Elementary in San Bernardino and surrounding area.

As Chair Woman for Women United, Arrowhead United Way, I host a lunch for community members and celebrate the women in our community who are making an impact and our champions in our community. This year, the theme was “Women Making Waves” and our keynote was Connie Leyva.

I also serve on the Susan G. Komen board and one of the biggest fundraisers is the “Big Wig” event. It is a fun pink event that helps raise funds for breast cancer awareness.

Recently, I volunteered with Arrowhead United Way and their inaugural B.R.A.V.E. resource event benefitting our veterans. I also proudly serve on the board of Arrowhead United Way.

Every year, I participate in the graduation ceremony for students at PAL Charter Academy. This year, the graduation was held at San Bernardino Valley College.

As a member of the San Bernardino Sheriff’s Informational Committee, I attend quarterly meetings and receive updates from Sheriff Shannon Dicus.

During the academic school year, I participate in the Mom Mob. Community members greet students at a local elementary school in San Bernardino.

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

The opportunity to serve the community, but more importantly the students in a new capacity is the motivating factor. I want to engage and help students navigate in their educational journey. What better place than the community college. My passion for education began at San Bernardino Valley College. I want to help set the foundation for other students in the community.

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

The community college is the conduit for our students not only to achieve higher education at an affordable cost but to connect with community organizations and members. It is a way for our students to engage, collaborate and learn new skills. Community college is a gateway for our students. I am an advocate for community college and I strongly encourage students to begin at a community college. I believe it will help shape them as young adults. Community College offers programs such as The Guardian Scholars Program which helps our foster youth navigate in their new educational realm. I hope that students will be compelled to continue their education and also become involved in civic engagement. I mentored students from Middle College and I witnessed first-hand the success and positive impact it had on students who attended classes at San Bernardino Valley College. Community College opens the door for higher education and career training.

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

I believe that the role of the board is to continue advocating for students whether it be in governance, obtaining resources, and being visible and engaged. It is important to continue collaborating with community partners and to lead by example.

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

Chancellor Rodriguez carries out the day to day operations and the board's role is to collaborate and support the Chancellor. She is in direct contact with staff. Under the chancellor's leadership, the board will solicit counsel to help ensure that community colleges continue to foster innovative ways for students to succeed.

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

I believe that having an open dialogue and communicating is key. Stakeholders should align together and devise strategies that will continue to garner success for students. It is important to maintain trust in order to move forward and serve the students and community.

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

In my opinion to be an effective board member, one needs to be committed. Our students are the future. If I am granted this opportunity to serve, it will not be taken lightly. It is not about holding a title, it is about serving our students and our community. We lay the foundation for future board members. I hope that I can inspire others to become involved in leadership roles and I hope to continue learning from our students.

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

Through my lens, I see individuals from diverse backgrounds, but who have one common ground and that is their commitment to learning. This is what makes SBCCD stand out. The district is focused on student achievement and implementing new strategies for students. They are continually working on new projects, improving innovation and upgrading technology which is vital for workforce development, and offering internships. Attending community college embarked my career pathway and I am a proud community college graduate. The district was founded in 1926 and will soon celebrate 100 years. The success is attributed to devoted educators, board members, staff, and community members. This is the strength of SBCCD.

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

It is not an improvement, but I learn about what is happening from social media. I love the student stories. Everyone has a story to tell. The stories are inspiring.

CANDIDATE APPLICATION & INFORMATION SHEET
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TRUSTEE AREA 5

Name James P Morris

Address 776 Bernard Way, San Bernardino, CA 92404

Phone (909) 648-3176 Email jpmorris123@gmail.com

Regular days and times of the week you are not available to meet: With enough lead time, I can be available as needed during the week (day or evening).

Write your responses in the text boxes below **or** attach them 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.

While I have not previously served on the governing board for a community college district, I have the following significant experience serving on the governing board of a public charter school organization, the governing boards of local not-for-profit organizations, and serving professionally as both legal counsel and financial advisor to the governing boards of various public agencies throughout California.

Governing Board Member, *Lewis Center for Educational Research (a public California charter school organization)* • 2018 – 2023.

Governing Board Member, *California Housing Foundation* • 2016 – present.

Governing Board Member, *Making Hope Happen Foundation* • 2014 – present.

Municipal Financial Consultant, *Urban Futures, Inc. (UFI)* • 2018 – present. As Managing Director of UFI's Public Management Group, provide financial consulting services to cities and special districts across California specializing in long-term financial forecasting, fiscal stabilization and financial sustainability strategies.

Deputy County Counsel IV, *County of San Bernardino, CA,* • 2004 – 2006. Among many duties, served as legal counsel to the County's Workforce Development Department and the Workforce Investment Board.

General Counsel and City Attorney, *Best Best & Krieger LLP, Riverside, CA*, • 1996 – 2004. Appointed as general counsel for the Western Municipal Water District and the Victor Valley Regional Wastewater Agency. Served as deputy city attorney for the cities of Corona and Ontario.

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

I have not worked on committees or participated in activities of the community college district, but I look forward to the opportunity as an engaged board member.

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.

As a public policy and economic development professional with degrees in law and urban planning, I have twenty-five years of significant and progressive experience in developing, managing, and implementing effective public policies and projects, with specialization in public finance, public law, and economic and community development. This experience includes:

Municipal Financial Consultant, *Urban Futures, Inc., Walnut Creek, CA* • 2018 – present

As Managing Director of UFI's Public Management Group, I have developed numerous dozen custom financial forecast models for California cities using econometric methods to correlate economic and municipal data to drive a 10-year forecast, with custom functions and dashboards for multiple "what-if" scenarios and stress testing of fiscal sustainability. Additionally, I have created comprehensive fiscal sustainability plans, developed revenue enhancement options, and helped design financial management strategies for pension, OPEB and other long-term liabilities for California cities.

Special Consultant, Office of the City Manager, *City of San Bernardino, CA* • 2014 – 2016
Chief of Staff, Office of the Mayor, *City of San Bernardino, CA* • 2006 – 2014

- Led city's work and advocacy with local and regional economic development agencies to secure and deploy over $2 billion in new infrastructure investments for San Bernardino.
- Developed high-level of proficiency in facilitating inter-governmental and inter-agency collaborations that optimize economic opportunities through strategic local-regional alignment.
- Managed successful wind-down of San Bernardino's former redevelopment agency ($35+ million annual budget and $300+ million in debt and obligations) and served as a key advisor and strategist for the city's bankruptcy team.

Deputy County Counsel IV, *County of San Bernardino, CA* • 2004 – 2006

Public Law Attorney, *Best Best & Krieger LLP, Riverside, CA* • 1996 – 2004

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

Born, raised and educated in San Bernardino, I returned to my hometown the mid-1990's and have spent my entire professional and civic life serving and helping to build San Bernardino and the larger Inland Empire region. I am deeply passionate about the Inland Empire and growing its myriad of diverse economic, social and geographic communities. I care deeply about our economy, our collective prosperity, and how we make the Inland Empire a region that our future generations choose to call home. Most importantly, I believe education is fundamental and central to this future.

For more than a decade, I have helped spearhead, guide and participate in several large cross-sector collaboratives focused on cradle-to-career education and economic mobility in San Bernardino. Most recently, this work has been through the Making Hope Happen Foundation, where as a founding board member, I helped set the vision for the Uplift San Bernardino initiative focused on building the next generation of successful young adults committed to growing roots and thriving in our region.

Additionally, I am deeply involved in leading the Life Skills program at San Bernardino High School that helps students build critical communication proficiencies, socio-emotional intelligence, and leadership skills through weekly sessions during the school year. Many of our graduates have continued their education and professional training at our local community colleges and are now beginning their careers in the region.

I see the opportunity to serve on the community college board of trustees as a natural outgrowth of my professional and civic endeavors. I hope to bring to the board valuable insights from my lived and professional experiences in San Bernardino and add to the wisdom and intellectual horsepower on the board required to tackle the significant challenges and capitalize on the exciting opportunities ahead for our community colleges.

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

The basic purpose of community colleges in California is to enhance the well-being of our students and communities through education and training in the following two ways:

1. Broadening Access to Higher Education. Our community colleges provide our students with the opportunity to complete foundational and lower-division collegiate coursework that can be transferred to a four-year institution, making a bachelor's degree more affordable and accessible to our diverse and broad population.

2. Career Training. Our community colleges provide training that equips our students with job-ready skills for specific careers, allowing them to enter the workforce directly after graduating and continue to upskill themselves during their career.

The overall goal is to provide well designed, clear, coherent, and structured educational experiences for our students that result in the attainment of high-quality postsecondary credentials and careers with value in the Inland Empire labor market.

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

The board's fundamental role is to establish the vision and mission for the community college district, to discern and prioritize the goals aligned to that vision and mission, to determine the budget and allocation of resources, and to monitor performance to ensure the long-term financial sustainability and success of the community colleges.

Additionally, the board is responsible for oversight of the chancellor's effective, efficient, and successful administration and functioning of the community colleges. This includes hiring and evaluating the performance of the chancellor, adopting policies and procedures governing the district, and holding accountable the chancellor for institutional performance and continued progress towards achieving the district's mission, goals and objectives.

All of these board functions/roles are iterative and dynamic requiring continual learning, engagement, assessment and adjustment by the board.

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

The chancellor is responsible for carrying out and implementing the adopted vision, mission and goals of the district within the budget and policies set by the board. The board's role is direction and policy, the chancellor's role is executive and administrative. Through its adopted goals, priorities and budget, the board broadly defines what the district aims to achieve and how; the chancellor determines implementation and execution of the board's plan through the specifics of who, what, when, where and how.

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 must be positive, professional, respectful, collegial and supportive. It takes both a successful board and a successful administration to ensure the success of our community colleges. Both have important roles and functions (described above) which are mutually supportive and reinforcing.

While the board has ultimate responsibility for oversight and accountability of the district's performance, the board must work with and through the chancellor and administration to effectuate that oversight, accountability and ultimate success. Thus, both board members and the administration must continually work to create and maintain a high trust, no surprises relationship that facilitates transparency, clear communication, effective collaboration, and efficient execution of dynamic innovations and strategies across the district.

Finally, board members must be firmly committed to acting as a corporate body not as individual members. Direction is provided to the chancellor and the administration through collective action of the board at public meetings.

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

My commitment to serving on the community college board will be the same as my lifelong commitment has been to serving the community of San Bernardino. As demonstrated by my track record of successful professional and civic engagements, I take seriously the obligation of public service and the responsibilities that come with the office. I understand the significant personal commitment required to be a highly informed, engaged, and effective board member. I believe the obligations of board members extend well beyond thorough preparation and participation in board meetings and include ongoing learning, listening and self-education through consistent engagement with our college campuses, outreach within the communities we serve, and active cultivation of the educational, civic and business partnerships needed for the success of our colleges and students.

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

While both of our community colleges have unique and individual strengths, the following are some of the collective strengths they share:

- Our community colleges have established and continue to maintain strong partnerships and alignment with the K-12 institutions within the district. Deep work has been ongoing in developing a career-oriented and post-secondary education culture in our K-12 school districts and the reinforcing the central role of our community colleges in those pathways for student success.

- There is strong and broad support within our community and region for both of our community colleges. Stemming from a high need for post-secondary training and education, there exists a strong desire for our community colleges to be successful in their mission, which translates into the public's willingness to provide and sustain the resources needed to enable that success.

- Our community colleges have developed strong community and industry/business partnerships in several ways. New, updated, and retooled career training and technical programs/certifications have been successfully deployed by both community colleges in response to emerging employer needs. These partnerships have in turn translated into employers providing increased opportunities for industry internships and externships to students enrolled in our college's programs, leading to direct employment opportunities for graduates.

- Since 2010, the district has made significant improvements and expansion of the backbone facilities on our college campuses, and in the technology required for various career training programs. While continued work is needed in upgrading our physical infrastructure and the technology deployed in our classrooms, successfully overcoming prior decades of deferred investment has set a strong foundation for the future and built trust with the public.

- The diverse student body on our campuses that reflect the demographics of our region, is a key source of strength for our future. The diversity enriches the campus communities, provides students with exposure to different cultures and perspectives, and positions our colleges to provide the future employees and leaders for our region.

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

In a fast-changing economy and labor/employment market, there are numerous challenges facing our community colleges, including the following:

- Alignment of the educational and training pathways, programs, and certificates offered at our community colleges with current and future employment needs and career opportunities in the Inland Empire. Continued rapid and disruptive changes within industry sectors in our region, including advances in technology and changes in how work is performed, creates a constant need for our community colleges to adapt curriculum and programs to meet the evolving demands of the labor market.

- Development of student's social and emotional skills (interpersonal and emotional intelligence) that are critical to their sustainable employment, growth, and lifelong learning. Our rapidly changing and globally competitive economy dictates that our students will be increasingly challenged to adapt their workstyles, upgrade their skills, change jobs, and even change employment sectors over the course of their careers. This necessitates that our colleges focus not just on ensuring students have the technical skills needed for current in-demand employment sectors, but equally possess the employability and professional skills needed across disciplines and careers.

- Continuing to increase student success and completion rates at our community colleges is critical, as measured by enrollment, retention and completion of training programs or transfer to four-year institutions with completion of a bachelor's degree. Reducing structural and motivational barriers by providing comprehensive support services, including academic advising, counseling, tutoring, and career guidance, is crucial for student success.

- Like most community colleges, our community colleges face challenges in recruiting and retaining qualified faculty and staff. Competition with other educational institutions and industries, coupled with budget constraints, make it difficult to attract and retain talented professionals. Substantial student interaction with faculty is essential for student success defined in terms of retention, course and certificate completion, transfer, employment, and personal fulfillment. To this end, increasing the number of full-time faculty and providing contracts for part-time faculty that actively promote their involvement in the life of their campuses beyond the classroom (office hours, governance, course development, extra-curricular activities, etc.) is critical.

CANDIDATE APPLICATION & INFORMATION SHEET
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TRUSTEE AREA 5

Name Henry Nickel

Address 1482 Bussey Street

San Bernardino, CA 92405

Phone (909) 915-0666 Email hnickel@hotmail.com

Regular days and times of the week you are not available to meet: None

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 am a former elected member of the San Bernardino City Council.

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

   I have participated in visioning meetings with CSUSB as the former 5th Ward San Bernardino City council member among other activities.

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 serve as the labor market analyst for the San Bernardino County Workforce Development Department

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

   This is an opportunity to contribute to improved alignment between our community colleges, workforce system and labor market for the benefit of our community and region.

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

To provide broad-based community access to postsecondary education.

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

To establish policies to align postsecondary education with the needs of our community and labor market.

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

The board's role is to serve as a governing board primarily tasked with policy development. The chancellor serves as the executive authority.

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

Board members should be limited to considerations of policy rather than the operation and personnel aspects of the district.

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

I am a product of our community college system and have served as an educator within the jurisdiction.

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

The tremendous resources available to benefit our community and advance opportunity within our region.

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

Improving alignment between our labor market, trade unions, and regional workforce development system.

CANDIDATE APPLICATION & INFORMATION SHEET
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TRUSTEE AREA 5

Name Fátima Cristerna Sánchez

Address 5572 West Wind Drive
San Bernardino, CA 92407

Phone (951) 233-0263 Email FCRISTERNA@GMAIL.COM

Regular days and times of the week you are not available to meet: unknown at this time

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 your 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?

Fátima Cristerna Sánchez

San Bernardino Community College District Trustee Area 5 Application

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

While I do not have any previous experience serving on a community college district directly, I have served as a board member at a local Charter School and I am currently a board member on the CSUSB Undocumented Alumni Chapter and have been since 2018. My work currently allows me to work with 5 county boards of education and over 150 school districts in Southern California, so while I do not currently sit on a community college board, I do have extensive experience working with elected officials in education.

Lastly, I currently serve on Congressman, Pete Aguilar's Immigration Advisory Committee and have since 2018.

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

In the last two years, I have participated in leading several book club discussions for the San Bernardino Valley College Library with the support of Professor Yvette Lee and Mary Valdemar. I was also named "People of Distinction" for SBVC's 95th anniversary. I have also been asked to speak at San Bernardino Valley College on several occasions over the last 20 years as a former alumni both for the Latino/a Graduations, Undocumented Student Center events, and others. Currently, I am very active on the CSUSB Undocumented Student Alumni Board.

As a Communications Department graduate student at CSUSB from 2004-2006, I also had the pleasure of teaching several Oral Communication/Intro to Public Speaking courses at San Bernardino Valley College.

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.

To best answer this question I have included my resume with more detail about my work and community involvement.

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

I want to be a board member because I deeply understand the transformative power of community colleges, having experienced it firsthand as an undocumented student. My journey began at San Bernardino Valley College (SBVC), where I found a sanctuary that offered not only affordable education but also a supportive community that empowered me to pursue my

academic dreams despite significant challenges. Professors and staff like Ed Gomez, Yvette Lee, and Mary Valdemar were instrumental in providing me with the education, strength, and encouragement needed to continue my studies and eventually transfer to California State University, San Bernardino (CSUSB), where I earned my BA and MA.

Being a former student and participant in the Associated Student Government, I have seen the positive impact that thoughtful leadership and supportive programs can have on students' lives. The growth of SBVC and Crafton Hills College (CHC) and the establishment of initiatives like the Dreamers Resource Center/Dreamers Scholars Program are testaments to the power of collaborative efforts between colleges and their stakeholders. As a board member, I aim to contribute to shaping a future that continues to support and uplift students like me. I want to ensure that these institutions remain places of opportunity, inclusivity, and empowerment, helping students navigate their educational paths and achieve their full potential, just as I was able to do.

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

Community colleges serve a multifaceted purpose, with the primary goal of providing accessible, affordable, and quality education to a diverse population. They aim to offer educational opportunities that cater to a wide range of needs, from academic transfer programs to vocational training and lifelong learning courses. By offering associate degrees (some), certificates, and pathways to four-year universities, community colleges play a crucial role in bridging the gap between secondary education and higher education. They enable students to pursue their academic and career aspirations without the financial burden often associated with universities, making higher education attainable for those who might otherwise be excluded.

In addition to academic and career preparation, community colleges are committed to fostering personal growth and civic engagement. They provide an inclusive environment that supports students from varied backgrounds, including first-generation college students, returning adults, and those seeking to improve their skills for career advancement. Through a comprehensive curriculum that includes general education, workforce training, and support services, community colleges help individuals develop the critical thinking, communication, and technical skills needed to thrive in a dynamic and evolving job market. By doing so, they contribute to the economic development and social mobility of the communities they serve, ensuring that education remains a powerful tool for empowerment and progress.

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

Fátima Cristerna Sánchez

The board is responsible for setting policies and providing oversight to ensure that the Community Colleges (CC), Valley, and Crafton, align with their mission of offering accessible and quality education. By establishing strategic priorities, the board guides the institutions in developing programs and services that meet the diverse needs of our student populations. They ensure that resources are allocated effectively and that the CC adhere to high standards of academic excellence and operational efficiency.

Moreover, the board plays a crucial role in fostering partnerships with local businesses, industries, and community organizations to enhance workforce training and career opportunities for students. They advocate for the colleges at the state and federal levels, seeking funding and legislative support to sustain and expand educational offerings. By engaging with community stakeholders and responding to their needs, the board helps to create an educational environment that is responsive and adaptive to the changing economic and social landscape. In essence, the board's governance and advocacy are essential in ensuring that community colleges can fulfill their mission of providing inclusive, affordable, and high-quality education to all.

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

The board's role differs significantly from that of the chancellor in both scope and function within the two community colleges. The board of trustees is primarily responsible for setting the strategic direction and policies that guide the institutions. They oversee the governance framework, establish broad goals, and ensure accountability to the public. Their duties include approving budgets, setting academic standards, and making decisions on major initiatives and resource allocations. The board acts as a collective body that represents the community’s interests and provides oversight to ensure that the colleges adhere to their mission of delivering accessible and quality education.

In contrast, the chancellor's role is more operational and managerial. The chancellor serves as the chief executive officer of the community college district, responsible for implementing the board’s policies and strategic directives. This role involves day-to-day administration, including managing faculty and staff, overseeing academic programs, and ensuring that the colleges operate efficiently and effectively. The chancellor is also tasked with executing the board’s vision, providing leadership, and addressing the immediate needs of the colleges. By focusing on the practical aspects of running the institutions, the chancellor ensures that the strategic goals set by the board are translated into tangible outcomes and successes for students.

FÁTIMA CRISTERNA SÁNCHEZ, M.A.

(951) 233-0263 | FCRISTERNA@GMAIL.COM

BILINGUAL, ORGANIZED, COMMITTED AND TENACIOUS PROFESSIONAL with superb public speaking skills and the ability to be successful in various work environments. Known for being a self-motivated quick learner and an effective communicator in various platforms. Proficient in multiple technology applications and social media forums.

EDUCATION

Cornell University	**Certificate,** Diversity & Inclusion
California State University, San Bernardino	**Master of Arts,** Communications Studies
California State University, San Bernardino	**Bachelor of Arts,** Political Science
San Bernardino Valley College, San Bernardino	**Associate of Arts**, General Education

WORK HISTORY

California Charter Schools Association (CCSA) Southern, CA
Vice President, Managing Director, Senior Director, -Local Advocacy **August 2012- Present**
The primary representative for the organization's members, responsible for advocacy and government affairs in Southern California. The region geographically includes San Bernardino, Riverside, Orange, San Diego & Imperial Counties. Representing over 300 charter schools working with 142 school districts and supporting over 153,000 charter school students throughout those 5 counties.

- **Team Lead:** Manage three to five FTE's, their growth and development, and serve as the internal advocate for the team, and the community of members we service. As the lead on various projects, I also drive collaboration across internal and external stakeholders to achieve ambitious results.
- **Member Engagement**: Serve as the primary contact for key leaders across the region as they confront state and local policy issues that affect their schools. Keep members informed at all inflection points in the policymaking process.
- **Policy Making and Advocacy**: Analyze and develop strategies to influence subject-related policy and implementation matters at all County Offices of Education along with other smaller but key school districts.
- **State Policy Advocacy**: Support CCSA's state policy advocacy by connecting legislative and regulatory priorities/issues to local members. Inform state policy development and legislative priorities with key insights from local stakeholders. Complement state policy advocacy by coordinating local legislative outreach with key school communities.
- **Relationship Building**: Cultivate relationships with local district, county, and state elected officials, local charter leaders, community partners, and senior staff to support charter schools and the flexibility necessary to operate effective and high-quality educational programs for K-12 students.
- **Coalition Building**: Engage as a partner with aligned community and state organizations to advance access to quality public education.
- **Political Engagement:** Organized and led campaign efforts for various elected officials as independent expenditures, direct campaign contributions, phone baking, candidate recruitment, and cultivation under the CCSA-Advocates umbrella. Helping to change the political landscape for schools in the region. Assist leaders with fundraising efforts throughout the year for various campaigns, elected officials, and Political Action Committees.

FÁTIMA CRISTERNA SÁNCHEZ, M.A.

(951) 233-0263 | FCRISTERNA@GMAIL.COM

- **Organizational Leadership:** Collaborate with senior leaders across the organization on any issues affecting the Southern California region and its stakeholders.

Black Voice Foundation & Newspaper — San Bernardino, CA
Program Manager & Writer — **May 2010 – May 2011**

- Oversight and management of various educational programs, activities, and events.
- Coordinated internship experiences and education for students all over the country who were interested in the program's online education and in-office internship.
- Conducted research, and grant applications, and managed contract renewals and reporting.
- Network with community providers and business members to promote and establish employment opportunities for program participants.
- Supported the board's annual fundraising goal of raising over 100K annually for programs and scholarships.

California State University San Bernardino & San Bernardino Valley College — San Bernardino, CA
Teaching Assistant — **August 2004 – June 2006**

Taught 6-8 courses to over 250 students quarterly on Oral Communication 120. Introduction to effective speech communication with emphasis on informative, persuasive public speaking and presentation skills.
Taught 4-6 courses to over 250 students quarterly on Intercultural Communication in the Workplace 303. Introduction to effective strategies to communicate with a diverse workforce.

PROFESSIONAL ACTIVITIES

- Immigration Advisory Board for CA 31-Congressman Pete Aguilar — **2018-Present**
- IE Advocates for Great Public Schools, Political Action Committee — **2013-Present**
- Keynote Speaker, CSUSB, CSULB, SBVC, RCC, Learn4Life, etc. — **2012-Present**
- Presenter at the annual CCSA & National Charter Conference — **2012-Present**

COMMUNITY SERVICE

- CSUSB- Undocumented Alumni Board — **2018-Present**
  Board member for the first Alumni Board in the CSU system that advises the university on services that help DACAmented, AB 540, and Undocumented students throughout the state. Help with annual fundraising goals and scholarship disbursements.

- Inland Empire Future Leaders Leadership & Training Camp — **1995-2016**
  - Executive Director, Assistant Director, Graduate Assistant Advisor, Facilitator, Peer Educator, Presenter and Keynote Speaker
  - Managed and coordinated a staff of over 60 volunteers and 120 youth
  - Created and managed workshops and training sessions throughout the year

Fátima Cristerna Sánchez

While the board provides the overarching governance and policy framework, the chancellor handles the execution and management of those policies, ensuring that the colleges operate smoothly and fulfill their educational mission. Together, they form a complementary leadership structure that ensures San Bernardino County community colleges can meet their goals of accessibility, affordability, and quality education.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: July 11, 2024

SUBJECT: Make a Provisional Appointment to Fill Vacancy in Trustee Area 5.

RECOMMENDATION

It is recommended that the Board of Trustees make a provisional appointment to fill a vacancy in Trustee Area 5, commencing the next scheduled board meeting, August 8, 2024, at 4pm, until the next election in November 2024.

OVERVIEW

Trustee Gloria Macias Harrison gave notice of her intent to resign from her seat on the SBCCD Board of Trustees, effective June 30, 2024. On May 23, 2024, the Board unanimously voted to approve the process to fill Trustee vacancy by provisional appointment and for the process to be completed by August 8, 2024.

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

- Carlos Aguilera
- James Albert
- Pam Montana
- James Morris
- Henry Nickel
- Fatima Cristerna Sanchez

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: Dr. Diana Z. Rodriguez, Chancellor

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

Dr. Gilbert Contreras, President, SBVC

PREPARED BY: Emma Diaz, AEBG Director, SBVC

DATE: July 11, 2024

SUBJECT: Dr. Gilbert Contreras to serve as Official Representative on the Inland Adult Education Consortium Executive Committee

RECOMMENDATION

It is recommended that the SBCCD Board of Trustees approve Dr. Gilbert Contreras to serve as Official Representative on the Inland Adult Education Consortium Executive Committee beginning July 1, 2024. If the Official Representative is unable to attend, they can select a non-voting designee to attend on their behalf.

OVERVIEW

With the passing of Assembly Bill (AB) 104 (Chapter 13, Stats. 2015) on July 1, 2015, the Legislature provided the $500 million to the California Adult Education Program formerly known as the Adult Education Block Grant (AEBG) to the California Community Colleges Chancellor's Office (CCCCO) to jointly work with the California Department of Education (CDE) to expand and improve the delivery of educational services to adult learners across the state through the establishment of regional Consortia of educational providers.

Prior to AB 104, state oversight was also divided with the CDE responsible for K–12 adult education and the CCCCO responsible for community college programs. Committed to ensuring the success of the regional adult education model, the CDE and the CCCCO are now working together to monitor program progress, refine the accountability measures to be used for evaluating Consortia effectiveness, and build a comprehensive, sustainable model for providing career-focused regional adult educational opportunities that address California's diverse workforce needs.

ANALYSIS

Dr. Gilbert Contreras will be the voting representative for San Bernardino Valley College joining the current seven members of the Executive Committee for the Inland Adult Education Consortium.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Leader and Partner in Addressing Regional Issues

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: July 11, 2024

SUBJECT: Consideration of Board Policies for Final Approval

RECOMMENDATION

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

OVERVIEW

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

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

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

ANALYSIS

The Board received the following items for first reading on June 13, 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
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 Final Approval (Legal Citation Change due to Legal Update 44 and/or minor clerical edits only.)
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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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

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
San Bernardino Community College District | P&P Chapter Lead Recommendation | 6/5/2024

~~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

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

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

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**

Administrative Procedure
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~~n~~ 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

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

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 determine~~s~~ 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

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

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 is 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

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:

- 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:

- 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

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.

Administrative Procedure
3430 Prohibition of Harassment
San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024

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

- 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 probably 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

Administrative Procedure
3430 Prohibition of Harassment
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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
3433 Prohibition of Sexual Harassment under Title IX
San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/13/2024

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**

Administrative Procedure
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

> 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 includeeing 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

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 Clericlal 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
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~~.

- Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
- 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.
  - No more than 8 units of cooperative work experience in a given field may be taken during one term.
  - 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.
  - 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~~.
  - 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~~.
  - 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 "NP." ~~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.
  - 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.
  - A student may only enroll in the same course a fourth time if authorized by another provision of this policy.
  - A student may not receive a fourth Withdrawal in a course.
  - 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.
  - 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.~~

- Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
- 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.~~
  - Students may earn up to a total of 16 units in all types of cooperative work experience education.
  - No more than 8 units of cooperative work experience in a given field may be taken during the one term.
  - 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.
  - 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.~~
  - 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 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 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

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	Chapter Lead	Recommendation Received:
Level 3	N Ornelas	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)*

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 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 residencies 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:

1. ~~He/she~~They hold~~s~~ 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 remain~~s~~ 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 remain~~s~~ 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 int~~e~~nds 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 ~~III.D~~ 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 a~~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

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

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 Final Approval (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 ~~I.A~~ I.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 resign~~s~~ 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 Standard~~s 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.

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.

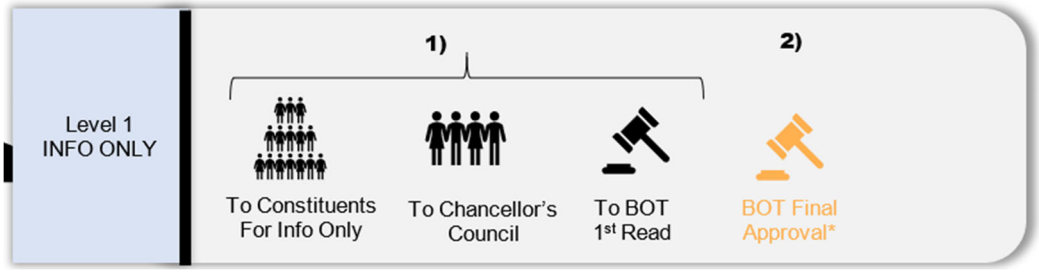
Administrative Procedure
2410 Board Policies and Administrative Procedures
San Bernardino Community College District | P&P Chapter Lead Recommendation | 5/15/2024

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.



