San Bernardino Community College District
Board Meeting
October 10, 2024
4:00 pm-6:00 pm Pacific Time

Physical Meeting Location:
SBCCD Boardroom
550 E. Hospitality Ln., Ste 200, San Bernardino, CA 92408

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

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

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

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

I. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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

III. **CLARIFICATION**

IV. **APPROVAL OF MINUTES**

    A. 09-12-2024

    B. 09-26-2024

V. **PRESENTATIONS/RECOGNITION/CELEBRATIONS**

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

    B. SBCCD Diversity, Equity, Inclusion, and Anti-Racism (DEIA) Initiatives Board Presentation

VI. **ACTION AGENDA**
   A. CHC ACCJC Mid-Term Report
   B. SBVC ACCJC Mid-Term Report
   C. Approval to Name PSAH-Terrace as the "Paul and Joann Barich Terrace"

VII. **CONSENT AGENDA**

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

   A. **Instruction/Student Services**
      1. Curriculum - CHC

   B. **Human Resources**
      1. Adjunct and Substitute Academic Employees
      2. Appointment of District Employees
      3. Appointment of Interim Managers
      4. Appointment of Temporary Academic Employees
      5. Employee Transfer
      6. Non-Instructional Pay
      7. Payment of Stipends
      8. Reclassification of Employees

   C. **Business & Fiscal Services**
      1. Contracts at or Above $114,500
      2. Individual Memberships

   D. **Facilities**
      1. Master Services Agreements Task Orders for Bond Construction

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

      Regional & State Reports
      1. Board of Governors (BOG)
      2. Joint Powers Authority (JPA)
   B. Chancellor's Report

       1. Strategic Plan Goal - 2 Status Update

  C. Represented Groups (3 minutes per group)

      1. Crafton Hills College Academic Senate

      2. Crafton Hills College Classified Senate

      3. Crafton Hills College Associated Students

      4. San Bernardino Valley College Academic Senate

      5. San Bernardino Valley College Classified Senate

      6. San Bernardino Valley College Associated Students

      7. CSEA

      8. CTA

      9. Police Officers Association

  D. Staff Reports (3 minutes per person)

      1. San Bernardino Valley College President

      2. Crafton Hills College President

      3. Executive Vice Chancellor

      4. Vice Chancellor of Human Resources & Police Services

      5. Vice Chancellor of Educational & Student Support Services

## IX. INFORMATION ITEMS

  A. 2024-25 Policies & Procedures Review List

  B. Annual Security Report

  C. Board Master Action Planning Calendar

  D. Board Policies for First Reading

  E. Budget Revenue & Expenditure Summary

  F. Construction Change Orders and Amendments - Bond Program

  G. Contracts Below  $114,500

  H. District Grant Update

  I. General Fund Cash Flow Analysis

  J. MOUS between SBCCD and the CSEA

  K. MOUs between SBCCD and the POA

  L. Professional Expert Short-Term and Substitute Employees

  M. Purchase Order Report

  N. Resignations

  O. Volunteers

X. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

    A. Conference with Labor Negotiators
       Government Code 54957.6
       Agency Representatives: Diana Rodriguez and Kristina Hannon
       Non-Represented Groups: CSEA, CTA, POA,
       Management/Supervisors, and Confidential Employees

    B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
       Government Code 54957
       Number of cases: 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**

XII. **CONVENE CLOSED SESSION**

XIII. **RECONVENE PUBLIC MEETING**

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

XV. **ADJOURN**

    The next meeting of the Board: Board Strategy Session
    October 24, 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

    EDCT Report to the Board

    KVCR Report to the Board

    SBVC Report to the Board

**BOARD OF TRUSTEES**
Meeting Minutes – September 12, 2024

Location: Via Zoom:
Livestream: https://www.youtube.com/@sanbernardinocommunitycoll42/streams
Meeting materials: www.sbccd.edu/govenda

| MEMBERS PRESENT | ADMINISTRATORS PRESENT |
|---|---|
| Dr. Nathan Gonzales, Vice Chair | Dr. Diana Z. Rodriguez, Chancellor |
| Joseph Williams, Clerk | Jose Torres, Executive Vice Chancellor |
| Dr. Cherina Betters, Trustee | Dr. Kevin Horan, CHC President |
| John Longville, Trustee (arrived at 4:31 p.m.) | Dr. Gilbert Contreras, SBVC President |
| Frank Reyes, Trustee | Kristina Hannon, VC Human Resources & Police Services |
| Hadi Natour, CHC Student Trustee (advisory) | Dr. Nohemy Ornelas, VC Educational & Student Support Services |
| Nelva Ruiz-Martinez, SBVC Student Trustee (advisory) | Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications |

| MEMBERS ABSENT | ADMINISTRATORS ABSENT |
|---|---|
| Dr. Stephanie Houston, Chair | |

Public Comments: https://forms.gle/chBk6mpsyJGQZYWQ8

## I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Vice Chair Gonzales called the meeting to order at 4:04 p.m.

Due to a state of emergency declared by Governor Gavin Newsom on September 7, 2024, the September 12, 2024, meeting will be held via Zoom in accordance with Government Code section 54953€.

Trustee Reyes led the pledge of allegiance.

## II. APPROVAL OF RESOLUTION TO HOLD VIRTUAL MEETING DURING STATE OF EMERGENCY PURSUANT TO GOVERNMENT CODE 54953

Motion:          to approve the 07/11/204 and 07/17/2024 Special Meeting of the Board minutes

Moved by:     Trustee Reyes. Seconded by Trustee Betters.

Roll Call Vote:     AYES:           Natour (advisory), Ruiz Martinez (advisory), Betters, Longville, Reyes, Williams, Gonzales
                          NOES:           none
                          ABSTAIN:      none
                          ABSENT:        Houston
Motion passed

## III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS
Denise Knight

## IV. CLARIFICATION
None

## V.  APPROVAL OF MINUTES
    A. 08/08/2024
    B. 08/22/2024

       Motion:        to approve the 08/08/204 and 08/22/2024 minutes

       Moved by:    Trustee Williams. Seconded by Trustee Longville.

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

## VI.  RECOGNITION/CELEBRATIONS
    A. Applause Cards
The Board recognized applause recipients for extending extra effort to provide quality service and valued assistance.

## VII.  ACTION AGENDA
    A. CHC ACCJC Mid-Term Report

       Motion:        to approve the CHC ACCJC Mid-Term Report

       Moved by Trustee Betters. Seconded by Trustee Longville.

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

    B. SBVC ACCJC Mid-Term Report

       Call for motion and second

       Motion:        to approve the SBVC ACCJC Mid-Term Report

       Moved by Trustee Betters. Seconded by Trustee Williams.

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

ABSENT: Houston

Motion passed

C. College and Career Access Pathways Partnership Agreement with River Springs Charter School

Call for motion and second

Motion: to approve the College and Career Access Pathways Partnership Agreement with River Springs Charter School

Moved by Trustee Betters. Seconded by Trustee Williams.

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

Motion passed

D. Conduct Public Hearing and Acknowledgement Initial Proposals to Reopen Negotiations between the SBCCDTA and SBCCD

Pursuant to Government Code 3547, The Vice Chair opened a public hearing on the acknowledgment of initial proposals to reopen negotiations between the SBCCDCTA and SBCCD.

**Public Comment: none**

The Vice Chair closed the Public Hearing and Acknowledges the initial proposals to reopen negotiations between the SBCCDTA and SBCCD, and the parties commence negotiations.

Call for motion and second

Motion: to approve the district opening initial proposals.

Moved by Trustee Longville. Seconded by Trustee Betters.

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

Motion passed

E. Conduct a Public Hearing on the 2024-25 Final Budget

Pursuant to Title 5, Section 58301, The Vice Chair opened a public hearing on the final budget for fiscal year 2024-2025.

**Public Comment: none**

The Vice Chair closed the Public Hearing.

F.  Adopt the 2024-25 Final Budget

Call for motion and second

Motion:          to adopt the 2024-2025 Final Budget

Moved by Trustee Betters. Seconded by Trustee Longville

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

G.  Revise Diaper and Wipe Policy in the SBVC Child Development Center

Call for motion and second

Motion:          to approve the revised Diaper and Wipe Policy in the SBVC Child Development Center

Moved by Trustee Betters. Seconded by Trustee Williams.

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

VIII.    **CONSENT AGENDA**
   A.  Human Resources
          1.  Adjunct and Substitute Academic Employees
          2.  Appointment of District Employees
          3.  Appointment of Temporary Academic Employees
          4.  Confidential Job Description, Personnel Effects, and Revised Confidential Salary
               Schedule
          5.  Employee Promotions
          6.  Equal Opportunity Fund Annual Certification 2023-2024
          7.  Grant Sabbatical Leaves for the 2025-2026 Academic Year
          8.  Management Job Description and Revision to Management Salary Schedule
          9.  Management Tuition Reimbursement

         10. Non-Instructional Pay
         11. Payment of Stipends
  B. Business & Fiscal Services
      1. Alcoholic Beverages
      2. Conference Requests
      3. Contracts at or above $114,500
      4. Individual Memberships

  C. Facilities
      1. Award Bid #CC01-3610-32 and Contract for SBVC Irrigation Controller Upgrades
      2. Master Services Agreements and Task Orders for Bond Construction

Trustee Williams pulled item VIII.B.3
Motion: to approve the Consent Agenda as with the exception of VIII.B.3 Contract at or above $114,500.

Moved by: Trustee Williams. Seconded by Trustee Longville.

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

Motion: to approve VIII.B.3 Contract at or above $114,500 with Trustee Williams abstaining.

Moved by: Trustee Longville. Seconded by Trustee Betters.

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

## IX. REPORTS

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

  A. Board Committee & Activity Reports
      1. Board Finance Committee (BFC) – no report.
      2. Board Legislative Committee (BLC) – no 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 – No report.

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

    D. Represented Groups

        1. Crafton Hills College Academic Senate.  Meridyth McLaren provided a brief report.
        2. Crafton Hills College Classified Senate – No report.
        3. Crafton Hills College Associated Students – Victoria Van Stee provided a brief report.
        4. San Bernardino Valley College Academic Senate – Tatiana Vasquez provided a brief report.
        5. San Bernardino Valley College Classified Senate – No report.
        6. San Bernardino Valley College Associated Students – Nelva Ruiz Martinez provided a brief report.
        7. CSEA – Ernest Guillen provided a brief report.
        8. CTA – Jeff Demsky provided a brief report.
        9. Police Officers Association – No report.

    E. Staff Reports

        1. San Bernardino Valley College President – President Contreras provided a brief report.
        2. Crafton Hills College President – President Horan provided a brief report.
        3. Executive Vice Chancellor – No report.
        4. Vice Chancellor of Human Resources & Police Services – No report.
        5. Vice Chancellor of Educational & Student Support Services – No report.

## IX. INFORMATION ITEMS

        1. Board Master Action Planning Calendar
        2. Budget Revenue & Expenditure Summary
        3. Construction Change Orders and Amendments - Bond Program
        4. Contracts Below $114,500
        5. District Grant Update
        6. General Fund Cash Flow Analysis
        7. Lexipol Policy and Procedure – 1010 Personnel Complaints
        8. MOUs between SBCCD and the CSEA
        9. Professional Expert Short-Term and Substitute Employees
        10. Purchase Order Report
        11. Quarterly Investment & Deposit Report
        12. Resignations
        13. Volunteers

## X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

    A. Conference with Labor Negotiators
       Government Code 54957.6
       Agency Representatives: Diana Rodriguez and Kristina Hannon
       Non-Represented Groups: CSEA, CTA, POA,
       Management/Supervisors, and Confidential Employees

    B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
       Government Code 54957
       Number of cases: 1

    C. Conference with Legal Counsel – Anticipated Litigation
       Significant Exposure to Litigation Pursuant to Subdivision (d)(2) and
       (e) of Government Code Section 54956.9
       Number of cases: 1

    D. Conference with Legal Counsel – Existing Litigation
       Government Code 54956.9(e)(3) or (d)(1)
       Number of cases: 1
    E. Public Employee Performance Evaluation
       Government Code Section 54957(b)(1)
       Title: Chancellor

**XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**
None

**XII. CONVENE CLOSED SESSION**
The Board convened to closed session at 4:55 p.m.

**XIII. RECONVENE PUBLIC MEETING**
Vice Chair Gonzales reconvened the public meeting at 5:32 p.m.

**XIV. REPORT OF ACTION IN CLOSED SESSION**
There was no action taken in Closed Session.

**XV. ADJOURNMENT**
The next meeting of the Board: Board Strategy Session
September 26, 2024, at 4:00 p.m.
SBCCD Boardroom
550 E. Hospitality Ln., Ste 200
San Bernardino, CA 92408

The chair adjourned the meeting at 5:33 p.m.

The Board of Trustees approved the September 12, 2024, minutes on October 10, 2024.


_____      _____
Joseph R. Williams, Clerk                        Heather M. Madole, Administrative Officer
SBCCD Board of Trustees                        SBCCD Office of the Chancellor

**BOARD OF TRUSTEES**
Meeting Minutes – September 26, 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 |
|---|---|
| Dr. Stephanie Houston, Chair | Dr. Diana Z. Rodriguez, Chancellor |
| Dr. Nathan Gonzales, Vice Chair | Jose Torres, Executive Vice Chancellor |
| Dr. Cherina Betters, Trustee | Dr. Kevin Horan, CHC President |
| John Longville, Trustee | Dr. Gilbert Contreras, SBVC President |
| Nelva Ruiz-Martinez, SBVC Student Trustee (advisory) | Kristina Hannon, VC Human Resources & Police Services |
| Hadi Natour, CHC Student Trustee (advisory) | Dr. Nohemy Ornelas, VC Educational & Student Support Services |
| | Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications |
| **MEMBERS ABSENT** | **ADMINISTRATORS ABSENT** |
| Joseph Williams, Clerk | |
| Frank Reyes, Trustee | |

**I.    CALL TO ORDER – PLEDGE OF ALLEGIANCE**
Chair Houston called the meeting to order at 4:00 p.m. Trustee Betters led the pledge of allegiance.

**II.    PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**
There were no public comments.

**III.    CLARIFICATION**
None.

**IV.    PRESENTATIONS**

A.  Enterprise Fund Model

Chancellor Rodriguez talked about the presentation on creating an Enterprise Fund Model, which supports SBCCD Goal 4, Ensuring Fiscal Accountability and Sustainability – emphasis on sustainability. The presentation will outline how SBCCD can maximize its current investments, the benefits and challenges of a non-profit, and reasons why staff thinks it's something on which we should move forward.

Executive VC Torres commenced the presentation and mentioned that although the BFC had already viewed the material, there were updates included today in response to their inquiries.

- Regarding the inquiry on how the CCCCO interprets the silence of Title 5 on real estate activities as a permissible function of CCC auxiliary organizations, while the regulation on Cal State auxiliary organizations specifically includes language specifying the management of real estate activities including acquisition, development, sale, and transfer of real and personal property including financing transactions related to these activities:
  - The CCCCO representative was unfamiliar with the reason for the difference and unaware of any official position on this issue.
  - Legal counsel believes it likely that "Facilities and Equipment" under CCC rules could be

interpreted to include real estate management, but this is not certain.

- o Seeking formal written guidance from the CCCCO would be predicated on confirmation that the CCCCO is able to provide such a formal opinion. This process could be very time consuming with no guarantee of a positive outcome.
- o It has been the experience of staff that the CCCCO is extremely reluctant to render such formal written opinions.

- Regarding the inquiry on the advantages/disadvantages of a 501(c)2 vs. 501(c)3 organization, staff is recommending use of a 501(c)3, which can also act as a parent to a 501(c)2.

Trustee Longville expressed his support of staff suggestions. He also commented on the possibility of a parallel pursuit to seek changes to the law which would afford community colleges the same flexibility as the universities. Executive VC Torres agreed and advised this would be pursued.

Trustee Betters thanked staff and commented that she thinks this is necessary.

Trustee Gonzales complimented staff on thinking outside the box. Increasing revenue without increasing taxpayer burden is a worthwhile effort. He commented on the importance of noting this is a long-term strategy. We're not going to be able to do every piece. We should start in a very cautious, intentional, and focused manner to see if increasing the role of a particular non-profit is the right thing, or if creating an additional non-profit, or even a series of others, is the smart move. He is very excited about the potential and looking forward to seeing how it evolves in the coming months.

B. Economic Development and Corporate Training (EDCT)

Chancellor Rodriguez introduced the presentation which touches upon all four SBCCD goals while primarily focusing on Goal 3, Being a Leader and a Partner in Addressing Regionals Issues.

VC Ornelas commenced the presentation, stating her excitement at being able to share EDCT's progress and purpose. She stated that our community is one of need and as EDCT has evolved, we continue to define what role we can play in serving this community.

The presentation wrapped up with a poignant video depicting students sharing the real difference their training at EDCT has made in their life, and how transformative it has been.

Trustee Longville commented that he is impressed with the whole set of programs. There is so much that is good. He applauded the programs that provide opportunities to those individuals who have had the misfortune to spend time incarcerated. There is little that we do that has as great an impact as this.

Trustee Betters echoed Trustee Longville's statement, commenting she, too, is impressed. The programs are phenomenal. She sees the immediate impact that this work has within the community. It is legacy work and it's how we make an impact into our region.

Chancellor Rodriguez commented that VC Ornelas and her team have developed a system of applying the same principles across all the programs which is how we stay true to our principles and partners and provide what we say we are going to provide. She went on to comment that sometime soon staff is going to bring to the Board ideas for rebranding EDCT, including a full role out highlighting the work that is being done.

Trustee Gonzales echoed the positive comments of his colleagues. He added that going forward it would be beneficial to see the numbers presented consistently across the programs, i.e., completions to enrollments. VC Ornelas advised they are hoping to improve the current technology for reporting on these courses.

Trustee Houston commented that she appreciates the progress that has been made – even in just the last few years. One change she has noted is the true integration with our colleges. EDCT is not a separate or competing entity; it is part of the culture of SBCCD.

**V.      ADJOURNMENT**
The next meeting of the Board: Board Business Meeting
September 12, 2024, at 4:00 p.m.
SBCCD Boardroom
550 E. Hospitality Ln., Ste 200
San Bernardino, CA 92407

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

The Board of Trustees approved the September 26, 2024, minutes on October 10, 2024.

_____           _____
Joseph R. Williams, Clerk                                     Kelly Goodrich, Senior Executive Administrative Assistant
SBCCD Board of Trustees                                   SBCCD

# 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<br>Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, & Health and Safety Administration<br>Dr. Nohemy Ornelas, Vice Chancellor, Educational & Student Support Services |
| **DATE:** | October 10, 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.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# Caring Hands Applause Cards
## Presented for Information October 10, 2024

**Larry Aycock**

Crafton Hills College
Admissions & Records

*"Larry explained in detail what I needed to do in order to help my process my petition online and he was so patient listening to me rant and explain my situation. Thank you Larry for you patience and understanding, you're a life saver!"*

Recognized by:
Margaret Thachers

**Debbie Bogh**

Crafton Hills College
Student Counseling Dept

*"Without fail, Debbie is amazing every time I meet with her. Debbie truly is perfect for her position!   My questions & concerns are always addressed with kindness and professionalism. I have never felt rushed and never felt silly asking. Debbie is great with students and deserves to be recognized!"*

Recognized by:
April Davis

**Anne Dobbs**

Crafton Hills College
English

*"Professor Donna is an excellent professor. She is very personable and kind to her students. Her teaching method is very easy to understand and clear. I appreciate the way her class is very informative and interactive and students are told exactly what to expect and are encouraged to ask questions."*

Recognized by:
Ariel Allen

**Kristin Flores**

Crafton Hills College
Admissions & Records

*"I had so many questions about my Grad Application and i hadn't heard back in a while so i decided to come in and see if they'll be able to answer some of my questions. She gave me piece of mind and reassured me that my application was still in progress and not dismissed or ignored. Thank you!"*

Recognized by:
Sebastian Stan

# Caring Hands Applause Cards
Presented for Information October 10, 2024

## Tracy Gray

Crafton Hills College
Technology Services

*"Tracy is such a wonderful employee. She responds quickly to my technology needs, solves my problems or finds solutions, is professional, and enthusiastic about her work. This is the type of employee that makes an institution a great place to work! Thank you, Tracy!"*

Recognized by:
Diane Pfahler

## Tracy Gray

Crafton Hills College
Technology Services

*"Tracy is always there when I have a question about or an issue with my computer. She has solved many problems for me, and she is always cheerful and capable as she does it."*

Recognized by:
Judy Cannon

## Luna Lagrima

Crafton Hills College
Admissions and Records

*"Today I experienced the best customer service that I have had in a long time luna showed me patience was full with knowledge took the time to explain so I understood took the time to walk me through each steps and I really appreciate her kindness."*

Recognized by:
Jameelah Pezant

## Elizabeth Lopez

Crafton Hills College
Instruction

*"Liz is the Queen of scheduling! Thank you so much!"*

Recognized by:
Julie McKee

## Brian Ramirez

Crafton Hills College
Facilities/Custodial

*"Thank you for your hard work and keeping our shop so clean. Our windows look great!"*

Recognized by:
Printshop

## Ali Raventos

Crafton Hills College
Admissions & Records

*"Ali is so patient with students. She helped me and a bunch of others with late add petitions and I'm so glad she explained that process to me and the others. She's so amazing! Thank you Ali!"*

Recognized by:
Samantha Jones

# Caring Hands Applause Cards
## Presented for Information October 10, 2024

### Floyd Simpson

Crafton Hills College
Admissions & Records

*"Floyd has been SUPER helpful to us as Instructors. Especially since we forgot to add grades for previous semesters. Thank You Floyd you saved us a ton of trouble and hassle. Our apologies to you and your team. You're truly amazing!"*

Recognized by:
Anonymous

### Glen Thronson

Crafton Hills College
EMS

*"Thank you for ensuring paramedic students could access their gear and get started on time, despite the campus closure! Your dedication to your students is noticed and appreciated!!"*

Recognized by:
Amanda Ward

### Reyna Uribe

Crafton Hills College
Admissions & Records

*"Reyna was super helpful when i was submitting my grad application with her in person. I'm not too tech savvy so she was super helpful and funny and kind. Thank you for helping me graduate Reyna."*

Recognized by:
Sirena Serenada

### Manuel Villegas

Crafton Hills College
Financial Aid

*"Manny always goes above and beyond to assist all students any way he can. Thank you Manny for the F/A Workshop you put together for our students. It was very informative and full of tips. We sincerely appreciate all your hard work!"*

Recognized by:
SAS Department

### Blake Bonnet

District Support Operations
Police Department

*"We would like to commend Blake Bonnet for his outstanding dedication during the recent district closure. Thank you for caring for our animals and plants in biology."*

Recognized by:
Dina Humble

### Debbie Castro

District Support Operations
Marketing and Governmental Affairs '

*"Thank you so much for all of your help on the Workforce Report!"*

Recognized by:
Erika Menge

# Caring Hands Applause Cards
## Presented for Information October 10, 2024

### Deborah Castro

District Support Operations
Government Relations & Strategic
Communications

*"Thank you for always being quick to respond and delivering excellent customer service. The quality of your work is outstanding, and you consistently go above and beyond."*

Recognized by:
Yash Patel

### Juan Nevares

District Support Operations
Technology Support/TESS

*"Once again, Juan came to the rescue. I appreciate his willingness to jump right in and help."*

Recognized by:
Corrina Baber, TESS

### Maria Torres

District Support Operations
Human Resources

*"Thank you so much, Maria, for your constant professionalism, and willingness to help. I just wanted to let you know that me and everyone at EDCT appreciates you."*

Recognized by:
Avi Nair

### Juan Zavala

District Support Operations
Technology Support/TESS

*"Juan's assistance with my technological hiccups has been so appreciated this week. He is always quick and professional!"*

Recognized by:
Corrina Baber, TESS

### Tammy Allen

San Bernardino Valley College
Reading

*"Thank you for your support and your positive attitude towards change."*

Recognized by:
Andrea Hecht, Academic Senate President

### Anthony Blacksher

San Bernardino Valley College
Social Sciences

*"Thank you, Anthony, for being one of our moderators for our Virtual Debate Watch Party!"*

Recognized by:
Marie Maghuyop

# Caring Hands Applause Cards
Presented for Information October 10, 2024

### Alexander Cabrera

San Bernardino Valley College
Marketing

*"Thank you, Alex, for covering the photography and video for our Rock the Vote event!"*

Recognized by:
Marie Maghuyop

### Ray Carlos

San Bernardino Valley College
Student Life

*"Thank you, Ray, for all your hard work and leadership in our SBVC Votes task force! I am grateful to work with you!"*

Recognized by:
Marie Maghuyop

### Giovanny Elizarraraz

San Bernardino Valley College
Marketing

*"Thank you, Gio, for covering photography and social media at our Rock the Vote event!"*

Recognized by:
Marie Maghuyop

### Todd Heibel

San Bernardino Valley College
Geography

*"Thank you, Todd, for being a moderator for our Virtual Debate Watch Party and for all your help with SBVC Votes!"*

Recognized by:
Marie Maghuyop

### Lisa Henkle

San Bernardino Valley College
Political Science

*"Thank you, Lisa, for all your hard work and leadership in our SBVC Votes task force! I am grateful to work with you!"*

Recognized by:
Marie Maghuyop

### Melissa Heredia

San Bernardino Valley College
Mathematics, Business and CIT Division

*"Melissa always willing to help and always go the extra mile."*

Recognized by:
Raina Okray

# Caring Hands Applause Cards
## Presented for Information October 10, 2024

### Jeff Huynh

San Bernardino Valley College
Technology Services

*"Thank you for your excellent service and support."*

Recognized by:
Erika Menge

### Frederick Jones

San Bernardino Valley College
Umoja-Tumaini

*"Thank you for your help with promoting our SBVC Votes week flyers around campus!"*

Recognized by:
Marie Maghuyop

### Craig Luke

San Bernardino Valley College
1st year Counselor

*"Service was great and Dr. Luke is very kind to work with."*

Recognized by:
Constanza-Alvarez

### Emily McNichols

San Bernardino Valley College
Arts & Humanities

*"Thank you, Emily, for all your help with processing purchases for SBVC Votes Week!"*

Recognized by:
Marie Maghuyop

### Kevin Moreno

San Bernardino Valley College
Campus Technology Services

*"Kevin is always willing to lend a helping hand with kindness and dependability. They consistently provide excellent technical support, ensuring everyone gets the help they need. We appreciate your hard work and dedication, Kevin!"*

Recognized by:
Fabiola Treto

### Kevin Moreno

San Bernardino Valley College
CTS

*"Thank you Kevin for your tech assistance with our first ever Rock the Vote event on September 19, 2024!"*

Recognized by:
Marie Maghuyop

# Caring Hands Applause Cards
## Presented for Information October 10, 2024

### Maria Notorangelo

San Bernardino Valley College
Library

*"Thank you, Maria, for all your hard work and leadership in our SBVC Votes task force! I am grateful to work with you!"*

Recognized by:
Marie Maghuyop

### Joanna M. Oxendine, Ed.D.

San Bernardino Valley College
Research

*"Thank you very much for going above and beyond for all students; we thank you for advocating for those less fortunate in covering FA funds owed back to the feds during the COVID-19 pandemic. You are a superstar and we will never forget. Thank you again."*

Recognized by:
Armando A. Garcia

### Maritza Portillo

San Bernardino Valley College
Student Life

*"Thank you, Maritza, for all your help with SBVC Votes, especially checking in students at Rock the Vote!"*

Recognized by:
Marie Maghuyop

### Fermin Ramirez

San Bernardino Valley College
Financial Aid

*"GRACIAS !!!!!! for all the sessions you had in assisting me.  I was really desperate for not being able to resolve my difficult FAFSA issue.  Thank you for your willingness (translated)."*

Recognized by:
David Caudillo

### Dr. Olivia Rosas

San Bernardino Valley College
Student Services

*"Thank you, Dr. Rosas, for attending our Virtual Debate Watch Party and for all your support of our SBVC Votes task force!"*

Recognized by:
Marie Maghuyop

### LaCretia Smith

San Bernardino Valley College
Student Life

*"Thank you, LaCretia, for all your help with SBVC Votes, especially checking in students at Rock the Vote."*

Recognized by:
Marie Maghuyop

# Caring Hands Applause Cards
Presented for Information October 10, 2024

**Catalina Trasporte**

San Bernardino Valley College
Arts & Humanities Division

*"Your dedication to our institution is much appreciated! You never hesitate to help where needed and want you to know it is noted!"*

Recognized by:
Anonymous

**Sergio Zazueta**

San Bernardino Valley College
Facilities

*"Thank you for your leadership and dedication. Your proactive approach and quick problem-solving make a big difference. You're a valuable asset to SBVC!"*

Recognized by:
Yash Patel

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

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

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

**DATE:** October 10, 2024

**SUBJECT:** SBCCD Diversity, Equity, Inclusion, and Anti-Racism (DEIA) Initiatives Board Presentation

## RECOMMENDATION

This item is for information only.