** Items that do not receive BOT approval should begin the cycle again under the Other Requests method.*

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

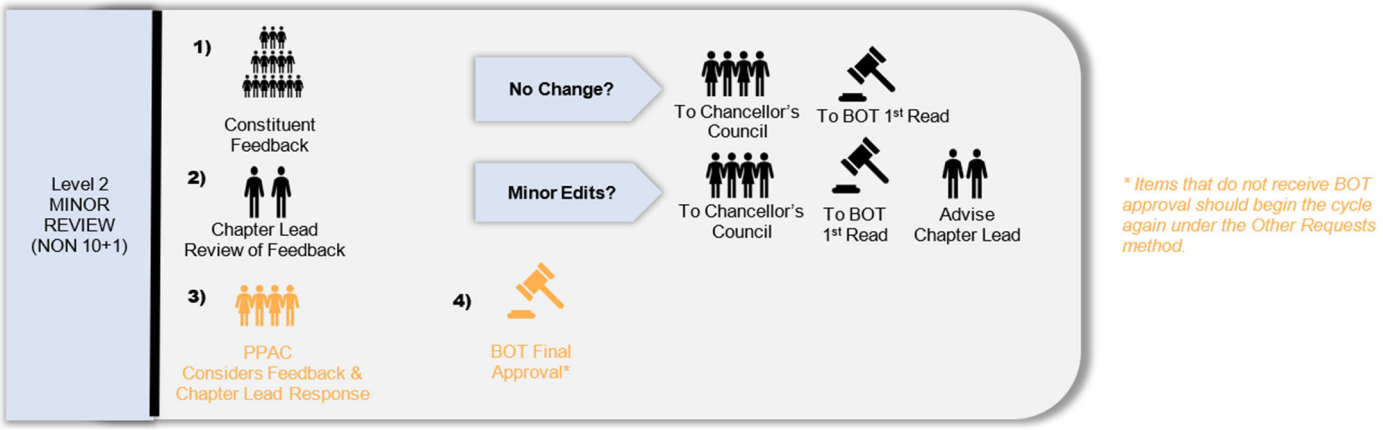
- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
    - Existing P&Ps which are simple and non-controversial.
    - New P&Ps that are simple and non-controversial.
- All items deemed appropriately placed in Level *2 | Minor Review (Non 10+1)* by PPAC members begin the following review process.

1. PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
2. Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
3. At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes or Minor Edits*. (*Substantial Edits* are not expected for *Level 2 | Minor Review* recommendations.)
    a. No Changes: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.

b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.

c. Substantial Edits: Substantial edits are not expected for *Level 2 | Minor Review* recommendations. Any substantial edits will cause these items to be moved to *Level 3 | Extensive Review*.

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



C. Level 3 | Extensive Review

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
  - Existing P&Ps with substantial changes and/or subject to 10+1
  - New P&Ps that are controversial, complex and/or subject to 10+1
- If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor's Council will be informed, and the issue referred to Chancellor's Cabinet to make a determination.
- All items deemed appropriately placed in *Level 3 | Extensive Review* by PPAC members begin the following review process. Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.

1. PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
2. Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
3. At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes*, *Minor Edits*, or *Substantial Edits*.
   a. No Changes: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
   b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.
   c. Substantial Edits: Any substantial edits will be forwarded to the Chapter Leads to be reviewed for operational

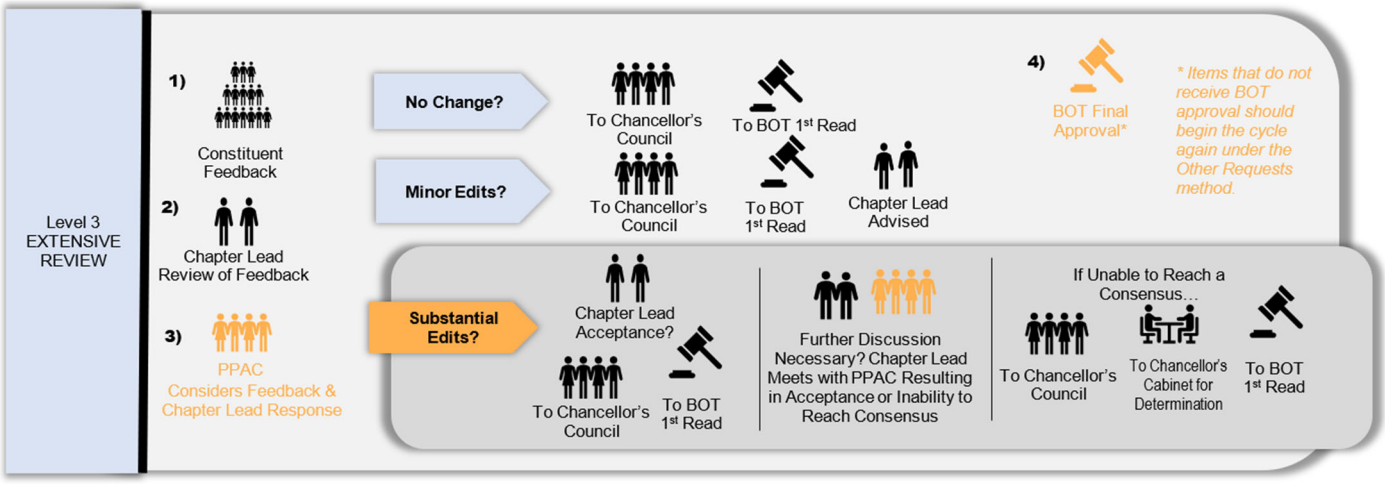
applicability and feasibility.

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)

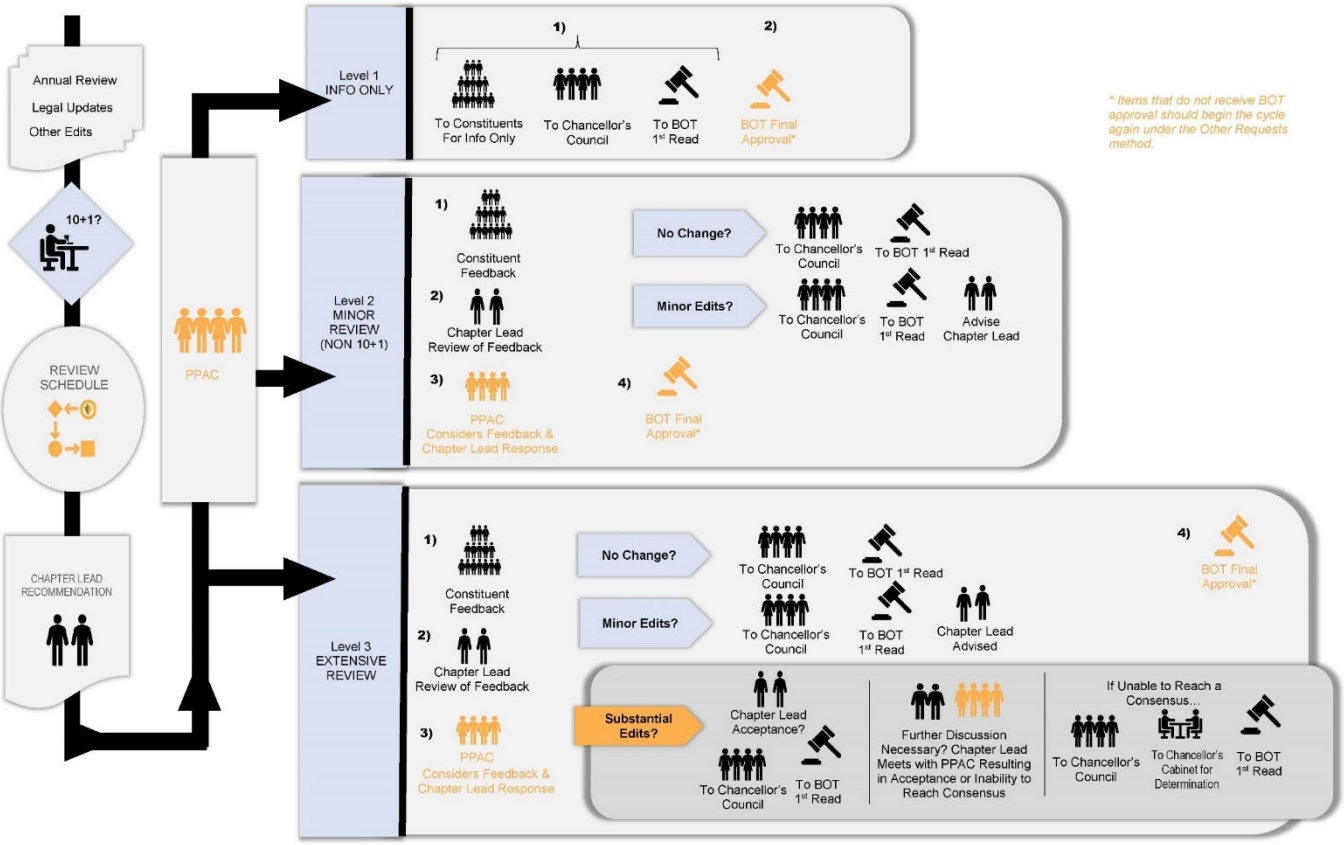
Chapters and Chapter Leads: Chapter Leads are the responsible "owners" of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD 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 Standard~~s IV.B and IV.C.3 (formerly IV.B.1 and IV.B.1.j)~~ 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 | 5/15/2024

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
06/04/2024 BPPAC Approves
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 Standard~~s 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

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

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 **| 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 ~~I.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)*

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 | 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., and12954;
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

- 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.

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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 to 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)*

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 | **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.

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
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06/13/2024 BOT First Reading
07/11/2024 BOT Final Approval

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

- 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.

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 | **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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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 | **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 ~~II~~ 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

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 | **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)*

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

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)*

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 | **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)*

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 | **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

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

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 ~~II.C.6~~ 2

End Recommendation
Administrative Procedure **| 5010 Admissions**

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

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)*

05/12/2024 Recommendation Received

05/13/2024 PPAC Approves Review Level
05/15/2024 Level 3 First Anticipated AS Review
08/12/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
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

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;

Administrative Procedure
5011 Admission and Concurrent Enrollment of High School and Other Young Students

- 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

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 | **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 paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Transcript Fees (Education Code Section 76223)
The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)
The District shall charge students who are both citizens and residents of a foreign country a fee to process 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

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.

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
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)

- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)

- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education 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

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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

$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.

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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

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)*

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 | **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
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End Recommendation
Board Policy | **5050 Student Success and Support Program-2**

Administrative Procedure
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)*

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
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:

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- 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 ~~II.C.2~~ 2

End Recommendation
Administrative Procedure **| 5050 Student Success and Support Program**

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

> 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 | **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.

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5110 Counseling
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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

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
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.

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References:
Education Code Sections 72620 and 72621;

Title 5 Section 51018

ACCJC Accreditation Standard ~~II.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

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
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

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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.

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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

Administrative Procedure
5530 Student Rights and Grievances
San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024

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)*

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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 (CCCAA) 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 (CCCAA) Constitution and CCCAA 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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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
San Bernardino Community College District | P&P Chapter Lead Recommendation 5/13/2024

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

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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.

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.

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.

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.

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.

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

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

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)*

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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
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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)*

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
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

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.

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

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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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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?
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)*

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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: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

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

DATE: July 11, 2024

SUBJECT: Consideration of Approval to Replace Trustees on Board Advisory Committees

RECOMMENDATION

It is recommended that the Board of Trustees approve representatives on Board Advisory Committees to replace Trustees Harrison and Viricel for the remainder of the 2024 calendar year.

OVERVIEW

Pursuant to Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees. Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration. Standing committees of the Board can be found on the Board of Trustees website at http://www.sbccd.edu.

ANALYSIS

The Board assigned representatives to its standing committees on December 8, 2023. As Trustees Harrison and Viricel have now resigned from the Board, staff is recommending that a replacement for each be named to serve through the 2024 calendar year.

Committee	2024 Members	Revised Roster
Legislative Committee	1. Frank Reyes (Chair) 2. Anne Viricel 3. John Longville	1. Frank Reyes (Chair) 2. 3. John Longville
Finance Committee	1. Nathan Gonzales (Chair) 2. Stephanie Houston 3. Gloria Harrison	1. Nathan Gonzales (Chair) 2. Stephanie Houston 3.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: July 11, 2024

SUBJECT: Consideration of Approval of Adjunct and Substitute Academic Employees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost for employment of adjunct and substitute academic employees is included in the appropriate 2024-2025 budgets.

Adjunct and Substitute Academic Employees

Presented for Information July 11, 2024

[v.6.24.2024.p.2|10]

2024 – 2025 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Ceron, Katherine	SBVC	Student Development	Counseling
Collins, Candice	SBVC	Student Development	Counseling
Dennem, John	SBVC	Psychology	Psychology
Drey-Mulari, Andrew	SBVC	Psychology	Psychology
Garcia, Alaiza	SBVC	Student Development	Counseling
Hasan, Afshan	SBVC	Psychology	Psychology
Le Dantec, Christophe	SBVC	Psychology	Psychology
Luna, Jose	SBVC	Psychology	Psychology
Maniglia, Marcello	SBVC	Psychology	Psychology
Morcos, Mirette	SBVC	Political Science	Political Science
Orona, Shannell	SBVC	Psychology	Psychology
Smith-Morton, Danielle	SBVC	Psychology	Psychology
Abad, Jeremy	CHC	English	English
Ajioka, Mayumi	CHC	Japanese	Foreign Languages
Alatorre, Guadalupe	CHC	Communications Studies	Communication Studies
Alderson, Kristin	CHC	Marketing	Marketing
Alvarado, Toshio	CHC	Microbiology	Biological Sciences
Alvarez, MacKenzie	CHC	Chemistry	Chemistry
Amparo, Karl	CHC	Certified Nursing Assistant/Aid	Health Care Ancillaries
An, Seiko	CHC	Japanese	Foreign Languages
Andersson-Cortez, Steven	CHC	Certified Nursing Assistant/Aid	Health Care Ancillaries
Antilla, Ruben	CHC	Marketing	Marketing
Atkinson, Anne	CHC	Health	Health
Bader, Kelley	CHC	English	English
Baldwin, Melissa	CHC	Chemistry	Chemistry
Baltierra, Anthony	CHC	Art	Art
Barger, Heather	CHC	Business Administration	Business
Barker, Jason	CHC	Religion	Religious Studies
Barrie, Trinette	CHC	Counseling	Counseling
Bauer, Jeremiah	CHC	History	History
Beard, Joseph	CHC	Geography	Geography
Begley, David	CHC	Mathematics	Mathematics

Adjunct and Substitute Academic Employees

Presented for Information July 11, 2024

[v.6.24.2024.p.3|10]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Benfield, Donald	CHC	Fire Technology	Fire Technology
Berry, Emily		Respiratory Technologies	Respiratory Technologies
Blanburk, Teodora	CHC	Certified Nursing Assistant/Aid	Health Care Ancillaries
Blanck, Robert	CHC	English	English
Blanco, Glenn Dave	CHC	Anatomy	Biological Sciences
Bogens, Mary	CHC	Fire Technology	Fire Technology
Bogh, Debbie	CHC	Counseling	Counseling
Booth, Geoffrey	CHC	Respiratory Technologies	Respiratory Technologies
Bowden, Christopher	CHC	Fire Technology	Fire Technology
Bridges, Andrew	CHC	Religion	Religious Studies
Bringhurst, Jennifer	CHC	Radiologic Technology	Radiological Technology
Bungard, Patrick	CHC	Communications Studies	Communication Studies
Burke, Jeffrey	CHC	Mathematics	Mathematics
Callahan, Kenyon	CHC	Political Science	Political Science
Carlisle, Christina	CHC	English	English
Carreon-Bailey, Rebecca	CHC	Child Development	Child Development/ Early Childhood Education
Carver, Memory	CHC	Emergency Medical Services	Emergency Medical Technologies
Castaneda, Caleb	CHC	Philosophy	Philosophy
Castillo, Andrew	CHC	English	English
Castro, Janet	CHC	English	English
Chappell, Dempsey	CHC	Fire Technology	Fire Technology
Chavira, Rejoice	CHC	Counseling	Counseling
Cifelli, Jessica	CHC	Child Development	Child Development/ Early Childhood Education
Cisneros, Cory	CHC	Fire Technology	Fire Technology
Clarke, Sally	CHC	Health Information Technology	Health Information Technology
Clement, Brooke	CHC	Counseling	Counseling
Clerc, Antoine	CHC	Political Science	Political Science
Cline, Melissa	CHC	Dance	Dance
Cline, Melissa	CHC	Health	Health
Cline, Melissa	CHC	Kinesiology	Kinesiology
Commander, John	CHC	Emergency Medical Services	Emergency Medical Technologies
Costello, Gerarda	CHC	History	History
Cowles, Randee Teresa	CHC	English	English

Adjunct and Substitute Academic Employees

Presented for Information July 11, 2024

[v.6.24.2024.p.4|10]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Cranon-Charles, Angela	CHC	Political Science	Political Science
Crews, Carly	CHC	Emergency Medical Services	Emergency Medical Technologies
Cripe, Carly	CHC	Emergency Medical Services	Emergency Medical Technologies
Crosby, Charles	CHC	Fire Technology	Fire Technology
Cruz, Jason	CHC	Business Administration	Business
Cryder, Michael	CHC	Biology	Biological Sciences
Culotta, Donald	CHC	Fire Technology	Fire Technology
Davis, Benjamin	CHC	Art	Art
Davis, Brian	CHC	Business Administration	Business
Davis, Mark	CHC	Fire Technology	Fire Technology
De Boer, Frank	CHC	Fire Technology	Fire Technology
Debaun, Shawnyse	CHC	Kinesiology	Kinesiology
Derosier, Wendy	CHC	Kinesiology	Kinesiology
Dobbs, Anne	CHC	English	English
Drake-Green, Penny	CHC	Communications Studies	Communication Studies
Dye, William	CHC	Emergency Medical Services	Emergency Medical Technologies
Eads, Courtney	CHC	Kinesiology	Kinesiology
Edberg, Heather	CHC	English	English
Eilander, Craig	CHC	Emergency Medical Services	Emergency Medical Technologies
Ellsberry, Richard	CHC	Fire Technology	Fire Technology
Estrada, Joshua	CHC	Kinesiology	Kinesiology
Estus, Steve	CHC	English	English
Fellenz, Kathryn	CHC	Public Safety	Public Safety
Files, Shannon	CHC	Fire Technology	Fire Technology
Firtha, Christie	CHC	English	English
Flores, Allison	CHC	Respiratory Technologies	Respiratory Technologies
Flores, Francisca	CHC	Certified Nursing Assistant/Aid	Health Care Ancillaries
Flory-Sanchez, Pamela	CHC	English	English
Flowers, Todd	CHC	Education	Education
Ford, Megan	CHC	Fire Technology	Fire Technology
Franko, Karla	CHC	Religion	Religious Studies
Fuller, Brent	CHC	Emergency Medical Services	Emergency Medical Technologies
Gairson, Pillip	CHC	Fire Technology	Fire Technology
Garcia, Claudia	CHC	Counseling	Counseling
Garcia, Edward	CHC	Respiratory Technologies	Respiratory Technologies

Adjunct and Substitute Academic Employees

Presented for Information July 11, 2024

[v.6.24.2024.p.5|10]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Gerhartz, David	CHC	Sociology	Sociology
Gillette, Jeffrey	CHC	Fire Technology	Fire Technology
Gilmore, Heather	CHC	Communications Studies	Communication Studies
Gimple, Tina	CHC	Computer Information Systems	Computer Information Systems
Goliff, Wendy	CHC	Chemistry	Chemistry
Gonering, Kyle	CHC	Emergency Medical Services	Emergency Medical Technologies
Gosink, Khoosheh	CHC	Biology	Biological Sciences
Grabow, James	CHC	Counseling	Counseling
Graff, Richard	CHC	Accounting	Accounting
Granado, Alycia	CHC	Child Development	Child Development/Early Childhood Education
Grigsby, Michael	CHC	Mathematics	Mathematics
Groff, Nathan	CHC	Fire Technology	Fire Technology
Guaderrama, Anthony	CHC	Computer Information Systems	Computer Information Systems
Gutierrez, Juan	CHC	Mathematics	Mathematics
Gutierrez, Mark	CHC	Mathematics	Mathematics
Hall, Grady Stanton	CHC	Emergency Medical Services	Emergency Medical Technologies
Hammond-Williams, Heather	CHC	Child Development	Child Development/ Early Childhood Education
Harmon, Lacey	CHC	Mathematics	Mathematics
Harold, Ryan	CHC	Fire Technology	Fire Technology
Harris, Mattie	CHC	English	English
Hayes, Chauncey	CHC	Kinesiology	Kinesiology
Haynes, Victor	CHC	Political Science	Political Science
Herron, Jordan	CHC	Kinesiology	Kinesiology
Hicks, Ashley	CHC	Respiratory Technology	Respiratory Technologies
Hilario, Michelle	CHC	Kinesiology	Kinesiology
Hiten, Vanesse	CHC	History	History
Ho, Oscar	CHC	Computer Information Systems	Computer Information Systems
Hoehn, Marisela	CHC	Counseling	Counseling
Hopper, Randi	CHC	Child Development	Child Development/ Early Childhood Education
Hosch, Roland	CHC	Computer Information Systems	Computer Information Systems
Houlihan, Frances	CHC	Art	Art
Hoyle, Dani	CHC	Respiratory Technologies	Respiratory Technologies

Adjunct and Substitute Academic Employees

Presented for Information July 11, 2024

[v.6.24.2024.p.6|10]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Hubbell, Grant	CHC	Fire Technology	Fire Technology
Huber, Jacob	CHC	Fire Technology	Fire Technology
Hutchins, Eric	CHC	Business Administration	Business
Izhar, Jehan	CHC	Kinesiology	Kinesiology
Janssen, Joshua	CHC	Fire Technology	Fire Technology
Jaravato-Hanson, Rodolfo	CHC	Health Information Technology	Health Information Technology
Jasso, Heather	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Jenkins, Mitchell	CHC	Environmental Science	Environmental Technologies
Jennings, Sara	CHC	English	English
Johansen, Jacquelyn	CHC	Biology	Biological Sciences
Johnson, Elizabeth	CHC	Kinesiology	Kinesiology
Jones, Lela	CHC	Radiologic Technology	Radiological Technology
Jones, Michele	CHC	Biology	Biological Sciences
Jraisat, Issa	CHC	Sociology	Sociology
Ketcherside, David	CHC	Fire Technology	Fire Technology
Keys, Scott	CHC	History	History
Khalaj-Le Corre, Monica	CHC	English	English
Knowlton, Troy	CHC	Radiologic Technology	Radiological Technology
Kreiser, Virginia	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Kunkel, Cory	CHC	Biology	Biological Sciences
Lagace, Paul	CHC	Fire Technology	Fire Technology
Lamb, Wendy	CHC	English	English
Lapointe, Stacey	CHC	English	English
Lee, James	CHC	English	English
Lehar, Jade	CHC	English	English
Leonard, Tina	CHC	American Sign Language	Communication Studies
Lindley, Paul	CHC	Fire Technology	Fire Technology
Loera, Anthony	CHC	Emergency Medical Services	Emergency Medical Technologies
Macamay, Mariana	CHC	Counseling	Counseling
Malik, Somayya	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Malinowsky, Grant	CHC	Fire Technology	Fire Technology
Malloy, David	CHC	Emergency Medical Services	Emergency Medical Technologies
Manzano, David	CHC	Respiratory Technologies	Respiratory Technologies
Martgan, Ann	CHC	Emergency Medical Services	Emergency Medical Technologies
Martin, Bradford	CHC	Biology	Biological Sciences

Adjunct and Substitute Academic Employees

Presented for Information July 11, 2024

[v.6.24.2024.p.7|10]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Martinez, Lissette	CHC	Sociology	Sociology
Masner, Patricia	CHC	Kinesiology	Kinesiology
McAtee, Robert	CHC	Counseling	Counseling
McClurg, Bruce	CHC	Music	Music
McCoy, Lauren	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
McGarvey, Lisa	CHC	Respiratory Technologies	Respiratory Technologies
McNamara, Laurence	CHC	Art	Art
McNaughton, Ana	CHC	Theatre Arts	Theatre Arts
McVey, Cody	CHC	American Sign Language	Communication Studies
Mello, Brandice	CHC	History	History
Menezing, Todd	CHC	History	History
Millan, Christopher	CHC	English	English
Miller, Cameron	CHC	Emergency Medical Services	Emergency Medical Technologies
Miller, Matthew	CHC	Emergency Medical Services	Emergency Medical Technologies
Mills, Bryan	CHC	Computer Information Systems	Computer Information Systems
Minter, Kristin	CHC	Kinesiology	Kinesiology
Moffatt, Christopher	CHC	History	History
Mogrovejo, Pablo	CHC	History	History
Moledor, Kevin	CHC	Emergency Medical Services	Emergency Medical Technologies
Molloy, David	CHC	Emergency Medical Services	Emergency Medical Technologies
Moody, Amanda	CHC	History	History
Moore, Steven	CHC	Emergency Medical Services	Emergency Medical Technologies
Moreno, Melissa	CHC	Communications Studies	Communication Studies
Morgan, Douglas	CHC	Sociology	Sociology
Morning, Sara	CHC	Emergency Medical Services	Emergency Medical Technologies
Morris, Nicholas	CHC	Respiratory Technologies	Respiratory Technologies
Muller, Katherine	CHC	Counseling	Counseling
Namekata, James	CHC	Kinesiology	Kinesiology
Nelson, Kristina	CHC	Psychology	Psychology
Neumann, Brent	CHC	Physics	Physics/Astronomy
Nguyen, Anh	CHC	Physics	Physics/Astronomy
Nguyen, Jennifer	CHC	Communications Studies	Communication Studies
Nguyen, Nicholas	CHC	Respiratory Technologies	Respiratory Technologies
Nguyen, Phong	CHC	Emergency Medical Services	Emergency Medical Technologies
Nguyen, Uyen	CHC	Mathematics	Mathematics

Adjunct and Substitute Academic Employees

Presented for Information July 11, 2024

[v.6.24.2024.p.8|10]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Noreen, Eric	CHC	Fire Technology	Fire Technology
Ocegueda, Hector	CHC	Spanish	Foreign Languages
Ojeda, Jasmine	CHC	Computer Information Systems	Computer Information Systems
Olivas, David	CHC	Fire Technology	Fire Technology
Orosco, Jennifer	CHC	Emergency Medical Services	Emergency Medical Technologies
Ortiz, Francisco	CHC	Fire Technology	Fire Technology
Ortiz, Viviana	CHC	Communications Studies	Communication Studies
Ouellete, Anamay	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Overstreet-Murphy, Penni	CHC	Fire Technology	Fire Technology
Pacheco, Gabriel	CHC	Anatomy	Biological Sciences
Page, Tony	CHC	Fire Technology	Fire Technology
Parker, Andrew	CHC	Fire Technology	Fire Technology
Parker, Jacob	CHC	Respiratory Technologies	Respiratory Technologies
Parsa, Masoud	CHC	Economics	Economics
Partain, Jeff	CHC	English	English
Patchen, Dustin	CHC	Emergency Medical Services	Emergency Medical Technologies
Paz, Elizabeth	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Perez, Daniella	CHC	Child Development	Child Development/Early Childhood Education
Piamonte, Rennard	CHC	Mathematics	Mathematics
Plaxton-Hennings, Charity	CHC	Child Development	Child Development/Early Childhood Education
Poffek, Christine	CHC	Kinesiology	Kinesiology
Polson, Elizabeth	CHC	English	English
Powell, Joe	CHC	Emergency Medical Services	Emergency Medical Technologies
Pritchard, Bekki	CHC	Sociology	Sociology
Purper, Cammy	CHC	Child Development	Child Development/ Early Childhood Education
Rafeedie, Nidal	CHC	Respiratory Technologies	Respiratory Technologies
Ramirez, Alejandra	CHC	Respiratory Technologies	Respiratory Technologies
Ramirez, Robert	CHC	Mathematics	Mathematics
Ramkissoon, Rhiannon	CHC	Child Development	Child Development/ Early Childhood Education
Ramos, Sefferino	CHC	English	English
Randolph, Christopher	CHC	Fire Technology	Fire Technology
Raney, Bret	CHC	Fire Technology	Fire Technology

Adjunct and Substitute Academic Employees

Presented for Information July 11, 2024

[v.6.24.2024.p.9|10]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Reid, Shirley	CHC	Mathematics	Mathematics
Reitsma, Adelina	CHC	Mathematics	Mathematics
Rivera, Ernesto	CHC	Counseling	Counseling
Rives, Ryan	CHC	Respiratory Technologies	Respiratory Technologies
Roberts, Charles	CHC	Oceanography	Geography
Rocha, Sarah	CHC	Mathematics	Mathematics
Roche, Joshua	CHC	Mathematics	Mathematics
Rodriguez, Luis	CHC	Art	Art
Roessler, Heather	CHC	Art	Art
Romano, Nicholas	CHC	Computer Information Systems	Computer Information Systems
Romero, Jose	CHC	Accounting	Accounting
Rose, Kendra	CHC	American Sign Language	Communication Studies
Saadeh, Miriam	CHC	Business Administration	Business
Sadiq, Fahima	CHC	Mathematics	Mathematics
Saenz, Heather	CHC	Emergency Medical Services	Emergency Medical Technologies
Salvi, Lisa	CHC	Anthropology	Anthropology
Samson, Danae	CHC	English	English
Sanderman, Linda	CHC	Biology	Biological Sciences
Sanford, Conchi	CHC	Art	Art
Schulz, Kathleen	CHC	Emergency Medical Services	Emergency Medical Technologies
Schuster, Jordan	CHC	Emergency Medical Services	Emergency Medical Technologies
Scott, Shella	CHC	Counseling	Counseling
Seager, Elena	CHC	Mathematics	Mathematics
Seaton, Thomas	CHC	Respiratory Technologies	Respiratory Technologies
Seek, Gabriel	CHC	Emergency Medical Services	Emergency Medical Technologies
Seheult, Roger	CHC	Respiratory Technologies	Respiratory Technologies
Sheble, Noelle	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Shinnerl, Eva	CHC	English	English
Shum, Chang	CHC	Counseling	Counseling
Simmers, Jennifer	CHC	Sociology	Sociology
Simonson, Scott	CHC	Music	Music
Simpson, Andrew	CHC	Emergency Medical Services	Emergency Medical Technologies
Smith, Deborah J.	CHC	Mathematics	Mathematics
Smith, Jeffrey	CHC	Mathematics	Mathematics
Smith, Kimberly	CHC	Respiratory Technologies	Respiratory Technologies

Adjunct and Substitute Academic Employees

Presented for Information July 11, 2024

[v.6.24.2024.p.10|10]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Smith, Kimberly	CHC	Respiratory Technologies	Respiratory Technologies
Sonico, Melissa	CHC	English	English
Sosa, Sara	CHC	Counseling	Counseling
Stark, DeEtta	CHC	Radiologic Technology	Radiological Technology
Stephens, Heather	CHC	Child Development	Child Development/ Early Childhood Education
Stupin, Melissa	CHC	Music	Music
Swanson, Justin	CHC	Kinesiology	Kinesiology
Sweeney, Michael	CHC	Fire Technology	Fire Technology
Ta, Canh	CHC	Anatomy	Biological Sciences
Tiwari, George	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Toering, Noelle	CHC	Emergency Medical Services	Emergency Medical Technologies
Tohami, Ali	CHC	Anatomy	Biological Sciences
Tovar, Jonathan	CHC	English	English
Tovar, Rafael	CHC	Fire Technology	Fire Technology
Turner, Austen	CHC	Anatomy	Biological Sciences
Vasquez, Alta	CHC	Computer Information Systems	Computer Information Systems
Vasquez, Henry	CHC	Emergency Medical Services	Emergency Medical Technologies
Vega, David	CHC	Emergency Medical Services	Emergency Medical Technologies
Verschell, Jeff	CHC	Mathematics	Mathematics
Vonk, David	CHC	English	English
Walter, Michael	CHC	Computer Information Systems	Computer Information Systems
Wassing, Amy	CHC	Communications Studies	Communication Studies
Weiler, Lindsay	CHC	History	History
Westholder, Joshua	CHC	Respiratory Technologies	Respiratory Technologies
Weston, Aubrey	CHC	Accounting	Accounting
White-Elliott, Cassunda	CHC	English	English
Williams, Lynn	CHC	Child Development	Child Development/ Early Childhood Education
Wilson, Debbie	CHC	Counseling	Counseling
Winokur, Robert	CHC	Music	Music
Wolfe, Mary	CHC	Education	Child Development/ Early Childhood Education
Xayaphanthong, Soutsakone	CHC	Counseling	Counseling

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

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

PREPARED BY: Dr. Dina Humble, Vice President Instruction, SBVC
Davena Burns-Peters, Academic Senate President, SBVC

DATE: July 11, 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 July 11, 2024

[v.7.2.2024.p.2|2]

Employee Name	Location Assignment	From	To
Castro, Anthony	SBVC	Associate Professor	Professor
Fozouni, Daihim	SBVC	Associate Professor	Professor
Hamdy, Rania	SBVC	Associate Professor	Professor
Jones, Edward "EJ"	SBVC	Associate Professor	Professor
Lee, Yvette	SBVC	Associate Professor	Professor
Lopez, Alma	SBVC	Associate Professor	Professor
Adams, Kathryn	SBVC	Professor	Professor Emeritus
Evans-Perry, Ginny	SBVC	Professor	Professor Emeritus
Ferri-Milligan, Paula	SBVC	Professor	Professor Emeritus
Hunter, Diane	SBVC	Professor	Professor Emeritus
Lamore, Joel	SBVC	Professor	Professor Emeritus
Moreno, Dolores	SBVC	Professor	Professor Emeritus
Smith, David	SBVC	Professor	Professor Emeritus
Wall, Patti	SBVC	Professor	Professor Emeritus

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: July 11, 2024

SUBJECT: Consideration of Approval to Appoint District Employees

RECOMMENDATION

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

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2023-2024 and 2024-2025 budgets.