## OVERVIEW

The presentation will be an overview of the progress made towards SBCCD Goal #2 during the 2023-2024 academic year.

## ANALYSIS

This presentation is designed to inform the board of the work we have done this year to close the equity gap for our students, diversify the workplace, and continue to align our DEIA initiatives across the district. The board is being asked to consider this information when setting policies related to hiring, student equity, and workplace culture.
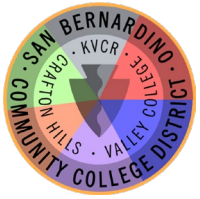
## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

**Improving Student Success With** DEIA
**Communication, Language & Shared Understanding**
Board Meeting October 2024
**Age Distribution: Students, Classified Professionals, Managers, Faculty, and Board**

## Average Age and Range of SBCCD Students[1]

| AY 2023/2024 | Age | | Age Range |
| --- | --- | --- | --- |
| | Mean | Median | |
| SBCCD | 26.2 | 23 | 9[2] to 86[3] |
| CHC | 25.1 | 21 | 9 to 85 |
| SBVC | 26.8 | 23 | 13 to 86 |

| AY 2023/2024 | SBCCD | | CHC | | SBVC | |
| --- | --- | --- | --- | --- | --- | --- |
| | Count | Percent | Count | Percent | Count | Percent |
| under 19 | 8,029 | 29.5% | 3,104 | 33.0% | 5,295 | 26.6% |
| 20 to 24 | 7,852 | 28.8% | 2,994 | 31.8% | 5,621 | 28.2% |
| 25 to 29 | 3,935 | 14.5% | 1,281 | 13.6% | 3,020 | 15.1% |
| 30 to 34 | 2,657 | 9.8% | 717 | 7.6% | 2,176 | 10.9% |
| 35 to 39 | 1,676 | 6.2% | 424 | 4.5% | 1,398 | 7.0% |
| 40 to 49 | 1,968 | 7.2% | 564 | 6.0% | 1,563 | 7.8% |
| over 50 | 1,110 | 4.1% | 319 | 3.4% | 865 | 4.3% |
| Unreported | 2 | - | 1 | - | 1 | - |

## Average Age and Range of SBCCD Classified Professionals

| AY 2023/2024 | Age | | Age Range |
| --- | --- | --- | --- |
| | Mean | Median | |
| SBCCD | 46.8 | 47 | 23 to 79 |
| CHC | 46.7 | 48 | 24 to 77 |
| SBVC | 47.3 | 48 | 23 to 79 |
| DSO | 45.4 | 45 | 25 to 67 |

## Age Range of SBCCD Classified Professionals

| AY 2023/2024 | SBCCD | | CHC | | SBVC | | DSO | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | Count | Percent | Count | Percent | Count | Percent | | |
| under 19 | - | - | - | - | - | - | - | - |
| 20 to 24 | 4 | 1% | 2 | 2% | 2 | 1% | - | - |
| 25 to 29 | 42 | 10% | 10 | 9% | 24 | 11% | 8 | 9% |
| 30 to 34 | 50 | 12% | 16 | 15% | 21 | 10% | 13 | 14% |
| 35 to 39 | 65 | 16% | 17 | 16% | 33 | 16% | 15 | 16% |
| 40 to 49 | 113 | 27% | 30 | 28% | 61 | 29% | 22 | 23% |
| over 50 | 138 | 33% | 34 | 31% | 68 | 33% | 36 | 38% |
| Unreported | - | - | - | - | - | - | - | - |

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[1] Data as of August 28, 2024.

[2] The nine-year old is a student enrolled in the Computer Science program at Crafton Hills College.

[3] The 86-year-old is a student majoring in Liberal Arts at SB Valley College. She first started attending SBVC in 1982-1987, then came back briefly in 2000.
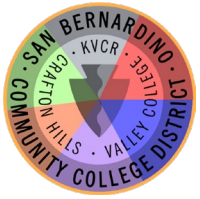
Improving Student Success With DEIA
Communication, Language & Shared Understanding
Board Meeting October 2024
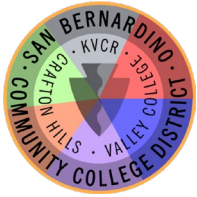**Age Distribution: Students, Classified Professionals, Managers, Faculty, and Board**

### Average Age and Range of SBCCD Faculty

| AY 2023/2024 | Age | | Age Range |
| --- | --- | --- | --- |
| | Mean | Median | |
| SBCCD | 50 | 53 | 22 to 87 |
| CHC | 48 | 50 | 22 to 77 |
| SBVC | 51 | 54 | 23 to 87 |

| AY 2023/2024 | SBCCD | | CHC | | SBVC | |
| --- | --- | --- | --- | --- | --- | --- |
| | Count | Percent | Count | Percent | Count | Percent |
| under 19 | 0 | 0% | 0 | 0% | 0 | 0% |
| 20 to 24 | 6 | 1% | 3 | 1% | 3 | 0% |
| 25 to 29 | 17 | 2% | 6 | 2% | 11 | 2% |
| 30 to 34 | 86 | 9% | 28 | 9% | 58 | 9% |
| 35 to 39 | 120 | 12% | 48 | 16% | 72 | 11% |
| 40 to 49 | 263 | 27% | 86 | 28% | 177 | 27% |
| over 50 | 476 | 49% | 136 | 44% | 340 | 51% |

### Average Age and Range of SBCCD Managers

| AY 2023/2024 | Age | | Age Range |
| --- | --- | --- | --- |
| | Mean | Median | |
| SBCCD | 47.6 | 47 | 29 to 79 |
| CHC | 45.5 | 46 | 32 to 57 |
| SBVC | 51.5 | 50 | 34 to 79 |
| DSO | 45.8 | 46 | 29 to 62 |

*DSO is not displayed separately but included in SBCCD

| AY 2023/2024 | SBCCD | | CHC | | SBVC | | DSO | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | Count | Percent | Count | Percent | Count | Percent | Count | Percent |
| under 19 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| 20 to 24 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| 25 to 29 | 1 | 1.0% | 0 | 0% | 0 | 0% | 1 | 2.0% |
| 30 to 34 | 9 | 8.6% | 1 | 4.8% | 1 | 2.9% | 7 | 14.0% |
| 35 to 39 | 11 | 10.5% | 2 | 9.5% | 5 | 14.7% | 4 | 8.0% |
| 40 to 49 | 40 | 38.1% | 12 | 57.1% | 9 | 26.5% | 19 | 38.0% |
| over 50 | 44 | 41.9% | 6 | 28.6% | 19 | 55.9% | 19 | 38.0% |

*DSO is not displayed separately but included in SBCCD

### Average Age and Range of SBCCD Executive Team and Board Members

| AY 2023/2024 | Age | | Age Range |
| --- | --- | --- | --- |
| | Mean | Median | |
| Executive Team | 47.4 | 50 | 38 to 57 |
| Board | 58.7 | 54.5 | 46 to 75 |

Improving Student Success With DEIA
Communication, Language & Shared Understanding
Board Meeting October 2024
**Age Distribution: Students, Classified Professionals, Managers, Faculty, and Board**

**Race and Ethnicity of SBCCD Students***

| AY 2023/2024 | SBCCD | | CHC | | SBVC | |
|---|---|---|---|---|---|---|
| | Count | Percent | Count | Percent | Count | Percent |
| African American | 2,337 | 8.6% | 453 | 4.8% | 2,044 | 10.3% |
| American Indian/Alaskan Native | 62 | 0.2% | 28 | 0.3% | 35 | 0.2% |
| Asian | 1,419 | 5.2% | 664 | 7.1% | 915 | 4.6% |
| Hispanic | 17,708 | 65.0% | 5,059 | 53.8% | 13,850 | 69.5% |
| Multi-Ethnicity | 1,135 | 4.2% | 500 | 5.3% | 746 | 3.7% |
| Pacific Islander/Hawaiian Native | 96 | 0.4% | 21 | 0.2% | 81 | 0.4% |
| White | 4,304 | 15.8% | 2,626 | 27.9% | 2,145 | 10.8% |
| Unreported | 168 | 0.6% | 53 | 0.6% | 123 | 0.6% |

*Based on IPEDS categories

**Gender of SBCCD Students**

| AY 2023/2024 | SBCCD | | CHC | | SBVC | |
|---|---|---|---|---|---|---|
| | Count | Percent | Count | Percent | Count | Percent |
| Female | 15,704 | 57.7% | 5,243 | 55.8% | 11,774 | 59.1% |
| Male | 11,084 | 40.7% | 3,986 | 42.4% | 7,874 | 39.5% |
| Unreported | 441 | 1.6% | 175 | 1.9% | 291 | 1.5% |

Improving Student Success With DEIA
Communication, Language & Shared Understanding
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**Age Distribution: Students, Classified Professionals, Managers, Faculty, and Board**



FIGURE 1: SBCCD FULL-TIME EMPLOYEES BY RACE/ETHNICITY

| AI/AN | Asian/PI | BLACK | HISPANIC | WHITE |
| 1% | 9% | 14% | 41% | 34% |



FIGURE 2: SBCCD FULL-TIME EMPLOYEES BY GENDER
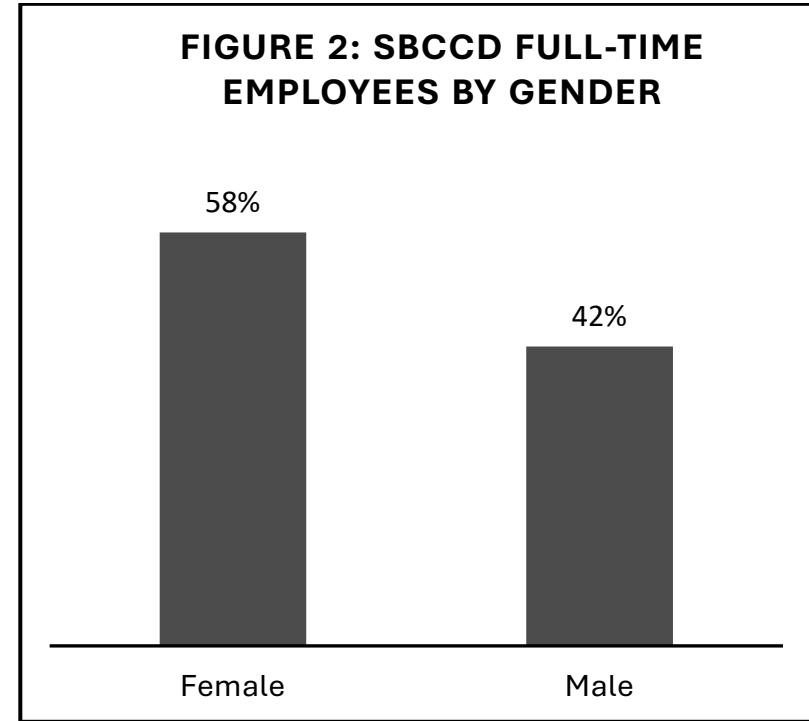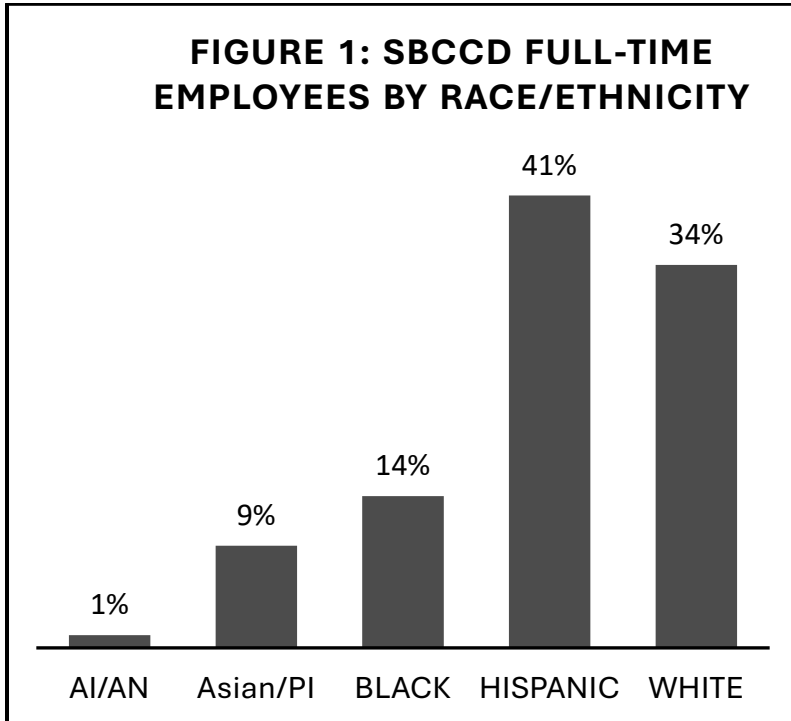
| Female | Male |
| 58% | 42% |

**SUMMARY:**

1. In 2020, the majority of SBCCD full-time employees were White (40%).
2. In 2024, Hispanics are the majority (41% - a 5% increase).
3. In 2024, the majority (58%) of SBCCD full-time employees are female.
4. From FY21 to FY24, 68% (162 of 240) of SBCCD new hires were from under-represented groups.
5. In FY24, SBCCD hired 40 new adjuncts and 58% (23) were underrepresented minorities. 11 of the 23 were in STEM.
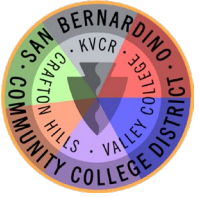
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**Age Distribution: Students, Classified Professionals, Managers, Faculty, and Board**

SBCCD **Applicant** Data Analysis Academic Years 2020-2021, 2021-2022, 2022-23, 2023-24

| | Total Applications | | | Qualified Applicants | | | Interviewed | | | Hired | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 8,993 | | | 4,342 | | | 2,751 | | | 240 | | |
| | **F** | **M** | **ND*** | **F** | **M** | **ND*** | **F** | **M** | **ND*** | **F** | **M** | **ND*** |
| **Total Gender** | 4,477 | 4,327 | 189 | 2,137 | 2,115 | 90 | 1,316 | 1,376 | 59 | 145 | 94 | 1 |
| **AI/AN** | 35 | 40 | 1 | 20 | 23 | 1 | 10 | 15 | 1 | 1 | 0 | 0 |
| **Asian** | 342 | 511 | 5 | 157 | 246 | 3 | 99 | 148 | 2 | 9 | 10 | 0 |
| **Black/AA** | 846 | 701 | 7 | 389 | 307 | 5 | 207 | 181 | 5 | 19 | 12 | 0 |
| **Decline to State** | 300 | 200 | 160 | 171 | 113 | 81 | 116 | 74 | 44 | 7 | 3 | 1 |
| **Hispanic/Latino** | 2,013 | 1,839 | 7 | 877 | 839 | 4 | 514 | 545 | 2 | 74 | 37 | 0 |
| **White** | 941 | 1036 | 9 | 523 | 587 | 5 | 370 | 413 | 5 | 35 | 32 | 0 |

* = Not Disclosed

**SUMMARY: Gender**

1. Applicants were 50% (4,477) female and 48% (4,327) male.
2. Qualified applicants were 49% (2,137) female and 49% (2,115) male.
3. Interviewees were 48% (1.316) female and 50% (1,376) male.
4. New hires were 60% (145) female and 39% (94) male.

**SUMMARY: Race**

1. Applicants were 70% (6,327 of 8,993) underrepresented minorities.
2. Qualified applicants were 66% (2,858 of 4,342) underrepresented minorities.
3. Interviewees were 62% (1,719 of 2,751) underrepresented minorities.
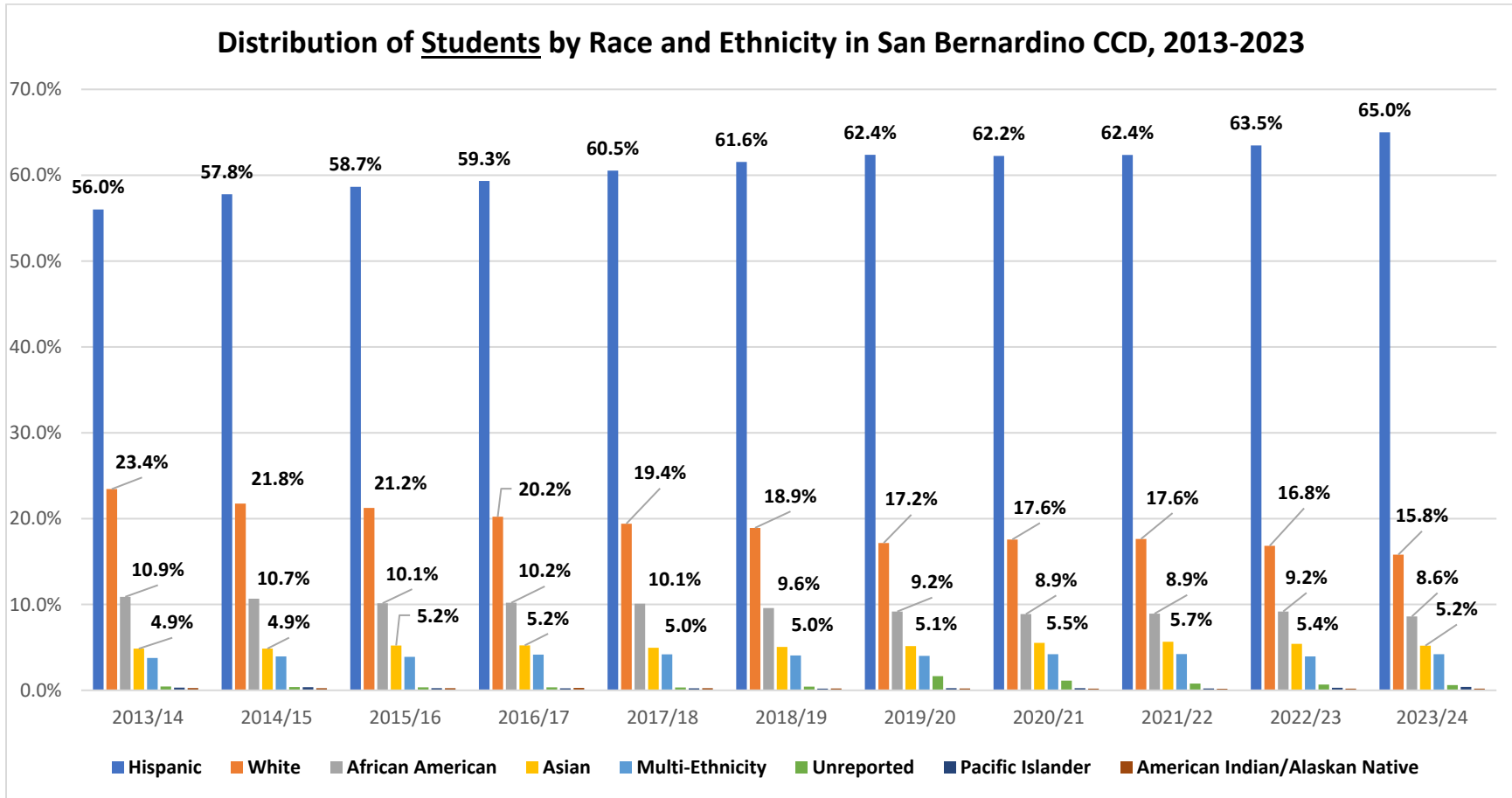4. New hires were 68% (162 of 240) underrepresented minorities.

Improving Student Success With DEIA
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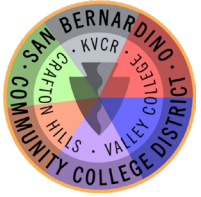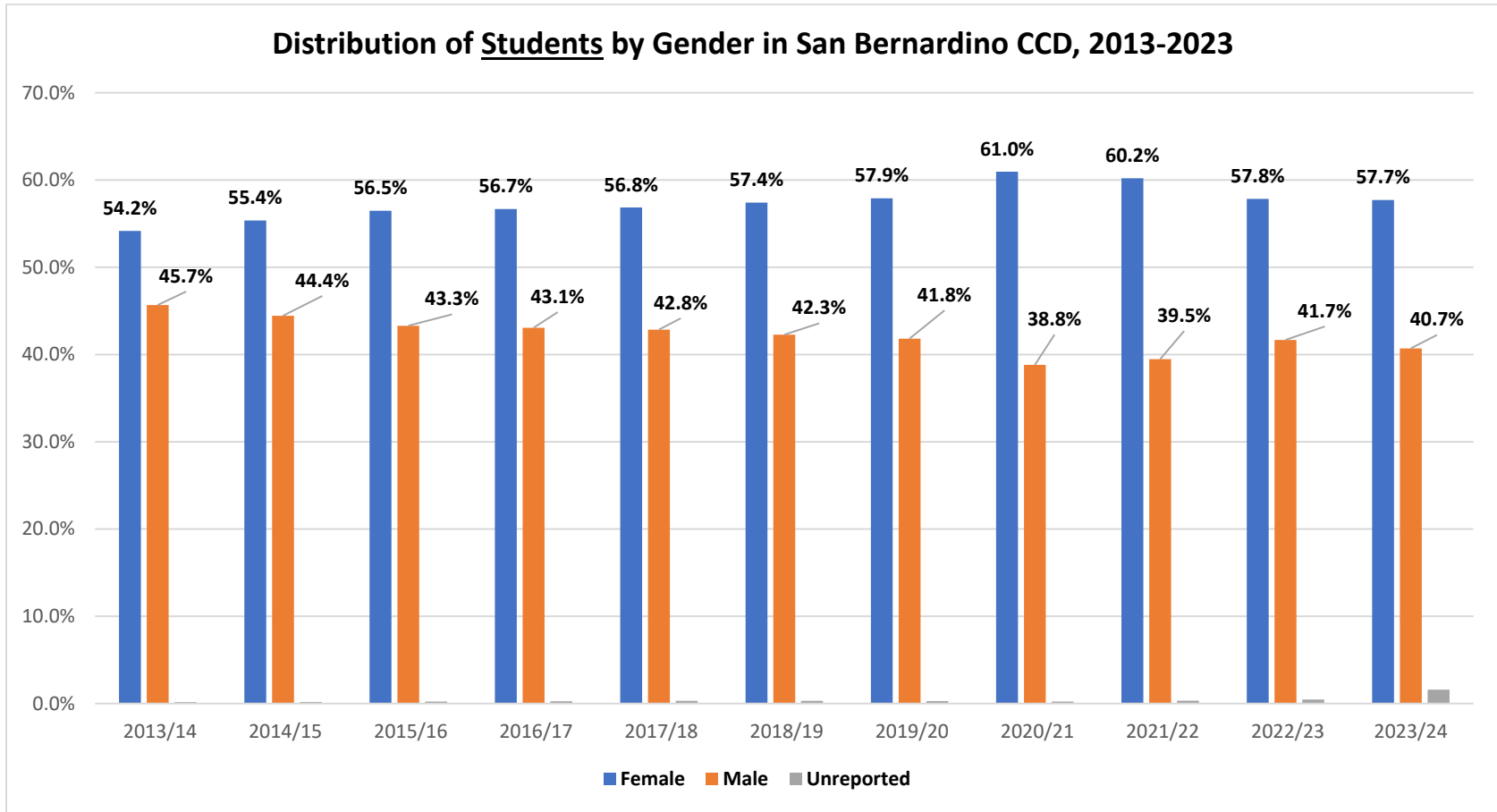**Age Distribution of Students in San Bernardino CCD, 2013-2023**

*Years 2013/14 to 2022/23 from California Community Colleges Chancellor's Office Management Information Systems. 2023/24 data from SBCCD Colleague system.