Appointment of District Employees

Submitted for Board Approval July 11, 2024

[v.7.2.2024.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Gonzales, Sarah College Police Officer DSO Police	07/15/24	POA 50A	New	General	04/03/24
Kuroda, Kay College Police Officer DSO Police	07/15/24	POA 50A	New	General	05/20/24
Shaw, Donavan College Police Officer DSO Police	07/15/24	POA 50A	New	General	06/10/24
Harris Tattegrain, Kia Assistant Director, Development SBVC Foundation	07/15/24	12/A	New	San Manuel Band Of Mission Indians Grant	TBD†
Rogers, Kirk Douglas Division Dean SBVC Social Sciences	07/15/24	23/E	Wallace Johnson	General	TBD†
Sepulveda, Marissa Professor, Nursing SBVC Nursing	08/06/24	Academic TBD*	Deborah Trusheim	General	12/7/2023
Vazquez Valdez, Oscar Professor, Nursing SBVC Nursing	08/06/24	Academic TBD*	Sandra Pak	General	8/29/2019

†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: July 11, 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 July 11, 2024

[v.6.19.2024.p.1|1]

Employee Name Location Assignment & Department	From	To	Range & Step	Fund	Live Scan Clearance
Turner, Nate Professor, Kinesiology SBVC Athletics	08/06/24	06/30/25	D8	General Fund	05/16/24

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: July 11, 2024

SUBJECT: Consideration of Approval of Classification Advancement for Academic Employees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The financial implications resulting from these reclassifications will be an additional cost to the appropriate 2024-2025 budgets.

Classification Advancement for Academic Employees

Submitted for Board Approval on July 11, 2024

[v.6.20.2024.p.2|2]

Employee Name Location Assignment Department	From Column	To Column	Days of Service	Effective Date
Holder, Patricia Professor, Physical Education SBVC Physical Eduation	F	G	175	07/01/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC

DATE: July 11, 2024

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

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

As of July 1, 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 2024-2025 budgets.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.1|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Anemelu, Victoria AB 705 Grant Funds	SBVC	07/14/24	12/17/24	$57.88	50	$2,894.00	Community of Practice - Math 250
Arnold, Anita STEM- MESA General Fund	SBVC	07/01/24	08/09/24	$57.88	25	$1,447.00	STEM-MESA Faculty *Ratification: Due to an oversight, this submission was left out of the June Board.*
Arnold, Anita HR General Funds	SBVC	06/06/24	06/06/24	$57.88	9	$520.92	Assistant Professor, Nurising *Ratification: Participation in recruitment occurred after board item submission deadline for June board. for late or amended items.*
Assuma, Michael Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Awunganyi, John Basic Skills Categorical Funds	SBVC	07/14/24	08/01/24	$57.88	5	$289.40	The Corequisites CoP-Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and 151.
Barnett, Kellie (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Batalo, Mandi Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Bautista, Rui AB 705 Grant Funds	SBVC	07/14/24	12/17/24	$57.88	50	$2,894.00	Community of Practice - Math 250

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.2|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Blacksher, Anthony Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Bowyer, Rumeisha SSSP Categorical Fund	SBVC	07/15/24	08/09/24	$64.07	120	$7,688.40	Adjunct Counseling
Bowyer, Rumeisha SSSP Categorical Fund	SBVC	08/12/24	12/21/24	$64.07	422	$27,037.54	Adjunct Counseling
Burckel, Georgia Middle College Grant Fund	SBVC	08/12/24	12/20/24	$70.82	324	$22,945.68	Adjunct Counselor Middle College
Burns-Peters, Davina (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Cacho, Bryce (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Caldwell-Betties, Melita Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Castro, Anthony Office of Instruction General Fund	SBVC	07/12/24	07/16/24	$57.88	20	$1,157.60	Office of Instruction Scheduling Tool
Castro, Anthony AB 705 Grant Funds	SBVC	07/14/24	12/17/24	$57.88	50	$2,894.00	Community of Practice - Math 250
Castro, Anthony Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.3|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Chiem, Vinh Off-Campus Program General Fund	SBVC	08/12/24	12/20/24	$70.82	360	$25,495.20	Adjunct Counselor Dual Enrollment
Crux, Alex Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Cruz, Judi Perkins/SWP Grant Fund	SBVC	07/12/24	12/31/24	$57.88	160	$9,260.80	Human Services Mini Certificated Curriculum development
Cuny, Lucas Guided Pathways Grant Fund	SBVC	07/15/24	08/01/24	$57.88	30	$1,736.40	Guided Pathways Leads
Cuny, Lucas (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	20	$1,157.60	Department chair duties outside of the primary terms.
Elpel, Kristina Office of Instruction General Fund	SBVC	07/01/24	08/09/24	$65.67	100	$6,567.00	STEM-MESA Counseling *Ratification: Due to an oversight, this submission was left out of the June Board.*
Elpel, Kristina Guided Pathways Grant Fund	SBVC	07/15/24	08/01/24	$57.88	15	$868.20	Guided Pathways Summer Project
Ferri-Milligan, Paula Office of Instruction General Fund	SBVC	07/15/24	12/31/24	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Fogle, Melinda (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Fozouni, Daihim Office of Instruction General Fund	SBVC	01/01/25	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.4|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Garcia, Armando Guided Pathways Grant Fund	SBVC	07/15/24	08/01/24	$57.88	15	$868.20	Guided Pathways Summer Project
Garibay, Thalia Middle College Grant Fund	SBVC	08/12/24	12/20/24	$70.82	324	$22,945.68	Adjunct Counselor Middle College
Giles, Keenan Guiided Pathways Grant Fund	SBVC	07/15/24	08/01/24	$57.88	30	$1,736.40	Guided Pathways Leads
Gomez, Ed Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Gomez. Edward HR General Funds	SBVC	06/04/24	06/04/24	$57.88	8	$463.04	Division Dean: Social Sciences, Human Development & Physical Education *Ratification: Participation in recruitment occurred after board item submission deadline for June board. for late or amended items.*
Gomez, Fernando (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	20	$1,157.60	Department chair duties outside of the primary terms.
Gonzales, Francisco Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Gonzalez, Stephany Basic Skills Categorical Fund	SBVC	08/12/24	12/20/24	$66.33	324	$21,490.92	Adjunct Counselor Middle College
Graham, Danielle Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.5|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Halabi, Tarif Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Hassanzadah, Ali AB 705 Grant Funds	SBVC	07/14/24	12/17/24	$57.88	50	$2,894.00	Community of Practice - Math 250
Heibel, Todd (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Henkle, Lisa Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Herrera, Jamie Guided Pathways Grant Fund	SBVC	07/15/24	08/01/24	$57.88	15	$868.20	Guided Pathways Summer Project
Huston, Celia (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Jefferson, Kimberly Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Jones, Carol Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Kappattil, Reshmi HR General Funds	SBVC	06/06/24	06/06/24	$57.88	9	$520.92	Assistant Professor, Nurising *Ratification: Participation in recruitment occurred after board item submission deadline for June board. for late or amended items.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.6|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Kappattil, Reshmi (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
King, Melissa Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Knight, Denise CDTC-ECE-Grant Fund	SBVC	08/14/23	06/30/24	$57.88	150	$8,682.00	CDTC-ECE Educational Support Grant *Amendment: Originally submitted to Board in August 2023. This amendment increases the not to exceed hours, and subsequently the not to exceed amount.*
Knight, Denise (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Lawler, Kenneth Instruction Office-General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Lee, Chongui Keith AB 705 Grant Funds	SBVC	07/14/24	12/17/24	$57.88	50	$2,894.00	Community of Practice - Math 250
Maldonado, Lourdes Instruction Office General Fund	SBVC	07/01/24	08/09/24	$67.89	100	$6,789.00	STEM-MESA Counseling *Ratification: Due to an oversight, this submission was left out of the June Board.*
Matavao, Ulavala "Ula" Guided Pathways Grant Fund	SBVC	07/15/24	08/01/24	$57.88	15	$868.20	Guided Pathways Summer Project
Mattson, Susan (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	80	$4,630.40	Department chair duties outside of the primary terms.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.7|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Mayer, Stacy Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Metu, Reggie Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Millen, Shannon SWP Grant Fund	SBVC	06/01/24	06/30/24	$57.88	80	$4,630.40	Flight Academy outreach *Ratification. We were recently accepted to FAA Collegiate Training Institute in Oklahoma, contingent upon curriculum approval. Curriculum was approved by the Curriculum Committee in May and the Board in June. We plan to start promoting this new program this summer.*
Millen, Shannon SWP Grant Fund	SBVC	07/01/24	07/31/24	$57.88	80	$4,630.40	Flight Academy outreach *Ratification. We were recently accepted to FAA Collegiate Training Institute in Oklahoma, contingent upon curriculum approval. Curriculum was approved by the Curriculum Committee in May and the Board in June. We plan to start promoting this new program this summer.*
Milligan, Joshua (co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.8|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Monarrez, Amador SSSP Categorical Fund	SBVC	07/15/24	08/09/24	$64.07	120	$7,688.40	Adjunct Counseling
Monarrez, Amador SSSP Categorical Fund	SBVC	08/12/24	12/21/24	$64.07	422	$27,037.54	Adjunct Counseling
Moneymaker, Melinda Perkins/SWP Grant Fund	SBVC	07/12/24	12/31/24	$57.88	80	$4,630.40	Human Services Mini Certificates Curruculum Development
Moneymaker, Melinda Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Moneymaker, Melinda HR General Funds	SBVC	06/04/24	06/04/24	$57.88	8	$463.04	Division Dean: Social Sciences, Human Development & Physical Education *Ratification: Participation in recruitment occurred after board item submission deadline for June board. for late or amended items.*
Nguyen, Hoang Basic Skills Categorical Funds	SBVC	07/14/24	08/01/24	$57.88	1	$57.88	The Corequisites CoP-Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and 151.
Notarangelo, Maria (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Ontiveros, Doris Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.9|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Ortiz Archila, Roberto SSSP Categorical Fund	SBVC	07/15/24	08/09/24	$64.07	120	$7,688.40	Adjunct Counseling
Ortiz Archila, Roberto SSSP Categorical Fund	SBVC	08/12/24	12/21/24	$64.07	422	$27,037.54	Adjunct Counseling
Pave, Adam Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Pave, Adam HR General Funds	SBVC	06/04/24	06/04/24	$57.88	8	$463.04	Division Dean: Social Sciences, Human Development & Physical Education *Ratification: Participation in recruitment occurred after board item submission deadline for June board. for late or amended items.*
Perez, Ebony AB 705 Grant Funds	SBVC	07/14/24	12/17/24	$57.88	50	$2,894.00	Community of Practice - Math 250
Prewitt, Cinthia Perkins/SWP Grant Fund	SBVC	07/12/24	12/31/24	$57.88	80	$4,630.40	Human Services Mini Certificates Curruculum Development
Qader, Amanda AB 705 Grant Funds	SBVC	07/14/24	12/17/24	$57.88	50	$2,894.00	Community of Practice - Math 250
Rivera, Amairany Off-Campus Program General Funds	SBVC	08/12/24	12/20/24	$66.33	360	$23,878.80	Adjunct Counselor Dual Enrollment
Robles, Matthew (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Rollstin-Weiland, Stacy Library General Fund	SBVC	07/15/24	12/31/24	$70.82	200	$14,164.00	Adjunct Librarian

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.10|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Romero, Melissa (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	80	$4,630.40	Department chair duties outside of the primary terms.
Sanchez, Irene HR General Funds	SBVC	06/04/24	06/04/24	$57.88	8	$463.04	Division Dean: Social Sciences, Human Development & Physical Education *Ratification: Participation in recruitment occurred after board item submission deadline for June board. for late or amended items.*
Shea, Jessica Library General Fund	SBVC	07/15/24	12/31/24	$70.82	200	$14,164.00	Adjunct Librarian
Silva, Steven Office of Instruction General Fund	SBVC	07/01/24	08/09/24	$70.12	25	$1,753.00	STEM-MESA Counseling *Ratification: Due to an oversight, this submission was left out of the June Board.*
Simpson, Ty (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Sogomonian, Nori (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Steiner, Rebecca Office of Instruction General Fund	SBVC	08/05/24	12/20/24	$57.88	332.5	$19,245.10	Learning Skills and Tutoring Adjunct
Tinoco, Michelle (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.11|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Tolstova, Anna Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Valdez, Maria Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Vogel, Angela (Co-Chair) Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	50	$2,894.00	Department chair duties outside of the primary terms.
Wang, Wei-Chung Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Watterlond, John AB 705 Grant Funds	SBVC	07/14/24	12/17/24	$57.88	50	$2,894.00	Community of Practice - Math 250
Weber, Abena Guided Pathways Grant Fund	SBVC	07/15/24	08/01/24	$57.88	15	$868.20	Guided Pathways Summer Project
White, Charles Ian Office of Instruction General Fund	SBVC	07/12/24	06/30/25	$57.88	119	$6,887.72	Art Gallery Faculty Lead
Williams, Mark Office of Instruction General Fund	SBVC	07/15/24	06/30/25	$57.88	100	$5,788.00	Department chair duties outside of the primary terms.
Zuick, Nhan Basic Skills Categorical Funds	SBVC	07/14/24	08/01/24	$57.88	13	$752.44	The Corequisites CoP-Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and 151.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.12|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Abad, Jeremy Honors Program General Fund	CHC	06/11/24	08/01/24	$57.88	10	$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratification: Hours were missed or increased for Summer.*
Barrie, Trinette Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	30	$2,124.60	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
Bogh, Debbie Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	30	$2,124.60	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
Callahan, Kenyon Honors Program General Fund	CHC	05/28/24	06/27/24	$57.88	10	$578.80	Cirriculum *Ratification: Hours were missed or increased for Summer.*
Cannon, Judy Honors Program General Fund	CHC	07/01/24	12/30/24	$57.88	460	$26,624.80	Honors Coordinator *Ratification: Hours were missed or increased for Summer.*
Chavira, Rejoice Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	30	$2,124.60	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
Clement, Brooke Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	422	$29,886.04	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.13|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Cranon-Charles, Angela Honors Program General Fund	CHC	07/01/24	08/01/24	$57.88	10	$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratification: Hours were missed or increased for Summer.*
Diep, Matthew Library General Funds	CHC	08/12/24	12/17/24	$64.07	150	$9,610.50	Adjunct Librarian
Garcia, Claudia Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	75	$5,311.50	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
Gerhartz, David Honors Program General Fund	CHC	07/01/24	08/01/24	$57.88	20	$1,157.60	Honor's Coordinator *Ratification: Hours were missed or increased for Summer.*
Grabow, James Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	30	$2,124.60	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
Hamlett, Cynthia Instruction General Funds	CHC	08/12/24	12/17/24	$57.88	422	$24,425.36	Faculty Lead, Distance Education
Hoehn, Marisela Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	422	$29,886.04	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
Ivy, Krista Library General Funds	CHC	08/12/24	12/17/24	$64.07	70	$4,484.90	Library Reference Desk Overload

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.14|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Jraisat, Issa Honors Program General Fund	CHC	07/01/24	08/01/24	$57.88	10	$578.80	Curriculum *Ratification: Hours were missed or increased for Summer.*
Lopez, Natalie MESA	CHC	06/03/24	06/24/24	$57.88	14	$810.32	STEM Summer Research *Ratification: Hours were missed or increased for Summer.*
Macamay, Mariana Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	30	$2,124.60	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
McAtee, Robert Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	30	$2,124.60	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
McCool, Karol Library General Funds	CHC	08/12/24	12/17/24	$70.82	175	$12,393.50	Adjunct Librarian
Montejano, Jordan Tutoring Genral Funds	CHC	08/12/24	12/17/24	$57.88	342	$19,794.96	Assistance & Support to Tutors & SI Leaders Tutoring Center
Montes, Ashley Library General Funds	CHC	08/12/24	12/17/24	$66.33	175	$11,607.75	Adjunct Librarian
Moreno, Melissa Honors Program General Fund	CHC	07/01/24	08/01/24	$57.88	20	$1,157.60	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratification: Hours were missed or increased for Summer.*
Mulder, Katheryn Student Equity and Achievement	CHC	08/12/24	12/20/24	$66.33	150	$9,949.50	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.15|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Patino, Matt Honors Program General Fund	CHC	07/01/24	08/01/24	$57.88	10	$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratification: Hours were missed or increased for Summer.*
Pennington, Annie Library General Funds	CHC	08/12/24	12/17/24	$70.82	250	$17,705.00	Adjunct Librarian
Peyton, Allison Library General Funds	CHC	08/12/24	12/17/24	$66.33	150	$9,949.50	Adjunct Librarian
Rahbarnia, Shohreh Guideed Pathways budget	CHC	07/01/24	08/01/24	$57.88	100	$5,788.00	Proposal for Supporting Chemistry Students at STEM or Tutoring Center *Hours were missed or increased for Summer.*
Rivera, Ernesto Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	30	$2,124.60	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
Salvi, Lisa Honors Program General Fund	CHC	07/01/24	08/01/24	$57.88	10	$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratification: Hours were missed or increased for Summer.*
Scott, Shella Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	350	$24,787.00	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.16|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Shum, Chang Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	288	$20,396.16	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
Simmers, Jennifer Honors Program General Fund	CHC	05/28/24	06/27/24	$57.88	10	$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratification: Hours were missed or increased for Summer.*
Sosa, Sara Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	422	$29,886.04	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
Weiler, Lindsay Honors Program General Fund	CHC	05/28/24	06/27/24	$57.88	10	$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratification: Hours were missed or increased for Summer.*
Williams, Gary Honors Program General Fund	CHC	06/10/24	08/01/24	$57.88	10	$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. *Ratification: Hours were missed or increased for Summer.*
Wilson, Debbie Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	50	$3,541.00	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.

Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 11, 2024

[v.6.25.2024.p.17|17]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Xayaphanthong, Soutsakone Student Equity and Achievement	CHC	08/12/24	12/20/24	$70.82	30	$2,124.60	Adjunct Counselor, provide counseling, Ed plan development and other cousneling services in counseling.
Zepeda, Isidro MESA	CHC	06/03/24	07/08/24	$57.88	5	$289.40	STEM Summer Research *Ratification: Hours were missed or increased for Summer.*

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. Gilbert Contreras, President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: July 11, 2024

SUBJECT: Consideration of Approval to Pay Stipends

RECOMMENDATION

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

OVERVIEW

The stipends listed on the attachment are submitted for approval.

ANALYSIS

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

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate 2023-2024 and 2024-2025 budgets.

Payment of Stipends

Submitted for Board Approval July 11, 2024

[v.6.19.2024.p.2|7]

Faculty Chair 07/15/24 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
Assumma, Michael	SBVC	Business Administration	$8,000.00
Barnett, Kellie (Co-Chair)	SBVC	Child Development	$4,000.00
Batalo, Manuela "Mandi"	SBVC	Art	$9,000.00
Blacksher, Anthony	SBVC	Sociology	$8,000.00
Burns-Peters, Davena (Co-Chair)	SBVC	Modern Languages	$4,500.00
Cacho, Bryce (Co-Chair)	SBVC	Welding	$3,000.00
Caldwell-Betties, Melita	SBVC	Water Technology & Machine Trades	$7,000.00
Castro, Anthony	SBVC	Mathematics	$9,000.00
Cruz, Alex	SBVC	Automotive	$6,000.00
Cuny, Lucas (Co-Chair)	SBVC	FTVM/ Communication Studies	$2,000.00
Ferri-Milligan, Paula	SBVC	English	$4,500.00
Fogle, Melinda (Co-Chair)	SBVC	Music /Theatre Arts /Dance	$4,000.00
Gomez, Edward	SBVC	History	$7,000.00
Gomez, Fernando (Co-Chair)	SBVC	Biology	$4,500.00
Gonzales, Francisco	SBVC	Aeronautics	$7,000.00
Graham, Danielle	SBVC	Psychology	$7,000.00
Halabi, Tarif	SBVC	Electronics/Electricity/H/VAC-R	$7,000.00
Heibel, Todd (Co-Chair)	SBVC	Earth Sciences	$4,000.00
Henkle, Lisa	SBVC	Political Science	$6,000.00
Huston, Celia (Co-Chair)	SBVC	Library Technology	$2,500.00
Jefferson, Kimberly	SBVC	Reading	$7,000.00
Jones, Carol	SBVC	Chemistry	$9,000.00
Kappattil, Reshmi (Co-Chair)	SBVC	Nursing	$4,500.00
King, Melissa	SBVC	Anthropology	$6,000.00
Knight, Denise (Co-Chair)	SBVC	Child Development	$4,000.00
Lawler, Kenneth	SBVC	Kinesiology	$8,000.00

Payment of Stipends

Submitted for Board Approval July 11, 2024

[v.6.19.2024.p.3|7]

Faculty Chair 07/15/24 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
Mattson, Susan (Co-Chair)	SBVC	FTVM/Communication Studies	$7,000.00
Mayer, Stacy	SBVC	Culinary Arts/ Hospitality/ Food & Nutrition	$7,000.00
Metu, Reggie	SBVC	Computer Information Technology	$9,000.00
Milligan, Joshua (Co-Chair)	SBVC	Welding	$3,000.00
Moneymaker, Melinda	SBVC	Human Services	$7,000.00
Notarangelo, Maria (Co-Chair)	SBVC	Library Technology	$2,500.00
Ontiveros, Doris	SBVC	Pharmacy Technology	$6,000.00
Pave, Adam	SBVC	Philosophy/Religious Studies	$6,000.00
Robles, Matthew (Co-Chair)	SBVC	Earth Sciences	$4,000.00
Romero, Melissa (Co-Chair)	SBVC	Biology	$4,500.00
Simpson, Tahirah “Ty “ (Co-Chair)	SBVC	Counseling	$4,500.00
Sogomonian, Nori (Co-Chair)	SBVC	Modern Languages	$4,500.00
Tinoco, Michelle (Co-Chair)	SBVC	Counseling	$4,500.00
Tolstova, Anna	SBVC	Physics, Engineering, Astronomy	$7,000.00
Valdez, Maria	SBVC	Psychiatric Technology	$8,000.00
Vogel, Angela (Co-Chair)	SBVC	Nursing	$4,500.00
Wang, Wei-Chung	SBVC	Economics	$6,000.00
Williams, Mark	SBVC	Auto Collision & HMDT	$7,000.00

Faculty Chair 01/01/25 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
Fozouni, Daihim	SBVC	English	$4,500.00

Payment of Stipends

Submitted for Board Approval July 11, 2024

[v.6.19.2024.p.4|7]

Faculty Coordinator 07/01/24 – 06/30/25

Ratification: Information was not provided in time for prior month's Board approval.

Employee Name	Location Assignment	Department	Stipend
Barrie, Trinette	CHC	Counseling	$4,400.00 for 11 months
Macamay, Mariana	CHC	Transfer Center	$4,800.00 for 12 months
Reichert, Nicholas	CHC	Tutoring Center	$4,800.00 for 12 months

Head Coach 08/01/24 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
Eads, Courtney	CHC	Athletics/Swimming	$7,000.00
Estrada, Joshua	CHC	Athletics/Cross Country	$7,000.00
Herron, Jordan	CHC	Athletics/Women's Water Polo	$7,000.00
Ketcherside, Kailyn	CHC	Athletics/Men's Water Polo	$7,000.00

Head Coach 08/12/24 – 12/31/24

Employee Name	Location Assignment	Department	Stipend
Brown, Joshua	SBVC	Athletics/Men's Soccer	$7,000.00
Lefay, Jenna	SBVC	Athletics/Women's Soccer	$7,000.00
Ratigan, James	SBVC	Athletics/Men's Cross Country	$7,000.00
Sanchez, Ricardo	SBVC	Athletics/Women's Cross Country	$7,000.00
Turner, Nathan	SBVC	Athletics/Football	$7,000.00
Vansant, Robert	SBVC	Athletics/Volleyball	$7,000.00

Head Coach 11/01/24 – 03/30/25

Employee Name	Location Assignment	Department	Stipend
Brewer, Quincy	SBVC	Athletics/Men's Basketball	$7,000.00
Smith, Julia	SBVC	Athletics/Women's Basketball	$7,000.00

Payment of Stipends

Submitted for Board Approval July 11, 2024

[v.6.19.2024.p.5|7]

Assistant Coach 08/01/24 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
Jimenez, Gabrielle	CHC	Athletics/Cross Country	$5,000.00

Assistant Coach 08/12/24 – 12/31/24

Employee Name	Location Assignment	Department	Stipend
Doran, Stephanie	SBVC	Athletics/Women's Soccer	$5,000.00
Hosea, Willie S. Jr	SBVC	Athletics/Football	$5,000.00
Johnson, Eugene	SBVC	Athletics/Football	$5,000.00
Marquez, Jeremiah	SBVC	Athletics/Women's Soccer	$5,000.00
Pelayo, Andres	SBVC	Athletics/Men's Soccer	$5,000.00
Politron, Jose	SBVC	Athletics/Men's Soccer	$5,000.00
Ramirez, Michael	SBVC	Athletics/Men's Cross Country	$5,000.00

Assistant Coach 11/01/24 – 03/31/25

Employee Name	Location Assignment	Department	Stipend
Gonzalez, Teresa	SBVC	Athletics/Women's Basketball	$5,000.00
Thomas, Shynese	SBVC	Athletics/Women's Basketball	$5,000.00

Other 04/19/24 – 05/03/24
Pathways to Success Asset Based Workshop
Ratification: Names of participants did not get board approved due to oversight.

Employee Name	Location Assignment	Department	Stipend
Colbert, Tim	SBVC	Art	$1,000.00
Copeland, Mary	SBVC	English	$1,600.00
Gergis, Nader	SBVC	Art	$1,000.00
Mattson, Susan	SBVC	Communications Studies	$1,600.00
Mills, Amy	SBVC	English	$1,600.00
Sogomonian, Nori	SBVC	Spanish	$1,000.00
Torres, Fabian	SBVC	English	$1,000.00
Zarate, Rangel	SBVC	Englsih	$1,600.00

Payment of Stipends

Submitted for Board Approval July 11, 2024

[v.6.19.2024.p.6|7]

Other 05/28/24 – 08/01/24
Zero Textbook Cost work for respective Theater Arts program classes.
Ratification: Hours were missed or increased for Summer.

Employee Name	Location Assignment	Department	Stipend
Baltierra, Tony	CHC	Theatre Arts -THART 108	$500.00
Baltierra, Tony	CHC	Theatre Arts -THART 109	$500.00
Cowens, Nicole	CHC	Theatre Arts -THART 110	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 120	$500.00
Jacques, Paul	CHC	Theatre Art - THART 124	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 133	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 140	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 145	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 147	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 150	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 205	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 220	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 221	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 226	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 245	$500.00
Jacques, Paul	CHC	Theatre Arts - THART 250	$500.00
Johansen, Kirsten	CHC	Theatre Arts - THART 174	$500.00
McNaughton, Anna	CHC	Theatre Arts - THART 100	$500.00
McNaughton, Anna	CHC	Theatre Arts - THART 100H	$500.00
McNaughton, Anna	CHC	Theatre Arts - THART 134	$500.00

Other 06/01/24 – 06/30/24
Emergency Medical Services program work.
Ratification: Information was not provided in time for board approval.

Employee Name	Location Assignment	Department	Stipend
Molloy, David	CHC	Emergency Medical Services	$1,298.40
Thronson, Glen	CHC	Emergency Medical Services	$5,857.50
Vasquez, Henry	CHC	Emergency Medical Services	$1,168.00

Payment of Stipends

Submitted for Board Approval July 11, 2024

[v.6.19.2024.p.7|7]

Other 06/10/24 – 08/02/24
Faculty advisor to students participating in STEM Summer Research in Summer 2024.
Ratification: Information was not provided in time for board approval

Employee Name	Location Assignment	Department	Stipend
Olivera, Christopher	CHC	Biology	$1,500.00
Robertson, Jillian	CHC	Mathematics	$1,500.00
Ruiz, Sandra	CHC	Computer Science	$1,500.00

Other 07/01/24 – 07/31/24
Program Building for Community Paramedicine.
Ratification: Information was not provided in time for board approval

Employee Name	Location Assignment	Department	Stipend
Ward, Amanda	CHC	Emergency Medical Services	$11,576.00

Other 07/01/24 – 08/02/24
Online Teaching Verification Workshops
Ratification: To increase contract amount.

Employee Name	Location Assignment	Department	Stipend
Hamlett, Cynthia	CHC	Distance Education	$2,894.00

Other 07/01/24 – 12/30/24
Nursing Services Program Assistant Work
Ratification: Information was not provided in time for board approval

Employee Name	Location Assignment	Department	Stipend
Jasso, Heather	CHC	Nursing Services	$10,200.00
Harris, Kashaunda	CHC	Career Education	$2,000.00

Other 01/01/25 – 05/31/25
Nursing Services Program Assistant Work

Employee Name	Location Assignment	Department	Stipend
Jasso, Heather	CHC	Nursing Services	$10,200.00

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 of Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: July 11, 2024

SUBJECT: Workplace Violence Prevention Plan (WVPP)

RECOMMENDATION

It is recommended that the Board of Trustees adopt the Workplace Violence Prevention Plan (WVPP) as presented.

OVERVIEW

As a result of California Senate Bill 553 (SB 553), all employees that fall within the scope of California Labor Code (LC) 6401.7 and LC 6401.9, are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024. The primary objective of the WVPP is to prevent and/or eliminate workplace violence as follows: (1) establish and maintain an effective WVPP; (2) provide a safe working environment; (3) establish policies, training, and communications to improve workplace violence prevention; and (4) provide written records of workplace violence incidents and investigations, in accordance with the WVPP.

Therefore, the SBCCD's WVPP was developed and implemented in a manner that is consistent with the SBCCD's obligations under Title IX of the Education Amendments of 1972 ("Title IX"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), related policies and procedures, and as a standalone policy designed to work with the existing SBCCD Injury and Illness Prevention Program (IIPP), required by 8 CCR § 3203.

ANALYSIS

SBCCD is committed to a culture of safety and violence prevention. These policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety of SBCCD's employees.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item; however, the lack of an WVPP could result in violations of California Labor Code 6401.9.

Workplace Violence Prevention Plan

San Bernardino Valley College

701 South Mount Vernon Avenue

San Bernardino, California 92410

&

Crafton Hills College

11711 Sand Canyon Road

Yucaipa, California 92399

ISSUED: June 2024

REVISED:

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Policy Statement

San Bernadino Community College District (SBCCD) is committed to creating and maintaining a work environment free from violence. Acts of violence, threats of violence, harassment, intimidation, and other disruptive behaviors will not be tolerated. Any person found to be involved in such behavior will be subject to disciplinary action, which may include termination from employment, and may also be subject to legal penalties.

The requirements for establishing, implementing, and maintaining an effective Workplace Violence Prevention Plan (WVPP) are contained in California Labor Code section 6401.9 and reference incorporation into California Labor Code section 6401.7 Injury and Illness Prevention Program (IIPP). SBCCD is establishing its Workplace Violence Prevention Plan as a standalone policy designed to work with the existing IIPP.

Purpose

The purpose of the WVPP is to establish a zero-tolerance policy toward violence in the workplace, ensuring the safety and security of all individuals on the SBCCD's premises.

Scope

This WVPP applies to all SBCCD employees, students, contractors, and visitors. It covers all forms of workplace violence outlined below.

Employee Access to Written WVPP

SBCCD ensures that the WVPP shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by making copies of the WVPP available in person at the SBCCD Office of Safety & Risk Management and by publishing the WVPP publicly on the SBCCD website and making it available to the public for download.

Definitions

Workplace Violence (WV) is defined by Cal/OSHA as any act of violence or threat of violence that occurs in a place of employment including, but not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury **and/or;**
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

Four "Types" of Workplace Violence:

- **Type 1** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- **Type 2** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3** - Workplace violence against an employee by a present or former employee, or manager.
- **Type 4** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Note: Workplace Violence does not include lawful acts of self-defense or defense of others.

Plan or WVPP - The Workplace Violence Prevention Plan required by California Labor Code section 6401.9.

Log - The Workplace Violence Incident Log required by California Labor Code section 6401.9.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Roles and Responsibilities

Responsible Persons	Job Title/Position	WVPP Responsibilities	Phone #	Email
Kristina Hannon	Vice Chancellor of Human Resources, Payroll and Police Services	Vice Chancellor Hannon is the Program Administrator and Environmental Health and Safety Administrator Patrick Keith is the Designee. VC Hannon provides resources for WVPP implementation, training, security measures, record keeping, and WVPP review.	909-388-6937	khannon@sbccd.edu
Patrick Keith	Environmental Health and Safety Administrator	Administrator Keith will act as Program Administrator; develops the WVPP, oversees implementation, monitors changes in regulation, ensures training compliance, ensures compliance with state law, convenes the WVPP Review Committee, and implements WVPP changes.	909-388-6921	pkeith@sbccd.edu

SBCCD Police

- Respond to incidents of WV.
- Conduct regular security assessments (as outlined in SBCCD Police policy and procedure).
- Coordinate with Safety & Risk Management (S&RM) and Administrative Procedures for documenting WV incidents.

SBCCD Campus Safety Specialists

- Conduct physical inspections for WV hazards at the direction of the Program Administrator or their Designee.
- Assist in daily tasks required to maintain the WVPP at the direction of the Program Administrator or their Designee.

WVPP Review Committee

- Comprised of the Program Administrator and Designee(s) from Human Resources, S&RM, and SBCCD Police.
- Conduct an annual review of the WVPP.
- Conduct a review of the WVPP as needed to address recommended changes after a WV Incident.
- Recommend changes to the WVPP to be submitted to the Program Administrator or their Designee, for adoption.

Managers

- Implement the WVPP.
- Escalating reports of WV making timely notifications to S&RM.
- Mitigate immediate risk in the workplace where appropriate.

- Ensure employees comply with the policy and procedure outlined in WVPP.
- Ensure employees complete required WV training.
- Answer employee questions about the WVPP and/or direct employees to S&RM.

Employees

- Adhere to policies and procedures outlined in the WVPP.
- Attend and comply with training.
- Report all incidents of workplace violence or threats to their manager, SBCCD PD, S&RM, or through anonymous reporting channels.

Recordkeeping

Safety and Risk Management (S&RM)

- Create and maintain records of WV hazard identification, evaluation, and correction for a minimum of five (5) years.
- Investigate claims of WV.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain workplace violent incident logs for a minimum of five (5) years.
- Maintain records of WV incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of WV hazard identification, evaluation, and correction; training, workplace incident logs and WV incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

Employee Access to Records

Upon completion of a WV incident investigation, the following records shall be made available to employees and their representatives through the S&RM Office, upon request and without cost, for examination and copying within fifteen (15) calendar days of a request:

- Records of WV hazard identification, evaluation, and correction.
- Training records.
- WV Incident Logs.

Prevention Programs

Violence Hazard Assessment Protocol

Periodic Inspections shall be conducted semi-annually and will be the responsibility of the Program Administrator or their Designee. Assessments will consider factors such as workplace layout, access control, and areas with historical incidents of violence. This assessment may be conducted in tandem with Hazard Assessments under the IIPP. These assessments will inform actions taken by the WVPP Review Committee and S&RM. See WV Hazards section of the WVPP for detailed protocols.

Training and Instruction

All SBCCD employees, including managers, will have training and instruction on general and job-specific WV practices. These sessions could involve presentations, discussions, and practical exercises.

Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the WVPP.
- When a new or previously unrecognized WV hazard has been identified and/or when changes are made to the plan. The additional training may be limited to addressing the new WV hazard or changes to the WVPP.

SBCCD will provide its employees with training and instruction on the terms found in the “DEFINITIONS” section of this WVPP and the requirements listed below:

- SBCCD’s WVPP, how to obtain a copy of the WVPP at no cost, and how to participate in the development and implementation of the WVPP.
- How to report WV incidents or concerns to the SBCCD or law enforcement without fear of reprisal.
- WV hazards specific to the employees’ jobs, the corrective measures SBCCD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The workplace violence incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, and training records.
- Opportunities the SBCCD has for interactive questions and answers with a person knowledgeable about the SBCCD WVPP.
- Strategies to avoid/prevent WV and physical harm, such as:
  - How to recognize WV hazards, including the risk factors associated with the four types of WV.
  - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance.

Reporting Procedures

Imminent Threats

All emergencies, imminent threats, imminent danger, or serious harm will be reported to SBCCD Police by calling **911** first, before any internal report is made. SBCCD Police will report all WV incidents to the Program Administrator or their Designee, in a timely manner and to facilitate a co-response when safe and feasible to do so.

Non-Imminent Threats

It is encouraged that all non-immediate threats be reported to SBCCD Police and S&RM. Non-immediate threats may also be reported to managers.

Anonymous Reporting

Anonymous Reporting of WV Incidents may be made through SBCCD's contractor, Lighthouse Services by:

- Calling the Compliance Hotline at **1-800-403-0436** (English) or **1-800-216-1288** (Spanish) or;
- By filing a report directly online at **http://www.lighthouse-services.com/SBCCD.**

Those filing a report anonymously are reminded that sharing as much detail as possible is imperative to mitigate a potential threat, as the SBCCD will not be able to contact you with follow-up questions.

Confidentiality

Measures to protect confidentiality, when requested by the involved party, will be made to the extent possible while investigating an incident.

Non-Retaliation

SBCCD is committed to maintaining a workplace environment free from retaliation. Retaliation against individuals who report concerns, violations, or participate in investigations is strictly prohibited and will not be tolerated. All incidents of retaliation should be reported to the Office of Human Resources.

Incident Response

Employer Reporting Responsibilities

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, SBCCD, through S&RM, will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with employment at SBCCD.

SBCCD has in place the following specific measures to handle actual or potential WV emergencies:

- Effective means to alert employees of the presence, location, and nature of WV emergencies through the SBCCD Emergency Notification System powered by RAVE.
  - https://sbccd.edu/district-services/police-department/crime-prevention/emergency-preparedness.php.
- SBCCD has evacuation or sheltering procedures. These plans are publicly available through the SBCCD Police Emergency Preparedness site at:
  - https://sbccd.edu/district-services/police-department/crime-prevention/emergency-preparedness.php.
- To obtain help from staff or law enforcement, employees have the following resources available:
  - Dial **911** in an emergency for SBCCD Police.
  - For non-emergency incidents that require a Police Response:
    - **Call (909) 384-4491** for **San Bernardino Valley College/Main District Office/EDCT.**
    - **Call (909) 389-3275** for **Crafton Hills College.**
  - Report non-emergency hazards through the SBCCD S&RM Site at:
    - https://sbccd.edu/district-services/safety-risk-management/index.php.
  - Any WV incident may be reported to any manager at any time or directly to S&RM.

Protocol for Workplace Violence Incident Response

Emergency Response – Response by SBCCD Police to a report of WV. Police will respond in accordance with their existing policies and procedures. Upon securing the scene and determining the incident to be WV, SBCCD Police will notify the designated S&RM investigator in a timely manner.

Initial Response by S&RM Investigator – Upon receiving a report of a WV incident, the designated S&RM investigator, in coordination with SBCCD Police, will respond as soon as it is safe and practicable to ensure the safety and well-being of affected individuals and to initiate an investigation and documentation.

Compliance and Legal Reporting – S&RM will be responsible for making any required notifications to Cal/OSHA.

Initiate Public Safety Procedures – Utilize SBCCD Emergency Notification System powered by RAVE to initiate measures such as evacuation plans, sheltering plans, or other public safety measures in coordination with SBCCD Police, if needed, to prevent further escalation or injury. To learn more about the RAVE and evacuation or sheltering plans for your employment location, visit the following link:

https://sbccd.edu/district-services/police-department/crime-prevention/emergency-preparedness.php

Initiate Documentation – Record initial observations, date, time, location, and nature of incident.

Investigating a Report of Workplace Violence

After the initial response, the S&RM investigator, under the direction of the Program Administrator or their Designee, will implement the following post-incident procedures:

- Coordinate with any investigation by the SBCCD Police Department and determine if a criminal investigation will be conducted.
- In potential criminal investigation of a WV incident, SBCCD Police will take the lead and communicate the results of that investigation, when appropriate and/or upon its conclusion, with the designated S&RM investigator.

Some WV incidents reported directly to S&RM or managers will not warrant a response from SBCCD Police. In these cases, the S&RM investigator will lead the investigation, which may include, but is not limited to, the following:

- Interview all parties involved, including witnesses and affected individuals.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for violence risk factors associated with the incident, including any previous reports of inappropriate behavior by the subject.
- Document any engineering controls/failures that may have contributed to the incident.
- Document any work practice control failures.
- Collect any evidence appropriately, noting that SBCCD Police may need to re-engage their investigation.
- Determine the cause of the incident.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- Recommend further corrective action to the Program Administrator or their Designee to prevent similar incidents from occurring.

Analysis

- Analyze the collected evidence, statements, and relevant documentation to determine the sequence of events, contributing factors, and any violations of policies or regulations.
- Consider if a Workplace Violence Restraining Order (WVRO) will be needed.
- Consult with law enforcement and legal when necessary.

Document Findings

Prepare a comprehensive report summarizing the findings of the investigation, including a determination of whether WV occurred, corrective actions, and any factors contributing to the incident. Document who will be notified of findings and how they contribute to corrective actions – this may include a recommendation for the WVPP Review Committee to convene when WVPP changes may be appropriate. Finally, complete the Workplace Violence Incident Log.

Corrective Action for Workplace Violence Incidents

WV incidents will be evaluated, and appropriate corrective action will be taken in a timely manner.

Corrective Action may include, but is not limited to:

- Mediation between parties involved.
- Disciplinary action against individuals found to be involved in violence.
- Criminal charges.
- Filing of Workplace Violence Restraining Orders (WVRO).
- Review of policies and procedures to identify any gaps or deficiencies that may have contributed to the incident.

- Update of the Risk Evaluation Report (RER) or current WVPP through the WVPP Review Committee.

Any disciplinary action taken against an employee will be undertaken in accordance with any existing SBCCD policies and procedures and any Collective Bargaining Agreement governing the terms of their employment.

Workplace Violence Hazards

To report a WV Hazard, employees have the following resources available:

- Dial **911** in an emergency for SBCCD Police.
- For non-emergency hazards that still require a Police response: **Call (909) 384-4491** for **San Bernardino Valley College/Main District Office/EDCT.**
- **Call (909) 389-3275** for **Crafton Hills College.** Other non-emergency hazards that allow for a delayed response may be reported through the SBCCD S&RM Site at:
  - https://sbccd.edu/district-services/safety-risk-management/index.php.
- Any hazard may be reported to any manager, or directly to the office of S&RM at any time **(Appendix A)**.

WV hazards will be evaluated and corrected in a timely manner and will be the responsibility of the Program Administrator or their Designee.

Workplace Violence Hazards Immediate Actions

- If an imminent WV hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition.
- Employees that are necessary to correct the hazardous condition will be provided with the necessary protection needed to conduct the work. This may include, but is not limited to, facilities employees who may be tasked with repairing the hazard, SBCCD Police as needed to keep the area clear, or S&RM employees as needed to document the hazard.
- Supplying safety equipment needed to perform their functions will be the responsibility of each employee's manager.
- Corrective actions to a violent hazard shall be documented. All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures and use of engineering controls for WV hazards will be specific to a given work area.

Violence Hazard Evaluation

Each hazard is different, and some may require a more immediate response than others. However, when addressing a reported hazard, the Program Administrator or their Designee will consider the following steps in assessing and correcting the hazard:

- Visit the hazard site, if safe to do so, and document with photos.
- Review any images provided by the individual who reported the hazard.
- Review the log to determine if the hazard has already contributed to violent incidents.
- Determine the hazard levels and priorities.
- Develop an action plan to mitigate the hazard or assess engineering controls already in place.
- Consider environmental design improvement.
- Compile findings and action plan into Risk Evaluation Report (RER**).**
- Continuous monitoring and review.
- Update RER following any incidents of WV if insufficiencies are observed and as needed.

- Create and maintain feedback loops to obtain current hazard information.
- Review RER annually during the review of the WVPP.
- Ensure the RER meets legal and regulatory requirements for workplace safety and violence prevention.

Periodic Inspections

Periodic inspections of WV hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of WV. Periodic inspections shall be conducted semi-annually and will be the responsibility of the Program Administrator or their Designee **(Appendix B)**.

Inspections for WV hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not Police Officers, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures that warn others of actual or potential WV danger or that summon assistance (e.g., alarms or panic buttons).
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, other signs of strain, or pressure in the workplace.

Workplace Violence Incident Log Protocol

In accordance with California Labor Code section 6401.9 and SBCCD's WVPP, the recording and maintenance of a Workplace Violence Incident Log (LOG), are essential components of SBCCD's commitment to ensuring the safety and security of our employees.

Recording of Workplace Violence Incidents

The following information shall be recorded in the LOG for each incident **(Appendix C)**:

- Date.
- Time.
- Specific location of incident.
- Type/types of WV involved (from 4 Types of WV).
- Description of incident including the nature of the violence and any relevant contextual details.
- Post incident response actions and investigation.
- Findings of investigation.

The S&RM investigator completing the LOG will ensure that no personal identifying information (PII) is recorded or documented in the written LOG report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone, or in combination with other publicly available information, reveals the person's identity.

Post Incident Recovery and Debrief

It is recommended that the Program Administrator, or their Designee, conduct a debrief session after a significant WV incident to evaluate the response and identify areas for improvement. The Program Administrator or their Designee may convene the WVPP Review Committee, as needed, to recommend WVPP updates based on lessons learned.

Coordination with Outside Employers

All contractors engaging in work or business on SBCCD property, or engaging directly with SBCCD employees, will be responsible for adhering to the WVPP and will have appropriate training. If a SBCCD contractor is involved in a WV incident, the incident will be investigated and documented in one of the following ways:

- For WV incidents involving only contractors who are governed by their own employer's WVPP, the contractor's employer may conduct the inquiry and the S&RM investigator will obtain a copy of their LOG for their records.
- For WV incidents involving only contractors whose employer is not required to maintain a written WVPP, the SBCCD S&RM investigator will complete the inquiry and LOG in accordance with this plan.
- For WV incidents between a contractor and an SBCCD employee, the S&RM will conduct an inquiry, complete the LOG, and collect a copy of any LOG completed by the contractor's employer.

Plan Review

Workplace Violence Review Committee

The **Workplace Violence Prevention Review Committee** (the Committee) reviews and recommends revisions to this WVPP as provided below. The Committee shall convene and review the WVPP at least annually. Additionally, the Committee may be convened at the discretion of the Program Administrator or Designee when a deficiency in the WVPP is observed or becomes apparent, after a WV incident, and as needed at any other time.
At a minimum, the annual review will consist of evaluating the following**:**

- The language of the WVPP itself and the effectiveness of the WVPP.
- Any changes to the law related to the contents of the WVPP.
- Effectiveness of efforts to solicit employee input and engagement in implementing the WVPP.
- Review of the LOGs.

Items to Consider for Plan Review

- Investigations of WV incidents.
- Investigations of alleged hazardous conditions or employee concerns.
- Written records of WV issues discussed at other SBCCD meetings/employee meetings.
- The effectiveness of security systems, including alarms, emergency response plans, and security personnel, if applicable.
- Records of hazard identification, evaluation and correction.
- Communications with employees regarding safety and health issues.
- Feedback on training programs provided in the WVPP.
- Form submissions and the SBCCD's internal site where employees can provide suggestions, feedback or concerns regarding the WVPP and/or violence on SBCCD property.

Methods to Complete the Plan Review

The Program Administrator, or their Designee, shall ensure completion of the WVPP review by the Committee required by this section. The Program Administrator or Designee shall:

- Providing the WVPP and proposed revisions to the WVPP to employees and their authorized employee organization representatives at no cost before revisions are implemented and soliciting feedback from employees through SBCCD's website.
- Ensure periodic committee meetings are conducted at least annual, or as needed, as WV concerns arise.

Once any input from the employees is considered, proposed revisions will be approved by the Program Administrator, or their Designee.

Communication

SBCCD is committed to ongoing communication about the WVPP to all employees through orientations, meetings, emails, trainings, and the SBCCD and Colleges websites. We encourage a culture of safety and respect where everyone shares responsibility for preventing WV.

We recognize that open, two-way communication between SBCCD and its employees about WV issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of WV prevention information between management and employees in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation will include WV prevention policies and procedures.
- WV prevention training programs.
- Regularly scheduled meetings and/or SBCCD-wide communications that address security issues and potential WV hazards.
- Effective communication between employees and managers about WV prevention and violence concerns. This will be accomplished through management training to incorporate violence concerns into regular employee counseling sessions.
- Posted and/or distributed WV prevention information will be available.
- Employees may report WV incidents, hazards, or concerns through the methods outlined in the “REPORTING” section of the WVPP. They may do so anonymously if they choose, and they may do so without fear of reprisal.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees’ concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective action(s) to be taken.
- Employees involved in an incident will be notified via SBCCD email with a summary of the results of the investigation and any corrective action(s) taken. They will also be informed how they can obtain a copy of the completed LOG.
- When appropriate, the Program Administrator, or their Designee, will meet with specific groups of employees or departments to debrief an incident.

Plan Authorization Statement

"I, **Diana Rodriguez, Chancellor of the San Bernadino Community College District**, with the approval of the SBCCD Board of Trustees, do hereby authorize and ensure the establishment, implementation, and maintenance of this written Workplace Violence Prevention Plan and the documents and forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal."

_____

Signature authorizing this WVPP

_____

Date of Signature

"I, **Kristina Hannon, Vice Chancellor of Human Resources, Payroll and Police Services**, with the endorsement of the SBCCD Chancellor, hereby assume responsibility for the implementation and upkeep of this Workplace Violence Prevention Plan, including all associated documents and forms. I am dedicated to fostering a culture of safety and violence prevention in our workplace, and I am confident that these policies and procedures will significantly contribute to achieving this goal."

_____

Signature of Program Administrator for this WVPP

_____

Date of Signature

Appendix A: Workplace Hazard Form

WORKPLACE HAZARD IDENTIFICATION, EVALUATION, AND CORRECTION RECORD

Please complete and return to the Safety & Risk Management Department via e-mail ehs@sbccd.edu.

SECTION I- TO BE COMPLETED BY THE INDIVIDUAL

Name Reporting:	Phone Number	E-mail Address
Job Title	Campus/Department	Location of Incident

Type of Violence to which the hazard may contribute: (check all that apply):

- ☐ Attack with Weapon (e.g., gun, knife, other object)
- ☐ Threat of Physical Force or Use of Weapon or other Object
- ☐ Animal Attack
- ☐ Physical Attack without a Weapon (e.g., biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)
- ☐ Sexual Assault or Threat (e.g., rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)
- ☐ Other (specify): _____

Incident Specifics: (check all that apply):

- ☐ Victim Performing Usual Job Duties
- ☐ Poor Lighting
- ☐ Rushed
- ☐ Working During Low Staffing Level
- ☐ High Crime Area
- ☐ Isolated/Alone
- ☐ Unable to Get Help/Assistance
- ☐ Working in Student/Visitor Facing Setting
- ☐ Working in Unfamiliar/New Location
- ☐ Other (specify): _____

Unsafe Condition, Work Practice or Employee Concern (include what, who, when, where and how it is unsafe):

Causes of Other Contributing Factors (What caused or contributes to the unsafe condition?):

I certify that the information included on this form is true and accurate to the best of my knowledge.

_____ _____

Complainant Signature Date

PLEASE NOTE: This document shall only be used to notify the District of violence hazards and/or hazardous conditions identified in the workplace. If the violence hazards and/or hazardous conditions pose imminent danger and/or property, please immediately notify your immediate supervisor and/or the SBCCD Police Department.

SECTION II- TO BE COMPLETED BY THE RESPONSIBLE DISTRICT REPRESENTATIVE

Name Conducting Inspection:	Date of Inspection	Job Title

Corrective Action Taken and Date:

Preventive Action (if any):
Description of Hazard Correction:
_____ _____ **Conducting Inspection Signature** **Date**

Appendix B: Periodic Workplace Hazard Inspection Checklist

PERIODIC WORKPLACE HAZARD INSPECTION CHECKLIST

Please complete and return to the Safety & Risk Management Department via e-mail ehs@sbccd.edu.

TO BE COMPLETED BY THE INDIVIDUAL

Name Conducting Inspection:	Date of Inspection	Job Title

Conducting Inspection Signature _____ Date _____

PLEASE NOTE: This document shall only be used to identify and evaluate environmental risk factors for workplace violence.

STAFFING / SECURITY

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Lack of District Police Prescence	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
District Police contact information clearly communicated to all employees	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Emergency telephone numbers for law enforcement, fire and medical services clearly communicated to all employees	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
District Police not posted / located in vulnerable areas (e.g. parking lot, reception area, etc.)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
District Police available to escort employees upon request or as needed (e.g. to the parking lot, etc.) and a contact number provided	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
OTHER	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

TRAINING

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Required training done on schedule in accordance with the Plan	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees trained on the Plan and topics required by the Plan	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees trained to recognize and handle threatening or hostile situations that may lead to violent acts	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees trained to respond to violent incidents	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Employees trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
OTHER	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

ENGINEERING / FACILITIES

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Fences, gates, walls or other barriers around workplace		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Entrances and Emergency Exits visible		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
No employee only parking area		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Landscape and areas around workplace and parking lots maintained to minimize hiding places		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Adequate lighting in the parking areas and approaches to workplace		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Controlled / Escorted access in certain situations (e.g. discharged employee, concerns regarding an employee)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Does the workplace have:					
	Secured entry (e.g. fobs, buzzers)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Physical barriers (Plexiglass, elevated counters, etc.)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Locks	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Alarms	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Panic alarms / buttons (portable or fixed)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
	Screening devices (e.g. metal detectors, x-ray machines)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Line of sight between employees in work areas	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Surveillance equipment:		☐Yes ☐ No		☐Yes ☐ No ☐ N/A	
	Mirrors	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Cameras – interior and exterior	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Other surveillance	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Sufficient available employee escape routes		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Exit doors					
	Opened from inside or outside	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Opened from the direction of exit travel with tools or special knowledge or effort	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Spaces configured so that access to doors and/or alarm systems is impeded		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
OTHER		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

WORK PRACTICE CONTROLS

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Public access restricted consistent with business necessity		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees provided with a designated safe area in case of emergency.		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Posted floor plans showing entrances, exits and the location of security, visible only to authorized personnel		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Are the appropriate security measures for employees working in special situations					
	Working late at night	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Handling money	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Working by themselves	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Visitors escorted when on premises	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees and visitors and required to wear badges or other identification	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees without access to a telephone with an outside line	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Appropriate procedures to report suspicious persons or activities	☐Yes ☐ No		☐Yes ☐ No ☐ N/A	
Workplace Violence Prevention Plan communicated and/or provided to all employees	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees trained on recognizing and responding to violence, including active shooter	☐Yes ☐ No		☐Yes ☐ No ☐ N/A	
Communication procedures for employees to report workplace violence concerns, including threats, physical violence and property damage, without fear of reprisal	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Cash on hand not stored in safes on premises	☐Yes ☐ No		☐Yes ☐ No ☐ N/A	
Valuables present on site or during exchange (e.g. cashier, etc.)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees work alone or isolated.	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employee Assistance Program or other counseling available to employees who exhibit behaviors or signs of strain that may lead to workplace violence	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
OTHER	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

Appendix C: Workplace Violence Incident Log

WORKPLACE VIOLENCE INCIDENT LOG

PLEASE NOTE: This log shall only be used for every workplace violence incident that occurs within the workplace.

The information that is recorded will be based on:

- ☐ Information provided by the employees who experienced the incident of violence
- ☐ Witness statements
- ☐ All other investigation findings

All information that personally identifies the individual(s) involve will be omitted from this log, such as:

- ☐ Names
- ☐ Addresses – physical and electronic
- ☐ Telephone numbers
- ☐ Social security number

SECTION I- TO BE COMPLETED BY THE RESPONSIBLE DISTRICT REPRESENTATIVE

Name	Job Title	Signature
Date of the Incident	Time of the Incident	Location of the Incident

Workplace Violence Committed by (check all that apply):

- ☐ Current or Former Employee
- ☐ Current or Former Supervisor
- ☐ Current or Former Student
- ☐ Family or Friend of Employee
- ☐ Person with Criminal Intent
- ☐ Visitor/Vendor
- ☐ Partner or Spouse of Employee
- ☐ Parent or Relative of Employee
- ☐ Other (Please specify): _____

Circumstances at the Time of Incident (check all that apply):

- ☐ Usual job duties
- ☐ Working in Poorly Lit Area
- ☐ Working during Low Staffing Level
- ☐ Isolated or Alone
- ☐ Working in a Community Setting
- ☐ Working in an Unfamiliar or New Location
- ☐ Rushed
- ☐ Unable to Get Help/Assistance
- ☐ Other (Please specify): _____

Workplace Violence Type (check all that apply):

- ☐ **Type 1:** workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- ☐ **Type 2:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- ☐ **Type 3:** workplace violence against an employee by a present or former employee, supervisor, or manager.
- ☐ **Type 4:** workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Consequence of the Incident (check all that apply):

- ☐ Medical Treatment Provided
- ☐ Assistance Provided to Conclude Incident (detail in incident description)
- ☐ Law Enforcement Contacted
- ☐ Actions Taken to Protect from Continuing Threat (if any): _____
- ☐ Other: _____

Type of Incident (check all that apply):

- ☐ Attack with Weapon (e.g., gun, knife, other object)
- ☐ Threat of Physical Force or Use of Weapon or other Object
- ☐ Animal Attack
- ☐ Physical Attack without a Weapon (e.g., biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)
- ☐ Sexual Assault or Threat (e.g., rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)
- ☐ Other (specify): _____

Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? ☐ Yes ☐ No

If yes, explain below:

_____

_____

_____

Did the severity of the injuries require reporting to Cal/OSHA? ☐ **Yes** ☐ **No** **If yes, include the following information:** **Name of District Employee Reporting to Cal/OSHA** **Date Reported** **Time Reported** **Cal/OSHA Incident Number**
Provide a detailed description of the incident and any additional information on the violence incident type and what it included.
What was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
Describe what the consequences of the incident were.
If there were any injuries, provide a description of the injuries.