**Improving Student Success With DEIA**
**Communication, Language & Shared Understanding**
**Board Meeting October 2024**
**Age Distribution: Students, Classified Professionals, Managers, Faculty, and Board**

## Distribution of <u>Students</u> by Race and Ethnicity in San Bernardino CCD, 2013-2023



Legend: Hispanic | White | African American | Asian | Multi-Ethnicity | Unreported | Pacific Islander | American Indian/Alaskan Native

| Year | Hispanic | White | African American | Asian | Multi-Ethnicity |
|------|----------|-------|------------------|-------|-----------------|
| 2013/14 | 56.0% | 23.4% | 10.9% | 4.9% | |
| 2014/15 | 57.8% | 21.8% | 10.7% | 4.9% | |
| 2015/16 | 58.7% | 21.2% | 10.1% | 5.2% | |
| 2016/17 | 59.3% | 20.2% | 10.2% | 5.2% | |
| 2017/18 | 60.5% | 19.4% | 10.1% | 5.0% | |
| 2018/19 | 61.6% | 18.9% | 9.6% | 5.0% | |
| 2019/20 | 62.4% | 17.2% | 9.2% | 5.1% | |
| 2020/21 | 62.2% | 17.6% | 8.9% | 5.5% | |
| 2021/22 | 62.4% | 17.6% | 8.9% | 5.7% | |
| 2022/23 | 63.5% | 16.8% | 9.2% | 5.4% | |
| 2023/24 | 65.0% | 15.8% | 8.6% | 5.2% | |

*Years 2013/14 to 2022/23 from California Community Colleges Chancellor's Office Management Information Systems. 2023/24 data from SBCCD Colleague system.

Improving Student Success With DEIA
Communication, Language & Shared Understanding
Board Meeting October 2024
**Age Distribution: Students, Classified Professionals, Managers, Faculty, and Board**



Distribution of <u>Students</u> by Gender in San Bernardino CCD, 2013-2023

*Years 2013/14 to 2022/23 from California Community Colleges Chancellor's Office Management Information Systems. 2023/24 data from SBCCD Colleague system.

Improving Student Success With DEIA
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**Age Distribution: Students, Classified Professionals, Managers, Faculty, and Board**

**San Bernardino County Population Growing but Aging, 2020-2045[4]**
San Bernardino County is growing. The 2020 population of 2,180,537 is projected to increase by 16% by 2045, totaling 2,529,423 residents. While growing, the average age of residents will increase.

Age groups expected to decline through 2045, including children ages 0-5 (0.1% decline), children ages 6 to 17 (0.4% decline), and young adults ages 18 to 24 (0.9% decline). All other age groups are expected to see positive population growth between 2020 and 2045, with seniors ages 65 and older experiencing the highest rate of growth at 70%. The statewide population of children ages 0-5 is expected to decrease by 7% over this period, while the statewide senior population is projected to increase 61%.

County residents ages 65 and older are projected to grow from 12% of the population in 2020 to 18% by 2045. The age group of adults ages 45-64 is expected to grow from 23% to 24% of the overall population during this timeframe. The size of all other age groups is projected to shrink in varying degrees relative to the total population.

The graph shows the projected change in age group proportions relative to the total San Bernardino County population.



Projected Population by Age groups in San Bernardino County, 2022-2045
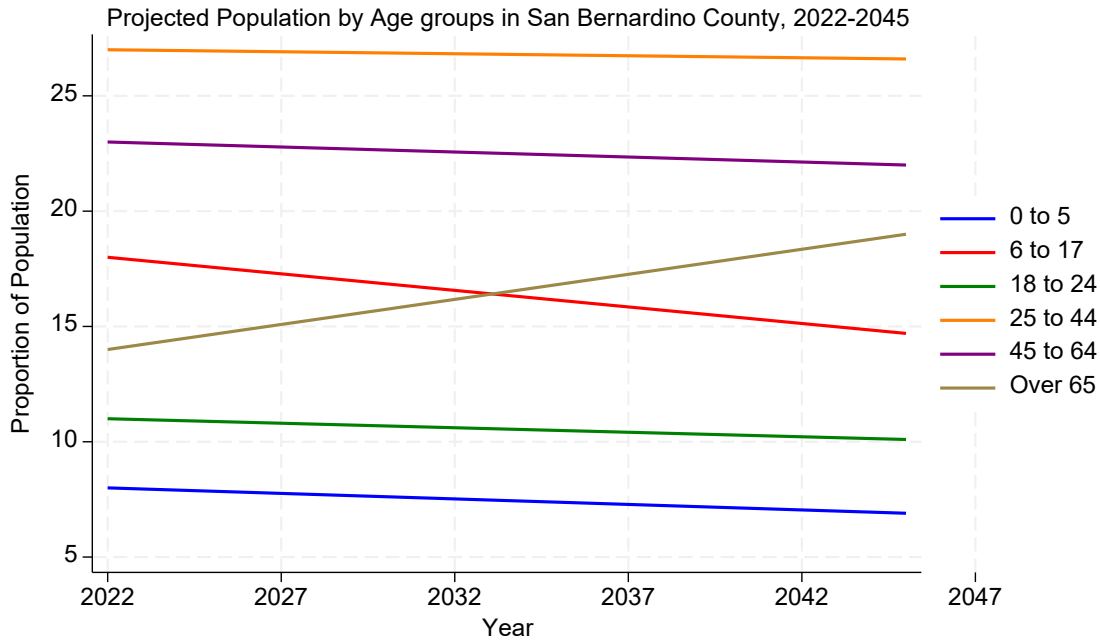
| year | Age 0 to 5 | Age 6 to 17 | Age 18 to 24 | Age 25 to 44 | Age 45 to 64 | Age Over 65 |
|---|---|---|---|---|---|---|
| 2022 | 8% | 18% | 11% | 27% | 23.02% | 14% |
| 2045 | 6.89% | 14.67% | 10.08% | 26.55% | 22% | 19% |

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[4] https://indicators.sbcounty.gov/county-profile/

# Improving Student Success With DEIA
## Communication, Language & Shared Understanding
### Board Meeting October 2024
**Age Distribution: Students, Classified Professionals, Managers, Faculty, and Board**

**Diversity in San Bernardino County Increasing Over Time, 2022-2045[5]**

At 51% of the total San Bernardino County population, Hispanic residents, who may be of any race, are the largest race and ethnic group in the county. This group is projected to grow by 3 percentage points by 2045, from 51.6% to 54.8% of the total population.

White residents are projected to decrease as a proportion of the overall population. Asian and Pacific Islander residents are also projected to decrease slightly in the County.

The shares of African American, Native American, and residents identifying as Two or More Races as a percent of the overall population are projected to increase slightly or remain the same.

The graph shows the projected change in racial and ethnic group proportions relative to the total San Bernardino County population.



Projected Population by Race/Ethnicity in San Bernardino County, 2022-2045
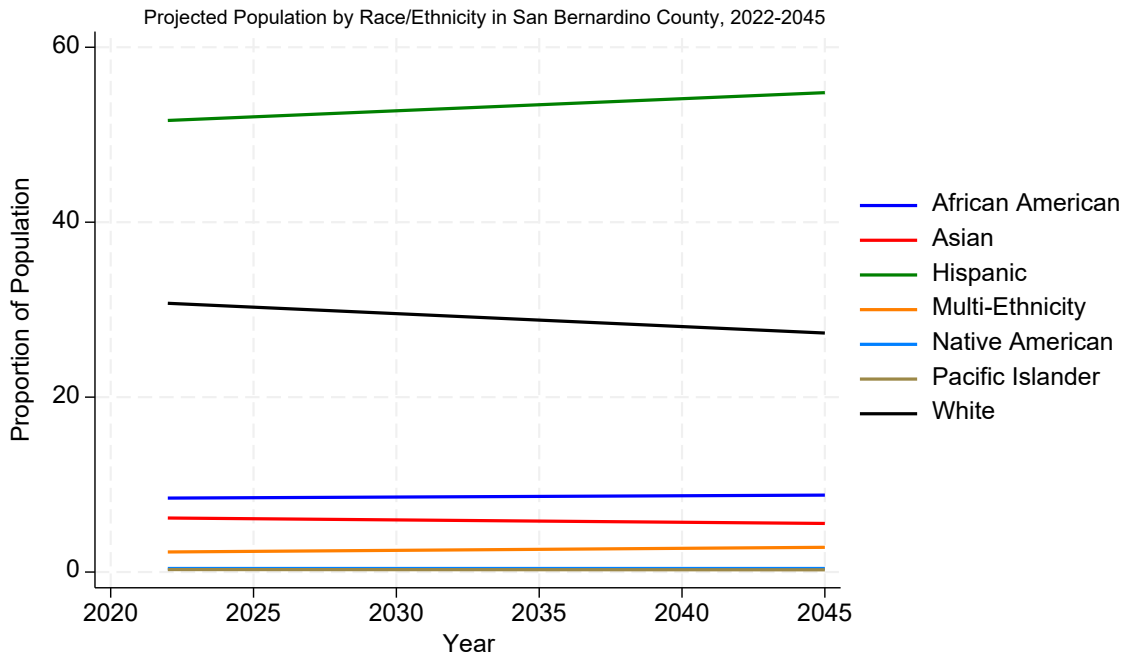
*The Pacific Islander and Native American lines overlap in the graph.*

| year | African American | Asian | Hispanic | Multi-Ethnicity | Native American | Pacific Islander | White |
|---|---|---|---|---|---|---|---|
| 2022 | 8.46% | 6.18% | 51.63% | 2.30% | 0.41% | 0.29% | 30.73% |
| 2045 | 8.80% | 5.56% | 54.81% | 2.83% | 0.41% | 0.26% | 27.33% |

[5] Ibid.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:**             Board of Trustees

**FROM:**         Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:**   Dr. Kevin Horan, President, CHC

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

**DATE:**         October 10, 2024

**SUBJECT:**     Second Read of Crafton Hills College ACCJC Mid-Term Report Due October 15, 2024

## RECOMMENDATION

Recommend that the Board of Trustees approve the second read of Crafton Hills College ACCJC Mid-Term Report due October 15, 2024.

## OVERVIEW

ACCJC, Crafton's accrediting body, requires that Crafton complete a mid-term report 3.5 years prior to the Institutional Self-Evaluation Report (ISER).

## ANALYSIS

The Crafton Hills College Institutional Effectiveness, Accreditation, and Outcomes Committee (IEAOC) is the shared governance committee at Crafton charged with guiding the accreditation process for the entire College. Accordingly, the IEAOC developed a plan for completing the Crafton Hills College (CHC) ACCJC Mid-Term Report due October 15, 2024. The plan involved collecting feedback from the Academic, Classified, and Student Senates as well as attending multiple committees to collect feedback and address the report's questions. Specifically, the mid-term report was agendized for multiple shared governance committees and the report was collaboratively written by multiple faculty, staff, and administrators.

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

None.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

**Midterm Report**

Submitted by

Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399

to

Accrediting Commission for Community and Junior Colleges

October 15, 2024

# Certification

To:     Accrediting Commission for Community and Junior Colleges

From:   Dr. Kevin Horan, President
        Crafton Hills College
        11711 Sand Canyon Road
        Yucaipa, CA 92399

This Midterm Report is submitted to the ACCJC for the purposes of 1) highlighting recent improvements or innovations and 2) providing an update on institutional performance with regard to student outcomes since the last comprehensive peer review. The Midterm Report reflects the nature and substance of this institution, as well as its best efforts to align with ACCJC Standards and policies and was developed with appropriate participation and review by the campus community.

Signatures:

| | |
|---|---|
| Dr. Diana Rodriguez, SBCCD Chancellor | Date |
| Dr. Kevin Horan, Crafton Hills College President | Date |
| Dr. Stephanie Houston, SBCCD Board of Trustees Chair | Date |
| Dr. Keith Wurtz, CHC Vice President of Instruction | Date |
| Dr. Delmy Montenegro-Spencer, CHC VP of Student Services | Date |
| Michael Strong, CHC VP of Administrative Services | Date |
| Meridyth McClaren, CHC Academic Senate President | Date |
| Dr. Keith Wurtz, CHC Accreditation Liaison Officer | Date |
| Karen Peterson, CHC Classified Senate President | Date |
| Thalia Radillo, CHC Student Senate President | Date |

# Contents

**A.** **Reflections on Continuous Improvement Since Last Comprehensive Review**

1. **Briefly describe major improvements or innovations since the time of the last comprehensive peer review, focusing on areas where your institution is excelling or showing significant improvement with regard to equitable student outcomes, educational quality, and/or mission fulfillment.**

**Collaborative Commitment to Student Success and Equity:** The Crafton Hills College Institutional Effectiveness, Accreditation, and Outcomes Committee (IEAOC) is the shared governance committee at Crafton charged with guiding the accreditation process for the entire College (A1.1). Accordingly, the IEAOC developed a plan for completing the Crafton Hills College (CHC) ACCJC Mid-Term Report due October 15, 2024 (A1.2). The plan involved collecting feedback from the Academic, Classified, and Student Senates as well as attending multiple committees to collect feedback and address the report's questions. Specifically, the mid-term report was agendized for multiple shared governance committees and the report was collaboratively written by multiple faculty, staff, and administrators. (A1.3, A1.4, A1.5, A1.6, A1.7, A1.8, A1.9, A1.10).

**Reducing Disproportionate Impact:** Crafton faculty, staff, and administrators suggested numerous improvements and innovations to the mid-term report. (A1.3, A1.4, A1.5, A1.6, A1.7, A1.8, A1.9, A1.10). Most of the innovations and improvements since the 2020 ISER focused specifically on the College's diversity, equity, and inclusion efforts (A1.11).  As a result of these efforts, the number of disproportionately impacted groups at Crafton has decreased from four to two over the last three years. For example, in 2022-2023, Native American and Pacific Islander students no longer experience disproportionate impact in course success. Equally important, even though Black/African American and Latinx students continue to experience disproportionate impact, course success rates among those groups increased from 2020-2021 to 2022-2023. Specifically, the Black/African American course success rate increased from 64% in 2020-2021 to 66% in 2022-2023, a 2% increase. In addition, the Latinx course success rate increased from 71% in 2020-2021 to 72% in 2022-2023, a 1% increase in course success.



Course Success Rate Disaggregated by Ethnicity and Academic Year for Black and Latinx Students in 2020-21 and 2022-23
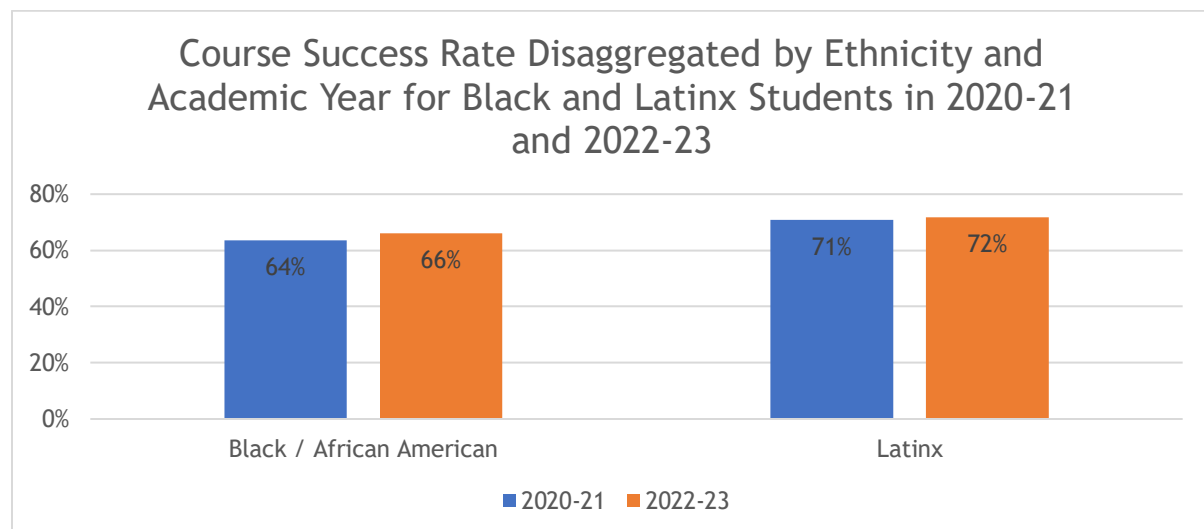
**Faculty Training with USC Race and Equity Center:** The College is deeply committed to fostering student success and equity by actively addressing disparities that disproportionately affect certain

demographic groups, with a particular focus on increasing the achievement rates of Hispanic/Latinx and Black/African American students, as well as other diverse and underrepresented populations. To partially achieve this goal, the College worked with the USC Race and Equity Center to conduct training for instructional faculty with two cohorts, 28 faculty in 2022-2023 (A1.12) and 29 faculty in 2023-2024 (A1.13). As part of the training, the faculty collaborate individually with representatives from USC to interpret their own disaggregated classroom course success and roster data to develop strategies to address any disproportionate impact. Crafton will be able to identify the initial impact of this training at the end of the Spring 2024 semester because that will be end of the first complete year after the first cohort completed the training; however, the first cohort of faculty increased the course success rate of Latinx students from 68.7% in Spring 2022 to 71.6% in Spring 2023, an increase of 2.9%, which removed disproportionate impact among their Latinx students.

**Office of Instruction Comprehensive Strategy Incorporating Equity into Faculty Evaluations:** Equally important, the Office of Instruction implemented a comprehensive strategy that included incorporating the USC equity-minded inquiry series syllabus review into both part-time and full-time faculty evaluations. This initiative ensures that faculty members critically assess their course materials and teaching methods through an equity lens, with a specific emphasis on identifying and addressing barriers to success for marginalized populations including Hispanic/Latinx and Black/African American students. During faculty evaluations, instructors are encouraged to analyze student equity data and make necessary adjustments to their courses to better serve disproportionately impacted groups, such as Hispanic/Latinx and Black/African American students, thereby fostering a more inclusive and supportive learning environment.

**Student Services Streamlinign Project:** Crafton Hills College student services is reducing disproportionate impact through its streamlining project (A1.11). The Streamlining Project (now referred to as Vision Aligned Reporting by the state chancellor's office; A2.6), involves gathering disaggregated data for most of the student service departments (A1.11, see slides on streamlining), reviewing the findings with the departments, and working with the departments to identify inclusion strategies for improvement with disproportionately impacted groups.

**Student Services Structured Approach to Student Engagement:** One of those strategies was to create a structured approach to meet with students consistently from enrollment to graduation/transfer (A1.14). Meaningful contacts with students are being made based on milestone completion markers of 0-14 units, 15-29 units, 30-44 units, and 45-60+ units. These milestones also align with Crafton's Career and Academic Pathways (i.e. guided pathways, A1.15).

**Initial Results of Efforts - Record UC Admission Rates:** Crafton is beginning to see the initial results of these efforts, specifically, in the 2022-2023 and 2023-2024 , when the College achieved the highest admission rates for University of California among Region 9 (Inland Empire) colleges (A1.16, A1.17).  Crafton Hills College students were admitted at a rate of 77.6% in Fall 2022, which is significantly higher than the admittance rate of 62.2% observed for region nine. More impressive is that Crafton did not have a disproportionately impacted group. Crafton's Black/African American and Latinx students were admitted at the same rate or exceeded the rate of other ethnic groups. Crafton is especially proud of this accomplishment.

**Equity Champion for Higher Education Award:** Additionally, Crafton was named a 2023 Equity Champion for Higher Education by the Campaign for College Opportunity (A1.18, see page 6). This is a designation awarded to only twenty-six other California community colleges and universities for

creating and maintaining strong pathways to earning an associate's degree for Transfer (ADT) for students of color.

**Progress Surveys and Early Alert Flags:** Each semester, the College uses Progress Surveys, a Starfish-based tool, to help faculty provide feedback to students throughout the term and connect students to support services (A1.15, slides 9-14). As of Spring 2023, the College designated its Completion Coaches to specifically monitor and address one item stemming from the Progress Survey: Early alert flags. As a result, students are contacted much sooner in response to an early alert flag, and the College observed a greater usage of alert flags from instructional faculty. In fact, the most recent data from Spring 2024 showed that each Completion Coach was, on average, responding to fifteen early alert flags per day.

**Data-Informed Decision Making:** In addition, based on feedback in a campus climate survey administered prior to the 2020 Institutional Self-Evaluation (A1.19, pp. 265) indicating data was not used frequently in decision-making, the College now formally includes a data review in committee agendas to better inform decisions. (A1.20, A1.21, A1.22, A1.23). The amount of data used to inform decision-making from 2020 to 2024 in the Faculty Department Chairs Committee is summarized in the *2022-2023 Chairs Council Agenda Items with Data analysis* document (A1.24).

2. **Briefly describe actions taken in response to any recommendations for improving institutional effectiveness or feedback noted in the Peer Review Team Report for the last comprehensive peer review.**

Crafton Hills College received the following recommendation from the last Peer Review Team Report in 2020: To improve institutional effectiveness, the team recommends the College ensures that the Program Planning Review process is implemented consistently across all the learning support and student support service areas.
- Outcomes Assessment Collection
- Service Area Outcomes (SAO) in the Outcomes Cloud

Crafton Hills College has taken the following actions with respect to learning support and student support services to address the above recommendation:

**Developed a new tool to collect SAO data:** The College developed a new form and process for submitting service area outcomes (SAOs) by all learning support and student support services (A2.1, A2.2). While the College ultimately plans on using the same platform (i.e., Outcome Cloud) that faculty use to submit and record student learning outcomes (SLO) data, the SAO/SLO Submission Form developed by the Division of Institutional Effectiveness, Research, and Planning (IERP) in collaboration with learning support and student support service areas offers the College a viable method by which to document SAO (and SLO) work. IERP also designed the SAO/SLO Submission Form to align with the existing program review process, allowing programs to fully integrate their SAO/SLO submissions with their program review plan submissions. In fact, the form allows programs to document their efforts in identifying and closing equity gaps for students (particularly for racially minoritized student populations) in relation to their SAO/SLO efforts. In this way, this new form and process helped to institutionalize both the consistent documentation of SAO/SLO efforts by learning support and student support services, and those programs' efforts to regularly identify and address observed equity gaps. The corresponding database used to house all submissions now contains submissions for all learning and student support services since the 2021-2022 academic year (A2.2) and programs are required to document and submit their efforts at least once per year.

**Developed SAO coaches with the Division of Institutional Effectiveness, Research, and Planning (IERP):** In addition to developing a new form and process for documenting SAO/SLO efforts, the IERP division is now directly involved in supporting programs' efforts. More specifically, the IERP division dean attends all regularly scheduled meetings of the Student Services Council (a group with representation from all student support services) where the dean leads discussions centered on the reporting process for SAO/SLO information and provides support and guidance to program leads responsible for documenting SAO/SLO efforts (A2.3). Additionally, the IERP dean and other researchers regularly schedule meetings with individual program leads to support developing, measuring/assessing, interpreting findings stemming from SAO/SLO work. IERP personnel also support programs' efforts in disaggregating SAO/SLO data by demographic characteristics, and in helping programs develop viable strategies to address observed deficiencies in delivery of services and/or to address equity gaps.

**Improved and revised the Planning and Program Review reporting requirements:** Revisions to the College's program review process have also helped integrate and streamline ongoing SAO/SLO efforts among learning support and student support services programs, particularly with respect to program review requirements focused on (a) responding to observed patterns in SAO/SLO data, (b) disaggregation of student data by ethnicity, and (c) closing observed equity gaps (A2.4). Program review writers use SAO/SLO evidence gathered via the SAO/SLO Submission Form to address these program review requirements.

**Implemented the Planning and Program Review Coaches:** Since the 2020-2021 academic year, the College has implemented a program review coaching program where an experienced program review coach (i.e.: committee member) is assigned to assist program review writers scheduled to submit four or two-year program review plans. The role of coaches is multi-faceted: (a) They offer program writers with the support and resources needed for the development of a comprehensive program review plan at every step of the process, and (b) they serve as liaisons and advocates for program units during the entire review process, as documented in Crafton's Planning and Program Review (PPR) Handbook (A2.5).

**Increased Diversity, Equity, and Inclusion Training for Faculty:** Crafton's SAO/SLO efforts have also benefitted from the diversity, equity, and inclusion (DEI) programs at the College—particularly those efforts tied to the Streamlining Project (i.e.: Vision Aligned Reporting; A2.6). Since Fall 2020, Crafton has taken part in the Chancellor's Office Streamlining Project Pilot where Academic and Student Support programs focus on examining internal data to analyze support services for African American/Black, Hispanic/Latinx, and economically disadvantaged students. These efforts focused on examining student access of key services and resources, including our Transfer Center's Canvas shell, tutoring support services, counseling appointment attendance, receipt of food vouchers, and receipt of alternate media/assistive technology assistance (among others). The College took an intentional approach to specifically examine the representation of Hispanic/Latinx and African American/Black in these support services relative to their representation in the student population (e.g., if 4.3% of all students are African American/Black is it also the case that 4.3% of those accessing tutoring services are also African American/Black?). In this way, student support programs are actively engaged in employing disproportionate impact methods to identify equity gaps with respect to specific support activities. Equally important, Crafton's Student Services Council comprising representatives from all student support programs, has dedicated time to discussing data findings and working collaboratively to identify activities designed to eliminate observed equity gaps, many of which are documented in

this mid-term report. Also noteworthy, Streamlining Project efforts qualify as SAO work, and programs regularly document their Streamlining Project efforts as SAO work within the contexts of both the SAO/SLO Submission Form and the College's program review process.

**3. How are the actions described above helping your institution deepen its practices for continuous improvement and transformation in relation to the 2024 Accreditation Standards?**

Crafton Hills College has demonstrated a commitment to continuous improvement and transformation aligned with the 2024 ACCJC Accreditation Standards in relation to the actions described above in questions A1 and A2:

**Establishing Meaningful Goals (Standard 1.2):** Crafton set ambitious goals focused on improving student outcomes, particularly for underrepresented groups like Hispanic/Latinx and Black/African American students. The College's efforts to reduce disproportionate impact and increase course success rates reflect its commitment to meaningful improvement (A3.1, A3.2).

Equally important, the College developed a new tool and process for collecting service area outcomes (SAOs) data (A3.3, A3.4). This tool allows for the documentation of efforts in identifying and closing equity gaps, particularly for racially minoritized student populations. By aligning with program review processes, this form ensures that SAO efforts are integrated into the institution's overall improvement goals.

**Accountability and Data Analysis (Standard 1.3):** The College regularly reviews disaggregated data to evaluate progress and inform improvement plans. Initiatives such as faculty training with the USC Race and Equity Center and structured student support approaches demonstrate a data-informed approach to addressing disparities and enhancing student success (A3.5 see slides 8, 10, 18, 22-23, and 27; A3.6; A3.7; A3.8).

**Mission-Driven Resource Allocation (Standard 1.4):** Crafton's mission directs resource allocation and continuous quality improvement. The implementation of equity-minded syllabus reviews in faculty evaluations and streamlining projects in student services reflect the alignment of resources with the College's mission (A3.9) and goals (A3.10). Specifically, the mission states that Crafton, "…is committed to working with students from diverse backgrounds." Additionally, Crafton Hills College Strategic Direction 2 in the Educational Master Plan specifically addresses Crafton's Diversity, Equity, and Inclusion (DEI) efforts: Engage in Practices that Prioritize and Promote Inclusivity, equity, anti-racism, and human sustainability (A3.10, see page 4).

In addition, The Division of Institutional Effectiveness, Research, and Planning (IERP) is directly involved in supporting programs' efforts, attending meetings, providing guidance, and assisting in data analysis (A3.11). This ensures that the institution's mission directs resource allocation and continuous improvement through ongoing systematic planning and evaluation.

**Academic Program Design and Delivery (Standards 2.1 and 2.2):** The College ensures that academic programs align with its mission and industry standards while supporting equitable attainment of learning outcomes. Collaboration with faculty and stakeholders in designing programs and addressing barriers to success for marginalized populations demonstrates a commitment to academic excellence and equity. Academic support programs in the library and the tutoring centers are using the SAO/SLO Submission Form (A3.12) to report outcomes assessment data and develop improvements to achieve learning outcomes (A3.13).

**Equitable Student Services (Standards 2.7 and 2.9):** Crafton provides effective services and programs that support students' unique needs and maximize their potential for success (A3.14, A3.15, A3.16). Systematic review and assessment of programs ensure quality and drive improvements to support equitable student achievement.

Moreover, the College has revised its planning and program review requirements to integrate SAO/SLO efforts, including responding to observed patterns, disaggregating data by ethnicity, and addressing equity gaps (A3.17). This systematic review and assessment process helps ensure the quality of academic and student services programs and implement improvements for equitable student achievement.

**Professional Learning Opportunities (Standards 3.2):** The College offers professional learning opportunities aligned with its mission. Increased Diversity, Equity, and Inclusion training for faculty and staff development initiatives demonstrates a focus on supporting employee effectiveness in promoting equitable student success (A3.18, A3.19, A3.20).

**Effective Decision-Making Structures (Standard 4.3):** Crafton's decision-making practices support collaboration, innovation, and equitable student outcomes. The involvement of shared governance committees (A3.21, A3.22, A3.23, A3.24, A3.25, A3.26, A3.27, A3.28), and the feedback mechanisms from various senates and committees (A3.29, A3.30, A3.31) reflect effective institutional decision-making practices.

Additional efforts supporting the standards include the development of program review coaches and diversity equity and inclusion training. Specifically, coaches assist program writers in developing comprehensive plans, responding to review requirements tied to SAO/SLO work, and enhancing program services based on data from the SAO/SLO Submission Form database (A3.4). At the same time, the College's DEI efforts, particularly through the Streamlining Project, contribute to analyzing and addressing equity gaps in student support services (A3.32). These efforts are integrated into the College's planning and program review processes as SAO work.

In summary, Crafton Hills College's actions encompass a comprehensive approach to continuous improvement and transformation, addressing multiple ACCJC Accreditation Standards related to goal setting, accountability, mission-driven practices, academic excellence, equitable student services, professional development, and effective decision-making.

**B. Reflections on Institution-Set Standards and Other Metrics of Student Achievement**

1. **Review the most recent ACCJC Annual Report and other meaningful metrics of student achievement. Has the institution met its floor standards? Exceeded its stretch goals? Describe any patterns or trends you see in performance against your institution-set standards and other metrics of student achievement.**

The Institutional Set Standards are reviewed annually by Crafton's Educational Master Plan Committee (B1.1). Each year the College reviews the institutional set standards (B1.2) to assess how Crafton is doing in relation to the stretch goals as well as whether Crafton is exceeding the floor standards. A summary of the 2022 – 2023 Institutional Set Standards are illustrated below for each outcome area.

**Successful Course Completion:** Crafton Hills College has an institution-set standard of 63.6% for course success completion rate. The stretch goal is 76.7%. In the last five years the annual successful course completion rate has ranged from 73.2% to 76.7%. The 2022-2023 course success rate is the highest

course success rate in the last three years. In addition, there has been an increase in the course success rate from 73.2% in 2021-2022 to 74.9% in 2022-2023, an increase of 1.7%.
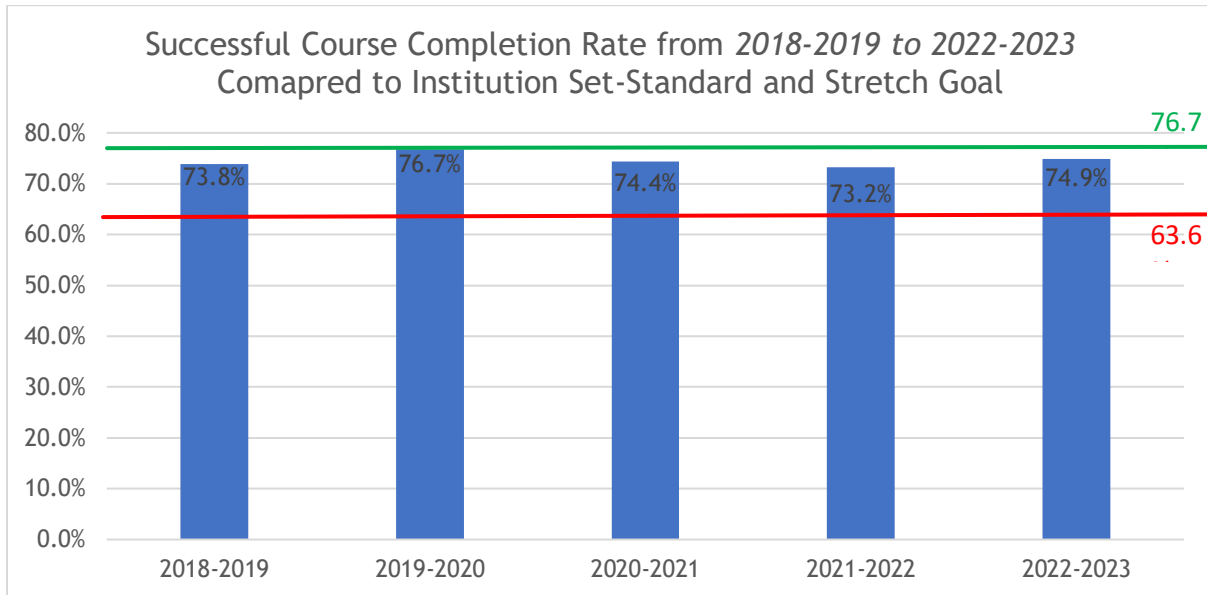


**Certificates:** Crafton Hills College has an institution-set standard of awarding 204 certificates annually for programs of sixteen units or more, as required by ACCJC. The stretch goal is 497. The institution-set standard and the stretch goal are based on the annual number of California Community College Chancellor's Office approved certificates. In the last five years the annual number of approved CCCCO certificates earned by Crafton Hills College students has ranged from 296 to 552. The number of certificates earned in 2019-2020 was 497, and in 2022-2023 it was 552, both of which met and exceeded the stretch goal. However, in the last three years the average number of certificates earned is 477, which was twenty below the stretch goal. Crafton will continue to monitor the number of certificates earned for 2022-2023 before adjusting the stretch goal.
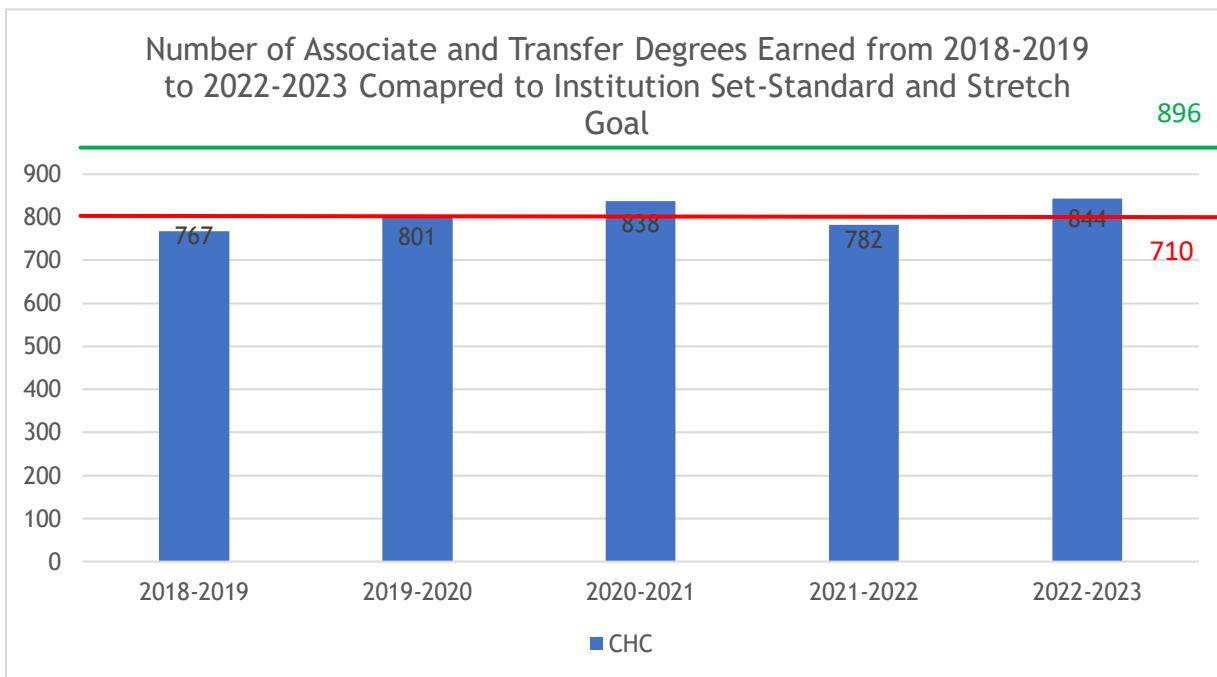
497

204

**Number of CCCCO Approved Certificates from 2018-2019 to 2022-2023 Compared to Institution Set-Standard and Stretch Goal**
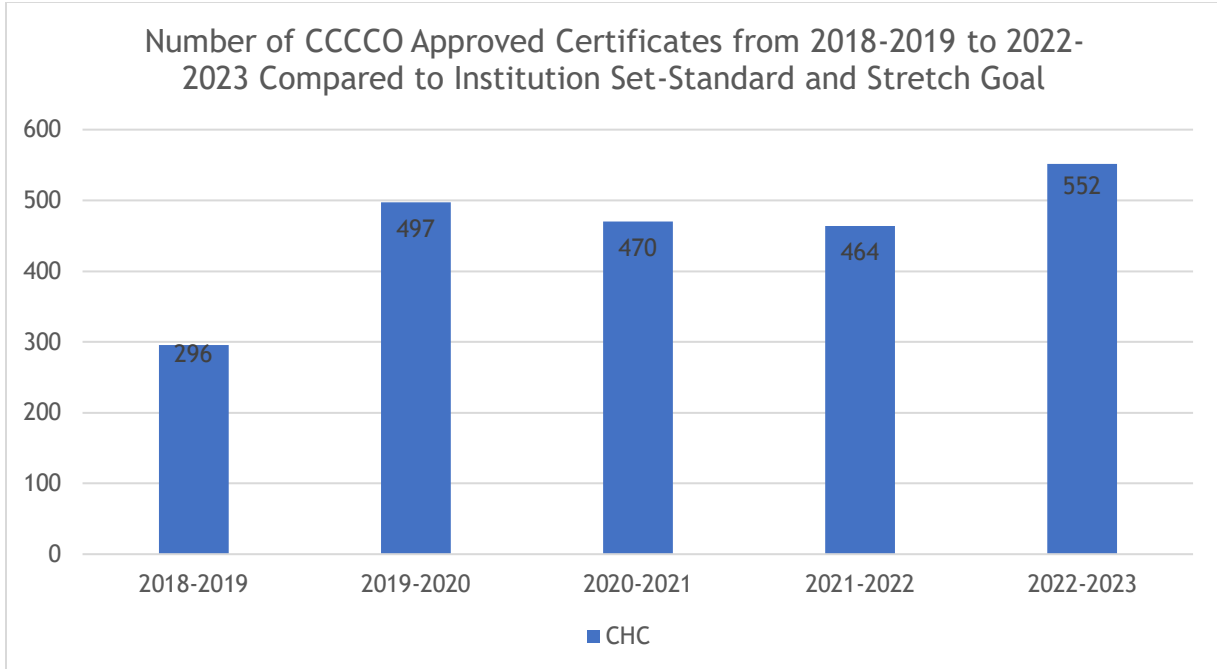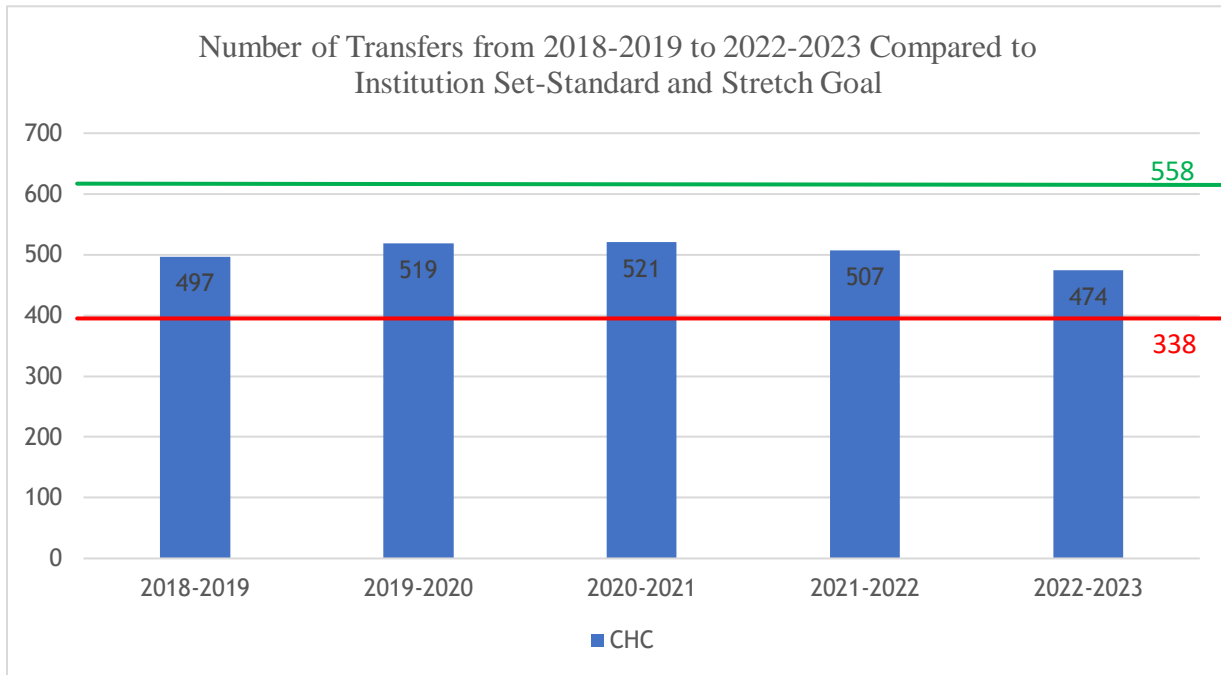


Source: CCCCO MIS Data Mart: https://datamart.cccco.edu/Outcomes/Program_Awards.aspx: CCCCO approved certificates N (16-29.99 units), T (30-59.99 units), and F (60 or more units).

**Degrees:** Crafton Hills College has an institution-set standard of 710 AA/AS and AA-T/AA-S degrees earned annually. The stretch goal is 896. The institutional set standard is one SD below the five-year average and the stretch goal is two SDs above the five-year average. The institution-set standard and the stretch goal are based on the average annual number of AA/AS and AA-T/AS-T degrees earned and the standard deviation. In the last five years, annual degrees earned ranged from 767 to 844.

**Number of Associate and Transfer Degrees Earned from 2018-2019 to 2022-2023 Comapred to Institution Set-Standard and Stretch Goal**



Source: CCCCO MIS Data Mart: https://datamart.cccco.edu/Outcomes/Program_Awards.aspx.

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**Transfers:** Crafton Hills College has an institution-set standard of 338 transfers earned annually. The stretch goal is 558. The institution-set standard and the stretch goal are based on the annual number of transfers to four-year universities. In the last five years, annual transfers earned ranged from 474 to 521. There appears to be a decline in the number of students transferring from 521 in 2020-2021 to 474 in 2022-2023, a decline of 9% (n = 47). We attribute this to the pandemic. Statewide there has been an overall transfer decline of 15% to CSUs, UCs, Independent Institutions, and Out-of-State Institutions combined in the same five-year period.



Number of Transfers from 2018-2019 to 2022-2023 Compared to Institution Set-Standard and Stretch Goal

Source: The CCCCO MIS Data Mart for In-State-Private and Out-of-State institutions. The CSU Reports and Analytics statistical reports for CSUs, and the "TR Eth by Col" tab in the Admissions by Source School transfer site for UCs.

2. **When you disaggregate the data for the institution-set standards and other meaningful metrics of student achievement, what do you see related to equitable student achievement outcomes (i.e., equity gaps)? What patterns or trends excite you? What patterns or trends concern you?**

The disaggregated analysis of the institutional-set standards (ISS) data is included in the Crafton Hills College ISS document for each institutional-set standard (B2.1). The analysis provided in the referenced document is illustrated below.

**Successful Course Completion Disaggregated:** Course success rates have remained consistent and well above the institutional set standard across all ethnic groups, except with respect to Native American students in 2020-2021 and 2021-2022. The course success rate among Native American students increased from 52% in 2021-2022 to 80% in 2022-2023. In 2022-2023, disproportionate impact (DI) occurred in course success rate for African American (66%, n = 361) and Hispanic (72%, n = 3,924) students. Four groups experienced DI in 2020-2021 and three in 2021-2022. In the last three years Crafton Hills College has reduced the number of groups experiencing DI from four (African American, Hispanic, Native American, and Pacific Islander students) to two (African American and Hispanic students).

*Successful Course Completion Rates by Ethnicity from 2018-2019 to 2022-2023.*

| Ethnicity | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| Asian | 81% | 83% | 81% | 80% | 81% |
| African American | 62%* | 71%* | 64%* | 65%* | 66%* |
| Filipino | 79% | 83% | 83% | 80% | 86% |
| Hispanic | 71%* | 74%* | 71%* | 70%* | 72%* |
| Native American | 69% | 68% | 60%* | 52%* | 80% |
| Pacific Islander | 58%* | 57%* | 59%* | 63% | 79% |
| Two or More Races | 74% | 78% | 74% | 77% | 78% |
| Missing | 87% | 78% | 77% | 78% | 83% |
| White | 78% | 81% | 80% | 78% | 79% |

Source: CHC BORG Data Cube: https://www.craftonhills.edu/about-chc/research-and-planning/dashboards-links/completion-and-success-rates.php.
*Disproportionate impact.

Success rates have remained consistent across age groups, and such rates have remained well above the institutional set standard. Equally important, there has been no DI in the last five years among any age group. Consistent with past findings, older students achieved higher course success rates than younger students. In 2022-2023, students 19 years old or younger had an increase in their course success rates from 70% in 2021-2022 to 72% in 2022-2023.

*Successful Course Completion Rates by Age from 2018-2019 to 2022-2023.*

| Age | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| 19 or Younger | 72% | 74% | 73% | 70% | 72% |
| 20-24 Years Old | 74% | 77% | 74% | 74% | 76% |
| 25-29 Years Old | 75% | 80% | 76% | 77% | 77% |
| 30-34 Years Old | 78% | 81% | 77% | 75% | 76% |
| 35-39 Years Old | 79% | 82% | 79% | 77% | 76% |
| 40-49 Years Old | 77% | 83% | 81% | 84% | 80% |
| 50 Years Old or Older | 80% | 82% | 77% | 78% | 81% |
| Missing | 100% | 100% | 77% | 86% | 100% |

Source: CHC BORG Data Cube: https://www.craftonhills.edu/about-chc/research-and-planning/dashboards-links/completion-and-success-rates.php.

Success rates have also remained consistent for male and female students, both of which achieved success rates well above the institutional set standard. In fact, the success rates of both gender groups remained similar across the five-year period between 2018-19 and 2022-23. At the same time, there has been no DI by gender in the last five years. The course success rates of students for whom no gender is recorded have varied from year-to-year, due to the small numbers of students per year (ranging from zero to eighty-eight).

*Successful Course Completion Rates by Gender from 2017-2018 to 2021-2022*

| Gender | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| Female | 74% | 77% | 74% | 73% | 75% |
| Male | 74% | 77% | 75% | 74% | 75% |
| Missing | 71% | 73% | 74% | 66% | 66% |

Source: CHC BORG Data Cube: https://www.craftonhills.edu/about-chc/research-and-planning/dashboards-links/completion-and-success-rates.php.

**Certificates Disaggregated:** Certificates earned by student ethnic groups have mirrored groups' corresponding representation across the entire campus. One pattern that best reflected this idea is the declining percentage of certificates earned by Caucasian students (38% in 2018-19 and 31% in 2022-23), which is consistent with the broader changes in the corresponding student populations.

*Percent of Certificates Earned by Ethnicity from 2018-2019 to 2022-2023*

| Ethnicity | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| Asian | 6% | 7% | 5% | 9% | **3%** |
| African American | 2% | 2% | 2% | 3% | 3% |
| Hispanic | 46% | 47% | 46% | 45% | 50% |
| Native American | 0% | 0% | < 1% | | < 1% |
| Pacific Islander | | | | | < 1% |
| Multiple Races | 6% | 7% | 8% | 6% | 4% |
| Caucasian | 38% | 35% | 37% | 35% | 31% |
| Missing | 2% | 1% | 2% | 1% | 8% |

Source: MIS Data SP and ST files: CCCCO approved certificates N (16-29.99 units), T (30-59.99 units), and F (60 or more units). Note: 2020-2021 to 2022-2023 are MIS reported data whereas the data from 2018-2019 to 2019-2020 is from SBCCD Colleague Data.

The certificates earned by student age group indicate that most students earning a certificate were 29 years old or younger, consistent with broader student population.

*Percent of Certificates Earned by Age from 2018-2019 to 2022-2023*

| Age | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| 19 or Younger | 10% | 7% | 14% | 23% | 16% |
| 20-24 Years Old | 54% | 56% | 55% | 45% | 45% |
| 25-29 Years Old | 21% | 21% | 15% | 15% | 15% |
| 30-34 Years Old | 7% | 7% | 8% | 7% | 8% |
| 35-39 Years Old | 5% | 4% | 3% | 4% | 3% |
| 40-49 Years Old | 1% | 4% | 3% | 4% | 5% |
| 50 Years Old or Older | 3% | | 1% | 1% | 3% |
| Missing | | | 1% | 2% | 7% |

Source: MIS Data SP and ST files: CCCCO approved certificates N (16-29.99 units), T (30-59.99 units), and F (60 or more units). 2020-2021 and 2021-2022 are MIS reported data whereas the data from 2016-2017 to 2019-2020 is from SBCCD Colleague Data.