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, Executive Director, Business & Fiscal Services

DATE: July 11, 2024

SUBJECT: Consideration of Approval to Award RFP #2024-02 and Contract for Printing Services Department Solutions

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal **RFP #2024-02 Printing Services Department Solutions**, and contract, to MRC/Xerox of Cypress, CA. The cost for this service is not to exceed $585,000 during the five years of the contract.

OVERVIEW

San Bernardino Community College District has reached the end of the contract with the current vendor. Therefore, a new competitive solicitation for the SBCCD Print Shop equipment was performed.

ANALYSIS

SBCCD received and evaluated three proposals. An evaluation committee ranked the proposals as follows:

Vendor	Ranking
MRC/Xerox of Cypress, CA	1
Konica Minolta Business Solutions of Riverside, CA	2
Canon Solutions America of Melville, NY	3

Through an analysis of the proposals received, equipment demonstrations, and a committee-based review process, MRC/Xerox has been determined to be the vendor that will best meet the needs of SBCCD. Xerox passed all performance tests, has a sterling service record in the industry, and offers innovative equipment features such as an advanced controller, versatile booklet maker, and inline calibration.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of this contract is included in the 2024-25 and subsequent budgets.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: July 11, 2024

SUBJECT: Consideration of Approval of Conference Requests

RECOMMENDATION

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

OVERVIEW

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

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

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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

Conference Requests

Submitted for Board Approval July 11, 2024

[v.6.20.2024.p.1|1]

Requestor	Conference
Site CHC **Name & Department** Krysten Audibert Mathematics, Engineering, Science Achievement (MESA) Division of Social, Information, and Natural Sciences **Estimated Cost** $7,300	**2024 PKAL STEM Leadership Institute** **Dates of Travel** 07/15/2024 – 07/22/2024 **Location** Adamstown, MD **Purpose** This Institute is uniquely designed for early- and mid-career STEM faculty, principal investigators, and administrators who are engaged in leading initiatives and interventions aimed at transforming undergraduate STEM education in their classrooms, departments, and institutions. The Institute awakens and sensitizes its participants to the systems, structures, and influences of power and privilege within higher education, equipping them with the tools and skills needed to bring about social change and true reform in undergraduate STEM education. **Funding Source** CHC MESA Grant Categorical Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: July 11, 2024

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

RECOMMENDATION

It is recommended that the Board of Trustees ratify the contracts on the attached list which are routine in nature, support the ongoing operation of the District, and have a total contract cost at or above $114,500.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. District staff is presenting the attached purchase and/or contract requests, which meet or exceed the formal bid limits, for Board approval in the form of ratification.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and/or services on an annual basis. The formal bid limit for the current calendar year has been set at $114,500. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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

Board Date 07-11-2024

Contracts and Agreements
Over $114,500

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
27449	**Ceja JR, Jose Luis**	ATPC/SBCCD	Braille Transcribing	$120,000.00	
	Braille Transcription			07/01/2024 to 06/30/2026	
27452	**Denault, Mary**	ATPC/SBCCD	Braille Transcribing	$140,000.00	
	Braille Transcription			07/01/2024 to 06/30/2026	
27453	**Everett, Sherry**	ATPC/SBCCD	Braille Transcribing	$120,000.00	
	Braille Transcription			07/01/2024 to 06/30/2026	
23791	**HMC Architects**	Facilities Planning/ SBCCD	Amendment 18	$2,605,070.00	$16,700.00
	RFQP CC01.3601; Architectural and Engineering Services; this is to approve Amendment 18 to increase funding by $16,700			12/05/2019 to 12/04/2024	

Board Date 07-11-2024

Contracts and Agreements
Over $114,500

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
27494	**Rialto, City of**	Fire Technology/ CHC	Training Services	$560,070.80	$16,700.00
	Fire Department - Inter-agency Instructional Services Agreement for Advanced Firefighter Continuing Education Program			07/01/2024 to 06/30/2029	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Ford, Executive Administrative Assistant

DATE: July 11, 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 July 11, 2024

[v.7.8.2024.p.1|1]

SITE, INDIVIDUALS, AND AMOUNT	MEMBERSHIP AND FUNDING SOURCE
DSO Christopher Crew, Nohemy Ornelas, Myung Koh, Rena Salayeva-O'Sullivan $1,670.00 total	**Society for College and University Planning (SCUP)** Research, Planning, Institutional Effectiveness General Fund
CHC Veronica Lehman Juana Sousa J. Manuel Villegas Christin Moore Jeanette Frausto Gabriela Garcia Claudia Hayton $238.71 per person ($1,671.00 total)	**National Association of Student Financial Aid Administrators (NASFAA)** Financial Aid General Funds

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, Executive Director, Business & Fiscal Services

DATE: July 11, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-07-11-FS-01 Approving Transfers of Appropriations for the 2024-25 Fiscal Year

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2024-07-11-FS-01 Approving Transfers of Appropriations for the 2024-25 Fiscal Year.

OVERVIEW

According to Title 5, §58307 and §58308 and in accordance with Administrative Procedure 6250, all income in excess of budgeted amounts shall be added to the general reserve. However, the Board of Trustees may approve the appropriation of such funds, according to need, by the adoption of a resolution by a majority vote.

ANALYSIS

During the course of the fiscal year, revisions become necessary to bring budgeted revenues and expenditures in balance with actual receipts and expenses. Therefore, we are recommending that the Board of Trustees authorize staff to process necessary transfers during 2024-25 to allow for the appropriation of excess funds; transfers between designated and/or un-appropriated fund balances and any expenditure classifications; or balance any expenditure classification of the budget.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Approval of this item will allow for timely posting of adjustments and a realistic picture of actual spending patterns of funds.

[v.2024-06-19.p.1/1]

RESOLUTION #2024-07-11-FS-01 OF THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT APPROVING THE TRANSFERS OF APPROPRIATIONS FOR THE 2024-25 FISCAL YEAR

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that during the fiscal year budget revisions become necessary to bring the budgeted revenues and expenditures in balance with actual receipts and expenses; and

WHEREAS, by making these appropriation adjustments to actuals, the District will reflect a more realistic picture of actual spending patterns of funds; and

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that additional income is assured in excess of the amounts previously budgeted and the timely posting of adjustments will keep each account up-to-date with accurate uncommitted balances;

NOW, THEREFORE, BE IT RESOLVED that pursuant Title 5, §58307 and §58308, and in accordance with its Administrative Procedure 6250, the District may appropriate any such funds, and identify and make such transfers as needed throughout the 2024-25 fiscal year.

BE IT FURTHER RESOLVED that the San Bernardino Community College District Board of Trustees authorizes staff to process the necessary transfers to revise budget amounts during the course of the fiscal year to allow appropriation of excess funds, transfers between designated and/or un-appropriated fund balances and any expenditure classifications, or balance any expenditure classification of the budget.

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

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

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

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

_____ Secretary to the Board of Trustees

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, Executive Director, Business & Fiscal Services

DATE: July 11, 2024

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

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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

Fixed Assets Surplus Report
July 11, 2024

Asset #	Date Retired	Description	Initial Value	Current Value
17771	6/4/2024	OptiPlex Computer	$1,540.14	$0.00
30468	6/4/2024	LCD Projector	$2,757.86	$0.00
30469	6/4/2024	LCD Projector	$2,757.86	$0.00
30768	6/4/2024	PROJECTOR, 4000 LUMEN, XGA, CEILING MT	$2,045.10	$0.00
30949	6/4/2024	Projector, 4000 Lumen, XGA	$1,787.57	$0.00
30989	6/4/2024	PROJECTOR, 4000 LUMEN, XGA, CEILING MT	$1,787.58	$0.00
37552	6/4/2024	Spinetix HMP 350 Media Player	$1,793.89	$0.00
37553	6/4/2024	Spinetix HMP 350 Media Player	$1,793.89	$0.00
38013	6/4/2024	SWITCH, NETWORK	$1,026.91	$0.00
38014	6/4/2024	SWITCH, NETWORK	$1,026.91	$0.00
38015	6/4/2024	SWITCH, NETWORK	$1,026.91	$0.00
38017	6/4/2024	SWITCH, NETWORK	$1,026.91	$0.00

Non-Fixed Assets Surplus Report
July 11, 2024

Description	Quantity
Hitachi CP-615 Projector	1 ea
Wyze Thin Client	1 ea
Dell P2210t Monitor	1 ea
Juice IP1520	3 ea
Dell 22” Monitors	3 ea
Dell LCD Monitor	1 ea
Cisco 3800 Series Switch	1 ea
Dell PowerEdge 1800	1 ea
Cybernetics miSan D Series	1 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, Executive Director, Facilities Planning, Construction, Sustainability & Local Outreach

DATE: July 11, 2024

SUBJECT: Consideration of Approval of Amendment 01 to the Design-Build Agreement with Tilden-Coil Constructors, Inc. of Riverside, CA.

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 01 to the Design-Build Agreement with Tilden-Coil Constructors, Inc. of Riverside, CA in the amount of $237,069.

OVERVIEW

In December of 2022, the Board of Trustees approved a contract with Tilden-Coil Constructors, Inc. for the design and construction of the Crafton Hills College Instructional Building.

ANALYSIS

This agreement was previously approved at a not-to-exceed amount of $40,648,641, including lump sum amounts for design and pre-construction services. This amendment is for additional design and preconstruction services related to added renovation scope in the lower level of the Learning Resource Center.

This amendment will extend the contract term and increase the contract by $237,069, for a revised total contract value of $40,885,710.

INSTITUTIONAL VALUES

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Ynez D. Canela, Associate Director, Legislative & Community Relations

DATE: July 11, 2024

SUBJECT: Consideration of Approval to Ratify Appointment of Members to the Citizens Bond Oversight Committee

RECOMMENDATION

It is recommended that the Board of Trustees ratify the following as members of the San Bernardino Community College District's independent Citizens Bond Oversight Committee (CBOC) for Measures M and CC for a term of two years:

Candidate	Representative Group	Term Appointment
Guadalupe Camacho	Taxpayers	Appoint to Initial Term
Dexter Thomas	Foundation	Appoint to Initial Term

OVERVIEW

After a bond measure authorized under Proposition 39 is passed, State law requires that a district appoint an independent CBOC consisting of at least seven members to represent the community. SBCCD's CBOC reviews the expenditures of Measure M and Measure CC funds.

All appointments to the CBOC are made by the Board of Trustees from applications submitted to SBCCD. Per the CBOC Bylaws, each member shall serve a term of two years, beginning on the July 1 immediately following the member's appointment by the Board. No member may serve more than three consecutive terms.

ANALYSIS

Upon appointment, each member will serve a term of two years, beginning on July 1, 2024. All candidates have indicated their willingness to comply with the Ethics Code contained in the CBOC Bylaws. Community members recommended for appointment are as follows.

- Guadalupe Camacho is proposed for appointment as the individual representing a taxpayers association. Guadalupe is a resident of Rialto and is a member for the San Bernardino Area League of Women Voters.

- Dexter Thomas is proposed for appointment as the individual representing a foundation. Mr. Thomas is a resident of San Bernardino and a Board member for the San Bernardino Valley College Foundation.

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 item carries no financial implications.

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, Executive Director, Facilities Planning, Construction, Sustainability & Local Outreach

DATE: July 11, 2024

SUBJECT: Consideration of Approval to Award Bid #RFB-PMO 01-234 and Contract for Multi-Process Pipe Welding Systems

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #RFB-PMO 01-234 for the purchase of Multi-process Pipe Welding Systems** to C.T.W.S LLC, of Riverside, California in the amount of $319,198.85.

OVERVIEW

To provide the latest technology and support the SBVC welding program curriculum, this procurement is for the purchase of Multi-process Pipe Welding Systems and Weld Test Stand Accessories. The result of the Bid provides the District with the best price for a one-time-only purchase that meets the required specifications.

ANALYSIS

A Notice Inviting Bids was publicly advertised on March 25, 2024, and the SBCCD received three responsive bids. On April 9, 2024, the Project Team, consisting of one District staff member and two Construction Management team members, held a virtual meeting to review the bids for responsiveness. The lowest three bids were the following:

Vendor	Total Bid
C.T.W.S of Riverside, CA	$319,198.85
Cameron Welding Supply of Stanton, CA	$319,313.59
B&H International of Bakersfield, CA	$387,241.38

An analysis of the bids received indicates that C.T.W.S LLC of Riverside, CA is the lowest responsive bidder.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Executive Director, Facilities Planning, Construction, Sustainability & Local Outreach

DATE: July 11, 2024

SUBJECT: Construction Change Orders and Amendments – Bond Program

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, Electrical, and Plumbing Engineering
- Special Inspection & Material Testing

As consulting firms are needed, Requests for Task Order Proposals are issued to the firms of each applicable shortlist. If selected, a Master Services Agreement with the chosen firm is executed, and the Task Order awarded.

ANALYSIS

Requests for Task Order Proposals are issued to all prequalified professional services consultants within the related pool. Unlike construction contracts, which are awarded by low bid, professional consulting contracts are awarded based on best value.

Each proposal is assessed by a committee comprised of representatives from the Facilities Department, campus staff, program management team, and other District stakeholders as appropriate. A qualitative evaluation based on weighted criteria (including fee, technical approach, project experience, key personnel, and delivery schedule) is performed to determine which firm's proposal provides SBCCD with the best value for the Task Order.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.

Master Services Agreements & Task Orders for Bond Construction

Submitted for Ratification July 11, 2024

[v.6.19.2024.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
***Koury Engineering Chino, CA**	Special Inspections and Material Testing Services 2/13/2020	$7,348.00	CHC	Replacement of Existing Cooling Towers	CC03-3640.09 (TO#02-029.1) Special Inspections and Material Testing Services	5/10/2024

*Issued as a supplement to an existing Task Order.

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, Executive Director, Facilities Planning, Construction, Sustainability & Local Outreach

DATE: July 11, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-07-11-FP-01 Approving the Consent to Mortgage and Subordination Agreement for Parcel N, Former Norton Air Force Base Property

RECOMMENDATION

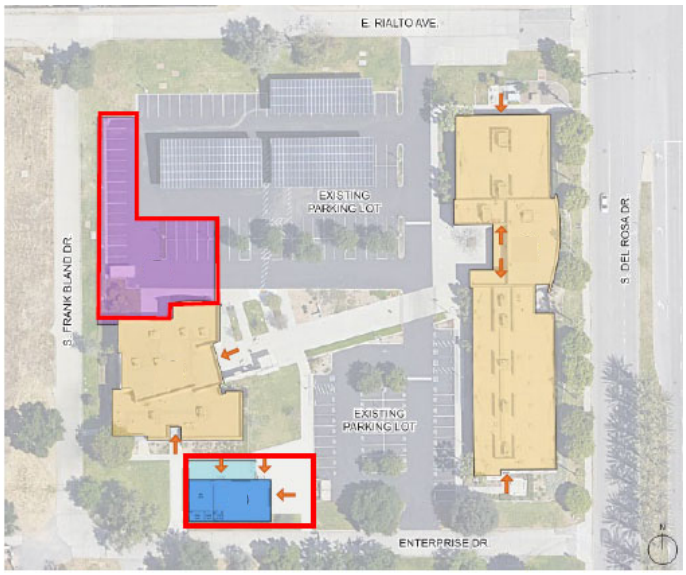
It is recommended that the Board of Trustees adopt Resolution #2024-07-11-FP-01 to approve the Consent to Mortgage and Subordination Agreement for Parcel N, Former Norton Air Force Base (114 S. Del Rosa) San Bernardino County, California.

OVERVIEW

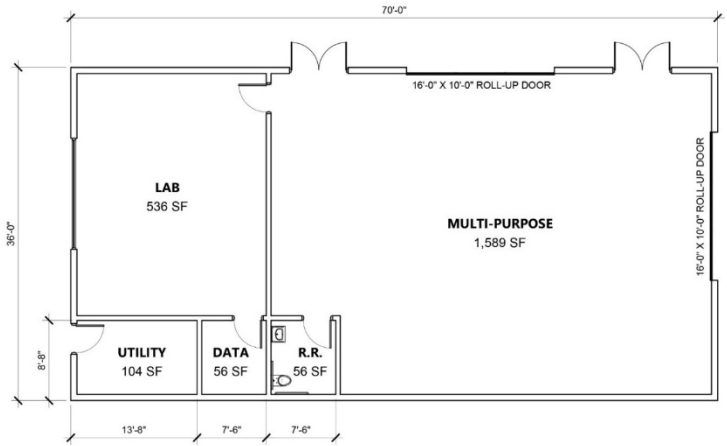
On September 30, 2023, the San Bernardino Community College District Economic Development and Corporate Training Center was awarded a $3 million federal grant from the Department of Commerce Economic Development Administration to build a Workforce Development Center.

ANALYSIS

As a condition of the grant award, SBCCD is required to provide a Consent to Mortgage and Subordination Agreement for the property in which the new facility will be built, known as Parcel N, Former Norton Air Force Base (114 S. Del Rosa) San Bernardino County, California (area outlined in red). The attached resolution authorizes the District to enter into the required agreement. The total project value is $4,066,216 – $3,000,000 from the grant and $1,066,216 contributed by SBCCD.



Below is an architectural rendering of the Workforce Development Center, with the proposed floor 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

The Federal share of the grant is $3,000,000 with the District required to contribute $1,066,216 for a total project value of $4,066,216.

RESOLUTION #2024-07-11-FP-01 OF THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT APPROVING THE CONSENT TO MORTGAGE AND SUBORDINATION AGREEMENT ("PARCEL "N", FORMER NORTON AIR FORCE BASE PROPERTY")

[v.6.25.2024.p.1|3]

WHEREAS, the San Bernardino Community College District ("District") owns real property commonly known as the Parcel "N", Former Norton Air Force Base, San Bernardino County, California and consisting of approximately 4.44 acres with improvements ("Property"); and

WHEREAS, the District acquired the Property on May 15, 1998, from the U.S. Department of Education ("Grantor") by Quitclaim Deed ("Deed") recorded in the Official Records of the Office of the Recorder of the San Bernardino County, as Recorded Instrument No. 19980196382, and Correction Deed dated May 24, 2010, as Doc No. 2010-0215330; and

WHEREAS, the Deed was conveyed expressly subject to certain covenants and conditions, including a requirement that the District not sell, resell, lease, rent, mortgage, encumber, or otherwise transfer any interest in any part of the Property except as Grantor may authorize in advance in writing; and

WHEREAS, the District desires to obtain grant funds from the United States Department of Commerce, Economic Development Administration ("EDA") in the amount of $3,000,000 to complete a renovation/construction project in furtherance of its educational purposes in accordance with the use of the Property. The receipt of the EDA grant includes the requirement allowing the EDA to place a first lien mortgage on the Property; and

WHEREAS, to permit the Property to be utilized as collateral to secure a first lien mortgage requires the consent of the Grantor which has been obtained as more particularly set forth in the Consent To Mortgage And Subordination Agreement attached hereto as Exhibit "A" (the "Agreement"); and

WHEREAS, the District desires now to approve the form of the Agreement and to delegate to the Chancellor or a designee, the authority to execute the final Agreement.

NOW THEREFORE, be it resolved by the Board of Trustees of the San Bernardino Community College District as follows:

1. That the above recitals are true and correct.

2. That the form of the Agreement is hereby approved subject to any minor revisions agreed to by District's legal counsel and the Chancellor or a designee.

3. That authority is hereby delegated to Chancellor or a designee, to execute the final Agreement.

4. This Resolution shall take effect immediately upon adoption.

RESOLUTION #2024-07-11-FP-01 OF THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT APPROVING THE CONSENT TO MORTGAGE AND SUBORDINATION AGREEMENT ("PARCEL "N", FORMER NORTON AIR FORCE BASE PROPERTY")

[v.6.25.2024.p.2|3]

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on the 11th day of July 2024, by the following 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 #2024-07-11-FP-01 OF THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT APPROVING THE CONSENT TO MORTGAGE AND SUBORDINATION AGREEMENT ("PARCEL "N", FORMER NORTON AIR FORCE BASE PROPERTY")

[v.6.25.2024.p.3|3]

EXHIBIT "A"
CONSENT TO MORTGAGE AND SUBORDINATION AGREEMENT

CONSENT TO MORTGAGE AND SUBORDINATION AGREEMENT

This Agreement is made this _____ day of _____, 2024, between the UNITED STATES OF AMERICA, acting through the Secretary of Education, by John W. McDaniel, Jr., Director, Federal Real Property Assistance Program, Facilities and Logistics Services, Office of Finance and Operations, ("GRANTOR"), pursuant to Section 203(k) of the Federal Property and Administrative Services Act of 1949, as amended, ("Act"), P.L. No. 81-152, 63 Stat. 377, 40 U.S.C. Section 471 et seq., Reorganization Plan No. 1 of 1953, the Department of Education Organization Act of 1979, P.L. No. 96-88, 93 Stat. 668, 20 U.S.C. Section 3401 et seq., and the San Bernardino Community College District, a tax supported community college district and instrumentality of the State of California ("GRANTEE"); and United States Department of Commerce, Economic Development Administration (EDA) ("LENDER").

RECITALS

1. On May 15, 1998, the UNITED STATES OF AMERICA, acting by through the Secretary of Education, by David B. Hakola, Director, Federal Real Property Group, Office of Management, U.S. Department of Education, conveyed certain real property identified as being Parcel “N”, Norton Air Force Base, consisting of approximately 4.44 acres with improvements at Norton Air Force Base, San Bernardino County, California ("Property"), to GRANTEE, by Quitclaim Deed ("Deed"). The Deed is recorded in the Official Records of the Office of the Recorder of the San Bernardino County, as Recorded Instrument No. 19980196382, and Correction Deed dated May 24, 2010, as Doc No. 2010-0215330. The Property is more particularly described on Pages 2 and 3 of the Deed, and page 1 of the Correction Deed.

2. The conveyance was made expressly subject to certain covenants and conditions subsequent contained in the Deed, which GRANTEE expressly assumed and agreed to observe and perform, including a requirement that the Property be used for educational purposes in accordance with the proposed program and plan GRANTEE set forth in its application and for no

other purposes. The Deed further requires that the GRANTEE not sell, resell, lease, rent, mortgage, encumber, or otherwise transfer any interest in any part of the Property except as GRANTOR may authorize in advance in writing.

The Deed further provides that in the event of breach of any of the conditions subsequent or in the breach of any other terms and covenants of the Deed, whether caused by the legal or other inability of GRANTEE, its successors and assigns, to perform any of the terms and conditions of the Deed, at the option of the UNITED STATES OF AMERICA, all right, title and interest in and to the Property shall, upon the recording by the UNITED STATES OF AMERICA of a Notice of Entry, pass to and become the property of the UNITED STATES OF AMERICA, which shall have an immediate right of entry thereon, and the GRANTEE, its successors and assigns, shall forfeit all right, title and interest in and to the Property and in and to any and all of the tenements, hereditaments, and appurtenances thereto.

3. GRANTEE desires to obtain grant funds from LENDER in the sum of $3,000,000 to complete a renovation/construction project in furtherance of its educational purposes in accordance with the use of the Property by GRANTEE, and in order to permit the Property to be utilized as collateral to secure a first lien mortgage, requires the consent of the GRANTOR to the financing as well as the subordination of GRANTOR's rights and benefits which it may derive from a breach of the conditions in said Deed, including specifically the right of reversion and forfeiture, during the term of the mortgage given by GRANTEE to LENDER.

4. GRANTEE has obtained from LENDER for a grant in the amount of $3,000,000, the proceeds of which will be used solely for a renovation/construction project on the Property in the furtherance of its educational use, and has received a loan commitment for the loan to be secured by a first mortgage recorded, in part, against the Property.

5. GRANTEE, acting through its Board of Trustees, has made application for the written consent of the GRANTOR for authorization to encumber the Property by a first mortgage to the Lender in order to complete said renovation/construction project for the aforesaid purposes

and for no other purpose.

Furthermore, GRANTEE, in return for GRANTOR's consent to the mortgage and subordination of GRANTOR's right of reversion and forfeiture, has agreed to assign GRANTEE's abrogation privileges, described in paragraph 15 of the Deed, to LENDER and LENDER agrees to accept the assignment of the GRANTEE's abrogation privileges.

6. The GRANTOR has determined that the encumbering of the Property, for the said purpose, is not contrary to the public interest, but rather complies and conforms with the use for which the Property was originally conveyed by the United States of America, is necessitated by exigent circumstances, and will further the use of the Property by the GRANTEE for the educational purposes for which it was conveyed.

GRANTOR has the power to provide consent on behalf of the United States of America to the granting of the mortgage lien by the GRANTEE to the LENDER. The General Services Administration on April 26, 2024 interposed no objection to this transaction.

II. AGREEMENT

In consideration of one dollar, the mutual agreements contained herein and other good and valuable consideration, GRANTEE, LENDER, and GRANTOR, agree as follows:

7. GRANTOR hereby consents to and authorizes GRANTEE, subject to the agreements and understandings hereinafter set forth, to execute a first lien mortgage to LENDER to secure grant funding in the sum of $3,000,000, to be issued by the LENDER to GRANTEE for the renovation/construction project on the Property in the furtherance of its educational use.

Furthermore, GRANTOR consents to the GRANTEE assigning GRANTEE's abrogation privilege contained in the Deed to LENDER.

8. Except as provided in Paragraph 9 below, GRANTOR, GRANTEE and LENDER expressly agree that the rights and benefits entitled to the GRANTOR in and to the Property by virtue of a breach of any of the conditions imposed in the Deed, shall be subordinate and junior

to all rights and powers which the LENDER acquired by virtue of the execution of the mortgage given by GRANTEE to LENDER in the amount of $3,000,000.

9. GRANTOR reserves that right provided to it under Paragraph 20 of the Deed, which requires that all revenues and/or benefits, as determined by the GRANTOR, received as a result of any unauthorized sale, resale, lease, rental, mortgage, encumbrance or other transfer of any interest in any part of the Property shall be held in trust for the UNITED STATES OF AMERICA subject to the direction and control of the GRANTOR, and GRANTEE and LENDER agree by execution and acceptance of this Consent To Mortgage And Subordination Agreement that such rights are not assigned herein to LENDER nor subordinate and junior to those rights acquired by the LENDER by virtue of the execution of the mortgage given by GRANTEE to LENDER.

10. In the event that LENDER exercises its rights to foreclosure by virtue of rights acquired by this agreement or its mortgage, such foreclosure will be an abrogation of the Deed conditions and the LENDER will pay all money which is due and payable to the UNITED STATES OF AMERICA for the abrogation of the deed conditions contained in the Deed described in Paragraph 1 of this Agreement based upon the fair market value of the Property as of the date of this Consent To Mortgage and Subordination Agreement, which is agreed by GRANTOR, GRANTEE and LENDER to be $_____. No other rights or interests may be granted to, or acquired by, any other party which in any manner would subordinate the interests of the United States of America without its prior written approval. If mortgage satisfaction and release of LENDER's interest occurs during the period of restricted usage for the Property described in Paragraph 1 of this Agreement, the original terms and conditions imposed shall be reinstated in full.

11. GRANTEE, LENDER and GRANTOR covenant and agree that in the event that GRANTEE fails to cure, as determined by GRANTOR, a breach of any of the conditions subsequent or a breach of any other terms and covenants of Deed, GRANTOR may require LENDER to abrogate the terms and conditions of the Deed as provided in Paragraph 10 above. GRANTOR shall give LENDER and GRANTEE thirty (30) days written notice of GRANTOR's

intent to require LENDER to abrogate. At its option, LENDER may alternatively release its lien interest in the Property in lieu of abrogation of the terms and conditions of the Deed.

12. GRANTEE further covenants and agrees that it shall continue to abide by all other conditions imposed in the aforesaid Deed with respect to educational use, approval of subsequent encumbrances, filing of utilization reports, abiding by the non-discrimination acts described in the Deed, and maintaining its non-profit status, except as permitted herein.

13. GRANTOR and GRANTEE hereto mutually agree that, except as provided in this Agreement, all the provisions of the Deed shall remain in full force and effect with respect to the Property, and the GRANTEE by its acceptance and recordation of this Agreement, reaffirms the unexpired agreements, conditions subsequent, and covenants.

IN WITNESS WHEREOF, the parties hereto have indicated their agreement to the provisions contained in this document by executing this Consent To Mortgage And Subordination Agreement the day and year first written above.

UNITED STATES OF AMERICA
Acting by and through the Secretary of
Education

GRANTOR:

By:_____

John W. McDaniel, Jr., Director
Federal Real Property Assistance Program
Facilities and Logistics Services
Office of Finance and Operations
U.S. Department of Education

GRANTEE ACCEPTANCE

The GRANTEE, acting by and through its Board of Trustees and duly constituted officers, hereby accepts this Consent To Mortgage And Subordination Agreement for itself, its successors and assigns, and agrees to all the terms and conditions contained herein.

San Bernardino Community College District

GRANTEE:

By:_____
Steven Sutorus
Business Manager
San Bernardino Community College District

LENDER ACCEPTANCE

The LENDER, acting by and through its duly constituted officer, hereby accepts this Consent To Mortgage And Subordination Agreement for itself, its successors and assigns, and agrees to all the terms and conditions contained herein.

United States Department of Commerce
Economic Development Administration

LENDER:

By:_____

ACKNOWLEDGMENT

DISTRICT OF COLUMBIA)

On this ____day of _____, 2024 personally appeared before me, a Notary Public in and for the District of Columbia, John W. McDaniel, Jr., Director, Federal Real Property Assistance Program, Facilities and Logistics Services, Office of Finance and Operations, U.S. Department of Education, acting for the United States of America and the Secretary of Education, known to me to be the same person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same on the date hereof as his free and voluntary act and deed for the purposes and consideration therein expressed and with full authority and as the act and deed of the United States of America and the Secretary of Education.

IN WITNESS WHEREOF, I have set my hand and seal at Washington, D.C., as of the date and year first above written.

_____
Notary Public
My Commission Expires:_____

DRAFT

Notary Public: _____

My Commission Expires: _____

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

On this ____day of _____, 2024, personally appeared before me, a Notary Public in and for the State of California, Steven Sutorus, Business Manager, San Bernardino Community College District, and to me known to be the same person whose name is subscribed to the foregoing instrument and who acknowledged to me that she executed the same on the date hereof as her free and voluntary act and deed for the purposes and consideration therein expressed and with the full authority and as the act and deed of the Board of Trustees of San Bernardino Community College District.

IN WITNESS WHEREOF, I have set my hand and seal as of the date and year first above written.

Notary Public: _____

My Commission Expires:_____

STATE OF CALIFORNIA)
COUNTY SAN BERNARDINO)

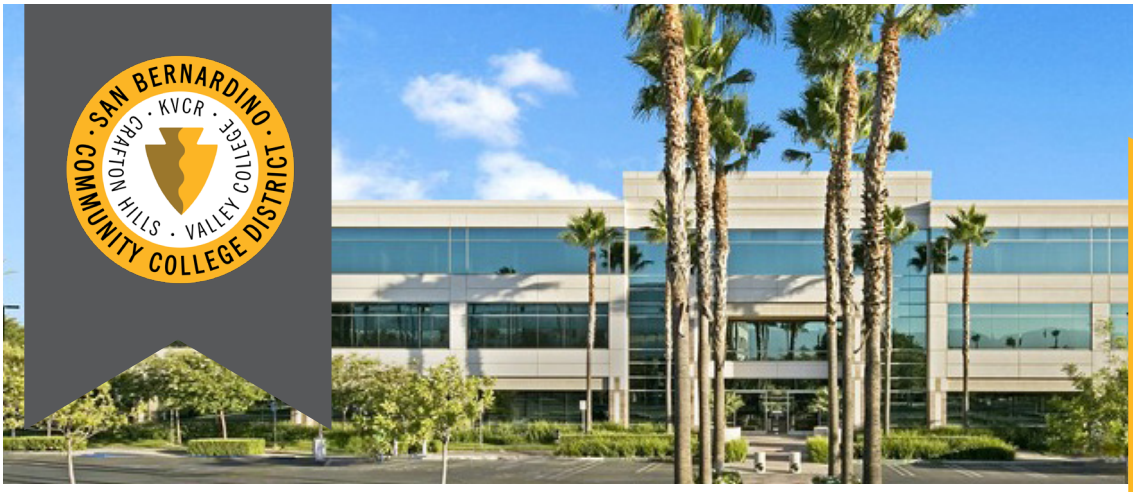
On this ____day of _____, 2024, personally appeared before me, a Notary Public in and for the State of California, _____, _____ , the United States Department of Commerce, Economic Development Administration (EDA), and to me known to be the same person whose name is subscribed to the foregoing instrument and who acknowledged to me that he/she executed the same on the date hereof as his/her free and voluntary act and deed for the purposes and consideration therein expressed and with the full authority and as the act and deed of the United States Department of Commerce, Economic Development Administration.

IN WITNESS WHEREOF, I have set my hand and seal as of the date and year first above written.

Notary Public: _____

My Commission Expires:_____

DRAFT



7.11.2024

CHANCELLOR'S REPORT

DR. BETTERS TO JOIN SBCCD BOARD

SBCCD welcomes Dr. Cherina Betters on her appointment to the SBCCD Board of Trustees, representing Area 7.

Dr. Betters will be formally sworn in during the board meeting on July 11, 2024. We are looking forward to working with Dr. Betters and we're confident that her expertise and insights will advance our student-centered mission.

SBCCD PARTNERSHIP WITH CALIFORNIA AIR RESOURCES BOARD

Chancellor Diana Z. Rodriguez and CARB Chair Liane M. Randolph signed an agreement between the San Bernardino Community College District and the California Air Resources Board, the state's top clean air agency, headquartered in Riverside.

This partnership opens new learning experiences and resources about clean air, environmental science, and green jobs, which are in high demand. Students will also be able to network with professionals and get real-world experience in environmental protection.

SBCCD SECURES $11.2 MILLION IN GRANTS

SBCCD has received $11.2 million in grants aimed at improving local education and job training programs. Significant portions of these funds have been allocated to Public Health and Safety Training, including $810K from the CA Dept. of Healthcare Access to upgrade technology training in SBVC's Nursing Program, and $99K from the CA

cont. page 4

THIS IS SBCCD

CHC OFFERS AFFORDABLE SUMMER CLASSES

Crafton Hills College (CHC) announces its summer class schedule, providing an opportunity for prospective and current students to get started or get ahead in their education at an affordable cost.

Summer class tuition averages $150 and includes free textbook rentals. The sessions begin on May 28, June 10, and July 1 and feature five, eight and ten-week courses.

CHC provides a wide range of courses catering to different interests and career paths. Noteworthy class offerings for summer include:

- Multimedia-100: Introduction to multimedia technologies, covering principles of design and media production, including digital media for print, screen, animation, interactivity and 3D design.
- Business Administration-103: This course focuses on human resource management, highlighting the impact and accountability of human resources activities in organizations.

Additionally, students can get ahead on general education requirements essential for transfer with classes such as:

- English-101: Freshman Composition
- Biology-100: General Biology
- CommStudies-100: Public Speaking

Classes are expected to fill up quickly. Students are encouraged to apply as soon as possible to secure their spots.

For more information and to apply, visit craftonhills.edu/Summer24 or call CHC Student Services at 909-389-3372.

SBVC FACULTY SPOTLIGHT DAVID SMITH

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.

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 "geezer 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."

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."

BookSaver, Our New Textbook Affordability Program

We're thrilled to share some exciting news with you – the launch of BookSaver, our new program starting this Fall 2024.

BookSaver is designed to make textbooks and course materials more affordable for all students at Crafton Hills College and San Bernardino Valley College, offering a smart, easy alternative to buying. Go to www.sbccd.edu/BookSaver to learn more.

Why BookSaver?

- **Big Savings:** With BookSaver, students can save up to $300 each semester by renting required textbooks and course materials for just $20 per unit, directly billed to their student accounts.
- **Hassle-Free:** The Campus Bookstore will take care of everything, ensuring students get all the required materials without the stress of last-minute purchases.
- **Digital Tools:** Students can use handy e-book features like highlighting, flashcards, and note-sharing to boost their learning.

How Does BookSaver Work?

- **Automatic Enrollment, Easy Opt-Out:** Students enrolling on or after June 17 are automatically included in BookSaver. Those who enrolled before June 17 can opt in via their Self-Service online student account.
- **Simple Payment:** To access their textbooks and course materials before classes start, students just need to pay the BookSaver fee when they enroll.
- **Easy Access:** Once students register for classes and pay for BookSaver, they will get email instructions from the Campus Bookstore (Follett) on how to access their digital materials or pick up physical books.

Transition from Books+

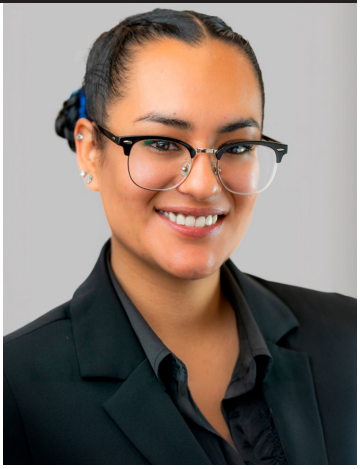
Books+ will wrap up at the end of Summer 2024. BookSaver is our new way to help students get the required textbooks and course materials they need for their classes affordably.

Discover how BookSaver can benefit our students and help them save big on textbooks and course materials. For all the details and FAQs, visit www.SBCCD.edu/BookSaver. Thanks for your support in helping our students succeed!

SBCCD WELCOMES STUDENT TRUSTEES

With preparing for a new academic year, two students will amplify the student voice at the San Bernardino Community College District Board meetings. Hadi Natour representing Crafton Hills College, and Nelva Ruiz-Martinez representing San Bernardino Valley College.

SBCCD student trustees advocate for and represent the current student body, by advising in the decision making the benefits the community as a whole and students future.



EDCT & RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BUILDING INDUSTRY ASSOCIATION COMPLETION CEREMONY

On June 7, 2024, the Economic Development and Corporate Training (EDCT) division of the San Bernardino Community College District, in partnership with Riverside County Workforce Development, hosted a completion ceremony for the 144-hour Building Industry Association (BIA) Entry-Level Residential Construction Labor Training Program. Riverside County Workforce Development Centers and Operation New Hope partnered with EDCT to provide hands-on training in framing, plumbing, electrical work, drywall, and deconstruction.

The twelve participants also received their OSHA 10 and CPR certifications, along with professional development training in resume building and interview skills. Thanks to EDCT instructor Reggie Dixon, participants received job offers within a week of completion for roofing and framing positions.

With the successful completion of this cohort, EDCT and Riverside County Workforce Development are excited to begin their next cohort on August 27, 2024. The 4-week, 144-hour training program will conclude on September 23, 2024.

If you or someone you know is interested in training, please contact Abe Fulgham, Manager of Workforce Development, at afulgham@sbccd.edu.

cont. from page 1

Community Colleges Chancellor's Office to create an apprenticeship program in emergency medical services between Crafton Hills College and AMR. Additionally, the Early Pathways to College initiative received $800K from the Inland Empire Regional K-16 Collaborative to simplify high school-to-college pathways, and $10K from Fred Rogers Productions to support Kids Camp at KVCR Public Media, enhancing children's education.

Community engagement efforts have also been significantly bolstered. SBCCD received $1.6M from CA Volunteers to extend College Corps, providing up to $10K for student community service. Another $25K from California Endowment will mentor high school students at KVCR Public Media in producing documentaries on local issues. These grants collectively underscore SBCCD's commitment to offering local students quality higher education, career readiness, and community involvement, thereby positively impacting the Inland Empire.

CELEBRATING 2,485 FUTURE LEADERS

A huge congratulations to the unstoppable Class of 2024 from Crafton Hills College and San Bernardino Valley College!

This year, we celebrated the remarkable achievements of over 2,485 graduates, who together earned an astounding 4,442 degrees and certificates across our two vibrant campuses.

Keep Soaring, Graduates – The World is Yours!

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.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information June 13, 2024

MONTHLY

Consent Agenda

INSTRUCTION/STUDENT SERVICES
- Curriculum Modifications
- Donations

HUMAN RESOURCES
- Classification Advancements for Academic Employees
- Non-instructional Pay, Stipends, and Reduced Workload
- Tuition Reimbursement
- Employment Contracts
- Promotions, Transfers, Reclassifications, Step Advancements
- New Hires (Adjuncts, Substitutes, Classified, Management, Temporary, Interim, Permanent)
- Job Descriptions and Revised Salary Schedules
- CSEA/CTA/POA Agreements

BUSINESS & FISCAL SERVICES
- Alcoholic Beverages
- Board Policies (Final Approval)
- Conferences Over $5K or Outside US
- District/College Expenses
- Individual Memberships
- Surplus Property & Authorization for Private Sale or Disposal
- Contracts Above Bid Limit
- Resolution: Fund Balance Transfer
- Ratification of Interfund Transfers
- Signature List Changes

FACILITIES
- Informal Bid Award (UCCAP)
- CBOC Appointees
- Award RFQ/RFP/Bids & Contracts
- Master Service Agreement & Task Orders For Bond Construction
- Small Scale Construction Contract Award

Information Items Reports/Updates

OFFICE OF THE CHANCELLOR
- Applause Recognition
- Retirements
- Board Committee Reports
- Reports from Represented Groups
- Board Master Planning Action Calendar

BUSINESS & FISCAL SERVICES/FACILITIES
- Board Policies (1st Reading)
- Budget Revenue & Expenditure Summary
- General Fund Cash Flow Analysis
- Purchase Order Report
- Contracts Below Bid Limit
- Construction Change Orders and Amendments – Bond/Non-Bond
- KVCR Update

HUMAN RESOURCES
- 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 CCCCO)
- 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)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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)

This guide is for internal use only and is subject to change.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information 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 CCCCO
- 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)

This guide is for internal use only and is subject to change.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information 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: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: July 11, 2024

SUBJECT: Budget Revenue & Expenditure Summary

RECOMMENDATION

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

OVERVIEW

While year-to-date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2023-24 budget unless otherwise noted here. For explanations of any significant variances in year-to-date revenues/expenditures from fiscal year elapsed, please see the attached summary.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2023-24 fiscal year through June 19, 2024. As of that date, SBCCD was 97.2% through the fiscal year and had spent and/or encumbered approximately 88.5% 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 06/19/24

[v.6.19.2024.p.1|2]

97.2% of Fiscal Year Elapsed

FUND	REVENUES Budget	REVENUES Received YTD		EXPENDITURES Budget	EXPENDITURES Expensed/ Encumbered YTD		COMMENTS
110 General Fund - Unrestricted	139,077,637	136,438,043	98.1%	139,008,659	123,020,806	88.5%	Expenditures are consistent with the needs of the fund given the current climate.
125 General Fund - Restricted	141,140,277	98,148,719	69.5%	140,625,316	76,025,534	54.1%	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	66,822,200	115.2%	58,000,000	45,146,806	77.8%	Taxes are determined and collected by the County for bond measures.
335 Child Development	5,295,137	4,512,948	85.2%	5,269,491	4,241,669	80.5%	Expenditures are consistent with the needs of the fund given the current climate. Some grant revenues are received on a reimbursement basis.
390 KVCR	9,102,953	6,805,174	74.8%	9,074,209	6,721,913	74.1%	Most grant revenues are received on a reimbursement basis. Some revenues are posted in arrear in a quarterly or semiannual basis.
410 Capital Outlay	22,539,897	26,448,427	117.3%	25,008,204	20,623,192	82.5%	RDA funds received in excess of the budgeted amount
435 Measure M	100,450,000	52,817,297	52.6%	22,814,857	5,240,082	23.0%	Revenues related to the issuance of bonds was budgeted at $100M. Only $51M in bonds were issued related to Measure M. Expenditure budget is expected to extend over multiple years.
445 Measure CC	4,500,000	176,195,202	3915.4%	239,362,597	125,143,239	52.3%	Revenues related to the issuance of bonds not budgeted for Measure CC. $170M in bonds were issued during current fiscal year. Expenditure is expected to extend over multiple years.
590 Investment Properties	4,477,350	3,910,637	87.3%	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	2,413,900	95.3%	5,546,839	4,830,289	87.1%	
620 Self Insurance-Liability	1,200,000	1,202,815	100.2%	1,250,000	1,025,483	82.0%	
690 Retiree Benefit	387,700	204,089	52.6%	387,700	336,232	86.7%	Revenues are posted in arrears.
730 Student Body Center Fee	252,785	223,947	88.6%	372,785	264,611	71.0%	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%	Revenues are higher than budgeted given the good performance of the market. Posting in progress for Quarter 4 activity.
775 PARS Trust	5,050,000	8,672,692	171.7%	4,157,724	6,765,831	162.7%	Revenues are higher than budgeted given the good performance of the market. Posting in progress for Quarter 4 activity.
890 Inland Futures Foundation	1,391,936	1,432,620	102.9%	1,391,936	911,748	65.5%	Transfers to KVCR are posted twice a year in January and July.
Total (All Funds)	**496,398,592**	**587,223,757**	**118.3%**	**660,480,111**	**423,087,774**	**64.1%**	

Budget Revenue & Expenditure Summary

Year to Date 06/19/24

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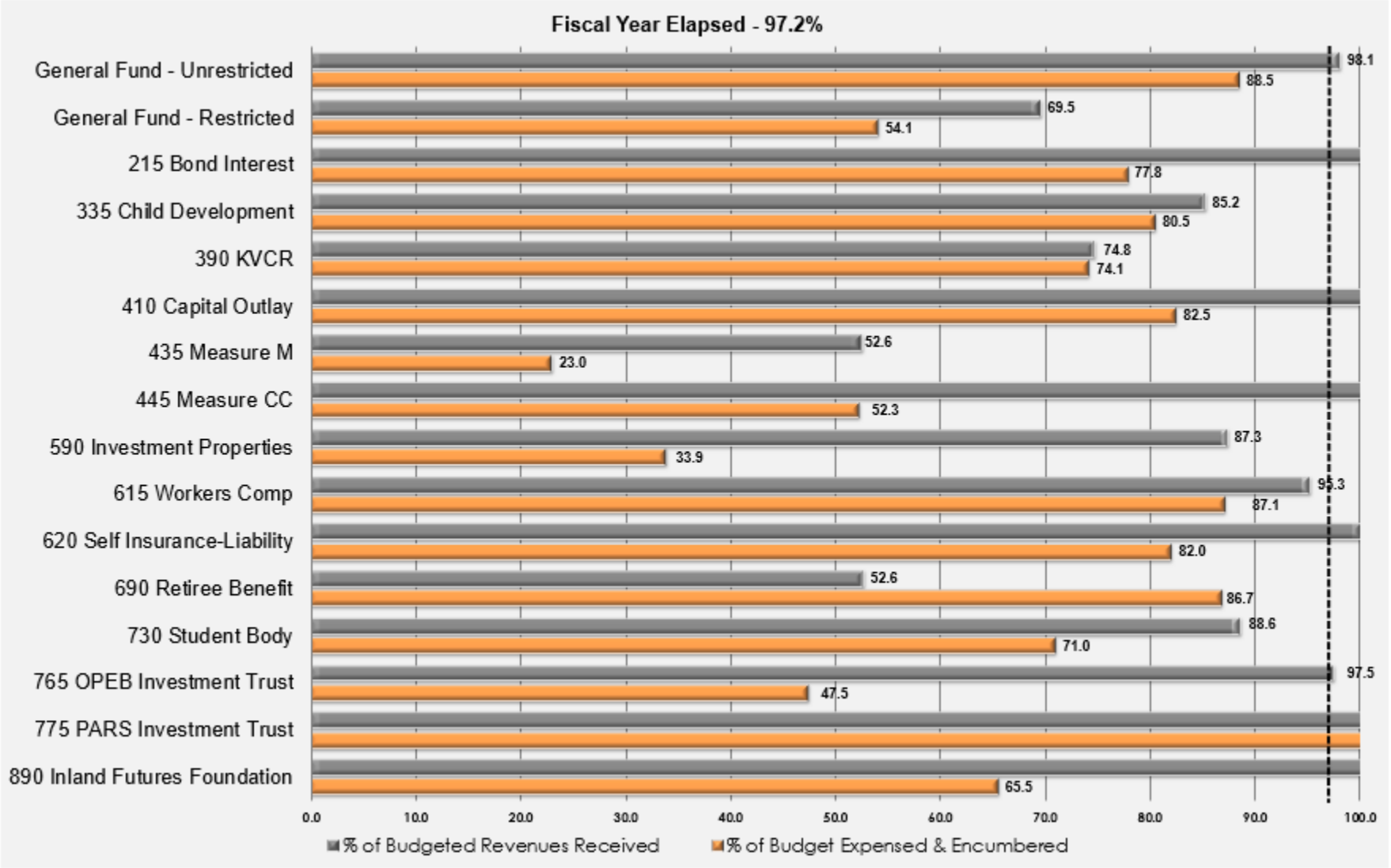


SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Executive Director, Facilities Planning, Construction, Sustainability & Local Outreach

DATE: July 11, 2024

SUBJECT: Construction Change Orders and Amendments – Bond Program

RECOMMENDATION

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

OVERVIEW

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. The process includes a program-wide Measure CC construction change order percentage goal of 5% or less. In addition, change orders that are <$250,000 which result in a cumulative increase to a contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

ANALYSIS

A detailed summary of all Measure CC Program Change Orders is attached. The change orders listed were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved procedures and goals.

Total Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
$ 290,630,626	$4,066,476	1.40

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	$326,900.74	**$120,086,925.01**	0.27%
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**	**$4,066,476.39**	**$294,697,102.63**	**1.40%**

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

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 #0001	$828,444.88	-$17,661.75	-2.13%	-2.13%	08-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Change Order #0002	$828,444.88	-$50,000.00	-6.04%	-8.17%	08-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0018	$7,582,683.00	$173,322.00	2.29%	4.30%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0019	$7,582,684.00	-$270,000.00	-3.56%	0.74%	24-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0020	$7,582,685.00	$127,661.00	1.68%	2.43%	26-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0012	$7,582,683.00	-$240,000.00	-3.17%	0.54%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0013	$7,582,683.00	$133,348.00	1.76%	2.30%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0014	$7,582,683.00	$151,147.00	1.99%	4.29%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0015	$7,582,683.00	$16,013.00	0.21%	4.50%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0016	$7,582,683.00	-$240,000.00	-3.17%	1.34%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0017	$7,582,683.00	$51,602.00	0.68%	2.02%	02-Feb-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0002	$726,720.00	$4,804.79	0.66%	2.15%	16-Jan-24	14-Mar-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0015	$69,832,624.00	$11,116.00	0.02%	1.60%	22-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0011	$7,582,683.00	$32,156.00	0.42%	3.70%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0010	$7,582,683.00	$13,545.00	0.18%	3.28%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0009	$7,582,683.00	$4,769.00	0.06%	3.10%	02-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0008	$7,582,683.00	$104,731.00	1.38%	3.04%	02-Oct-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0014	$69,832,624.00	$68,433.00	0.10%	1.58%	26-Sep-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0013	$69,832,624.00	$23,274.00	0.03%	1.49%	14-Sep-23	09-Nov-23
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

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0002	$495,230.00	$36,366.48	7.34%	7.34%	20-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	G.A. Technical Services, Inc. SBVC CWI Utility Upgrades	G.A. Technical Services, Inc. - Change Order #0001***	$171,500.00	$19,223.96	11.21%	11.21%	24-Jul-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0002	$7,582,683.00	$3,629.00	0.05%	0.44%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0001	$7,582,683.00	$30,099.00	0.40%	0.40%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0001	$495,230.00	$0	-	-	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0008	$69,832,624.00	$10,524.00	0.02%	1.00%	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0007	$69,832,624.00	$21,097.00	0.03%	1.07%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Rebekah and Company	Rebekah and Company - Change Order #0001	$324,089.00	$16,000.00	4.94%	4.94%	10-Apr-23	08-Jun-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0006	$1,866,600.00	$1,606.33	0.09%	3.19%	30-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0005	$1,866,600.00	$12,861.33	0.69%	3.10%	30-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0005	$69,832,624.00	$165,093.00	0.24%	1.04%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0004	$69,832,624.00	$119,278.00	0.17%	0.80%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0003	$69,832,624.00	$244,500.00	0.35%	0.63%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0002	$69,832,624.00	$123,660.00	0.18%	0.28%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0006	$69,832,624.00	$1,757.00	0.003%	0.11%	22-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0003	$1,866,600.00	$25,839.21	1.38%	2.41%	01-Feb-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0004	$1,866,600.00	$1,643.34	0.09%	1.03%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0002	$1,866,600.00	$6,884.46	0.37%	0.94%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0001	$1,866,600.00	$10,670.11	0.57%	0.57%	12-Jan-23	09-Mar-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0001	$69,832,624.00	$71,728.00	0.10%	0.10%	22-Nov-22	12-Jan-23
CC01-3605 : Softball Field	Green Contractor Studio Construction Agreement	Green Contractor Studio, Inc Change Order #1**	$3,587,500.00	$357,750.00	9.97%	9.97%	09-Sep-22	08-Sep-22
CC01-3610 : Campus-Wide	Neff Construction, Inc.	Neff Construction - Change Order	$31,585.00	$2,140.00	6.78%	6.78%	22-Aug-22	08-Sep-22
CC01-3610 : Campus-Wide	C.I. Services Construction Agreement -	C.I. Services - Change Order #02*	$398,000.00	$23,512.86	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement - Campus Roof Replacement	C.I. Services - Change Order #01	$398,000.00	$13,937.73	3.50%	3.50%	04-May-22	09-Jun-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction Inc. CO#003	$483,000.00	-$10,000.00	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #02	$483,000.00	$0	-	-2.97%	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #01	$483,000.00	-$14,340.40	-2.97%	-2.97%	28-Oct-20	14-Jan-21
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date				**$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	-$30,976.59	**$8,470,140.41**	-0.36%
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**	**$326,900.74**	**$120,086,925.01**	**0.27%**

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3625 : Public Safety Training Center (DB)	**Erickson-Hall Construction Co.**	**Erickson-Hall - Change Order #02**	**$8,501,117.00**	**-$20,698.59**	**-0.24%**	**-0.36%**	**13-May-24**	**11-Jul-24**
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 Improvements	Hamel - Change Order #02	$835,134.45	$850.00	0.10%	1.25%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #02	$835,134.45	$850.00	0.10%	1.25%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #01	$835,134.45	$8,697.66	1.04%	1.04%	01-Jun-23	13-Jul-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #02*	$2,023,008.00	$5,229.04	0.26%	5.12%	24-Feb-23	11-May-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #01	$2,023,008.00	$98,252.47	4.86%	4.86%	15-Feb-23	11-May-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	TotalEnergies Renewables, LLC - Change Order #02	$7,308,428.00	$17,169.50	0.23%	-0.01%	08-Dec-22	09-Feb-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	SunPower Corporation, Systems - Change Order #01	$7,308,428.00	-$17,891.20	-0.24%	-0.24%	10-Oct-22	10-Nov-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	$686,675.00	-$19,592.00	-2.85%	-2.85%	17-Mar-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #02*	$392,213.00	$11,088.23	2.83%	5.54%	14-Feb-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #01	$392,213.00	$10,641.88	2.71%	2.71%	01-Nov-21	13-Jan-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair	Borden Excavating - Change Order #01	$22,000.00	-$5,225.46	-23.75%	-23.75%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair - Phase 2	Borden Excavating - Change Order #01	$15,000.00	-$4,592.20	-30.61%	-30.61%	07-Oct-21	18-Nov-21

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)	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				**$326,900.74**				

* 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

Generated On:Wed, 8-Mar-23 9:04 AM

CC02-2000 : Crafton Hills College

Generated By: AECOM - SBCCD MEASURE CC TEAM (SELENA CHOW)

NOTE: Contract Grouping of "Construction Services" ONLY (CS).

NOTE: Change Order values ONLY include those in a workflow state of "Executed".