The percentage of males earning a certificate has consistently declined from 48% in 2018-2019 to 35% in 2021-2022; while the percent of certificates earned by female students has increased from 50% in 2018-2019 to 65% in 2021-2022. However, from 2021-22 to 2022-23 the percent of certificates earned by female students decreased from 65% to 51%, and for male students increased from 35% to 42%, which more closely matches the proportion of female and male students at Crafton in 2022-2023.

*Percent of Certificates Earned by Gender from 2018-2019 to 2022-2023*

| Ethnicity | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| Female | 50% | 57% | 61% | 65% | 51% |
| Male | 48% | 41% | 38% | 35% | 42% |
| Missing | 2% | 1% | 2% | < 1% | 7% |

Source: MIS Data SP and ST files: CCCCO approved certificates N (16-29.99 units), T (30-59.99 units), and F (60 or more units). 2020-2021 and 2021-2022 are MIS reported data whereas the data from 2016-2017 to 2019-2020 is from SBCCD Colleague Data.

**Degrees Disaggregated:** As is the case with certificate attainment, the AA/AS and AA-T/AS-T degrees

earned by student ethnic groups have mirrored groups' corresponding representation across the entire campus indicating that there is no disproportionate impact. The pattern that best reflects this idea is the percentage of degrees earned by Caucasian students (35% in 2022-23) and the percentage of degrees earned by Hispanic students (45% in 2022-23), both of which are consistent with the broader changes in the corresponding student populations.

*Percent of Degrees Earned by Ethnicity from 2018-2019 to 2022-2023.*

| Ethnicity | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| Asian | 5% | 7% | 7% | 9% | 3% |
| African American | 4% | 3% | 3% | 3% | 1% |
| Hispanic | 46% | 44% | 46% | 45% | 45% |
| Native American | 0% | 0% | < 1% | < 1% | 0% |
| Multiple Races | 7% | 7% | 6% | 6% | 5% |
| Caucasian | 36% | 36% | 35% | 35% | 35% |
| Missing | 3% | 3% | 3% | 1% | 10% |

Source: MIS Data SP and ST files: CCCCO approved certificates A (AA Degree), and S (AS Degree).

The degrees earned by student age group indicate that, on average, students earning a degree were typically between the ages of 20 and 29 years of age, consistent with broader student population.

*Percent of Degrees Earned by Age from 2018-2019 to 2022-2023*

| Ethnicity | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| 19 or Younger | 7% | 7% | 11% | 20% | 10% |
| 20-24 Years Old | 54% | 54% | 50% | 42% | 44% |
| 25-29 Years Old | 20% | 19% | 18% | 17% | 17% |
| 30-34 Years Old | 8% | 8% | 8% | 9% | 7% |
| 35-39 Years Old | 6% | 6% | 6% | 4% | 5% |
| 40-49 Years Old | 2% | 4% | 4% | 5% | 6% |
| 50 Years Old or Older | 3% | 2% | 2% | 2% | 4% |
| Missing | 0% | 0% | 2% | 3% | 8% |

Source: MIS Data SP and ST files: CCCCO approved certificates A (AA Degree), and S (AS Degree).

The degrees earned by gender has fluctuated over the last five years – and yet, the difference between male and female students for 2022-2023 (33 percentage points) is largely similar to the gap observed for 2018-2019 (24 percentage points).

*Degrees Earned by Gender from 2018-2019 to 2022-2023*

| Gender | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| Non-binary | | | | | < 1% |
| Female | 61% | 60% | 59% | 66% | 63% |
| Male | 37% | 37% | 39% | 34% | 30% |
| Missing | 3% | 3% | 2% | < 1% | 8% |

Source: MIS Data SP and ST files: CCCCO approved certificates A (AA Degree), and S (AS Degree).

**Transfers Disaggregated:** The transfers to CSU campuses have remained consistent across student ethnic groups. As is the case with certificate and degree attainment, transfers to four-year institutions by student ethnic groups have mirrored groups' corresponding representation across the entire campus. The change is consistent with the broader shifts in ethnicity observed across the student population.

*Percent of Transfers to CSU Campuses by Ethnicity from 2018-2019 to 2022-2023.*

| Ethnicity | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| African American | 5% | 2% | 2% | 3% | 2% |
| Asian | 7% | 5% | 7% | 6% | 7% |
| Caucasian | 34% | 36% | 37% | 34% | 38% |
| Hispanic | 43% | 48% | 43% | 45% | 46% |
| Multiple Races | 4% | 5% | 5% | 6% | 3% |
| Native American | 0% | 0% | <1% | <1% | 0% |
| Missing | 8% | 4% | 5% | 6% | 5% |

Source: 2018-2019 to 2022-2023 CCC Transfers to the CSU (Concentration & Ethnicity).

The transfers to CSU campuses have remained consistent across gender groups from 2018-19 to 2022-23. As is the case with certificate and degree attainment, transfers to four-year institutions by gender has mirrored groups' corresponding representation across the entire campus.

*Percent of Transfers to CSU Campus by Gender from 2017-2018 to 2021-2022.*

| Gender | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|---|---|---|---|---|---|
| Female | 56% | 57% | 60% | 50% | 59% |
| Male | 44% | 43% | 40% | 50% | 41% |

Source: 2013-2014 to 2021-2022 CCC Transfers to the CSU (Concentration & Ethnicity)

3. **What actions has your institution taken/is your institution taking in response to the patterns and trends discussed above? How will you monitor the results of these actions in order to inform future improvements and innovations in support of equitable student achievement?**

Crafton has focused most of its efforts and resources on removing disproportionate impact in course success among African American and Hispanic students. Here are some of the major improvements and efforts Crafton is engaging in to remove DI among African American and Hispanic students:

**Planning:** Crafton is using the Student Equity Plan (B3.1, B3.2) and Educational Master Plan (B3.3 see page 4) to drive its efforts to remove disproportionate impact among African American and Hispanic students.

**Reducing Disproportionate Impact:** The College has decreased the number of disproportionately impacted groups from four to two, with Native American and Pacific Islander students no longer experiencing disproportionate impact (B3.4). Additionally, while Black/African American and Latinx students still experience disproportionate impact, their course success rates have increased. Specifically, for Black/African American students the course success rate increased from 62% in 2018-2019 to 66% in 2022-2023. Additionally, Hispanic student course success rate increased from 70% in 2021-2022 to 72% in 2022-2023.

**Equity-Minded Faculty Training:** Crafton Hills College partnered with the USC Race and Equity Center to conduct training for instructional faculty, resulting in increased success rates among Hispanic students and the removal of disproportionate impact for Latinx students in classes where instructors participated in the USC Race and Equity training. In addition, Crafton will implement a third cohort for training by the USC Race and Equity Center in the 2024-2025 academic year (B3.5).

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**Equity Lens in Course Materials and Teaching Methods:** The Office of Instruction implemented a strategy where faculty critically assessed their course materials and teaching methods through an equity lens, particularly focusing on addressing barriers for Hispanic/Latinx and Black/African American students during the self-evaluation process. Specifically, the CTA Collective Bargaining Agreement (B3.6, see Article 16.E.5.a) was recently revised to include the following recommendation in the self-evaluation:

> Discuss how you have demonstrated support of student success to include culturally responsive teaching and/or services (e.g., including information such as modifications to your course structure or services, approach to working with students, and an analysis of disproportionate impact in classes taught by the faculty member and strategies for addressing any disproportionately impacted groups).

In order to encourage the analysis of disproportionate impact, faculty going through the evaluation process receive their previous academic year's disaggregated course success and roster data in the initial conference with their dean (B3.7).

**Structured Student Support Approach:** The College developed a structured approach to meet with students consistently from enrollment to graduation/transfer, aligning with Crafton's Career and Academic Pathways (B3.8, B3.9).

**Data-Informed Decision Making:** The College regularly reviews disaggregated data to evaluate progress, inform improvement plans, and address disparities in student outcomes (B3.10, B3.11, B3.12, B3.13, B3.14, B3.15, B3.16). This includes using tools like Progress Surveys and early alert flags to provide timely support to students (B3.17).

**Improved SAO/SLO Process:** Crafton Hills College developed a new tool and process for collecting Service Area Outcomes (SAOs) data (B3.18), aligning with the Outcome Cloud platform used for student learning outcomes (SLO) data (B3.19). The College also established SAO coaches (B3.20) and revised program review reporting requirements (B3.21) to integrate and streamline SAO/SLO efforts.

**Equity-Focused Professional Development:** The College increased Diversity, Equity, and Inclusion (DEI) training for faculty and staff, ensuring a focus on supporting equitable student success (B3.22, B3.23, B3.24, B3.25, B3.26, B3.27).

**Effective Decision-Making Structures:** Crafton Hills College's decision-making practices involve shared governance committees and feedback mechanisms from various senates and committees, reflecting effective institutional decision-making (B3.28, B3.29, B3.30, B3.31, B3.32, B3.33, B3.34, B3.35, B3.36).

Overall, Crafton Hills College's actions demonstrate a comprehensive commitment to continuous improvement, transformation, and addressing equity gaps, aligning with the 2024 ACCJC Accreditation Standards across numerous areas of institutional effectiveness and student success.

The Student Equity and Achievement (SEA) Committee  at Crafton Hills College reviewed the disaggregated institutional set standards achievement outcomes on February 5, 2024 (B3.37). In addition to the strategies identified above, the CHC SEA Committee recommended examining the relationship between online and in person course success for Black / African American and Hispanic students. Initial examination shows that disproportionate impact exists for both groups of students for both in person and online classes (B3.38).  However, the success rate for Hispanic students is higher (71.7%) in online classes when compared to Hispanic students taking in person classes (71%).

**C.** **Reflections on Assessments of Student Learning**

1. **Review the results of learning outcomes assessment. Describe any patterns or trends related to attainment of learning outcomes observable in these data that may be relevant as you implement improvements and innovations in the design and delivery of academic programs?**

The College regularly scheduled campuswide sensemaking sessions during in-service to interpret and reflect on student learning outcomes (SLO) data, particularly between Fall 2021 and Fall 2022. During that span, the College's faculty reviewed and interpreted SLO data that was disaggregated by course characteristics, including by length of course (i.e., full-term or short-term) and instructional modality (i.e., asynchronous, synchronous, face-to-face, hybrid; see C1.1). Campuswide findings at the time indicated no difference in the percentage of students adequately achieving their SLOs between full-term courses (17+ weeks) and short-term courses (fewer than 17 weeks); however, synchronous courses did show a small advantage over asynchronous courses (C1.1). Faculty members were specifically tasked with examining these data in reference to their courses/disciplines and using the findings as a basis for the identification of strategies to mitigate or eliminate student learning gaps by course length and/or modality (C1.2). More recently, all full-time faculty members reviewed the College's SLO data disaggregated by institutional learning outcome (ILO) and general education outcome (GEO) with the aim of identifying campuswide patterns in quantitative and qualitative data (C1.3). A total of sixteen faculty groups examined evidence for all of the College's ILOs and GEOs. The findings revealed that 75% of the faculty groups (12 out of the 16 groups) reported the evidence that they reviewed indicated students acquired knowledge and skills associated with the ILO or GEO (C1.3 (in-service analysis of proposed actions). An analysis of qualitative evidence from faculty data in the SLO Cloud revealed opportunities for the College to enhance student learning and classroom instruction, including helping students and faculty adapt to online learning environments and better integration of ILOs/GEOs across more disciplines. (C1.4). This work resulted in revisions to the campuswide plan—the ILO/GEO Plan (C1.5)—designed to more intentionally acknowledge the specific actions the College needed to take to better support student learning. The three goals of the plan are: (a) Improve the outcomes assessment process campuswide, (b) effectively implement institutional learning outcomes (ILOs), and (c) effectively implement general education outcomes (GEOs). The specific actions codified in the plan include creating opportunities for faculty to discuss what critical thinking means for students across disciplines, offering faculty workshops allowing them to better align class assignments to student learning outcomes, collaborating with faculty in offering students the opportunity to hold mock job interviews, and exploring how to better incorporate new technology into the classroom (C1.5).

2. **How (i.e., for what subpopulations, modalities, etc.) does your institution disaggregate its assessment results? When you review disaggregated assessment results, what patterns or trends do you see related to equitable attainment of student learning? What patterns or trends excite you? What patterns or trends concern you?**

The College regularly disaggregates SLO data by course characteristics, namely course length and instructional modality (see C1.1). However, as of the Fall 2022 semester, the College piloted a faculty option to enter data into the SLO Cloud at a student-level, consistent with the Institutional Assessment Plan approved in Spring 2020 (C2.1). The entry of student-level SLO data remained in a pilot phase between Fall 2022 and Fall 2023 to allow for the College to gather and respond to input from faculty concerning the user interface and overall user experience. Nevertheless, the College has recorded

student-level data from thirty-three course sections representing 19 distinct courses during the pilot phase, including data from disciplines such and Math, English, and American Sign Language. Given the availability of student-level data, the College obtained initial findings concerning disaggregated SLO data by ethnicity and gender. Campuswide findings revealed a significant difference between White and Black/African American students with respect to SLO scores on the institution's four-point rubric. More specifically, findings indicated that White students achieved a significantly higher average score (*Mean* =  2.6) than did Black/African American students (*Mean* = 1.9; C2.2). The findings also indicated that White students achieved higher SLO scores (Mean = 2.6) than did Hispanic/Latinx students (Mean = 2.3), though this difference was not found to be substantially significant (effect size > .20; C2.2). The College also compared males (*Mean* = 2.3) and females (*Mean* = 2.4) and did not find the difference to be statistically meaningful (C2.2). The ethnicity-based findings are in line with other data findings showing the need to better support our Black/African American and Hispanic/Latinx student populations. Considering Crafton's Student Equity Plan focus on better supporting Black/African American and Hispanic/Latinx students, and its long-standing partnership with the USC Race & Equity Center, the College is well-positioned to support these racially minoritized student populations.

3.  **What actions has your institution taken/is your institution taking in response to the patterns and trends discussed above? How will you monitor the results of these actions in order to inform future improvements and innovations in support of equitable student learning?**

As of Spring 2024, the College, with the Academic Senate's endorsement (C3.1), will move forward with reconfiguring the SLO Cloud to only allow the submission of SLO data at the student-level. This will result in a significant increase in data volume that will enable more in-depth analyses of disaggregated outcomes data. The College is also in the process of developing a data dashboard that will allow faculty to review disaggregated student-level data that is specific to the courses that they teach—the dashboard will be available in the Fall 2024 semester. Combined with the fact that over 40% of full-time faculty have completed comprehensive training offered by the USC Race & Equity Center, the continued partnership with the center for the foreseeable future, and the role that the College's Professional Development Committee plays in supporting faculty with this work, Crafton believes that the previously illustrated efforts will make significant progress towards eliminating the aforementioned equity gaps. The College has multiple avenues by which to monitor its progress towards eliminating observed equity gaps. As noted earlier, one method is to integrate the use of the forthcoming dashboard into the training offered by the USC Race & Equity Center. Many of the strategies that already comprise the center's curriculum were designed to eliminate equity gaps as they relate to both student achievement metrics (e.g., course success rates, transfer rates, etc.) and student learning outcomes. Additionally, the College will monitor progress via regular review of its educational master plan, which focuses on eliminating gaps in student learning and achievement (C3.2). The College reviews the progress on its educational master plan at least once per month during the academic year with its Educational Master Plan Committee and shares its findings with the district's board of trustees. Moreover, the College's program review process requires programs to analyze their disaggregated data, including their SLO data, to identify potential equity gaps and propose plans  to address them (C3.3). The College supports these efforts with the help of assigned program review coaches and/or researchers (C3.4). Lastly, the College will continue using the ILO/GEO Plan (C3.5) to document  progress towards implementing various planned strategies and to document actions taken (and plans to take) to address observed patterns in disaggregated data. For example, one of the objectives developed based on the review of the ILO and GEO data was to set individual targets for each ILO and GEO. In Spring 2024, Faculty Department Chairs reviewed the last three years of ILO and GEO data and  reviewed targets from the Institutional Effectiveness, Accreditation, and Outcomes

Committee (IEAOC) to help to determine a target for each GEO and ILO (C3.6). Because one of the years included, 2020-2021, was a pandemic year, they decided to review the three most recent years in Fall 2024 and develop the targets from the most recent data (C3.7).

## D. Looking Ahead to the Next Self-Evaluation and Comprehensive Review

**Your institution will begin its next comprehensive self-evaluation in 1-2 years. What opportunities, changes, or other internal or external factors do you see on the horizon that are likely to affect the context of your self-evaluation and/or comprehensive peer review?**

Crafton Hills College uses Cascade, District's software tool for documenting its progress towards meeting board and College goals, to track and facilitate the implementation of its Educational Master Plan. When the Educational Master Planning Committee (EMPC) meets, the committee reviews programs and updates progress on the EMP objectives and key results. (D.1, D.2, D.3). Specifically, the committee reviews each measurable outcome for the five Strategic Directions and identifies the progress that the College has made on achieving its outcomes (D.4, D.5, D.6, D.7, D.8).

Strategic Direction 2 of Crafton's Educational Master Plan is to engage in practices that prioritize and promote inclusivity, equity, anti-racism, and human sustainability (D.9). Key Result 2.2.4 seeks to prioritize the implementation of activities in the College's equity plan to better support Black/African American and Hispanic/Latinx students. While focusing on improving the support of Black/African American and Hispanic/Latinx students, Crafton continues focusing efforts to support other disproportionately impacted groups such as LGBTQ+, differently abled, etc.

Throughout Crafton's mid-term report Crafton has highlighted efforts to address diversity, equity, and inclusion. In February 2024, the College's Student Equity and Achievement (SEA) Committee agreed to explore the prospect of using Cascade to assess the College's progress towards realizing objectives outlined in its Equity Plan (D.10, D.11) The use of Cascade will result in more intentional (and consistent) discussions about how the College can better support its minoritized populations, particularly Black/African American and Hispanic/Latinx students. This approach will dramatically impact Crafton's work in the next two years and will impact Crafton's self-evaluation.

As illustrated in areas A – D in Crafton's ACCJC Mid-Term report, Crafton is dedicated to fostering race-consciousness and equity in the classroom through comprehensive professional development integrated into the faculty evaluation process that empowers instructors with the tools and awareness necessary to create inclusive learning environments that address systemic disparities in student learning and success. For example, using disaggregated student equity data as a component of faculty evaluations encourages faculty to confront inequities head-on and adjust their practices to better support marginalized student populations (D.12). Additionally, the College encourages faculty members to review and adopt syllabus and classroom strategies from the USC Equity-Minded Syllabus Review (D.13). Equally important, the College budgeted equity funds to support monthly cultural events and professional development opportunities (e.g.: A2MEND, HACU, BHM, Hispanic Heritage Month, API, etc.). In addition, Crafton Hills College received the California Community Colleges Equity Champions for Black Students award in 2023 for having at least 65% of its Black associate-degree earners obtain ADTs and ensuring that Black students earn ADTs at rates comparable to their peers (D.14). To better support these efforts, the Office of Institutional Effectiveness, Research & Planning (OIERP) partnered with a third-party vendor to create a corresponding data dashboard allowing full-time and part-time faculty the opportunity to critically examine their specific section data by ethnicity,

gender, and age. This opportunity and access to specific instructor data will have a dramatic impact on Crafton's efforts to remove disproportionate impact as well as on Crafton's self-evaluation in two years. In addition to the disaggregated course success and roster data, Crafton is also supporting a third cohort of thirty instructors participating in the USC Race and Equity training. To date, the first cohort has not completed an entire year for comparison purposes; however, the spring course success rates increased from 69% to 72% for Hispanic students in those sections for the first term after the training. In addition, participants self-reported the level of understanding about race and equity increased from 50% to 100%. Moreover, most of the respondents stated that they planned to, "Change course materials, practices and policies that need to be more racially inclusive" in their courses (D.15). Moreover, the Institutional Effectiveness, Research, and Planning Office has also developed the CHC Streamlining Dashboard to identify equity gaps for student service programs (D.16).

An external factor that will impact Crafton's self-evaluation in two years will be the implementation of California General Education Transfer Curriculum (Cal-GETC). Passed in 2021, California created Cal-GETC to establish a unified class pathway to increase transfers from California Community Colleges to both CSU and UC systems. Cal-GETC goes into effect in Fall 2025.

Cal-GETC will reduce GE requirements in the CSU system by five credits and no longer includes the CSU Area E requirement: Lifelong Learning and Self-Development. In addition, the UC Language Other than English (LOTE) requirement will be removed and no longer listed as a GE area. As a result of these changes, kinesiology, health, and language courses other than English will no longer be a GE requirement to transfer to CSU and UC colleges. Crafton is currently working on pathway development in alignment with Cal-GETC and engaging in campus conversations around updated GE requirements and approaches to address the transition to Cal-GETC. Specifically, Cal-GETC might influence the accreditation self-evaluation process around curriculum alignment and advising and support services.

**Curriculum Alignment.** The College must demonstrate that Crafton's programs align with state and institutional objectives. With Cal-GETC in place, Crafton will need to ensure that the College GE curriculum meets the specific requirements outlined in the Cal-GETC framework. This alignment is crucial for demonstrating compliance with state transfer policies and facilitating a smooth transfer process for students.

**Advising and Support Services.** Crafton will need to advise students on academic pathways, including the new transfer options. With Cal-GETC influencing transfer pathways, Crafton must ensure that our advising services are equipped to guide students through the Cal-GETC requirements and help them make informed decisions about their academic and transfer goals.

## E. Evidence

## A1: Major Improvements

- A1.1: Institutional Effectiveness, Accreditation, and Outcomes Committee (IEAOC) Charge
- A1.2: IEAOC ACCJC Midterm Report Plan
- A1.3: Student Equity and Achievement Committee (SEAC) February 5, 2024, Minutes on Development of Midterm Report
- A1.4: IEAOC January 25, 2024, Minutes on Development of Midterm Report
- A1.5: ACCJC Midterm Report Worksheet
- A1.6: Professional Development Committee (PDC) February 2, 2024, Minutes on Development of Midterm Report
- A1.7: Enrollment Strategies Committee (ESC) February 5, 2024, Minutes on Development of Midterm Report
- A1.8: Education Master Plan Committee (EMPC) February 13, 2024, Minutes on Development of Midterm Report
- A1.9: Faculty Department Chairs Council February 2, 2024, Minutes on Development of Midterm Report
- A.10: Management Meeting February 6, 2024, Minutes on Development of Midterm Report
- A1.11: Student Services and Instruction DEI Strategies
- A1.12: 2022-2023 USC Race and Equity Training Presentation
- A1.13: 2023-2024 USC Race and Equity Training Presentation
- A1.14: Transforming the Tri-Centers: A university transfer, career, and counseling center initiative
- A1.15: Reimagining Career and Academic Pathways
- A1.16: CHC 2022-2023 UC Transfer Admit Rates
- A1.17: CHC 2023-2024 UC Transfer Admit Rates
- A1.18: ADT 2023 Champions Sheet
- A1.19: CHC 2020 Institutional Self-Evaluation
- A1.20: Academic Senate Minutes Illustrating Data to Inform Decision-Making
- A1.21: Faculty Chairs Agenda Illustrating Data to Inform Decision-Making
- A1.22: Enrollment Strategies Agenda Illustrating Data to Inform Decision-Making
- A1.23: Institutional Effectiveness, Accreditation, and Outcomes Agenda Illustrating Data to Inform Decision-Making
- A1.24: Faculty Chairs Summary from 2020 to Present Illustrating Data to Inform Decision-Making

## A2: Response to Recommendations

- A2.1: Academic and Student Support SAO/SLO Submission Form
- A2.2: Academic and Student Support SAO/SLO Submission Form Database
- A2.3: Student Services Council Minutes for November 6th, 2023
- A2.4: PPR Rubric
- A2.5: PPR Handbook -- 14th Edition
- A2.6: EOPS Virtual VAR Training

## A3: Continuous Improvement in Relation to 2024 Standards

- A3.1: CHC 2022-2025 Student Equity Plan
- A3.2: CHC 2022-2025 Student Equity Plan Executive Summary
- A3.3: Academic and Student Support SAO/SLO Submission Form
- A3.4: Academic and Student Support SAO/SLO Submission Form Database
- A3.5: Current DEI Instructional and Student Services Strategies
- A3.6: Course Success and Completion Disaggregated Dashboard
- A3.7: Demographics Dashboard
- A3.8: Degrees and Certificates Disaggregated Dashboard
- A3.9: CHC Mission
- A3.10: CHC Educational Master Plan
- A3.11: Student Services Council Minutes for November 6th, 2023
- A3.12: Academic and Student Support SAO/SLO Submission Form
- A3.13: Academic and Student Support SAO/SLO Submission Form Database
- A3.14: Equity Instructional and Student Services Strategies
- A3.15: Transforming the Tri-Centers: A University Transfer Center, Career Center, and Counseling Center Initiative
- A3.16: Empowering Student Success through the Implementation of Completion Teams
- A3.17: PPR Rubric
- A3.18: Student Services and Instruction DEI Strategies
- A3.19: 2022-2023 USC Race and Equity Training Presentation
- A3.20: 2023-2024 USC Race and Equity Training Presentation
- A3.21: IEAOC ACCJC Midterm Report Plan
- A3.22: Student Equity and Achievement Committee (SEAC) February 5, 2024, Minutes on Development of Midterm Report
- A3.23: IEAOC January 25, 2024, Minutes on Development of Midterm Report
- A3.24: ACCJC Midterm Report Worksheet
- A3.25: Professional Development Committee (PDC) February 2, 2024, Minutes on Development of Midterm Report
- A3.26: Enrollment Strategies Committee (ESC) February 5, 2024, Minutes on Development of Midterm Report
- A3.27: Education Master Plan Committee (EMPC) February 13, 2024, Minutes on Development of Midterm Report
- A3.28: Faculty Department Chairs Council February 2, 2024, Minutes on Development of Midterm Report
- A3.29: February 7, 2024, Academic Senate Minutes – Midterm Report
- A3.30: April 3, 2024, Academic Senate Minutes – Midterm Report Update
- A3.31: April 17, 2024, Academic Senate Minutes – Midterm Report Senate Voted to Recommend Approval without Second Read
- A3.32: EOPS Disaggregated SAO Data

## B1: Review of Institutional Set Standards

- B1.1: MPC May 2, 2023, Minutes Illustrating Review of ISS
- B1.2: ISS 2022-2023 Document

## B2: Analysis of Disaggregated Institutional Set Standards

- B2.1: ISS 2022-2023 Document with Disaggregated ISS Analysis

## B3: Actions Taken in Relation to Institutional Set Standards

- B3.1: CHC 2022-2025 Student Equity Plan
- B3.2: CHC 2022-2025 Student Equity Plan Executive Summary
- B3.3: CHC Educational Master Plan
- B3.4: Course Success Rate Dashboards showing Decrease in DI groups
- B3.5: USC Race and Equity Training Instructor Recruiting Email
- B3.6: CTA Collective Bargaining Agreement
- B3.7: Example of Disaggregated Class Specific Course Success Rate data
- B3.8: Transforming the Tri-Centers: A university transfer, career, and counseling center initiative
- B3.9: Transforming the Tri-Centers: A University Transfer Center, Career Center, and Counseling Center Initiative
- B3.10: Student Services and Instruction DEI Strategies
- B3.11: CHC 2020 Institutional Self-Evaluation
- B3.12: Academic Senate Minutes Illustrating Data to Inform Decision-Making
- B3.13: Faculty Chairs Agenda Illustrating Data to Inform Decision-Making
- B3.14: Enrollment Strategies Agenda Illustrating Data to Inform Decision-Making
- B3.15: Institutional Effectiveness, Accreditation, and Outcomes Agenda Illustrating Data to Inform Decision-Making
- B3.16: Faculty Chairs Summary from 2020 to Present Illustrating Data to Inform Decision-Making
- B3.17: Reimagining Career and Academic Pathways
- B3.18: Academic and Student Support SAO/SLO Submission Form
- B3.19: Academic and Student Support SAO/SLO Submission Form Database
- B3.20: CHC In-Service (ILOs and GEOs) -- Fall 2021
- B3.21: PPR Rubric
- B3.22: 2022-2023 USC Race and Equity Training Presentation
- B3.23: 2023-2024 USC Race and Equity Training Presentation
- B3.24: CHC 2022-2025 Student Equity Plan
- B3.25: CHC 2022-2025 Student Equity Plan Executive Summary
- B3.26: Equity Instructional and Student Services Strategies
- B3.27: USC Race and Equity Training Instructor Recruiting Email
- B3.28: IEAOC ACCJC Midterm Report Plan
- B3.29: Student Equity and Achievement Committee (SEAC) February 5, 2024, Minutes on Development of Midterm Report
- B3.30: IEAOC January 25, 2024, Minutes on Development of Midterm Report
- B3.31: ACCJC Midterm Report Worksheet
- B3.32: Professional Development Committee (PDC) February 2, 2024, Minutes on Development of Midterm Report
- B3.33: Enrollment Strategies Committee (ESC) February 5, 2024, Minutes on Development of Midterm Report
- B3.34: Education Master Plan Committee (EMPC) February 13, 2024, Minutes on Development of Midterm Report

- B3.35: Faculty Department Chairs Council February 2, 2024, Minutes on Development of Midterm Report
- B3.36: Management Meeting February 6, 2024, Minutes on Development of Midterm Report
- B3.37: Student Equity and Achievement Committee February 5, 2024, Minutes on Analysis of ISS Disaggregated Data
- B3.38: Course Success Rate Disaggregated by Ethnicity and Instruction Method

## C1: Learning Outcomes Assessment Results
- C1.1: CHC In-Service (ILOs and GEOs) -- Fall 2021
- C1.2: SLO Cloud Data Export -- 2020-2021
- C1.3: CHC In-Service (ILO & GEO Sensemaking) -- Spring 2022
- C1.4: CHC Chairs Council (ILO & GEO Sensemaking) -- Fall 2022
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## C2: Disaggregated Outcomes Assessment Results
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## D: Opportunities / Changes for Upcoming Self-Evaluation
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- D.2: Educational Master Plan Committee, March 12, 2024, Minutes
- D.3: Educational Master Plan Committee, March 26, 2024, Minutes
- D.4: Strategic Direction 1 Update Notes
- D.5: Strategic Direction 2 Update Notes
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- D.7: Strategic Direction 4 Update Notes
- D.8: Strategic Direction 5 Update Notes
- D.9: CHC Educational Master Plan
- D.10: Student Equity and Achievement Committee February 5, 2024, Minutes
- D.11: CHC 2022-2025 Student Equity Plan
- D.12: Example of Disaggregated Class Specific Course Success Rate data
- D.13: USC Race and Equity Syllabus Guide
- D.14: ADT 2023 Champions Sheet
- D.15: USC Race and Equity Training Instructor Recruiting Email
- D.16: Streamlining Dashboard Disaggregated by Student Services and Demographics

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

| | |
|---|---|
| **TO:** | Board of Trustees |
| **FROM:** | Dr. Diana Z. Rodriguez, Chancellor |
| **REVIEWED BY:** | Dr. Gilbert Contreras, President, SBVC |
| **PREPARED BY:** | Dr. Dina Humble, Vice President, Instruction, SBVC |
| **DATE:** | October 10, 2024 |
| **SUBJECT:** | Second Read of San Bernardino Valley College ACCJC Mid-Term Report Due October 15, 2024 |

## RECOMMENDATION

Recommend that the Board of Trustees approve the second read of the San Bernardino Valley College ACCJC Mid-Term Report due October 15, 2024.

## OVERVIEW

ACCJC, San Bernardino Valley College's accrediting body, requires that San Bernardino Valley College complete a mid-term report 3.5 years prior to the Institutional Self-Evaluation Report (ISER).

## ANALYSIS

The San Bernardino Valley College Accreditation and Outcomes Committee (AOC) is the shared governance committee at the college charged with guiding the accreditation process. The AOC worked over the past year to develop a plan for completing the San Bernardino Valley College ACCJC Mid-Term Report due October 15, 2024. The plan involved collecting feedback from the Academic, Classified, and Student Senates, as well as attending multiple committees to collect feedback and address the report's questions. Specifically, the mid-term report was agendized for multiple shared governance committees and the report was collaboratively written by multiple faculty, staff, and administrators.

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

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

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# San Bernardino Valley College

**Midterm Report**

Submitted by

San Bernardino Valley College
701 South Mount Vernon Avenue
San Bernardino, CA  92410

to

Accrediting Commission for Community and Junior Colleges

October 15, 2024

# Certification

To:     Accrediting Commission for Community and Junior Colleges

From:   Dr. Gilbert Contreras, President
        San Bernardino Valley College
        701 South Mount Vernon Avenue
        San Bernardino, CA  92410

This Midterm Report is submitted to the ACCJC for the purposes of 1) highlighting recent improvements or innovations and 2) providing an update on institutional performance with regard to student outcomes since the last comprehensive peer review. The Midterm Report reflects the nature and substance of this institution, as well as its best efforts to align with ACCJC Standards and policies, and was developed with appropriate participation and review by the campus community.

Signatures:

| | |
|---|---|
| Dr. Diana Rodriguez, SBCCD Chancellor | Date |
| Dr. Gilbert Contreras, San Bernardino Valley College President | Date |
| Dr. Stephanie Houston, SBCCD Board of Trustees Chair | Date |
| Dr. Dina Humble, SBVC VP of Instruction, Accreditation Liaison Officer | Date |
| Dr. Olivia Rosas, SBVC Interim Vice President of Student Services | Date |
| Mr. Keith Bacon, SBVC Vice President of Administrative Services | Date |
| Dr. Joanna Oxendine, Dean, Research, Planning and Institutional Effectiveness | Date |
| Ms. Andrea Hecht, SBVC President, Academic Senate | Date |
| Mr. John Feist, SBVC President, Classified Senate | Date |
| Mr. Dyami Ruiz-Martinez, SBVC President, Associated Student Government | Date |

# Contents

## A. Reflections on Continuous Improvement Since the Last Comprehensive Review

Provide brief responses to the prompts below, referring to the Peer Review Team Report for the last comprehensive peer review. Suggested length for Section A is 3 pages.

1. **Briefly describe major improvements or innovations since the time of the last comprehensive peer review, focusing on areas where your institution is excelling or showing significant improvement with regard to equitable student outcomes, educational quality, and/or mission fulfillment.**

San Bernardino Valley College (SBVC) is dedicated to achieving its mission and strategic goals. This commitment is reflected in its comprehensive planning efforts, which focus on enhancing educational opportunities, fostering community engagement, and promoting student success. By aligning its resources and initiatives with these priorities, the college aims to create a supportive and enriching environment for all learners. There have been many efforts across the college focusing on major improvements regarding mission fulfillment, educational quality, and equitable student outcomes. SBVC began its equity journey by rewriting the Campus Mission, Vision, and Values (A1.1), intentionally incorporating Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (IDEAA). SBVC's commitment to IDEAA is further embedded into the 2022-2025 Student Equity Plan and the 2023-2028 Educational Master Plan (A.1.2, A.1.3). Equity and educational quality are integrated into daily campus conversations and indicative of a campus-wide culture shift. The college community is focused on improving campus processes that have a direct effect on the student experience, equity-conscious planning, building educational partnerships, and supporting student's basic needs.

In response to IDEAA efforts, our Division of Research, Planning, and Institutional Effectiveness (RPIE) set out to implement surveys and focus groups to better understand who our students are and the challenges they face in completing their educational goals (A.1.4). In direct response to the findings from data analysis, which revealed that many disproportionately impacted students lack a sense of belonging, SBVC has strategically implemented several programs and services including the creation and implementation of diverse learning communities to enhance student support and success.  Aligned with the Student Equity Plan and Educational Master Plan, these collaborations aim to foster inclusivity and academic achievement. In addition, the college boasts an Umoja-Tumaini Center, complemented by targeted programs like Puente and specialized support for student athletes. Through collaborative efforts between Instruction and Student Services, SBVC has developed contextualized learning cohorts such as BROTHERS for African American males and TAYTAYAN for Asian and Pacific Islander students. Additionally, the establishment of the Asian Pacific Islanders (API) Association aims to support both API employees and students. Furthermore, to support AB705 compliance, the English and Math departments have formed communities of practice, leading to significant improvements in transfer-level course completion rates. Additionally, the new Sexuality and Gender Affinity Association (SAGAA) was formed in 2024 renewing the college's commitment to diversity, equity, and inclusion efforts while creating a safe space for LGBTQ+ employees can speak and be heard.

SBVC's Academic Senate has taken a stand against racism, hate, and violence. Since June 2020, three resolutions have been passed to guide the faculty and campus community, SU20.01 Infusion of Anti-Racism/No-Hate Education (A.1.5), SP21.01 Condemning Anti-Asian Racism and Violence (A.1.6), and FA23.01 in support of the LGBTQ+ Community Rights and Need for Safe Spaces (A.1.7). The Curriculum Committee emphasizes equity and culturally responsive course content and guides Diversity, Equity, Inclusion, Anti-Racism & Accessibility (IDEAA) on the Course Outline of Record (A.1.8). In response to the proposed updates to Title 5 that requires all colleges to add IDEAA to the Course Outline of Record (COR), the Curriculum Committee is seeking an IDEAA Liaison to coordinate with Curriculum Chair and Office of Instruction to provide leadership and training to develop equity-minded curriculum processes that meet local, state, and federal IDEAA guidelines (A.1.9).

San Bernardino Valley College's 2020 Quality Focus Essay's (QFE) first action project was built around scaling academic and student support services in support of Guided Pathways and AB705.  SBVC has successfully created six Career and Academic Pathways (A.1.10) with fully developed program maps. In 2020-21 the Guided Pathways committee worked with the Division of Research, Planning, and Institutional Effectiveness to collect qualitative and quantitative data about onboarding processes, career field guides, and other observations about how students interface with the college and what they want from the college in terms of support. In collaboration with Student Services, Counseling and Matriculation, and Guided Pathways evaluated career assessment tools and purchased VitaNavis, an academic planning and career readiness platform to support the 2022-2025 Student Equity Plan.

SBVC employed several strategies to increase access and remove barriers during the pandemic and post-pandemic years. The college distributed 3700 Chromebooks and 781 hotspots between Spring 2020 and Spring 2023.  The Books+ program allowed students to receive free textbooks and course materials. The Books+ program sunset in Summer 2024 and is being replaced by the BookSaver program. The campus is revitalizing the ZTC/OER program and processes to reduce the cost of textbooks.

Beginning in June 2023, a cross-divisional team comprised of ten executive and instructional deans, instructional faculty, non-instructional/counseling faculty, and classified staff, including two researcher analysts, participated in the California Community Colleges Strategy Enrollment Management (SEM) Program.  Sparked by a marked increase in fall-to-spring attrition rates from 33.1% between Fall 2018 and Spring 2019 to nearly 40% between Fall 2022 and Spring 2023, the SEM project focused on creating an integrated data framework to support the strategies in the EMP and Enrollment Management Plan. The team worked to develop data-based profiles to gain insight into student demographic groups: Black/African American students, who are disproportionately impacted across four of the five student success metrics; Hispanic/Latinx students, who are disproportionately impacted in one student success metric; students with disabilities; and first-generation students. The overall objective was to identify SEM goals and strategies for each group—taking into account the specific needs of students, especially those from disproportionately impacted groups—ultimately building an integrated SEM framework to inform the revised Strategic Enrollment Management Plan, which will be drafted and solidified in 2024-2025 for a launch in Summer/Fall of 2025 based on not only the foundational work of the SEM Academy team, but also on feedback and insights from the campus community at large, including students and community members.

As the second project for the Quality Focus Essay, the college began and implemented an evaluation of program review processes to ensure integration in planning and prioritization throughout the college. The Program Review Committee reviewed and revised two processes the committee is responsible for: Needs Assessment, gathering campus needs in the areas of classified professionals, equipment, facilities, faculty & technology and prioritizing those needs for recommendation to the President, Cabinet, and College Council; and Program Efficacy, a critical self-evaluation of the effectiveness of all programs and services using available data, the college strategic plan, and external factors. The Committee's work began in Summer 2020 with the evaluation of the current Program Review Process and culminated in Spring 2023 with the successful piloting of the new Program Review ASPIRE Process (A.1.11). The curriculum management system, CurriQunet, evolved into CurriQunet Meta, and the college transitioned to Meta in fall of 2021. During the transition, the college adopted additional modules for program review processes and outcomes assessment. The program review and assessment modules will enter full implementation during fall of 2024.

2.  **Briefly describe actions taken in response to any recommendations for improving institutional effectiveness or feedback noted in the Peer Review Team Report for the last comprehensive peer review.**

San Bernardino Valley College received the following recommendation from the last Peer Review Team Report in 2020: To increase effectiveness, the team recommends the College continue to strengthen the SAO process for all student services to improve programs and services.

SBVC has taken significant steps to address the recommendation to strengthen the Service Area Outcome (SAO) process for all student services. The Outcomes Faculty Lead has been actively collaborating with key stakeholders, including the Vice President of Student Services, Student Services Council, and Counseling faculty, to enhance the SAO assessment process and distinguish it from Student Learning Outcomes (SLOs). This collaborative effort has led to several important initiatives aimed at improving institutional effectiveness.

A major advancement in this area is the adoption of CurriQnet Meta for SAO assessment which will be in full implementation during the 2024-2025 academic year. This robust platform provides a centralized system for tracking and analyzing SAOs, allowing for more efficient data management and informed decision-making. To support the effective use of this tool and improve the overall quality of SAOs, SBVC has conducted two workshops focused on enhancing the writing of SAOs. These workshops have been instrumental in building capacity among staff and faculty to create clear, measurable, and meaningful SAOs that align with institutional goals (A.2.1, A.2.2). Furthermore, the college is in the process of establishing a systematic review cycle for SAOs, ensuring regular evaluation and continuous improvement of student services.

In the current academic year, SBVC is working towards fully incorporating SAO data collection and analysis using CurriQnet Meta. This comprehensive approach will enable the college to gather more robust data on the effectiveness of its student and administrative services, facilitating data-driven improvements. By implementing these measures, SBVC is demonstrating its commitment to enhancing the SAO process, ultimately leading to improved programs and services for its diverse student population.

San Bernardino Valley College has also implemented robust processes to address Recommendation 2, ensuring that SLOs on course syllabi accurately reflect those in the officially approved Course Outline of Record (COR). Each semester, division offices systematically collect syllabi for all courses and conduct a thorough verification process to confirm the consistency of SLOs with the COR. To facilitate this review, the SBVC syllabus template recommends that faculty place SLOs on the front page of their syllabi, making them easily accessible for verification.

To further streamline this process and promote accuracy, deans are provided with a comprehensive SLO spreadsheet, which serves as a reference tool for verifying the consistency and accuracy of SLOs across all courses in their divisions (A.2.3). Recognizing the importance of this initiative, the deans have collaborated to develop and share best practices for syllabus review and SLO verification. Through this collaborative effort, they have solidified division-specific processes that not only meet but exceed the standard set by the accreditation team. These enhanced procedures ensure a uniform approach across all academic divisions, fostering a culture of accountability and accuracy in representing SLOs to students. This concerted effort demonstrates SBVC's commitment to maintaining the integrity of its curriculum and providing clear, consistent learning expectations to its students.

SBVC has implemented comprehensive measures to address Recommendation 3 to review and revise existing processes and procedures to ensure that all distance education courses consistently provide regular and substantive interaction as defined by the College. To enhance the quality and consistency of regular and substantive interaction (RSI) in its distance education courses, the college has established a robust training framework to ensure all faculty teaching online courses are well-equipped to provide quality distance education. This includes mandatory Level 1 Distance Education (DE) training for all faculty intending to teach

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online, with encouraged refresher training every three years to maintain certification (A.2.4). To support this initiative, deans receive updated lists of DE-certified faculty each semester, enabling them to make informed decisions when assigning online courses.

Furthermore, SBVC has extended its efforts beyond faculty training to include administrative support and oversight. Deans have received specialized training on RSI, best practices for course design, and methods for observing student-instructor interactions in online environments. This knowledge enhances their ability to effectively evaluate online courses and provide meaningful feedback. The college has also distributed guidelines on best practices for online instruction to all peers involved in evaluating online courses, ensuring a consistent standard of assessment. These efforts are reinforced by the establishment of required DE training within our Policies and Procedures (AP4105) (A.2.5), institutionalizing the commitment to quality online education. Additionally, SBVC has invested in the professional development of its faculty by fully funding and supporting two cohorts through a year-long ACUE certification program, further elevating the standard of online instruction across the institution.

3.  **How are the actions described above helping your institution deepen its practices for continuous improvement and transformation concerning the 2024 Accreditation Standards?**

San Bernardino Valley College has demonstrated a commitment to fostering an educational environment that promotes student success, institutional effectiveness, and equitable outcomes for all learners. In alignment with the 2024 ACCJC standards for accreditation, SBVC has undertaken a range of initiatives designed to enhance its programs, resources, and governance structures. The following practices illustrate how the college is actively working to meet and exceed these standards across various dimensions of its operations.

*Standard 1: Mission & Institutional Effectiveness:* **SBVC's recent revisions to our program review processes create stronger ties to the campus mission. (I.A.1, I.B.1, I.B.5)** In response to feedback indicating that the previous program review process was biased and difficult to complete, the Program Review Committee led a collaborative effort to design a new process to be more inclusive and streamlined. A pilot version of All Services and Programs Institutional Resources and Engagement, or ASPIRE, was conducted in Spring 2023, with full implementation beginning in Fall 2023. The new process incorporates an annual SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for each department, emphasizing a comprehensive evaluation over a six-year timeframe. The Academic Senate approved ASPIRE on May 17, 2023 (A.3.1), and utilizes CurriQnet Meta to enhance curriculum approval, outcomes assessment, and program review, reflecting SBVC's commitment to continuous improvement and engagement across divisions.

**Purchase of CurriQunet Meta to support Program Review and Outcomes processes, enhancing institutional planning, action, evaluation, and improvement. (I.B.2, I.B.4, I.B.6)** San Bernardino Valley College (SBVC) adopted CurriQunet Meta to enhance its program review and outcomes assessment processes. During the transition from the previous system, the college invested in additional modules specifically designed to support these functions. The program review module was successfully implemented in 2023, and the college plans to begin implementing the outcomes assessment module in the 2024-25 academic year. This strategic adoption underscores SBVC's commitment to improving institutional planning, evaluation, and continuous improvement, aligning with its mission and institutional effectiveness goals.

**Integration of equity work throughout all standards in support of the campus Mission, Vision, and Values. (I.A.3, I.B.1, I.B.3)** San Bernardino Valley College has integrated equity work throughout all standards to support its Mission, Vision, and Values, reflecting a deep commitment to fostering an inclusive and equitable educational environment. This integration is exemplified by our comprehensive Student Equity Plan, which focuses on addressing disparities and promoting equitable student success across various metrics, including enrollment, retention, and completion rates. The plan emphasizes creating an environment of race consciousness and includes initiatives such as professional development for faculty and staff, equitable hiring

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practices, and the establishment of Diversity, Equity, Inclusion, and Anti-Racism (DEIA) committees. By embedding equity considerations into institutional planning, evaluation, and improvement processes, SBVC aligns with its mission to promote equitable student achievement and foster a culture of inclusivity and continuous improvement. This holistic approach not only supports our core values but also strengthens its institutional effectiveness by ensuring that all students have access to the resources and opportunities necessary for success.

*Standard 2: Student Success:* **Implementation of CurriQnet Meta for curriculum updates, ensuring clear SLOs, planning processes, equitable language, and opportunities for reflection. (II.A.2, II.A.3, II.A.11)** The implementation of CurriQnet Meta at San Bernardino Valley College has significantly enhanced the process of curriculum updates, ensuring SLOs are clearly defined and aligned with institutional goals. This modern curriculum management system facilitates efficient planning processes by automating workflows and approvals, which reduces administrative burdens on faculty and allows them to focus more on teaching and student engagement. Additionally, CurriQnet Meta supports the use of equitable language throughout curriculum documents, promoting inclusivity and ensuring that course content is accessible and relevant to all students. The platform also provides opportunities for reflection and continuous improvement by enabling real-time reporting and transparent data tracking, which helps faculty and administrators evaluate and refine educational programs effectively. Through these features, SBVC can maintain a dynamic and responsive curriculum that meets the diverse needs of its student population.

**Establishment of DE training for faculty. (II.A.2, II.A.7)** The establishment of Distance Education training for faculty at San Bernardino Valley College was the result of a collaborative partnership among the Academic Senate, the Vice President of Instruction, and the faculty union. Recognizing the critical role that effective online teaching plays in student success, these key stakeholders worked together to develop a comprehensive training program that equips faculty with the necessary skills and knowledge to deliver high-quality online education. Through open dialogue and shared goals, they reached a consensus that such training was essential not only for enhancing the quality of distance education, but also for supporting faculty professional development. This collaborative effort underscores our commitment to fostering an environment where faculty are well-prepared to meet the evolving needs of students, ultimately contributing to improved student outcomes and satisfaction in online learning environments. By prioritizing DE training, SBVC ensures that our faculty are equipped to provide engaging, equitable, and effective instruction, aligning with the institution's mission to promote academic excellence and student achievement. This includes the provision of refresher courses for faculty to ensure continuous improvement in DE practices. (II.A.2, II.A.7, II.A.16)

*Standard 3: Infrastructure & Resources:* **Distribution of Chromebooks and hotspots during the pandemic to ensure student access. (III.C.1, III.C.3)** San Bernardino Valley College demonstrated its commitment to ensuring equitable student access during the COVID-19 pandemic through the strategic distribution of Chromebooks and hotspots. This initiative directly addressed the digital divide that many students faced when instruction shifted to remote learning. By rapidly adapting to the challenges posed by the pandemic, SBVC ensured that technology resources remained accessible to all students, regardless of their personal circumstances, thus maintaining the quality of education and support services during a critical time. The effort to address the digital divide has been evident in the improvements of our computer labs and the utilization of technology for enrollment labs and events.

**Construction of new buildings to improve campus infrastructure. (III.B.1, III.B.2)** San Bernardino Valley College has made significant strides in improving its campus infrastructure, largely due to the support of local voters who approved Measure CC, a $470 million bond measure, in November 2018. This bond has enabled us to embark on several major construction projects that align with its 2016 Facilities Master Plan, demonstrating our commitment to providing state-of-the-art facilities for its students and community. Through collegial consultation and many user group meetings, stakeholders had the opportunity to contribute to the projects in support of the mission (A.3.2).

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One of the most notable developments is the new Applied Technology Building, set to open in January 2025 (A.3.3). This $101 million facility will replace the previous building constructed in 1965. The state-of-the-art building is designed with sustainability in mind, featuring zero emissions and photovoltaic technology that will contribute electricity back to the campus. It will provide cutting-edge learning spaces for programs such as electric vehicle repair, water inspection technology, modern machining, and HVAC technology.