SBCCD

CONSTRUCTION AMENDMENT SUMMARY

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC02-3633 : Central Complex 2 Renovation (DB)	W. E. O'Neil Construction Co.	Amendment #01 - Establishment of Guaranteed Maximum Price (GMP)	$9,090,787.00	$0	$418,359.00	$9,509,146.00	17-Jul-23	13-Jul-23
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #02 - Establishment of Guaranteed Maximum Price (GMP)	$6,781,795.00	$2,095,578.00	-$376,256.00	$8,501,117.00	07-Dec-22	12-Jan-23
CC02-3626 : Campus-Wide Infrastructure CHC	SunPower Corporation, Systems DB Contract - CHC CWI Solar PV	Amendment #01 - Change in Photovoltaic Module Model and the Production Guarantee (No Cost Impact)	$7,308,428.00	$0	$0	$7,308,428.00	10-Oct-22	10-Nov-22
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #01 - Contract Updates	$6,781,795.00	$0	$2,095,578.00	$8,877,373.00	21-Jan-22	13-Jan-22

SBCCD

CONSTRUCTION CHANGE ORDER SUMMARY

CC03-3000 : San Bernardino Community College District Wide

CC03-3000 : San Bernardino Community College District

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0002 : Program Expenses	$695.00	$0	**$695.00**	-
CC03-3640 : District-Wide	$185,805.17	$4,812.02	**$190,617.19**	2.59%
CC03-3000 : San Bernardino Community College D	**$186,500.17**	**$4,812.02**	**$191,312.19**	**2.58%**

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date

Child Development Center Rer	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban PMO TI - Change Order #002 - No Cost Time Extension	$185,805.17	$0	-	2.59%	17-Mar-21	13-May-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban District PMO TI - Change Order #001	$185,805.17	$4,812.02	2.59%	2.59%	19-Nov-20	14-Jan-21
CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date				**$4,812.02**				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: July 11, 2024

SUBJECT: Contracts Below $114,500

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or expense contract requests below this limit, including income contracts, shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and/or services on an annual basis. The formal bid limit for the current calendar year has been set at $114,500. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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

Routine, Canceled and Income Contracts

Board 07/11/2024

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27417	4 Imprint	Production of Logo Items	Calworks/SBVC	$19,931.25		
26436	42 Lines Inc	Amendment 01	TESS/SBCCD	$32,643.00		$10,125.00
27480	ABM Business Machines, Inc.	Maintenance Agreement	ATPC/SBCCD	$1,718.00		
27432	Academy of Television Arts and Sciences	Sponsorship	KVCR/KVCR	$3,600.00		
27433	Alfred Vazquez Designs, LLC	Braille Transcribing	ATPC/SBCCD	$40,000.00		
27434	Allison, Nancy	Braille Transcribing	ATPC/SBCCD	$60,000.00		
27203	Amazon Web Service Inc.	Software/Online Services	TESS/SBCCD	$43,267.00		
27479	American Thermoform Corp.	Maintenance Agreement	ATPC/SBCCD	$4,000.00		
27435	Anderson, Sharon	Braille Transcribing	ATPC/SBCCD	$30,000.00		
27528	Architectural Resources Group	Consultants	Facilities Planning/ SBCCD	$10,000.00		

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27507	Arrowhead United Way	Income - Facilities Use	Administrative Services/SBVC		No Charge	
27442	Bach to Braille, Inc.	Braille Transcribing	ATPC/SBCCD	$10,000.00		
27439	Barker, James Brian	Braille Transcribing	ATPC/SBCCD	$40,000.00		
27422	Bayview Entertainment LLC	Program Acquisition	KVCR/KVCR	$29,525.00		
27526	BD Snack Shack	Income - Facilities Use	Administrative Services/SBVC		No Charge	
27443	Beckley, Sally	Braille Transcribing	ATPC/SBCCD	$20,000.00		
27477	Boyd & Associates	Maintenance Agreement	ATPC/SBCCD	$1,000.00		
27447	Braille It, Inc.	Braille Transcribing	ATPC/SBCCD	$80,000.00		
22513	Butte County Office of Education	Income - Amendment 02	EDCT/SBCCD		$2,696,050.00	
27509	California Department of Ed	Income - Grant	Child Care Center/ SBVC		$2,857,432.00	

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27446	California Department of Food & Agriculture	Income - Grant	Grants/SBCCD		$2,715.88	
27448	Cantrell, Kathleen	Braille Transcribing	ATPC/SBCCD	$80,000.00		
24779	CCC Chancellor's Office	Amendment 03	Grants/SBVC		$1,721,177.00	$153,219.00
27450	Chandler, Denise	Braille Transcribing	ATPC/SBCCD	$20,000.00		
27517	Christopher Carita LLC	Professional Services	Human Resources/ SBCCD	$3,800.00		
27544	CODESP	Testing Services	Human Resources/ SBCCD	$2,775.00		
27491	Colton, City of - Fire Dept	Training Site Agreement	CTE/CHC	No Cost		
27483	ComputerLand of Silicon Valley	Software/Online Services	TESS/SBVC	$45,479.00		
27451	Conroy, Christina	Braille Transcribing	ATPC/SBCCD	$20,000.00		
26305	Couts Heating & Cooling, Inc.	Amendment 01	Maintenance/ SBVC	$115,148.00		$4,600.00

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27419	Crown Promotions Group Inc.	Production of Logo Items	Applied Tech/SBVC	$3,980.98		
27537	Davis, Peter	Broadcasting Rights	KVCR/KVCR	$400.00		
25098	Diamond Chevrolet of San Bernardino DBA Dalia Car Co. Inc.	Amendment 01	District Police/ SBCCD	$7,030.00		$4,530.00
27525	El Clasificado	Income - Facilities Use	Administrative Services/SBVC		No Charge	
27516	Ellucian Company, LP	Professional Services	TESS/SBCCD	$76,712.00		
27416	Ellucian Company, LP	Services	TESS/SBCCD	$9,006.00		
27503	Ellucian Company, LP	Software/Online Services	TESS/SBCCD	$7,000.00		
26833	EMCOR Service Mesa Energy	Amendment 01	Maintenance/ SBVC	$19,142.00		$7,970.00
27506	E-Oscar Web dba Online Data Exchange	Software/Online Services	Fiscal Services/ SBCCD	$180.00		
27529	Erickson-Hall Construction	Construction	Facilities Planning/ SBCCD	$57,997.23		

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27505	Facilities Protection Systems	Services	TESS/SBCCD	$1,600.00		
26766	Ferrilli dba Robert Ferrilli LLC	Amendment	TESS/SBCCD	$15,600.00		$1,950.00
27495	Ferrilli dba Robert Ferrilli LLC	Consultants	TESS/SBCCD	$15,600.00		
27429	G & R Machinery Services	Repairs	Applied Tech/SBVC	$3,000.00		
27481	Garcia, Juan dba AJC Building Maintenance	Maintenance Agreement	ATPC/SBCCD	$1,718.00		
27454	Gold Country Transcribing, Inc.	Braille Transcribing	ATPC/SBCCD	$40,000.00		
27455	Gottschalk, Dennis	Braille Transcribing	ATPC/SBCCD	$40,000.00		
27424	H & L Charter Co, Inc.	Bus Rental	Veterans/SBVC	$3,500.00		
27456	Harbold, Robert	Braille Transcribing	ATPC/SBCCD	$20,000.00		
27488	Heard's Investigations and Polygraph LLC	Services	Human Resources/ SBCCD	$7,500.00		

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27457	Higa, Dominick	Braille Transcribing	apt/SBCCD	$100,000.00		
27524	Hispanic Association of Colleges and Universities	Income - Grant	Counseling/SBVC		$12,760.57	
26989	Honorlock Inc.	Software/Online Services	TESS/SBCCD	$25,000.00		
27357	HyattWard Advertising, Inc.	Amendment 01	Research & Planning/SBCCD	$1,500.00		$2,700.00
27445	Interact Communications Inc.	Professional Services	Marketing/SBVC	No Cost		
27436	Island Advertising, Inc.	Production of Logo Items	Student Services/CHC	$3,761.58		
27458	Jackson, Margaret K	Braille Transcribing	ATPC/SBCCD	$40,000.00		
27459	Janson, Patrick	Braille Transcribing	Apt/SBCCD	$40,000.00		
27520	JobElephant.com Inc.	Advertising	Human Resources/ SBCCD	$105,000.00		
27430	KJ Consultants Inc.	Training Services	Risk Management/ SBCCD	$22,000.00		

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27482	Landrum & Associates Investigative Services	Services	Human Resources/ SBCCD	$60,000.00		
27420	Lapel Pins Plus	Production of Logo Items	Marketing/CHC	$1,513.00		
27460	Laurent, Cynthia	Braille Transcribing	ATPC/SBCCD	$50,000.00		
24765	Leepfrog Technologies, Inc.	Software/Online Services	Instruction/SBVC	$9,335.48		
27461	Lester, Ethan	Braille Transcribing	ATPC/SBCCD	$50,000.00		
27545	Liebert Cassidy Whitmore	Training Servicews	Human Resources/ SBCCD	$3,600.00		
27462	Lillie, Angelina	Braille Transcribing	ATPC/SBCCD	$40,000.00		
27492	Loma Linda, City of	Training Site Agreement	CTE/CHC	No Cost		
27518	Lopez, Johnathan	Broadcasting Rights	KVCR/KVCR	$3,750.00		
27463	Lots 4 You, Inc.	Braille Transcribing	ATPC/SBCCD	$10,000.00		

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27431	LTN Global Communications Inc.	Software/Online Services	FNX/KVCR	$9,600.00		
27425	Lucky Star Promos LLC	Production of Logo Items	First Year/SBVC	$890.63		
27490	Mackey LLC	Services	Academic Success/ SBVC	$69,500.00		
27464	Melgoza, Jorge	Braille Transcribing	ATPC/SBCCD	$10,000.00		
27421	Mike's Custom Flooring	Installation Services	Maintenance/ SBVC	$2,759.81		
27535	Mike's Custom Flooring	Installation Services	Maintenance/ SBVC	$8,894.29		
27536	Mike's Custom Flooring	Installation Services	Maintenance/ SBVC	$7,844.92		
27522	Mike's Custom Flooring	Installation Services	Maintenance/ SBVC	$5,444.67		
27531	MVP Security Systems, Inc.	Installation Services	Facilities Planning/ SBCCD	$9,950.00		
27530	MVP Security Systems, Inc.	Installation Services	Facilities Planning/ SBCCD	$2,300.00		

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27465	NewCo Foundation	Braille Transcribing	ATPC/SBCCD	$60,000.00		
27499	Nova Information Group LLC dba Hudson, Donald J, JR	Consultants	TESS/SBCCD	$16,500.00		
27500	Nova Information Group LLC dba Hudson, Donald J, JR	Services	TESS/SBCCD	$4,400.00		
27523	NV5 West Inc.	Services	Safety & Risk/SBCCD	$25,000.00		
27466	Ostby, Katrina	Braille Transcribing	ATPC/SBCCD	$40,000.00		
27484	Palomar CCD	Software/Online Services	TESS/SBCCD	$18,405.00		
27478	Patriot Air Systems, Inc.	Maintenance Agreement	ATPC/SBCCD	$6,000.00		
27514	PCN3	Rescinded/ Cancelled	Facilities Planning/ SBCCD			($6,380,000.00)
27426	Peters, Pamela J.	Program Acquisition	KVCR/KVCR	$4,450.00		
27467	Phan, Cuong	Braille Transcribing	ATPC/SBCCD	$30,000.00		

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27527	Q Bellies BBQ	Income - Facilities Use	Administrative Services/SBVC		No Charge	
27487	Quantum Promotions	Production of Logo Items	Applied Tech/SBVC	$12,158.91		
27468	Quilalang, Roger	Braille Transcribing	ATPC/SBCCD	$10,000.00		
27521	R Dependable Construction Inc.	Installation Services	Maintenance/ SBVC	$13,100.00		
27437	Redlands USD	Income - Facilities Use	Pool/CHC		$200.00	
27534	RedVector.com LLC	Software/Online Services	Applied Technology/SBVC	$8,599.51		
27440	Regents of University of CA, The - Riverside Campus	Income - Subgrantee	Grants/SBVC		$800,000.00	
27496	Respondus Inc.	Software/Online Services	TESS/SBCCD	$2,545.00		
27494	Rialto, City of	Training Services	EMS/CHC	$180,000.00		
27508	Riverside CCD	Income - Subgrantee	EDCT/SBCCD		$195,000.00	

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27493	Riverside, City of, Fire Depart	Training Site Agreement	CTE/CHC	No Cost		
27502	Salesforce Inc.	Software/Online Services	TESS/SBCCD	$109,150.00		
27510	San Bernardino City USD	Participation Agreement	Academic Success/ SBVC	No Cost		
27438	San Bernardino County Sheriff's Department	Sheriff On Site Supervisor	Police Science/ SBVC	No Cost		
22663	San Bernardino County Superintendent of Schools	Amendment 01	KVCR/KVCR		$1,375,014.00	Extend Term
27539	San Bernardino International Airport Authority	Income - Training Agreement	Student Services/CHC		$980.00	
27532	San Bernardino Symphony Orchestra	Income - Facilities Use	Administrative Services/SBVC		$20,917.88	
19482	San Bernardino, County of	Income - Amendment 04	EDCT/SBCCD		$16,500,000.00	
27418	San Bernardino, County of	MOU	Calworks/SBVC	No Cost		
27485	San Gorgonio Memorial Hospital	Clinicals	Nursing/SBVC	No Cost		

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27444	San Manuel Band of Mission Indians	Income - Grant	KVCR/KVCR		$1,500,000.00	
27427	SBVC Foundation	Services	KVCR/KVCR	$10,500.00		
27469	Sherwood, Rebecca dba Rain City Braille LLC	Braille Transcribing	ATPC/SBCCD	$30,000.00		
27428	Snowden, Justin	Performer	Student Equity/SBVC	$2,500.00		
27513	Strata Information Group (SIG)	Consultants	TESS/SBCCD	$67,860.00		
27533	Strategix Management LLC - Inland Empire Job Corps Center	Participation Agreement	Calworks/SBCCD	No Cost		
27470	Talley, Kathleen	Braille Transcribing	ATPC/SBCCD	$40,000.00		
27497	Turnitin, LLC	Software/Online Services	TESS/SBCCD	$42,790.44		
27504	UltraEdit Inc.	Services	TESS/SBCCD	$399.60		
27471	United Braille Alliance, LLC	Braille Transcribing	ATPC/SBCCD	$40,000.00		

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27489	Universal Personnel Services	Consultants	Human Resources/ SBCCD	$114,000.00		
27519	University Enterprise Corp at Cal State San Bernardino	Income - Grant	Grants/SBVC		$12,115.23	
27515	Urban Land Institute	Advertising	Facilities Planning/ SBCCD	$1,000.00		
27501	Valsoft Corporation Inc.	Software/Online Services	TESS/SBCCD	$41,437.00		
27472	Velo, Brian	Braille Transcribing	ATPC/SBCCD	$100,000.00		
27486	Victor Valley Global Medical Center	Clinicals	Pharmacy Tech/ SBVC	No Cost		
27511	Vital Records Holdings LLC dba VRC Companies LLC	Software/Online Services	EOP&S/SBVC	$6,375.00		
27473	Walker, Kathleen	Braille Transcribing	ATPC/SBCCD	$100,000.00		
27474	Walling, Joyce	Braille Transcribing	ATPC/SBCCD	$100,000.00		
27512	Water Source Solutions, Inc.	Services	District Police/ SBCCD	**$8,000.00**		

Routine, Canceled and Income Contracts

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27475	Wilhelm, Tamera	Braille Transcribing	ATPC/SBCCD	$50,000.00		
27476	Wolfe, Natasha	Braille Transcribing	ATPC/SBCCD	$100,000.00		
27441	Yucaipa High School	Income - Facilities Use	Administrative Services/CHC		$410.00	
27538	Yucaipa Pickleball Inc.	Income - Facilities Use	Administrative Services/CHC		$1,000.00	
27498	Zurc Software Services, LLC	Consultants	TESS/SBCCD	$22,500.00		

Total Number of Contracts 135 **$3,153,167.30** **$27,695,772.56**

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: July 11, 2024

SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

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

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. District cash balances are reviewed regularly and monitoring the amount of cash available to meet financial obligations is a core responsibility of the Fiscal Services Department. Fiscal year forecasts are updated monthly using the most current actual revenue and expense data and any new guidance from the State. Attached is the restricted and unrestricted General Fund monthly cash flow analysis.

ANALYSIS

As noted in the forecast, cash balances fluctuate throughout the year based on the amount and timing of actual and estimated revenues and expenses. The current cash estimate as of June 30, 2024, decreased $251,342 to $97,375,801 from the previous estimate of $97,627,143. 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 June 19, 2024, rounded to the nearest $1,000)

												PROJECTED		
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	98,142	96,784	89,080	91,724	88,506	86,084	103,364	99,705	96,637	95,411	100,018	100,396		
Receipts														
Federal		10	3,570	250	90	38	175	641	116	-4	66	825		5,778
State	12,435	7,457	13,524	12,877	4,623	10,580	8,058	58,618	16,844	10,084	9,227	18,701		183,027
Local	5,769	63	3,435	2,112	3,306	22,251	5,430	2,567	-2,526	12,065	9,796	838		65,107
Interfund Transfer & Sale of Assets					4,292	1		3,219			211	307		8,029
Accounts Receivable/Accruals	-2,867	1,264	-509	64	1,006	-3	-685	671	-65	-154	-505	-381		-2,164
Total Receipts	15,337	8,793	20,020	15,303	13,316	32,867	12,977	65,716	14,370	21,991	18,795	20,291		259,777
Disbursements														
Academic Salaries	27	2,845	4,684	5,137	5,432	5,346	5,293	4,593	5,276	5,330	5,392	9,431		58,787
Classified Salaries	2,895	3,390	3,421	3,532	3,723	3,745	3,576	3,452	3,742	4,621	3,917	4,985		44,996
Benefits	1,507	2,533	646	3,114	3,105	3,090	3,193	3,037	2,113	3,545	3,270	4,740		33,895
Supplies & Materials	226	51	169	148	206	135	166	149	193	560	335	616		2,954
Other Operating Exp	2,612	1,493	2,235	1,831	1,779	1,640	2,337	2,479	2,810	1,479	1,764	6,012		28,470
Capital Outlay	1,480	-1,151	379	140	424	650	634	249	631	794	2,025	1,558		7,812
Other Outgo	2,443	-260	3,493	5,982	1,267	1,031	1,469	2,176	879	991	1,730	5,220		26,422
Longterm Post-Employment Benefits	-5	-8	-8	-8	8	-8	-8	17	-8	-8	31	-12		-16
Accounts Payable/Accruals	5,512	7,604	2,358	-1,354	-207	-42	-24	52,631	-41	73	-48	-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	18,417	23,311		260,543
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	378	-3,020		
Estimated Ending Cash Balance	96,784	89,080	91,724	88,506	86,084	103,364	99,705	96,637	95,411	100,018	100,396	97,376		

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: July 11, 2024

SUBJECT: MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost associated with an MOU is included in the appropriate budgets, where applicable.

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

June 11, 2024

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

The Parties have met in reference to the increase in full-time equivalent ("FTE") hours for (1) one Research Analyst position at Crafton Hills College and agreed to the following:

1. It is agreed and understood that the District would increase FTE hours for (1) one occupied Research Analyst position **(PCN: C211426)**.
2. The increase in FTE hours is based on the department's operational needs.
3. The (1) one occupied Research Analyst position will be increased to 1.0 FTE from .475 FTE to 40 hours per workweek from 19 hours per workweek, working 260 days per year.

    a. Incumbent, Jessica Beverson's work schedule will be changed as follows:

    From: Monday, 8:00 a.m. to 5:00 p.m., Tuesday, 8:00 a.m. to 4:00 p.m., and Wednesday, 8:00 a.m. to 12:00 p.m.

    To: Monday – Friday, 8:00 a.m. to 4:30 p.m.

4. The Parties agree that the abovementioned changes will be effective Monday, July 1, 2024.

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

For the District

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

For CSEA

Ernest Guillen, President CSEA #291

Navijana Duren CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

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

June 11, 2024

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

Schedule Change: Raquel Rivera, Custodian-CHC

In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that Raquel Rivera's permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Monday, July 1, 2024.

FROM:	Monday - Friday	2:30 p.m. to 11:00 p.m.
TO:	Monday - Friday	6:00 a.m. to 2:30 p.m.

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

For the District

Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For CSEA

Ernest Gullen, President CSEA #291

Navjana Duran, CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

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

June 11, 2024

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

Schedule Change: Grounds Employees- SBVC

In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that the following Ground Employees: **(1) Cesar Rojas', (2) Jenifer Carl's, (3) Jose Alvarez's, (4)Ronald Gordin's, and (5) Shane Caudill's** permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Monday, July 29, 2024.

a. Incumbent, Cesar Rojas' work schedule will be changed as follows:
From: Monday – Friday, 6:00 a.m. to 2:30 p.m.
To: Monday – Friday, 7:00 a.m. to 3:30 p.m.

b. Incumbent, Jenifer Carl's work schedule will be changed as follows:
From: Monday – Friday, 6:00 a.m. to 2:30 p.m.
To: Monday – Friday, 7:00 a.m. to 3:30 p.m.

c. Incumbent, Jose Alvarez's work schedule will be changed as follows:
From: Monday – Friday, 6:00 a.m. to 2:30 p.m.
To: Monday – Friday, 7:00 a.m. to 3:30 p.m.

d. Incumbent, Ronald Gordin's work schedule will be changed as follows:
From: Monday – Friday, 6:00 a.m. to 2:30 p.m.
To: Monday – Friday, 7:00 a.m. to 3:30 p.m.

e. Incumbent, Shane Caudill's work schedule will be changed as follows:
From: Monday – Friday, 6:00 a.m. to 2:30 p.m.
To: Monday – Friday, 7:00 a.m. to 3:30 p.m.

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

For the District

Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For CSEA

Ernest Guillen, President CSEA #291

Vanessa Duran, CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: July 11, 2024

SUBJECT: Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

This item is for information only.

OVERVIEW

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

ANALYSIS

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
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 July 11, 2024

[v.6.20.2024.p.1|11]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Ward, Marisa K CHC Career Education & Human Development	Program Assistant	07/01/24	06/30/25	$25.00
Castroldi, Daniel A CHC Kinesiology & Health	Program Assistant	07/01/24	06/30/25	$25.00
Hanson, Marc T CHC Kinesiology & Health	Program Assistant	07/01/24	06/30/25	$26.00
Lirungan, Grandy CHC Nursing	Program Assistant	07/01/24	06/30/25	$20.00
Durham, Christine CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/24	06/30/25	$20.00/ $25.00/ $30.00
Holland, Samantha L CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	06/03/24	06/30/24	$20.00/ $25.00/ $30.00
Holland, Samantha 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
Anguiano, Alejandro CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Bailey, Lyndsey R CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Booth, Geoffrey CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Crosby, Charles CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Dabbour, Boulos CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Duran, Jonathan D CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Flores, Allison CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Goodrich, Clayton CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Hall, Stanford CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Incle, George A CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Martin, Kurtis CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Martinez-Mayorga, Cecilia CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13

Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2024

[v.6.20.2024.p.2|11]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Monzon, Margarita CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Morris, Nicholas CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Parker, Jacob CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Perez, Yasmin CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Pirrello, Debra L CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Qureshi, Altaf CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Rafeedie, Nidal CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Ramirez, Alejandra S CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Seaton, Thomas CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Smith, Kimberly CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Staples, Tara CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Vista, Michael CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Westholder, Joshua CHC Respiratory Care Program	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Seheult, Roger CHC Respiratory Care Programs	Medical Director	07/01/24	06/30/25	$3,000/ semester
Seheult, Roger CHC Respiratory Care Programs	Respiratory Care Clinical	07/01/24	06/30/25	$57.13
Hensley, Nicholas CHC Tutoring Center	Tutor I	07/01/24	06/30/25	$17.00
Bahjri, Amr CHC Tutoring Center	Tutor III	07/01/24	06/30/25	$20.00
Brinkerhoff, Jonathan CHC Tutoring Center	Tutor III	07/01/24	06/30/25	$20.00
Funderburk, Sydney CHC Tutoring Center	Tutor III	07/01/24	06/30/25	$20.00
Giron-Hernandez, Kiara CHC Tutoring Center	Tutor III	07/01/24	06/30/25	$20.00
Miller, Faith CHC Tutoring Center	Tutor III	07/01/24	06/30/25	$20.00

Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2024

[v.6.20.2024.p.3|11]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Neal, Jennifer CHC Tutoring Center	Tutor III	07/01/24	06/30/25	$20.00
Puri, Anisha R DIST Fiscal Services	Program Assistant	06/03/24	06/30/24	$20.00
Puri, Anisha R DIST Fiscal Services	Program Assistant	07/01/24	06/30/25	$30.00
Estrada, Julia DIST Government Relations & Strategic Communications	Program Assistant	05/10/24	06/30/24	$40.00
Bolita, Anthony DIST KVCR	Closed Captioning Editor III	07/01/24	06/30/25	$25.00
Anguiano, Wendy DIST KVCR	Content Specialist	07/01/24	06/30/25	$22.00
Awad,Shareen DIST KVCR	Content Specialist	07/01/24	06/30/25	$27.00
Bom, Chandler DIST KVCR	Content Specialist	07/01/24	06/30/25	$20.00
Fontes, Leo DIST KVCR	Content Specialist	07/01/24	06/30/25	$25.00
Gil, Leonardo DIST KVCR	Content Specialist	07/01/24	06/30/25	$20.00
Lopez-Vega, Antonia DIST KVCR	Content Specialist	07/01/24	06/30/25	$20.00
Moreno, Joe A DIST KVCR	Content Specialist	07/01/24	06/30/25	$22.00
Ornelas, Matthew A DIST KVCR	Content Specialist	07/01/24	06/30/25	$27.00
Shabeb, Younis DIST KVCR	Content Specialist	07/01/24	06/30/25	$30.00
Navarro, Briana DIST KVCR	Program Assistant	07/01/24	06/30/25	$26.00
Verduzco, Justin C DIST KVCR	Program Assistant	07/01/24	06/30/25	$22.00
Hernandez, Jorge SBVC Academic Success & Learning Services	Program Assistant	07/01/24	06/30/25	$25.00
Shannon, Brooklyn B SBVC Academic Success & Learning Services	Program Assistant	07/01/24	06/30/25	$25.00
Lozano, Lety V SBVC Academic Success & Learning Services	Tutor II	07/01/24	06/30/25	$18.00

Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2024

[v.6.20.2024.p.4|11]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Sosa, Armando SBVC Academic Success & Learning Services	Tutor II	07/01/24	06/30/25	$18.00
Ly, Christina SBVC Applied Technology, Transportation & Culinary Arts	Apprenticeship Program Organizer	07/01/24	06/30/25	$70.00
Ayuso, Ifashola SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	07/01/24	06/30/25	$20.00
Houts, Diana SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	07/01/24	06/30/25	$20.00
Kelly, Toya SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	07/01/24	06/30/25	$20.00
Lopez, Andy SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	07/01/24	06/30/25	$20.00
Lykes, Fontain SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	07/01/24	06/30/25	$20.00
Manning, Ottis SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	07/01/24	06/30/25	$20.00
Rodriguez, Luis SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	07/01/24	06/30/25	$20.00
Russell, Jeffrey SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	07/01/24	06/30/25	$20.00
Hanson, Chase SBVC Art Gallery	Program Assistant	07/01/24	06/30/25	$25.00
Notarangelo Lange, Luisa R SBVC Art Gallery	Program Assistant	07/01/24	06/30/25	$25.00
Rivas, Rosemary SBVC Art Gallery	Program Assistant	07/01/24	06/30/25	$25.00
Almaguer, Marissa S SBVC Counseling	Program Assistant	07/01/24	06/30/25	$20.00
Quintero, Alejandra SBVC Counseling	Program Assistant	07/01/24	06/30/25	$20.00
Mason, Christopher SBVC First Year Experience	Program Assistant	07/01/24	06/30/25	$25.00

Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2024

[v.6.20.2024.p.5|11]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Becker, Charles J SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Becker, Cody M SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Becker, Lena J SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Boatwright, Horace J SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Bracciodieta, Paul W SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Carbo, Anthony R SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Carlos, Christopher J SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Chencharick, John D SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Clayton Jr, Joe L SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Cracchiolo, Kevin S SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Doll, Jennifer M SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Embry, Jesse SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Enciso, Anthony J SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Garcia, Andres SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00

Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2024

[v.6.20.2024.p.6|11]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Garcia, Ronald T SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Green, Kenneth J SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Guerra, Lisa R SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Guerrero, Richard P SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Hernandez, Eddie SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Higgins, Mark D SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Higgins, Mary Jean SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Hoffman, Alicia D SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Holloway, William T SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Holsapple, Jeffrey A SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Hyde, Robert C SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Jimenez, Edward G SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Jones, Gregory SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Keil, Daniel D SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00

Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2024

[v.6.20.2024.p.7|11]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Kocab, Scott J SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Lewis, Rosalind W SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Patterson-Eversole, Sherry SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Perea, Joseph G SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Rios, Miguel A SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Robles, Francisco J SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Sancho, Darrell E SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Stanzione, Charles J SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Sutcliffe, Andrew A SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Tabor, Sean M SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Thuilliez, Sean W SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Turner, Phillip R SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Vega, Heather M SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
Wolfe, Brian M SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00

Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2024

[v.6.20.2024.p.8|11]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Zapata, Oscar O SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	07/01/24	06/30/25	$45.00/ $53.00
De Leon, Nicholas SBVC Star Program/TRIO	Tutor III	07/01/24	06/30/25	$20.00
Garcia Licea, Perla G SBVC Student Accessibility Services	Interpreting/Transliterating Level I	07/01/24	06/30/25	$32.00
Perry, Constance SBVC Student Accessibility Services	Interpreting/Transliterating Level I	07/01/24	06/30/25	$28.00
Scroggins, Kaya D SBVC Student Accessibility Services	Interpreting/Transliterating Level I	07/01/24	06/30/25	$29.00
Cervantes, Jessica SBVC Student Accessibility Services	Interpreting/Transliterating Level II	07/01/24	06/30/25	$32.00
Ellen, Marlon SBVC Student Accessibility Services	Interpreting/Transliterating Level II	07/01/24	06/30/25	$36.00
Fuentes,-Cabrera, Graciela SBVC Student Accessibility Services	Interpreting/Transliterating Level II	07/01/24	06/30/25	$33.00
Gillis, Alex SBVC Student Accessibility Services	Interpreting/Transliterating Level II	07/01/24	06/30/25	$34.00
Raby, Joshua J SBVC Student Accessibility Services	Interpreting/Transliterating Level II	07/01/24	06/30/25	$34.00
Robles, Adrianna D SBVC Student Accessibility Services	Interpreting/Transliterating Level II	07/01/24	06/30/25	$33.00
Carrera, Angelia V SBVC Student Accessibility Services	Interpreting/Transliterating Level III	07/01/24	06/30/25	$37.00
Cable, Melissa SBVC Student Accessibility Services	Interpreting/Transliterating Level IV	07/01/24	06/30/25	$42.00
Crabtree, Amanda J SBVC Student Accessibility Services	Interpreting/Transliterating Level IV	07/01/24	06/30/25	$40.00
Nunez, Roberto SBVC Student Accessibility Services	Interpreting/Transliterating Level IV	07/01/24	06/30/25	$42.00
Alvarez, Brittany D SBVC Student Accessibility Services	Interpreting/Transliterating Level V	07/01/24	06/30/25	$45.00
Guevara, Evan SBVC Student Accessibility Services	Interpreting/Transliterating Level V	07/01/24	06/30/25	$45.00
Hughes, Brianna SBVC Student Accessibility Services	Interpreting/Transliterating Level V	07/01/24	06/30/25	$45.00
Ramirez, Rocio SBVC Student Accessibility Services	Interpreting/Transliterating Level V	07/01/24	06/30/25	$45.00
Solorzano, Catherine SBVC Student Accessibility Services	Interpreting/Transliterating Level V	07/01/24	06/30/25	$45.00

Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2024

[v.6.20.2024.p.9|11]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Trevino, Catherine SBVC Student Accessibility Services	Interpreting/Transliterating Level V	07/01/24	06/30/25	$45.00
Halsell, Heidi SBVC Student Accessibility Services	Program Assistant	07/01/24	06/30/25	$22.00
Mitchell, Sean SBVC Student Accessibility Services	Program Assistant	07/01/24	06/30/25	$22.00
Loera, Andrew SBVC Student Health Services	Licensed Mental Health Clinician II	01/01/24	06/30/24	$70.00
Brinkhaus, Loida SBVC Student Health Services	Nurse Practioner II	05/15/24	06/30/24	$60.00
Baxter, Fawn SBVC Student Health Services	Post Masters Counseling Associate I	07/01/24	06/30/25	$25.00
Dunlap Auxier, Nicole A SBVC Student Health Services	Program Assistant	05/13/24	06/30/24	$25.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Cruz, Kenia CHC Art	Life Drawing Model	08/13/24	06/30/25	$25.00
Dooley, Michael J CHC Art	Life Drawing Model	08/15/24	06/30/25	$25.00
Grimm, Gregory CHC Art	Life Drawing Model	08/13/24	06/30/25	$25.00
Monsalve, Krysten CHC Art	Life Drawing Model	08/13/24	06/30/25	$25.00
Sousa, Miranda M CHC Art	Life Drawing Model	08/13/24	06/30/25	$25.00
Perez Ortiz, Francisco CHC STEM-MESA	Project Assistant I	05/31/24	06/30/24	$16.00
Perez Ortiz, Francisco CHC STEM-MESA	Project Assistant I	07/01/24	08/02/24	$16.00
Suarez, Emily SBVC Applied Technology, Transportation & Culinary Arts	Project Assistant I	07/01/24	06/30/25	$16.00
Cruz, Kenia SBVC Art	Life Drawing Model	08/12/24	05/23/25	$25.00
Almazan, Bryan SBVC Couneling	Project Assistant III	06/01/24	06/30/24	$19.00

Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2024

[v.6.20.2024.p.10|11]

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Almazan, Bryan SBVC Couneling	Project Assistant III	07/01/24	06/30/25	$19.00
Aguilar, Elia SBVC Counseling	Project Assistant I	07/01/24	06/30/25	$16.00
Herrarte, Orlando 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

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Shalhoub, Irene CHC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	04/08/24	06/07/24	$18.42
Wagner, Kathryn CHC Aquatics *EXT: Sick/Vacation*	Pool Attendant	07/01/24	08/30/24	$21.89
Shalhoub, Irene CHC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Teacher	04/08/24	06/07/24	$26.01
Larry, Nathaniel DIST Facilities *Sick/Vacation Coverage*	Custodian	04/14/24	06/13/24	$22.47
Anderson, Ebony SBVC Admissions & Records *Other: Backfill*	A & R Technician	05/01/24	06/30/24	$24.78
Pimentel, Andrea SBVC Admissions & Records *Other: Backfill*	Administrative Assistant I	04/16/24	05/10/24	$24.78
Ageeb, Nermen SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	04/05/24	06/06/24	$18.42
Ageeb, Nermen SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	06/07/24	06/30/24	$18.42
Ageeb, Nermen SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	07/01/24	08/29/24	$18.42

Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2024

[v.6.20.2024.p.11|11]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Ascencio, Alexis SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	05/31/24	06/30/24	$18.42
Ascencio, Alexis SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	07/01/24	08/29/24	$18.42
Deniz Pelayo, Ariadna SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	04/27/24	06/26/24	$18.42
Deniz Pelayo, Ariadna SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	06/27/24	06/30/24	$18.42
Deniz Pelayo, Ariadna SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	07/01/24	08/29/24	$18.42
Lozano, Feliciana SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	04/22/24	06/21/24	$18.42
Lozano, Feliciana SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	06/22/24	06/30/24	$18.42
Lozano, Feliciana SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Assistant	07/01/24	08/29/24	$18.42
Deniz Pelayo, Ariadna SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Teacher	04/27/24	06/26/24	$26.01
Deniz Pelayo, Ariadna SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Teacher	06/27/24	06/30/24	$26.01
Deniz Pelayo, Ariadna SBVC Child Development Center *Ext: Sick/Vacation Coverage*	Child Development Teacher	07/01/24	08/29/24	$26.01
Valencia, Jennifer SBVC FYE-Valley Bound *Vacancy*	Student Services Coordinator	05/23/24	06/30/24	$34.15
Valencia, Jennifer SBVC FYE-Valley Bound *Vacancy*	Student Services Coordinator	07/01/24	09/01/24	$34.15

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, Executive Director, Business & Fiscal Services

DATE: July 11, 2024

SUBJECT: Purchase Order Report

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 5/20/2024 – 6/9/2024 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
July 11, 2024

PO#	Supplier Name	Amount
2407792	AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS	2,405.00
2407793	PANERA LLC	3,000.00
2407794	DUCK & OWL LLC	500.00
2407797	SAN BERNARDINO VALLEY COLLEGE FOUNDATION	10,500.00
2407800	LEYVA, CONNIE	62.70
2407805	CROWN PROMOTIONS GROUP, INC	3,970.96
2407806	BEND TECH LLC	113,833.04
2407807	MARLIN P JONES & ASSOC INC	718.84
2407811	PEARSON, ZAKEE	1,871.04
2407812	FULBRIGHT, MARSHALL	2,090.72
2407813	FILMTOOLS INC	2,355.94
2407814	PRESTIGE STRIPING SERVICES INC	1,765.00
2407817	SAN BERNARDINO CCD	1,447.19
2407818	DIVISION OF STATE ARCHITECT	2,733.15
2407819	MEZQUITA, JENNIFER	979.92
2407821	EATON CORPORATION	213.75
2407823	SOUTH COAST AQMD	161.81
2407833	SAN BERNARDINO CCD	715.03
2407836	DELL INC	2,351.20
2407851	BAKER, ANITA	450.00
2407855	PANERA LLC	1,000.00
2407856	SAN BERNARDINO CCD	5,250.00

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: July 11, 2024

SUBJECT: Resignations

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the resignation of any employee.

ANALYSIS

The employees on the attached list have submitted in writing their intention to resign.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Resignations

Presented for Information July 11, 2024

[v.6.19.2024.p.2|2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Arce, Valerie Administrative Coordinator	DSO KVCR	1 year	06/26/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: July 11, 2024

SUBJECT: Volunteers

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

ANALYSIS

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Volunteers

Presented for Information July 11, 2024

[v.6.19.2024.p.2|2]

	Location Assignment	Department	From	To
Brooks, Kaytlin	SBVC	Child Development Center	7/12/2024	06/30/25
Canseco, Yoselin	SBVC	Women's Cross Country	7/12/2024	06/30/25
Garcia, Faith	SBVC	Child Development Center	7/12/2024	06/30/25
Gonzalez, Nicholas	SBVC	Child Development Center	7/12/2024	06/30/25
Gonzalez, Teresa	SBVC	Women's Basketball	7/12/2024	06/30/25
Macdonald, Patrick	SBVC	Men's Baseball	7/12/2024	06/30/25
Valderrama, Christopher	SBVC	Men's Cross Country	7/12/2024	06/30/25
Crippen, Coco	CHC	Student Accessibility Services	8/1/2024	12/18/24
Simiele, Michael	CHC	Library	8/12/2024	12/17/24
Stidham, Melba	CHC	Student Accessibility Services	8/2/2024	12/19/24
Williams, Miriam	CHC	Student Accessibility Services	8/1/2024	12/17/24

**Ratification: Paperwork for these volunteers was submitted after the prior Board deadline.*

CRAFTON HILLS COLLEGE

BOARD OF TRUSTEES REPORT

July 2024

Crafton Hills College Celebrates Class of 2024 at Annual Commencement Ceremony

On May 21, graduates and their families gathered in the college's quad to celebrate CHC's class of 2024. President Kevin Horan kicked off the event with his traditional selfie with the audience.Notable facts include:

The 806 graduates earned 787 degrees and 624 certificates.
• 333 graduates had a GPA of 3.5 or higher, with 75 achieving a 4.0.
• 16 graduates were military veterans.
• The class included a married couple, two sets of sisters, and a set of cousins.
• The youngest graduate was 16, and the oldest was 67-year-old Christine Bell-Beath, who delivered the student address.

Bell-Beath overcame a learning disability and speech impediment, inspired by Sia's song "Unstoppable," which she referenced in her speech. "We have overcome a lot of obstacles to earn our degrees," she said. "We are what?... Unstoppable!"

The ceremony featured the presentation of degrees, the National Anthem by David Patino, and speeches by Academic Senate President Meridyth McLaren and Trustee Board Chair Stephanie Houston, who advised graduates to remember to use:

• Your head, to find your mission, passion, and purpose.
• Your heart, to reevaluate roadblocks while preserving your mission.
• Your hands, to help others.

Photo: Kevin Horan at commencement.

Crafton Hills College Fire Academy Graduates 33 New Firefighters Ready to Serve

Thirty-three graduates celebrated the 110th Fire Academy on May 17 at the Finkelstein Performing Arts Center. This Spring Academy was the first to train in the new Public Safety Building which opened in January.

The graduation featured traditions like unveiling a class plaque and paying tribute to those lost with a moment of silence and the playing of "Amazing Grace" on bagpipes.

Frederick Velez delivered the Cadet's address, sharing highlights and encouragement. "Our academy's motto is 'Locked In,' representing our dedication," Velez said.

Six cadets received special awards:
• Academic Achievement Award: Christian Welcker
• Michael Orland Scholarship: Jose Ocha Jr.
• Most Inspirational Cadet Award: Ryan Trudeau
• Paul Lagace Hazmat Challenge Coin Award: Artine Zilifan and Tristian Rennie
• Instructor's Award: Erick Bruchhauser

Photo: Fire Academy graduates.

Crafton Hills College Students Celebrate Radiologic Technology Graduation at ARMC

Twenty-two months ago, eight CHC students began their journey at Arrowhead Regional Medical Center toward a career in radiologic technology. Initially strangers, they quickly bonded over their shared goal of completing the rigorous program.

"Today we gather to celebrate years of hard work, dedication, and determination," announced Dr. Jennifer Bringhurst, director of ARMC's School of Radiological Technology, during the ceremony on June 6. "These graduates have faced challenges and triumphs, and today we honor their achievements."

Radiology Technology demands precision, compassion, and expertise. It transforms lives through diagnosing illnesses, guiding treatments, and providing peace of mind. Crafton partners with ARMC to teach cohorts of future radiologic technologists the fundamentals of diagnostic imaging examinations, including anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, and patient care.

The intimacy of the small graduating class allowed each student's unique background and traits to be celebrated. Graduate Andy Gollihar highlighted his classmates with recognition of attributes ranging from humor to cooking skills.

"I will miss you all," Gollihar said. "You're all going to be amazing radiologic technologists and create positive work environments." The following awards and scholarships were presented.

- Clinical Award: Marcus Stoddard
- Academic Award: Sara El-Sayed
- Beaver Medical Clinical Foundation Scholarship: Caitlin Svob
- Michael Scott Scholarship and Christi Hall Award of Excellence: Nathanael Righter

Photo: Radiologic Technology graduates.

CHC Celebrates EOPS, NextUP, CARE, CalWORKS, and Dreamers Graduates

The Class of 2024 will always have a friend in Crafton Hills College. This was the message at the EOPS, NextUP, CARE, CalWORKS, and Dreamers graduation on May 10. The ceremony, themed after Disney/Pixar's "Toy Story," featured faculty and staff as "action figures" from "Ryker's Toybox."

"To our graduates, today is not the end of your story but a chapter in your ongoing journey," said Dr. LaTesha Hagler, associate dean of student services.

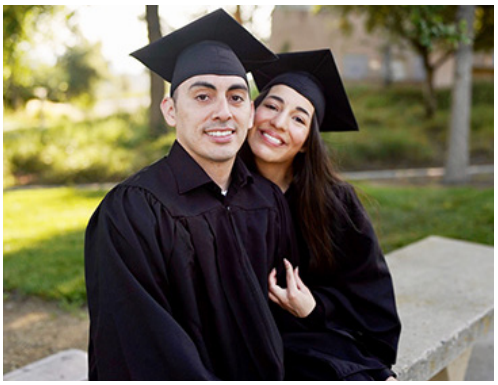
Crafton's EOPS, CARE, NextUP, CARE, CalWORKS, and Dreamers department supports first-generation, low-income, foster youth, and single-parent students. This year's 100 scholars include 74 graduates, 24 honors students, and seven with the highest distinction, like Brianne Flores (business administration) and Cynthia De Los Santos (mathematics).

The ceremony honored professor T.L. Brink, and retiree, Tina Gimple and included inspiring remarks from Chief Royal Ramey, a former EOPS student who co-launched a nonprofit to help formerly incarcerated adults become firefighters.

"You will get to where you need to be," Ramey said. "Focus on what you can control and embrace the power of choice in shaping your destiny."

Photo: EOPS graduate and family.

Redlands Couple Shares Their Journey to Graduation from Crafton Hills College



George and Stephanie Renteria, graduated together from CHC as part of the class of 2024. Their story began when George noticed Stephanie's Instagram profile. Both were students at the College, so he reached out, and the rest is history.

They completed their associate degrees—Stephanie in social science and George in business administration. Realizing they were only a few credits shy of earning a second AA degree in each other's majors, they took online classes to finish this next chapter.

CHC played a pivotal role in their love story. George, initially drawn to the college's beauty, found the place where he could "figure it all out." "We eventually started figuring it out together," Stephanie added.

Photo: George and Stephanie Renteria.

CHC Student Michelle Ly Presents Research at Stanford University

Michelle Ly represented the College's Honors Institute at Stanford University's Honors Research Symposium on Saturday, May 4. Her paper, ironically titled "I Somewhat Matter," was one of 85 research papers chosen out of 241 submitted by student honors organizations at California community colleges. Ly's research analyzes perceptions of the College's racial diversity efforts correlated with course success rates of different racial and ethnic groups.

Ly has worked as a student research scholar at CHC's Office of Institutional Research and Planning (OIERP), under Dean Dr. Giovanni Sosa, who was her mentor for her project. When asked about what she considers the value of her research, she said she hopes it provides insight into CHC's campus climate regarding racial differences and contributes to its efforts to increase a sense of inclusion among its diverse student groups.

She credits the CHC Honors Institute with giving her opportunities to develop her research skills and learn about the student research position in the OIERP. Being an honors student also helped her get accepted for transfer to UCLA.

Ly hopes to earn a bachelor's degree in cognitive science with a minor in statistics/data science. She enjoys working with data that provides understanding of the inner struggles common to underserved populations.

Photo: Michelle Ly.

Asian Pacific Islander Heritage Month Celebrates Diversity and Culture with Performances, Workshops, and Exhibits

This year's Asian Pacific Islander Heritage Month (APIHM) celebrated the rich diversity, perspectives, and histories within the Asian and Pacific Islander community. The opening ceremony at SBVC featured Vietnamese cuisine, a Siva Samoa performance by the Pasefika Student Union, and Taiko drumming by Taiko Mix.

Throughout the month, various events were held, including book and film discussions, a racial solidarity workshop, and presentations by CHC counselor Souts Xayapanthong, former Associate Chancellor Dr. Pat Hayashi, actor Sam Puefua, local business Viva La Boba, and Lao poet Bryan Thao Worra. Additionally, there was an API history exhibit at the CHC Library and a paint-and-snack event for Taytayan mentors and mentees at SBVC.

The celebrations concluded with a closing event at Crafton Hills College, featuring cultural practitioner Nicole Kanahele-Stutz and the Lao dance troupe Dok Kulap.

Photo: Attendees at APIHM closing ceremony.

Col. David E. Raley was Dedicated to Serving his Country and Community

David E. Raley served as a U.S. Air Force pilot during the Viet Nam War. Later he was stationed at the Norton Airforce Base and, after retiring from military service, served as CEO of the base credit union.

David continued to serve his country and community as a Safety officer for the USAF, director of the Crafton Hills College Foundation (for 29 years), director of the San Bernardino Valley Water Conservation District, and patrolman for the Redlands Police Department's Citizen Volunteer Patrol.

David passed away after a short illness on June 2, at the age of 92. He and his wife of 60 years, Diane, an alumna of Crafton, are survived by their three children, eight grandchildren, and five great grandchildren.

David and Diane's children have established an endowed scholarship as a lasting tribute to their parents. Donations to the endowment will provide an annual scholarship for a student at Crafton Hills College.

Photo: David E. Raley.

Crafton Hills College Champions Equity at GIA Summit: Transforming Policies for Student Success

On May 9, Crafton Hills College representatives from the Student Services team participated in the Growing Inland Achievement (GIA) Equity Summit, immersing themselves in reviewing and revising campus policies through an equity lens.

The group explored how institutional policies can drive equitable and sustainable transformation. They examined existing policies from a student perspective, identifying barriers and deficit-language, and discovered strategies to design policies that promote equitable outcomes and boost student success.

The team will make recommendations for revising policies that affect students to help them overcome barriers to success.

Photo: Student Services Representatives.

Dr. Ericka Paddock Honored with Centennial Award for Transformative Impact on Diverse Communities

On May 23, Ericka Paddock, associate dean of student services at Crafton Hills College was recognized by the University of Redlands for creating meaningful change in the lives of the diverse community she serves.

Paddock remarked, "It's an incredible honor to be recognized alongside all the other amazing recipients, who like me, are working hard to create more inclusive and welcoming communities. Heartfelt gratitude to everyone who has supported and mentored me on my journey."

The Centennial award was presented to Paddock in a celebration to commemorate the 100th anniversary of the School of Education at the University of Redlands.

Photo: Dr. Ericka Paddock.

CHC Psychology Club Shines at Western Psychological Association Conference

Twenty-one CHC Psychology Club students attended the Western Psychological Association conference in San Francisco, where two students presented. Students funded their trip through various fundraising activities.

Danielle Oh, one of the presenters, enjoyed seeing trending ideas in the field of psychology. The experience helped her shape her future research direction and connect with peers from Cal State San Bernardino, where she will transfer in the fall.

Photo: CHC Psychology students at Western Psychological Association Conference.

New Solar Farm Funded by Measure CC Goes Live

On May 31, Crafton Hills College officially went live with the 2.3 MW solar farm, moving the campus toward Net Zero Energy. This project, funded by Measure CC, reflects CHC's commitment to sustainability.

The solar farm, approved in October 2021, includes fixed tilt ground-mounted panels and Tesla Megapack battery storage. It is expected to save $550,000 in the first year and $18 million over 25 years, with net savings of $10.5 million.

These savings will be used to enhance student education. The taxpayer investment in Measure CC is providing a greener future and offers students firsthand experience with renewable energy systems at the college.

Photo: CHC Solar Farm.

KVCR PUBLIC MEDIA

PBS npr FNX

July 2024

Around SBCCD

AND THE EMMY GOES TO…

…FNX's *Indian Rodeo: Voices of the INFR*. You can link to this 30-minute documentary here.) Produced at KVCR, FNX – First Nations Experience – is the only Native American and World Indigenous focused broadcast network in the United States. We are honored to have been awarded the prestigious Pacific Southwest Chapter Emmy in the category of Diversity, Equity & Inclusion Program. Also nominated for this award was another KVCR production, *Native Hope Champions: Riding for the Missing*. (Click here.)

KVCR RECEIVES $1.5 MILLION FROM THE SAN MANUEL BAND OF MISSION INDIANS

FNX founding partner San Manuel Band of Mission Indian's generous grant will be used in part to create even more great local content like the shows above.

STUDENTS FROM TAIWAN

In partnership with San Bernardino County School Superintendent Ted Alejandre and the Lewis Center for Education Research, we were able to share KVCR with students from across the Pacific. The group of Taiwanese youth toured the station and did shout-outs on both television and radio.

Around the Community

KVCR & CREATIVE CORPS RAISING AWARENESS

KVCR engaged Local Film Producer Sofia Figueroa to create a documentary about warehousing in the Inland Empire. The finished documentary, *The Warehouse Empire,* was screened in June followed by a panel discussion at the Civil Rights Institute in Riverside.

RIALTO JUNETEENTH EVENT

Hosted at Alec Fergusson Park in Rialto, KVCR was the media sponsor for this event where the team connected with members of the community. Eddie form *Learn With Me* was on hand to greet children and adults alike. SBVC Institute of Media Arts students recorded testimonials from attendees about what Juneteenth means to them. Rialto City Councilmember Joe Baca remarked that he believed this year's event saw higher attendance thanks to KVCR's participation.

JAMES IRVINE FOUNDATION HOSTS ONE OF THEIR SPEAKER SERIES AT KVCR

KVCR was pleased to host Jaime Hurtado with the Inland Empire Hispanic Leadership Council along with guest speaker James Cordova, Irvine Foundation Program Manager. The event was held in the KVCR studio and open to the public. Mr. Cordova spoke about opportunities in the Inland Empire and how they intersect with the Latino Community.

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

KVCR PUBLIC MEDIA

PBS npr FNX

July 2024

Balance Sheet
As of 05/31/2024

Assets	
Cash in County Treasury	923,392
Accounts Receivable	19,201
Estimated Revenues Receivable*	458,681
Interfund Receivables	1,533,452
Prepaid Expenses	453,763
Other Assets	33,534
Total Assets	3,422,023
Liabilities	
Accounts Payable	-
Interfund Payable	1,908,164
Temporary Loans	1,500,000
Deferred Income	1,023,073
Health and Welfare	146,076
Other Miscellaneous Liabilities	29,633
Total Liabilities	4,606,946
Fund Balance	(1,184,923)

**Estimated per YTD activity analysis.*

Estimated Revenues & Expenditures
For 11 Months Ended 05/31/2024

Revenues	
Contributions and Grants	939,316
Underwriting	126,429
Contributions, Gifts	20,000
Rentals and Leases	359,108
Estimated Revenues*	2,555,736
Interest Revenue	61,189
Interfund Transfers In--SBCCD	747,444
Transfers In--PARS Endowment	1,050,000
Total Revenues	5,859,222
Expenditures	
Classified Salaries	2,169,774
Employee Benefits	921,888
Books and Supplies	25,079
Services and Operating Expenditures	2,932,153
Capital Outlay	50,107
Total Expenditures	6,099,001
Revenues Less Expenditures	(239,779)

**Estimated per YTD activity analysis.*

San Bernardino Valley College

President's Board of Trustees Report

The President's Monthly Report to the Board of Trustees, Campus & Community

Celebrating 99 Years of Excellence, Growth & Transformation

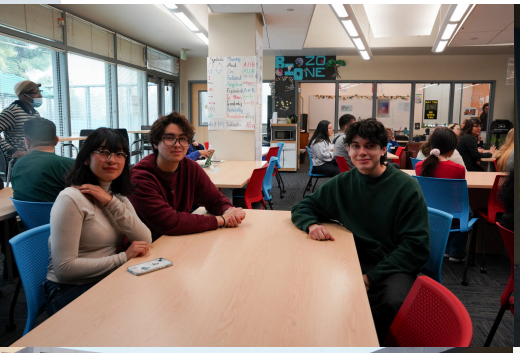
JULY 2024

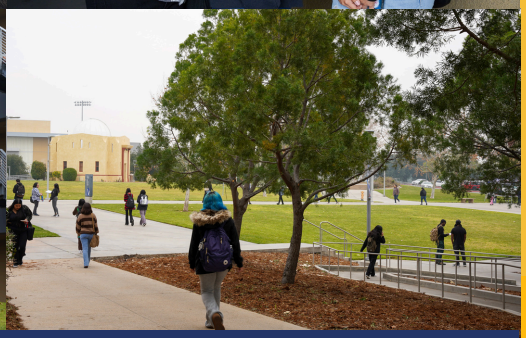
SBVC Sees 19% Enrollment Surge During Spring 2024 Semester

SBVC has experienced a significant enrollment increase in the spring semester of 2024, with 12,832 students registering for classes by the census date. This marks a 19% rise from the 10,754 students enrolled in the spring of 2023, and an even more substantial 31% increase from the 9,754 students in Spring 2022.

This remarkable growth can be attributed to the SBVC's "all-hands-on-deck" approach to enrollment management, with a campus-wide, coordinated effort to streamline scheduling, improve course offerings, as well as major investments in outreach, marketing, retention, and community relations efforts. These initiatives have not only drawn new students but also improved retention rates, ensuring that more students started or continued their education at SBVC this past spring.

"The substantial increase we see in our enrollment numbers is a direct reflection of the hard work and dedication of our classified professionals, faculty and administrators. Their commitment to outreach and student support has helped to foster a welcoming and engaging environment that resonates with both prospective and returning students," said Dr. Linda Fontanilla, Interim President of SBVC.





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

Aug 9 9:00am
Fall 2024 Opening Day
SBVC Auditorium

Aug 12
Fall 2024 Classes Begin

More Events:
valleycollege.edu/calendar

SBCCD APIA Holds Inaugural Asian & Pacific Islander Grad

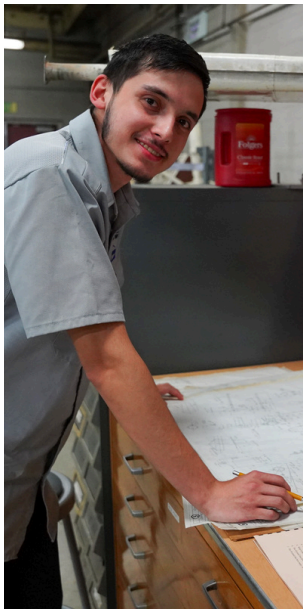
On April 29, SBVC buzzed with excitement and pride as it hosted the inaugural Asian & Pacific Islander Grad Luncheon. This landmark event, organized by the San Bernardino Community College District's Asian & Pacific Islander Association (APIA), celebrated the accomplishments of the Class of 2024, bringing together graduates and dignitaries from across the district.

Dozens of graduates, along with their families and friends, gathered to honor the hard work and perseverance that led to this milestone achievement. The luncheon included traditional Asian and Pacific Islander performances, adding a unique cultural touch to the festivities and providing an educational aspect that enriched attendee's understanding of the diverse cultures represented at the college.

Interim President Dr. Linda Fontanilla underscored the importance of such celebrations. "This luncheon is not just a celebration of academic achievements; it is a vital recognition of the cultural heritage that our students bring to our campus. It's essential for our graduates, faculty, and staff to see and celebrate this diversity, as it enhances our community and broadens our perspectives."

GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION

Expanding Opportunities: SBVC's New Credit for Prior Learning Program



SBVC is proud to announce the launch of its new Credit for Prior Learning (CPL) program, designed to acknowledge and validate the diverse experiences and skills students acquire outside of conventional academic environments. This program enables students to earn college credits through various assessments that recognize prior learning from work, military service, or other educational pursuits.

The CPL program at SBVC offers several pathways for students to demonstrate their knowledge and competencies. These include standardized exams such as CLEP and DSST, evaluations of military training as per the American Council on Education (ACE) recommendations, and assessments of workplace and other training that align with college-level coursework. Additionally, the program considers learning from licenses and certifications that match SBVC's curriculum, providing a streamlined process to translate professional achievements into academic credit.

Students interested in the CPL program can benefit significantly by accelerating their educational journey, potentially saving on tuition and reducing the time required to graduate. This program not only supports students who have taken non-traditional routes to education but also emphasizes the college's commitment to diversity and inclusion in educational opportunities. For more detailed information about the CPL program and to start the application process, please visit the SBVC CPL webpage at www.valleycollege.edu/cpl.

SBCCD Appoints Dr. Gilbert J. Contreras 15th President of San Bernardino Valley College

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 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.

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

Middle College High School Receives Prestigious California Exemplary Dual Enrollment Award

In recognition of its commitment to providing a quality and equitable education and high student success rates, Middle College High School (MCHS) has been honored with a 2024 Exemplary Dual Enrollment Award from the California Department of Education.

"The whole school is excited, and the parents are extremely excited," MCHS Principal James Espinoza said. "We're excited not just for ourselves, but also because it's an acknowledgment of the work we've been doing the last 11 years, work centered around equality and closing gaps for previously underserved students. Everything we've been doing in the last 11 years has been intentional and by design."

MCHS partners with San Bernardino Valley College (SBVC) and the San Bernardino City Unified School District (SBCUSD) to offer an alternative to traditional high school, with students earning college credit. Most are the first in their families to attend college and came to MCHS underperforming in relation to their ability.

SBVC counselors develop educational plans for each student and revisit them every semester, and the goal is to graduate with a high school diploma, an associate's degree, and/or an Intersegmental General Education Transfer Curriculum (IGETC) certification, allowing them to attend UC or CSU colleges.

"Together, Valley and San Bernardino Unified School District and Middle College students and staff are able to close the gap on going to college and college completion and able to change the perception of what first-generation students can do," Espinoza said.

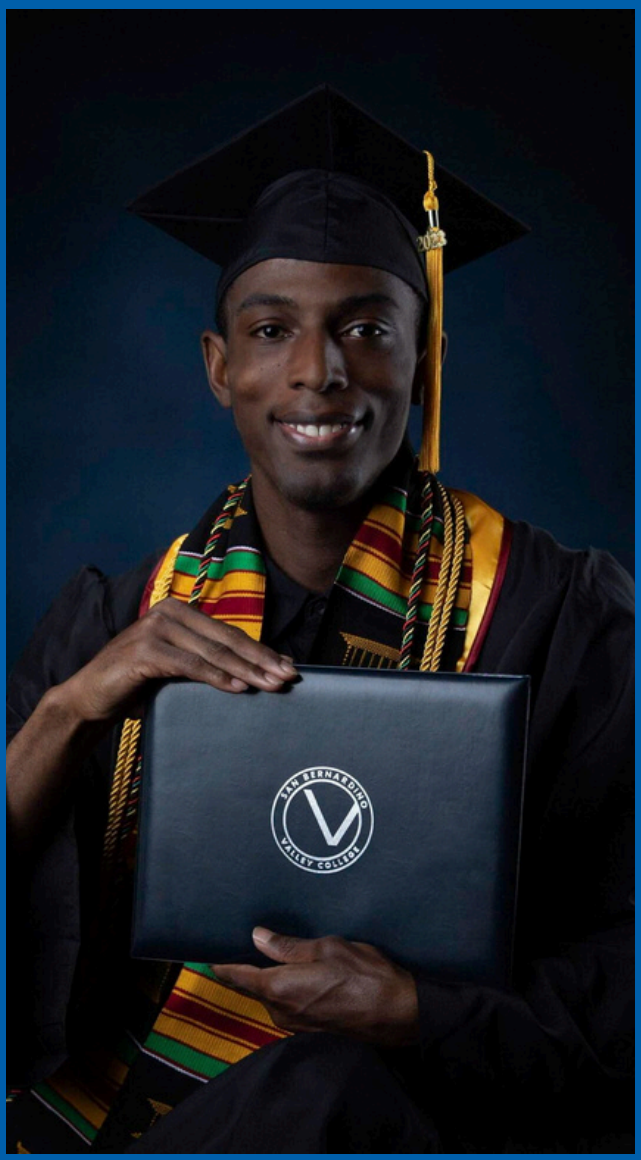
The school's numbers speak for themselves — the Class of 2023 had a 100 percent graduation rate, with each student walking away with at least 50 college credits. Nearly 50 percent earned associates degrees, 62 percent had IGETC certification, and all were accepted to four-year colleges.

Middle College High School celebrated its 10th anniversary in 2024.

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

Alumni Spotlight

Denmark Harris reflects on the supportive environment he found at SBVC as he completes his B.A. at U.C. Berkeley.



Denmark Harris faced challenges early in life, including bullying and family responsibilities, which caused him to struggle to pursue his education consistently.

However, a shift in mentality led him to SBVC, where he embarked on a journey of personal and academic growth. Reflecting on his time at SBVC, Denmark says he found support in the campus community. He discovered abundant opportunities for involvement in campus activities and events. "It deepened my appreciation for the activities SBVC holds," he remarked, highlighting the college's ability to organize enriching extracurricular experiences for its students.

Denmark also emphasized the importance of seeking help—a lesson he learned firsthand at SBVC. "The biggest lesson I learned was asking for help," he noted. With support from teachers and counselors, Denmark navigated personal challenges and maintained focus on his academic goals. "When I needed help, I asked for it."

Denmark credits SBVC for playing a pivotal role in preparing him for transfer to UC Berkeley, a long-held aspiration. "It had always been my dream to transfer to a UC," he reflected, acknowledging the guidance he received from counselors and crediting them with making him a “stronger applicant.”

Looking ahead, Denmark's ambitions are directed internationally. Upon graduating from Berkeley, he plans to pursue a TESOL program and further his studies in Japan, immersing himself in its culture and language.