Another significant project underway is the Career Pathways 2 (CP2) building, which will house the Allied Health and Aeronautics programs (A.3.4). This project, with a budget of $88 million, is currently in the design phase. Additionally, SBVC is planning a new Student Services Building, demonstrating our commitment to enhancing student support facilities. This project, with a budget of $104 million, is in the early stages of development. Construction is expected to begin in January 2024, with completion projected for April 2026.

These new buildings and renovations represent SBVC's ongoing commitment to providing high-quality educational facilities and resources to its students and the broader San Bernardino community. By investing in modern, sustainable infrastructure, we are positioning ourselves to meet the evolving needs of students and industry partners well into the future, aligning with ACCJC Standards III.B.1 and III.B.2 by ensuring that physical resources support student learning programs and services and promote institutional effectiveness.

*Standard 4: Governance and Decision-Making:* **Inclusive process for creating the Student Equity Plan and Educational Master Plan. (IV.A.1, IV.A.2, IV.A.3)** SBVC demonstrated a strong commitment to inclusive and collaborative processes in creating both the Student Equity Plan and the Educational Master Plan, aligning with ACCJC Standards IV.A.1, IV.A.2, and IV.A.3. The development of the Student Equity Plan involved diverse participation from staff, faculty, administration, and students, ensuring that a wide range of perspectives shaped the plan. Cross-functional teams were established to align equity efforts with other institutional initiatives. Input was sought from various campus groups, as required by Education Code 78220 section (b), and the planning process was grounded in thorough data analysis to target specific areas of inequity. The process also included reflection on the previous 2019-22 plan, allowing for the continuation of successful strategies while addressing areas for improvement.

Similarly, the creation of the Educational Master Plan involved broad engagement from stakeholders, including faculty, staff, administrators, students, and community partners. The planning process ensured alignment with our mission, vision, and strategic goals while integrating with other institutional plans, such as the Student Equity Plan and Guided Pathways initiatives. Open forums and workshops were conducted to gather input and feedback, and draft versions of the plan were widely shared for review and refinement. This collaborative approach not only resulted in comprehensive and effective plans but also fostered a sense of ownership and commitment among all participants, reflecting our dedication to equity, inclusion, and shared responsibility for student success.

**Development of a new Governance Committee Model and Governance Handbook. (IV.A.2, IV.A.5, IV.A.7)** San Bernardino Valley College is actively engaged in aligning our practices with the 2024 ACCJC standards for accreditation, demonstrating a strong commitment to institutional effectiveness, student success, resource management, and effective governance. Initiatives, such as the rebranding of program review processes as ASPIRE, the implementation of CurriQnet Meta for enhanced assessment, and the establishment of comprehensive DE training, reflect a systematic approach to ensuring that all aspects of the institution are geared toward fostering equitable student outcomes.

Moreover, SBVC's efforts in distributing essential technology during the pandemic and constructing new facilities showcase our dedication to providing the necessary infrastructure and resources for student success. The current efforts to establish a participatory governance taskforce to 1) objectively evaluate our current committee structure and 2) work collaboratively with various campus community members to develop a

participatory governance handbook further illustrate our commitment to transparent governance and stakeholder engagement. Collectively, these actions affirm that SBVC is not only meeting but exceeding the standards set forth by the ACCJC, positioning itself as a leader in promoting equitable educational opportunities and continuous improvement within the community college landscape.

## B. Reflections on Institution-Set Standards and Other Metrics of Student Achievement

Provide a brief response to each question below, referring to Standards 1.3 and 2.9 for additional context. You may insert graphs, charts, or other similar visuals as needed to support your narrative. Suggested length for Section B (not counting any visuals) is 3 pages.

1. **Review the most recent ACCJC Annual Report and other meaningful metrics of student achievement. Has the institution met its floor standards? Exceeded its stretch goals? Describe any patterns or trends you see in performance against your institution-set standards and other metrics of student achievement.**

The following tables reflect ACCJC Annual Report data from 2020 through 2023 regarding SBVC's institution-set standard floors, stretch goals, and actuals over the course of the past three years. Please note that nearly all instruction and student support services were offered via online modalities during 2020-2021 due to the COVID-19 pandemic.

**Successful Course Completion Rates Compared to Institution-Set Standards**

|  | 2020-2021 | 2021-2022 | 2022-2023 |
|---|---|---|---|
| **Actual Completion Rates** | 65% | 67% | 69% |
| Floor Standard | 66% | 66% | 67% |
| Stretch Goal | 67% | 68% | 72% |

In reviewing the successful course completion rates for the 2022-2023 academic year, SBVC has demonstrated a positive trend in meeting our floor standards but has not yet achieved our stretch goals. Over the past three years, the course completion rates have shown a gradual improvement, suggesting that our efforts to enhance student success are making a difference. However, the gap between actual performance and the stretch goals indicates areas where we can further focus our efforts to improve outcomes.

Patterns in the data suggest that while we are meeting our minimum expectations, there is room for growth to achieve higher benchmarks. This aligns with broader institutional goals outlined in our Educational Master Plan, which emphasizes eliminating barriers to student access and success. Continued focus on innovative curriculum offerings, student equity, professional development, faculty communities of practice, student learning communities, and support services will be critical in closing the gap between current course completion rates and desired outcomes and creating a sense of belonging. Additionally, addressing disparities among disproportionately impacted student groups (see below regarding disaggregated data), as identified in the Student Equity Plan, will be essential for further improving course completion rates and overall student achievement.

**Number of Certificates Awarded Compared to Institution-Set Standards**

|  | 2020-2021 | 2021-2022 | 2022-2023 |
|---|---|---|---|
| **Actual Number of Certificates** | 975 | 1,252 | 1,271 |
| Floor Standard | 393 | 394 | 642 |
| Stretch Goal | 690 | 914 | 1,387 |

SBVC has demonstrated strong performance in awarding certificates over the past three years, consistently meeting floor standards and often exceeding stretch goals. The trend suggests that we are effectively promoting certificate completion and providing pathways for students to achieve their certificate goals. The slight year-over-year growth in the number of certificates awarded reflects our ongoing efforts to expand and enhance our certificate programs. However, the gap between actuals and stretch goals points to opportunities for further growth. Moving forward, strategic initiatives focused on increasing program visibility, enhancing student support services, and aligning certificate offerings with industry demands could help bridge the gap to meet and exceed stretch goals. Additionally, the college's dual enrollment and early college model programs will provide opportunities to complete a pathway whereby shortening the time to the completion of a certificate or degree. This approach aligns with SBVC's broader objectives of improving student outcomes and meeting the evolving needs of the community.

**Number of Associate Degrees Awarded Compared to Institution-Set Standards**

|  | 2020-2021 | 2021-2022 | 2022-2023 |
|---|---|---|---|
| **Actual Number of Degrees** | **1,400** | **1,548** | **1,279** |
| Floor Standard | 1,262 | 1,307 | 1,383 |
| Stretch Goal | 1,575 | 1,587 | 1,686 |

Over the three-year period, SBVC initially showed strong performance in awarding associate degrees, consistently exceeding our floor standards and showing improvement in the first two years. However, the decline in the 2022-2023 academic year, where the number of degrees awarded dropped below the floor standard, suggests emerging challenges that need to be addressed, including decreased fall-to-spring and fall-to-fall persistence rates and high rates of food and/or housing insecurity (approximately 70% based on 2023 CCC #RealCollege survey data).

Renewed focus on retention initiatives, enhanced academic advising and education plans, and targeted support for students nearing degree completion could help reverse the decline in degrees awarded and realign outcomes with both floor standards and stretch goals. Student services has been working to leverage Starfish in exploring auto-awarding certificates and degrees and is in the process of solidifying a project timeline. Additionally, understanding and mitigating any external factors that may be impacting students' ability to complete their degrees, such as food and/or housing insecurities, will be crucial in maintaining and improving performance in this area.

This analysis highlights the need for ongoing assessment and strategic interventions to ensure that we not only meet our minimum expectations but also work to surpass them as we support students in reaching their educational goals. As such, retention will be an area of focus in our upcoming Strategic Enrollment Management Plan.

Steps are already being taken to support increasing the number of certificates and degrees awarded. In December 2023, the General Counseling Department held its first bi-annual graduation check, Grad Fest, event where students met with counselors to check their graduation eligibility and apply for graduation while enjoying snacks and games with their peers. Two events were held in February 2024, with over 300 students in attendance, and planning is underway for the 2025 Grad Fest (B.1.1, B.1.2). Further support was provided the first two years to include graduation regalia for all students.

In addition to the Grad Fest events, SBVC is also exploring the use of Starfish to support graduation rates and numbers of degrees and certificates awarded. With the addition of a full-time student services technician to support the expansion and use of Starfish on campus, we are able to explore the platform's capabilities in terms of the auto-awarding of degrees and certificates and/or running automated processes that will inform former

and current students that they are close to finishing a certificate or degree and provide information on the class(es) they need to complete (B.1.3).

**Number of Transfers to 4-Year Institutions Compared to Institution-Set Standards**

|  | 2020-2021 | 2021-2022 | 2022-2023 |
|---|---|---|---|
| **Actual Number of Transfers** | **820** | **790** | **654** |
| Floor Standard | 747 | 744 | 731 |
| Stretch Goal | 788 | 808 | 883 |

Overall, SBVC has demonstrated varying levels of success in meeting its institution-set standards and goals for student transfers to four-year institutions. Over the three-year period, we initially demonstrated strong transfer outcomes, consistently exceeding our floor standards and meeting the stretch goal in 2020-2021. However, the subsequent decline, particularly the sharp drop in 2022-2023, suggests emerging challenges may have impacted students' ability or decision to transfer to 4-year institutions.

SBVC will need to analyze the factors contributing to this decline and implement targeted interventions to reverse the trend. Strengthening transfer advising, expanding partnerships with 4-year institutions, and addressing any barriers to transfer identified through student feedback and data analysis will be essential in improving transfer rates. Additionally, understanding the broader context in which these transfers are taking place, such as changes in university admissions policies or economic conditions, will be critical for developing effective strategies to improve transfers rates for our students.

**Examination Pass Rates**
**Nursing Exam Pass Rates Compared to Institution-Set Standards**

|  | 2020-2021 | 2021-2022 | 2022-2023 |
|---|---|---|---|
| **Actual Pass Rates** | **81%** | **79%** | **73%** |
| Floor Standard | 80% | 83% | 78% |
| Stretch Goal | 89% | 90% | 91% |

SBVC has encountered challenges in meeting its floor standards and stretch goals for nursing examination pass rates over the past three academic years, with outcomes declining from 81% in 2020-2021 to 73% in 2022-2023. This trend suggests that the Nursing program is facing increased difficulties that may be affecting student preparedness and performance on the licensure exam. The recent results, particularly in the last two years, indicate that a review of the program's curriculum, instructional methods, and student support services could be beneficial. Potential contributing factors, such as changes in the exam format or external pressures related to the healthcare environment, should be considered in this analysis.

It will be important for us to focus on strategies to support improvement in pass rates. This may include enhancing academic support for nursing students, expanding clinical training opportunities, and providing additional resources for exam preparation. Additionally, gathering and analyzing feedback from students and faculty will help identify specific areas for further development within the program.

**Psychiatric Technology Exam Pass Rates Compared to Institution-Set Standards**

|  | 2020-2021 | 2021-2022 | 2022-2023 |
|---|---|---|---|
| **Actual Pass Rates** | **78%** | **61%** | **56%** |
| Floor Standard | 79% | 78% | 69% |
| Stretch Goal | 97% | 84% | 85% |

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As is the case with nursing examination pass rates, SBVC's Psychiatric Technician program has experienced a decline in examination pass rates. The drop from 78% in 2020-2021 to 56% in 2022-2023 indicates that the program is encountering substantial challenges that may be affecting student preparation and performance on the licensure exam. This presents an opportunity for us to conduct a thorough review of the program's curriculum, instructional strategies, and support services. By examining these areas, we can identify opportunities to better support student preparation and performance. Additionally, considering external factors, such as changes in licensure exam requirements, can provide valuable insights into how to adapt and improve the program to increase examination pass rates.

Gathering and analyzing feedback from students and faculty will be a crucial step in identifying specific areas for growth and developing effective strategies to enhance student success. By leveraging these insights and making thoughtful adjustments, we can work towards improving pass rates and achieving our goals for student examination pass rates in Psychiatric Technology.

2. **When you disaggregate the data for the institution-set standards and other meaningful metrics of student achievement, what do you see related to equitable student achievement outcomes (i.e., equity gaps)? What patterns or trends excite you? What patterns or trends concern you?**

Thanks, in part, to a CCCCO Institutional Effectiveness Partnership Initiative grant secured by SBVC in the spring of 2021, the Office of Research, Planning, & Institutional Effectiveness has been able to build and launch multiple dashboards that display on-demand data regarding student demographics, current enrollment and enrollment trends, multiple success metrics, course-level success rates, and term-to-tern persistence rates, many of which also include flags to denote disproportionate impact.  (Course-level performance dashboards with row-level security are being rolled out with support to faculty this fall to aid in their continued reflection on disaggregated data for continual improvement purposes in instruction.) This has enabled us to engage in meaningful and on-going conversations regarding our students' successes, as well as areas for further exploration and improvement.

As mentioned above, one area in which we have identified marked disproportionate impact and are concerned is successful course completion rates (NOTE: Successful course completion rates by demographic categories can be found in Table 1 below.).  Over the course of the past three years, Black and African American students at SBVC have been disproportionately impacted in this metric, with percentage gaps (PPGs) growing from -4% in 2020-2021 to -6% in 2022-2023.  Similar trends have also been observed with regard to successful course completion rates, increasing from 8.8% PPG in 2020-2021 to -11.9% in 2022-2023. (Students 19 years old or younger were also disproportionately impacted across all three years, with PPGs varying between -5.0% and -5.8%.  Two additional demographic groups emerged as disproportionately impacted in terms of successful course completion rates in 2022-2023: Students 40 and older and those whose gender identity is non-binary.)

With regard to disaggregation of successful course completion rates, we are excited by the fact that our Hispanic/Latinx students are no longer disproportionately impacted, moving from a PPG of -2.8% in course success rates to a PPG of -1.8% in 2021-2022 and 0.4% in 2022-2023.  However, our Black and African American students experienced a marked overall increase in disproportionate impact over the same period, from a PPG of -8.8% in 2020 to -11.8% in 2022-2023.  Non-binary students saw an even more drastic increase in disproportionate impact in three years. In 2020-2021, non-binary students experienced the highest overall successful course completion rates among all gender identities (81.9%); by 2022-2023, their overall successful course completion rates dropped to 52% and a PPG of -17.3% when compared to all other gender identity groups.  Students 19 years old and younger were disproportionately impacted overall three years with PPGs between -5.0% and -5.8%.

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Table 1. Overall Successful Course Completion Rates

| Category | 2020-2021 | 2021-2022 | 2022-2023 |
|---|---|---|---|
| Institution-Set Standard Floor | 66.0% | 66.0% | 67.0% |
| **Race** | | | |
| Asian | 83.5% | 81.3% | 81.9% |
| Black/African American | 61.1% | 60.3% | 58.7% |
| Filipino | 81.4% | 77.6% | 76.7% |
| Hispanic | 68.1% | 67.4% | 69.4% |
| Native American/Alaskan Native | 72.4% | 73.6% | 74.0% |
| Pacific Islander/Native Hawaiian | 54.7% | 64.6% | 65.2% |
| Two or More Races | 68.1% | 68.1% | 67.9% |
| Unknown/Unreported | 77.0% | 74.4% | 71.3% |
| White | 76.8% | 73.5% | 75.2% |
| **Gender Identity** | | | |
| Decline to State | 72.3% | 70.9% | 77.1% |
| Female | 69.7% | 67.2% | 68.9% |
| Male | 67.5% | 69.1% | 69.8% |
| Non-Binary | 81.9% | 56.7% | 52.0% |
| **Age Group** | | | |
| 19 or less | 65.6% | 64.0% | 65.9% |
| 20-24 | 67.8% | 66.9% | 71.1% |
| 25-29 | 69.9% | 68.6% | 71.9% |
| 30-34 | 72.5% | 71.3% | 70.6% |
| 35-39 | 74.9% | 75.2% | 68.0% |
| 40-49 | 76.1% | 75.4% | 71.6% |
| 50 or more | 74.8% | 76.0% | 68.1% |

3. **What actions has your institution taken/is your institution taking in response to the patterns and trends discussed above? How will you monitor the results of these actions to inform future improvements and innovations in support of equitable student achievement?**

In response to the metrics of and degree to which our Black and African American students are being disproportionately impacted, SBVC has taken several actions to center campus-wide efforts to better address the collective needs of our Black and African American students in support of their individual academic success via our primary planning documents.  Under the larger umbrella of our Educational Master Plan, which addresses the overall creation of relationships with our surrounding Black and African American community to improve our support of Black and African American students, SBVC's Student Equity Plan and Guided Pathways Workplan provide integrative goals and actions in support of our Black and African American students.  Both plans emphasize the importance of equity-minded professional development for faculty and staff, including opportunities such as the Equity-Minded Learning Institute (EMLI) to foster an inclusive campus environment. The plans work together to create counter-spaces where students can share their experiences and foster a sense of belonging on campus through community, which our integrated data framework approach revealed as a critical need for our Black and African American students. The Guided Pathways Workplan outlines specific approaches to enhance efforts crucial for positive outcomes among Black and African American students, including: 1) Promoting a transfer culture with racially and ethnically sensitive language and aesthetics; 2)

developing mentorship programs modeled after successful learning communities; and 3) focusing on life design and career development approaches to help students make informed choices about their programs of study. Additionally, for the first time, SBVC allocated funds to hire two full-time faculty (a coordinator and a counselor) to join our part-time counselor in the Umoja-Tumaini Program. A learning community for students interested in learning about African-American history, literature, and culture, the Umoja-Tumaini Program builds upon the ideals of unity and community.  As we have learned via quantitative and qualitative data analyses, the building of community is critical to creating a sense of belong for our Black and African American students and a principal factor in their success.

To effectively monitor disproportionate impact experienced by students and our progress towards our goals and objectives in support of students, and specifically our most disproportionately impacted students, SBVC will leverage existing data dashboards (and create new dashboards as necessary) and other research findings, including qualitative measures.  With visual cues, such as our "red flag" blocks to denote disproportionate impact, on dashboards, the college community is able to see with recent data *any* demographic group who is experiencing disproportionate impact; a callout box when hovering over each "red flag" provides additional information, including the number of students whose success in any given metric for that year would ameliorate the impact.  These readily-available and on-demand metrics provide for on-going monitoring and discussion.

## C.  Reflections on Assessments of Student Learning

Provide a brief response to each question below, referring to Standards 1.3, 2.1, 2.2, and 2.9 for additional context. You may insert graphs, charts, or other similar visuals as needed to support your narrative. Suggested length for Section C (not counting any visuals) is 3 pages.

1. **Review the results of learning outcomes assessment. Describe any patterns or trends related to attainment of learning outcomes observable in these data that may be relevant as you implement improvements and innovations in the design and delivery of academic programs.**

San Bernardino Valley College has implemented a comprehensive approach to learning outcomes assessment, leveraging data-driven insights to enhance academic programs and improve student success. The Office of Research, Planning, and Institutional Effectiveness plays a crucial role in this process by providing row-level quantitative course outcome data that can be disaggregated by various demographic categories. This granular data, when used in conjunction with student outcomes assessment data, empowers faculty to make informed decisions about instructional strategies and curriculum design, ultimately leading to better student outcomes.

Our commitment to continuous improvement is exemplified by the new Program Review process, ASPIRE. This annual review operates on a six-year cycle, with each year focusing on a different aspect of program evaluation: Program Overview, IDEAA (Inclusion, Diversity, Equity, Anti-racism, and Accessibility), Program Currency and Demand, Productivity and Growth, Outcomes, and Reflections. The ASPIRE process provides a structured framework for departments to analyze their performance and plan for future improvements. Notably, Outcomes Assessment Analysis occurs in year five of the ASPIRE process, allowing programs to conduct a SWOT-style analysis based on outcomes data and evaluation.

The Chemistry Department's Year 1 ASPIRE report showcased their recent outcomes work, which included significant updates to curricula to incorporate diversity and equity-related topics, particularly in relation to the environment and healthcare (C.1.1). Similarly, the English Department's Year 1 ASPIRE report outlined plans to include IDEAA in their outcomes, such as evaluating course objectives and SLOs and incorporating texts that reflect the profile and needs of African American students while removing biased texts (C.1.2). These examples demonstrate how the ASPIRE process is fostering a culture of continuous improvement and equity-mindedness across academic programs at SBVC.

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San Bernardino Valley College has made significant strides in our approach to learning outcomes assessment and program review, laying a strong foundation for data-driven decision-making and continuous improvement. The implementation of the ASPIRE process and the enhanced capabilities of the RPIE office in providing disaggregated course outcome data represent important steps forward. However, we recognize that the journey towards fully integrated, equity-focused outcomes assessment is ongoing.

While the current initiatives have positioned SBVC well for future success, we also acknowledge that there is still work to be done to fully realize the potential of disaggregated outcomes data. The initial stages of this process have revealed both the promise and the complexity of such an undertaking. As SBVC continues to refine our practices and build capacity among faculty and staff, we anticipate a gradual but steady progression towards more comprehensive and nuanced use of outcomes data to inform instructional practices and program improvements.

SBVC is committed to this evolving process, recognizing that achieving the full potential of disaggregated outcomes assessment requires time, resources, and ongoing professional development. We view this as an opportunity for growth and are dedicated to continually enhancing our practices to better serve our diverse student population and meet the evolving standards of institutional effectiveness in higher education.

2. **How (i.e., for what subpopulations, modalities, etc.) does your institution disaggregate its assessment results? When you review disaggregated assessment results, what patterns or trends do you see related to equitable attainment of student learning? What patterns or trends excite you? What patterns or trends concern you?**

Building upon SBVC's recent efforts to enhance data accessibility and analysis, we acknowledge that previous disaggregation practices have been constrained by course-level reporting limitations and the inflexibility of data reports from the SLO Cloud system. Historically, most instructional departments primarily disaggregated data by mode of delivery. However, there have been notable exceptions where departments have explored more nuanced approaches. For instance, the Culinary Arts department's disaggregation of SLO data revealed lower success rates at the 200-course level, while the History department examined variations in student performance based on class time and duration. These examples highlight the potential benefits of more comprehensive disaggregation practices. With the new capabilities provided by the RPIE office and the ongoing professional development initiatives, SBVC is poised to expand and refine our disaggregation efforts across all departments, moving beyond basic modality distinctions to uncover deeper insights into student learning patterns and equity gaps. While general success rates have been consistent, it is acknowledged that they are not increasing. As we initiate data disaggregation, we will gain more insights for improvement.

| SLO Composite Results | 2021-2022 | 2022-2023 | 2023-2024 |
|---|---|---|---|
| SLOS: Course Level All Courses | 81% | 81% | 81% |
| SLOS: Course Level Outcomes Success Online Courses | 80% | 80% | 80% |
| SLOS: Course Level Outcomes Success F2F Courses | 81% | 81% | 81% |

All Course Outcomes success is constant at 81%. The Accreditation and Outcomes Committee further explored the data by disaggregating it by modality. Success rates continue to be consistent from year to year. This trend is concerning.

SBVC has made significant strides in our approach to disaggregating assessment results, marking an important shift in how we evaluate and address student learning outcomes. While we have been conducting analysis of student success data for some time, recent efforts have expanded the scope and accessibility of disaggregated data to faculty and staff. As mentioned above, Research, Planning, and Institutional Effectiveness now provides row-level course outcome data that can be disaggregated by various

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demographic categories, including race/ethnicity, gender identity, age, and special populations flags. This granular data is a powerful tool that, when used in conjunction with student outcomes assessment data, enables faculty to gain deeper insights into the performance of different student populations across various modalities of instruction.

SBVC recognizes that this enhanced access to disaggregated data represents a new frontier in outcomes assessment for many faculty members. As such, we are in the initial stages of integrating this data into our assessment practices and decision-making processes. To support this transition, SBVC has begun offering professional development opportunities aimed at helping faculty interpret and effectively utilize disaggregated data in their dialogue about student learning and instructional improvements.

While the college is excited about the potential of this new approach to drive more equitable outcomes, we also acknowledge that fully realizing this potential will take time and continued effort. The patterns and trends that emerge from this disaggregated data will provide valuable insights into areas where certain student populations may be experiencing disproportionate challenges in achieving learning outcomes. This information will be crucial in guiding targeted interventions and instructional adjustments to promote more equitable attainment of student learning across all groups.

As SBVC continues to refine its practices and build capacity among faculty and staff in utilizing disaggregated data, we anticipate a gradual but steady progression towards more comprehensive and nuanced use of outcomes data to inform instructional practices and program improvements. This evolving process represents an important step forward in SBVC's commitment to equity-minded assessment and continuous improvement in supporting student success and meeting the standards.

3. **What actions has your institution taken/is your institution taking in response to the patterns and trends discussed above? How will you monitor the results of these actions to inform future improvements and innovations in support of equitable student learning?**

San Bernardino Valley College is undergoing a significant cultural shift in its approach to SLO assessment, transitioning from course-level to student-level SLO data analysis. This transformation is facilitated by the implementation of CurriQunet Meta, a comprehensive platform designed to streamline the capture and analysis of critical data. The forms within Meta have been thoughtfully crafted to ensure ease of use for faculty and service area personnel, enabling them to input semester-by-semester data that provides deeper insights into patterns and trends in student learning.

To further enhance this process, SBVC is considering the addition of a reflection form within Meta. This form would allow faculty and service area staff to document their thoughts and observations after reviewing outcomes assessment and other disaggregated data. This reflective practice will play a crucial role in monitoring results and developing future improvements and innovations that support equitable student learning. Additionally, we are exploring the possibility of submitting backlogged data on SAOs into Meta, ensuring a more comprehensive historical view of student services effectiveness. The versatility of Meta will enable SBVC to gather and analyze data on both SLO and SAO assessments, providing a holistic view of institutional effectiveness. As part of this initiative, faculty are engaging in conversations to revisit and refine student-level reporting practices, ensuring that the data collected is both meaningful and actionable in the pursuit of equitable student outcomes. Through these concerted efforts, we are enabling ourselves to make data-driven decisions that will enhance the learning experience for all students and address any identified equity gaps.

## D. Looking Ahead to the Next Self-Evaluation and Comprehensive Review
Provide a brief response to the question below. Suggested length for Section D is 2 pages.

**Your institution will begin its next comprehensive self-evaluation in 1-2 years. What opportunities, changes, or other internal or external factors do you see on the horizon that are likely to affect the context of your self-evaluation and/or comprehensive peer review?**

As San Bernardino Valley College approaches its centennial celebration in 2026, we stand at a pivotal moment in our history, poised to build upon a century of educational excellence and community impact. This milestone anniversary not only offers an opportunity for reflection, but also serves as a launching point for our vision for the next 100 years of serving its diverse community. The upcoming comprehensive self-evaluation and peer review will be shaped by this significant backdrop, allowing SBVC to showcase our rich history, enduring impact on the community, and vision for the future.

Key factors influencing SBVC's narrative and strategic direction include our enhanced partnerships with K-12 institutions, businesses, and industry leaders, which are expected to play a significant role in enhancing career pathways and curriculum relevance. Our deep roots in the community will be more evident than ever, highlighting programs and initiatives that directly address community needs and aspirations. SBVC's ongoing commitment to equity, as evidenced by initiatives like the Student Equity Plan and the Educational Master Plan, will be a central focus, demonstrating how these efforts have translated into tangible improvements in student outcomes across diverse populations.

Technological advancements across the campus will feature prominently in the self-evaluation process. These improvements encompass not only data management systems but also state-of-the-art learning technologies in classrooms and laboratories, enhanced digital infrastructure to support remote and hybrid learning modalities, and innovative tools for student support services. The adoption of new GE patterns (CalGETC) and the implementation of the Common Course Numbering (CCN) system will also significantly impact SBVC's curriculum and transfer pathways, reflecting our adaptability to state-wide initiatives. Additionally, recent and ongoing construction projects, including the new Applied Technology Building and planned Student Services Building, demonstrate our commitment to providing cutting-edge learning environments. As SBVC embarks on its next century of service, these technological and infrastructural advancements position us to meet the evolving needs of students and the broader community, ensuring the college's continued role as a pillar of educational opportunity and economic mobility in San Bernardino.

A representative sample of these opportunities is discussed below.

**Cultivating Existing Opportunities**
There is a joint effect between SBVC, SBCCD, and Crafton Hills College to create and use a common application for both campuses. The common application will increase students' ability to take courses at either campus without going through a separate registration process. Additionally, the District is implementing Self-Service, a web-based system designed to provide students, faculty, administrators, and others with "anytime, anywhere" access to information services.

SBVC will adopt new GE Patterns, known as CalGETC, by Fall 2025. CalGETC aims to reduce excess units, eliminate course repetitions at four-year universities, increase transfer rates, and improve coordination between California Community Colleges and four-year institutions. The transition to CalGETC will require significant efforts from faculty and staff, with the changes reflected in the 2025/2026 College Catalog. SBVC, along with all other community colleges in California, is tasked with implementing a Common Course Numbering system for all GE-required and transfer pathway courses. Faculty and staff will engage in extensive work during the transition to ensure these new course numbers are published in the Course Catalog, aiming to enhance the transfer process for students and support informed course decisions leading to degree completion.

SBVC is utilizing Coursedog for scheduling (courses and events) and catalog development. This system aims to streamline the scheduling process and offer an innovative catalog, enhancing user experience for both faculty and students.

SBVC's application to establish a Bachelor of Arts degree in Water Resources Management has been accepted by the California Community College Chancellor's Office pending ACCJC Substantive Change approval. The Bachelor of Arts degree in Water Resources Management provides students with opportunities for advancement in various water resources management fields.

SBVC's Dual Enrollment program is growing partnership agreements in place with area high schools and charter schools. Marked increases in dual enrollments has prompted the hiring of a Director of Dual Enrollment and Educational Partnerships to further grow the program.  SBVC is also working on a new K-12 program through California College and Access Pathways (CCAP) partnerships with regional school districts.

**Dual Enrollments by District**

|  | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|---|---|---|---|---|
| **Charter Schools** | 14 | 33 | 46 | 50 |
| **Colton JUSD** | 42 | 51 | 25 | 39 |
| **Rialto USD** | 29 | 51 | 25 | 39 |
| **San Bernardino USD** | 1,128 | 1,384 | 1,349 | 1,677 |
| **Total** | 1,199 | 1,486 | 1,399 | 1,755 |

Aligned with Vision 2030, SBVC also focuses on expanding noncredit offerings to better serve underserved students. The Office of Instruction submitted a resource request for a Director of Noncredit Programs to build the program and collaborate with the community.

**Campus Growth**
SBVC is growing OEI Initiatives such as California Virtual Campus, OER, and ZTC are underutilized. The challenges presented by the pandemic slowed down the development and integration of these programs campus-wide. A small task force has been convened to work on the ZTC Implementation and ZTC Acceleration Grants. Faculty leads are being identified to lead OER/ZTC forward. In collaboration with the Academic Senate, library faculty are being identified to assist in this work with curating faculty resources. The Academic Senate has also adopted Low-Cost Textbook definitions and parameters (D.1.1).

The campus is growing with the addition of facilities and instructional spaces. The campus is particularly excited about the completion of the new Applied Technology Building in 2025. The existing technology building that was built in 1965 and long struggled to meet the needs of the campus' thriving CTE programs. A second Applied Technology Building will become a hub for allied health programs. SBVC is exploring student housing solutions.

San Bernardino Valley College is growing as an institution dedicated to equity and social justice.  The campus is committed to growing programs that support student's basic needs, including mental health services and Valley 360 and services such as TimelyCare. Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (IDEAA) is infused in our Educational Master Plan, strategic initiatives, and Student Equity Plan. Data dashboards make student demographic data and disproportionate impact data readily available (D.1).

**Leadership**
San Bernardino Valley College (SBVC) has entered a new era of leadership with the conclusion of its presidential search in Spring 2024. In July, the campus welcomed its 15th permanent President, marking a significant milestone in the college's nearly 100-year history. This leadership transition comes at a crucial time as SBVC approaches its centennial celebration in 2026, providing an opportunity to reflect on the institution's rich legacy while charting an innovative course for the future.

The new president is poised to lead SBVC with a strong foundation of equity-minded planning documents, including the Educational Master Plan, Student Equity Plan, and Enrollment Management Plan. Along with the Academic Senate president and other constituent leaders, shared governance is at the heart of the college growth. Shared governance and these guiding frameworks reflect the college's deep commitment to inclusivity, diversity, and student success. Under this new leadership, SBVC is well-positioned to address the evolving needs of its diverse student population and the broader San Bernardino community. The President's role will be pivotal in fostering a campus culture that embraces innovation, strengthens partnerships with K-12 institutions and local industries, and continues to champion initiatives that close equity gaps and enhance student outcomes. As SBVC embarks on its next century of service, this leadership transition represents an exciting opportunity to build upon the college's strengths, address challenges, and reaffirm its position as a leading institution of higher education in the Inland Empire.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:**          Board of Trustees

**FROM:**      Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:**  Dr. Kevin Horan, President, CHC

**PREPARED BY:**  Michelle Riggs, Director of Institutional Advancement, CHC

**DATE:**       October 10, 2024

**SUBJECT:**   Consideration of Approval to Name PSAH-Terrace as the "Paul and Joann Barich Terrace"

## RECOMMENDATION

It is recommended that the Board of Trustees approve the naming of the terrace on the second floor of the Public Safety and Allied Health Building (PSAH) at Crafton Hills College as the "Paul and Joann Barich Terrace".

## OVERVIEW

Paul and Joann Barich have given $50,000 and pledged annual gifts of $3,000 for 10 years beginning in June of 2025, and a bequest in the amount of $100,000. These funds will provide annual support for students in the CHC Fire Academy and are considered as Match funds for the San Manuel Fire Academy Endowment.

## ANALYSIS

Per Board Policy 6620, the Board retains authority for naming college facilities and properties which includes portions of buildings.

In accordance with Administrative Procedure 6620, and in grateful recognition of the generosity of Paul and Joann Barich, Crafton Hills College, with the approval of the Board of the San Bernardino Community College District will name the Terrace on the second floor of PSAH as the "Paul and Joann Barich Terrace".

## SBCCD GOALS

1.    Eliminate Barriers to Student Access and Success

## FINANCIAL IMPLICATIONS

None. The contributions will be held with the CHC Foundation. Expendable distributions will support annual awards with the remaining endowed portion of funds invested to provide support to students in the Fire program at Crafton Hills College in perpetuity.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:**              Board of Trustees

**FROM:**          Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:**   Dr. Kevin Horan, President, CHC

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

**DATE:**          October 10, 2024

**SUBJECT:**       Consideration of Approval of Curriculum - CHC

## RECOMMENDATION

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

## OVERVIEW

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

## ANALYSIS

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

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

None.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

## COURSE MODIFICATION

| COURSE ID | COURSE TITLE |
|---|---|
| RADIOL 217 | Computed Tomography |
| | |
| PREREQUISITES: | Acceptance in the Radiologic Technology Program. |
| REQUISITE SKILLS: | Upon entering this course, Students must be able to:<br>1. Verify their acceptance into the Radiologic Technology program and provide proof of a clear Department of Justice background check<br>2. Identify, discuss and analyze introductory concepts in radiologic technology and its role in health care (RADIOL 100)<br> 3. Identify, discuss and analyze the role the law and professional ethics play in the radiologic technology profession (RADIOL 100)<br> 4. Identify, discuss and analyze introductory concepts in radiation physics, including radiation production and imaging equipment (RADIOL 104)<br>5. Identify, discuss and demonstrate basic radiologic medical techniques (RADIOL 107)<br>6. Identify, discuss and analyze introductory concepts regarding the acquisition and processing of radiographic images (RADIOL 110)<br>7. Demonstrate appropriate skills in a clinical environment at an introductory level (RADIOL 115) |
| STUDENT LEARNING OUTCOMES: | No Changes |
| EQUATE: | Not currently equated with SBVC |
| EFFECTIVE: | Fall 2025 |
| | |

| COURSE ID | COURSE TITLE |
|---|---|
| CHEM 101 | Introduction to Chemistry |
| | |
| RATIONALE: | We are removing MATH 102 prerequisites and making it a departmental recommendation. |
| DEPARTMENTAL RECOMMENDATION: | MATH 102 |
| STUDENT LEARNING OUTCOMES: | No Changes |
| EQUATE: | Equates with Chem 101 at SBVC |
| EFFECTIVE: | Fall 2025 |
| | |

# Voice and Media Acting  - Certificate of Achievement

| *Required Courses* | |
| --- | --- |
| | 18.0 |
| THART 110 Voice and Diction **Same as:** COMMST 110 | |
| | 3.0 |
| THART 184 Voice Acting I | |
| | 3.0 |
| THART 185 Voice Acting II | |
| | 3.0 |
| THART 186 Voice Acting for Foreign Localized Content | |
| | 3.0 |
| THART 187 Introduction to Voice Acting Production Techniques | |
| | 3.0 |
| THART 188 Auditioning and Marketing for the Commercials and Digital Media | |
| | 3.0 |
| | **Total: 18.0** |

**Program Level Outcomes**

Create a flexible personal portfolio of work that will remain effective in the ever-evolving voice entertainment industry.

Synthesize personal construction techniques for a recording space which will fit the given conditions available to them.

Analyze the different techniques used in various voice acting genres, including, but not limited to: video games, narrations, ADR and foreign content.

**Program Goals and Objectives**

1. Train students in voice acting techniques.

2. Train students in the proper construction techniques for home recording studios.

3. Instruct students in the proper presentation of professional portfolios.

## Rationale

This program will train students to fill a growing need within the Entertainment industry and introduce students to industry leaders that will give them the opportunity to get immediate work.

## Catalog Description

This program offers training in all facets of voice and media acting, including: video games, ADR, looping, dubbing, foreign content, commercial acting, home studio construction and portfolio creation plus emerging topics.

Effective: Fall 2025

**COURSE MODIFICATION - INFORMATIONAL**

| COURSE ID | COURSE TITLE |
|---|---|
| ENGL 101H | First Year Composition - Honors |
|  |  |
| CATALOG DESCRIPTION: | English 101H: College Reading and Composition is a first-year course created to build on your existing knowledge and current practices related to reading and writing. In particular, this course focuses on developing your practices of analytical and active reading, conducting academic-level research, and entering into conversations with scholarly and creative thinkers. This course will empower you to make meaningful choices in your writing and develop flexible and personalized learning strategies, all while strengthening your voice as a scholar and building your confidence as a student. This course includes content and experiences appropriate for students wishing to earn honors credit. |
| SCHEDULE DESCRIPTION: | English 101H: College Reading and Composition is a first-year course created to build on your existing knowledge and current practices related to reading and writing. In particular, this course focuses on developing your practices of analytical and active reading, conducting academic-level research, and entering into conversations with scholarly and creative thinkers. This course will empower you to make meaningful choices in your writing and develop flexible and personalized learning strategies, all while strengthening your voice as a scholar and building your confidence as a student. This course includes content and experiences appropriate for students wishing to earn honors credit. |
| EFFECTIVE: | Fall 2025 |
| RATIONALE: | Originally sent to board on 01/11/24 - Correction of course title, addition of "H" to course ID in schedule/catalog. |

| COURSE ID | COURSE TITLE |
|---|---|
| PHIL 105H | Introduction to Ethics: Contemporary Moral Problems - Honors |
| | |
| RATIONALE: | Originally sent to board on 01/11/24 with incorrect title. |
| EFFECTIVE: | Fall 2024 |

| COURSE ID | COURSE TITLE |
|---|---|
| MATH 161 | Precalculus & Trigonometry |
| | |
| UNITS: | 6 |
| RATIONALE: | Originally sent to board on 01/11/24 with units of 6-8. Units should be 6. |
| EFFECTIVE: | Fall 2025 |

**PROGRAM MODIFICATION - INFORMATIONAL**

# ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER

*REQUIRED CORE COURSES:*

9.0

ANTHRO 102
Cultural Anthropology

3.0

OR
ANTHRO 102H
Cultural Anthropology-Honors

3.0

ANTHRO 106
Biological Anthropology

3.0

OR
ANTHRO 106H
Biological Anthropology-Honors

3.0

ANTHRO 100
Introduction to Archaeology

3.0

*REQUIRED LIST A COURSE*

3.0-4.0

HIST 170
World Civilizations (3500 BCE-1500CE)

3.0

OR
HIST 170H
World Civilizations (3500 BCE-1500CE)-Honors

3.0

OR
HIST 171
World Civilizations (1500 CE to the Present)

3.0

OR
HIST 171H
World Civilizations (1500 CE to the Present)-Honors

3.0

OR
MATH 110
Introduction to Statistics

4.0

OR
MATH 110H
Introduction to Probability and Statistics-Honors

4.0

OR
PSYCH 120
Statistics for the Social and Behavioral Sciences

4.0

*REQUIRED LIST B COURSES Students must complete 3-4 units from the following or any List A course not already used.*

3.0-4.0

GEOL 100
Physical Geology

4.0

OR
GEOL 100H

Physical Geology-Honors

4.0

OR

4.0

GEOL 101
Introduction to Geology

3.0

AND
GEOL 160
Geology Laboratory

1.0

OR

4.0

GEOL 101H
Introduction to Geology-Honors

3.0

AND
GEOL 160
Geology Laboratory

1.0

OR
GEOL 140
Earth Science

3.0

AND
GEOL 141
Earth Science Laboratory

1.0

OR
PSYCH 201
Research Methods

4.0

*REQUIRED LIST C COURSE Students must complete 3 units from the following or any List A or List B course not already used.*

3.0-4.0

ANTHRO 110
Magic, Witchcraft, and Religion
**Same as:** RELIG 110

3.0

OR
RELIG 110
Magic, Witchcraft, and Religion

3.0

ANTHRO 107
Native Peoples of North America

3.0

OR
ETHS 107
Native Peoples of North America
**Same as:** ANTHRO 107, HIST 107

3.0

OR
HIST 107
Native Peoples of North America

3.0

COMMST 174
Communication in a Diverse World

3.0

GEOG 102
Cultural Geography

3.0

OR
GEOG 102H
Cultural Geography-Honors

3.0

GEOG 120
World Regional Geography

3.0

RELIG 101
Introduction to World Religions

3.0

OR
RELIG 101H
Introduction to World Religions-Honors

3.0

SOC 100
Introduction to Sociology

3.0

OR
SOC 100H
Introduction to Sociology-Honors

3.0

ETHS 141
Race, Ethnicity and Diversity
**Same as:** ETHS 141, SOC 141

3.0

OR
ETHS 141H
Race, Ethnicity, and Diversity-Honors
**Same as:** SOC 141H

3.0

OR
SOC 141
Race, Ethnicity and Diversity

3.0

OR
SOC 141H
Race, Ethnicity and Diversity-Honors

3.0
**Total: 18.0-21.0**

RATIONALE: Originally sent to board on 04/11/24. Unit requirements for List B and List C and program were incorrectly stated. Please see correct requirements and program totals below. This is consistent with our TMC template for Anthropology approved by the state for the academic year 2024-2025.

- Required List B: Student must complete 3-4 units from the following or any LIST-A course not already used.
- Required List C: Student must complete 3 units from the following or any LIST-A or LIST-B course not already used.
- Program total: 18-21.

EFFECTIVE: FALL 2024

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Dr. 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:** October 10, 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.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# Adjunct and Substitute Academic Employees
## Presented for Information October 10, 2024

[v.9.24.2024.p.2|2]

## 2024 – 2025 Academic Year

| Employee Name | Location Assignment | Course Subject | Discipline per Minimum Qualifications |
|---|---|---|---|
| **Edwards, Lawrance** | SBVC | Administration of Justice | Administration of Justice |
| **Hernandez, Eddie** | SBVC | Administration of Justice | Administration of Justice |
| **Reyes, Maria** | SBVC | Ethnic Studies | Ethnic Studies |
| **Velasquez, Gabrielle** | SBVC | History | History |
| **Ourth, Christopher** | CHC | Theatre Arts | Theater Arts |
| **Quinalty, Jesse** | CHC | Fire Technology | Fire Technology |
| **Smith, Ryan** | CHC | Computer Information Systems | Computer Information Systems |
| **Young, Serena** | CHC | English | English |

# 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:** | October 10, 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 2024-2025 budgets.

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# Appointment of District Employees
## Submitted for Board Approval October 10, 2024
[v.9.24.2024.p.1|1]

| Employee Name, Title Location Assignment & Department | Start Date | Salary Schedule, Range & Step | New or Replacing | Fund | Live Scan Clearance |
|---|---|---|---|---|---|
| **Blackwell, Erin** Child Development Teacher CHC Child Development Center | 10/14/24 | Classified 35A | Christina Johle | State Preschool Fund | TBD† |
| **Flores, Guadalupe** Assistant Manager, Workforce Development DSO EDCT | 10/14/24 | Management 6A | New | Responsive Training Fund | TBD† |
| **Gutierrez, Martha** Assistant Manager, Workforce Development DSO EDCT | 10/14/24 | Management 6A | Abe Fulgham III | CalTrans/Back to Work Fund | TBD† |
| **Perez, Raquel** Senior Executive Administrative Assistant DSO Fiscal, Administrative and Media | 10/21/24 | Confidential 22D | Kelly Goodrich | General Fund | TBD† |
| **Stevens, Edward** Lead Custodian SBVC Maintenance and Operations | 10/14/24 | Classified 35A | Melodi Jollie | General Fund | TBD† |

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

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

| | |
|---|---|
| **TO:** | Board of Trustees |
| **FROM:** | 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:** | October 10, 2024 |
| **SUBJECT:** | Consideration of Approval to Appoint Interim Managers |

## RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of, and employment contract for, the employee on the attached list.

## OVERVIEW

The employee on the attached list is submitted for approval.

## ANALYSIS

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

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

The cost of employment for the employee is included in the appropriate 2024-2025 budgets.

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**SBCCD | Vision**

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# Appointment of Interim Managers

Submitted for Board Approval October 10, 2024

[v.9.24.2024.p.1|1]

| Employee Name<br>Location Assignment | Effective Dates | Range & Step | New or Replacing | Fund | Live Scan Clearance |
|---|---|---|---|---|---|
| **Bangasser, Susan**<br>Interim Division Dean, Science<br>SBVC Science | 10/01/24<br>to<br>11/15/24 | 21E | Paul Stanskas | General Fund | TBD† |

*Ratification: Management employee start date is prior to Board approval due to a need in the department.*

†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:**        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:**            October 10, 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.

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**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# Appointment of Temporary Academic Employees
## Submitted for Board Approval October 10, 2024
[v.9.24.2024.p.1|1]

| Employee Name<br>Location Assignment & Department | From | To | Range & Step | Fund | Live Scan Clearance |
|---|---|---|---|---|---|
| **Smith, Glen***<br>Assistant Professor, Culinary Arts<br>SBVC Culinary Arts | 08/12/24 | 12/31/24 | C1 | General Fund | 07/12/18 |
| **Plank, Alexander***<br>Assistant Professor, Welding<br>SBVC Welding | 08/12/24 | 12/31/24 | C1 | General Fund | 10/09/17 |
| **Valle, Samuel***<br>Assistant Professor, Electricity/Electronics<br>SBVC Electricity/Electronics | 08/12/24 | 12/31/24 | C1 | General Fund | 03/11/08 |

*Ratification: Academic employee start date is prior to Board approval due to a need in the department.*

†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:**           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:**           October 10, 2024

**SUBJECT:**        Consideration of Approval of Employee Transfers

## RECOMMENDATION

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

## OVERVIEW

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

## ANALYSIS

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

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

The cost of these transfers is included in the appropriate 2024-2025 budgets.

# **Employee Transfers**

Submitted for Board Approval October 10, 2024

[v.9.18.2024.p.1|1]

| Employee Name | From | To | New/ Replacing | Fund | Effective Date |
|---|---|---|---|---|---|
| **Valenzuela, Patricia** | SBVC Calworks, Fresh Success & Workforce Development **Student Services Technician II** Classified Schedule Range 34, Step F | DSO EDCT **Student Services Technician II** Classified Schedule Range 34, Step F | New | Opportunity Young Adult Career Pathway Program | 10/14/24 |

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:**  Board of Trustees

**FROM:**  Dr. 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:**  October 10, 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.

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# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval October 10, 2024

[v.9.30.2024.p.1|7]

| Employee Name<br>Funding Source | Location Assignment | From | To | Rate | Not to Exceed Hours | Not to Exceed Amount | Project |
|---|---|---|---|---|---|---|---|
| **Batalo, Mandi**<br>Pathways to Success Grant | SBVC | 10/11/24 | 12/20/24 | $57.89 | 110 | $6,367.90 | Pathways to Success Faculty Lead |
| **Batalo, Mandi**<br>Pathways to Success Grant | SBVC | 01/10/25 | 06/30/25 | $57.89 | 110 | $6,367.90 | Pathways to Success Faculty Lead |
| **Berry, Thomas**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/15/24 | $57.89 | 100 | $5,789.00 | IAB 1111 - Common Course Numbering |
| **Blandford, Amy**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Burns-Peters, Davena**<br>Distance Education Grant Funds | SBVC | 10/11/24 | 12/15/24 | $57.89 | 50 | $2,894.50 | Distance Education |
| **Caldwell-Betties, Melita**<br>HRTP 1 Grant | SBVC | 10/11/24 | 12/31/24 | $57.89 | 33 | $1,910.37 | Mentorship Train the Trainer Project |
| **Caldwell-Betties, Melita**<br>HRTP 1 Grant | SBVC | 01/01/25 | 06/30/25 | $57.89 | 32 | $1,852.48 | Mentorship Train the Trainer Project |
| **Castillo, Michelle**<br>BSI Categorical | SBVC | 08/07/24 | 12/21/24 | $64.09 | 422 | $27,045.98 | Adjunct Counseling<br>*Amendment: Correcting the start date previously approved on August 8, 2024, as there was a need in the department for additional training.* |
| **Castillo, Michelle**<br>SSSP & Student Equity | SBVC | 10/14/24 | 12/20/24 | $61.84 | 2 | $123.68 | Non Credit ESL |
| **Dennem, John**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Dolson-Andrew, Stephen**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |

# Non-Instructional Pay for Academic Employees
## Submitted for Board Approval October 10, 2024
[v.9.30.2024.p.2|7]

| Employee Name<br>Funding Source | Location Assignment | From | To | Rate | Not to Exceed Hours | Not to Exceed Amount | Project |
|---|---|---|---|---|---|---|---|
| **Ferri-Milligan, Paula**<br>SSSP & Student Equity | SBVC | 10/14/24 | 12/20/24 | $77.59 | 4 | $310.36 | Non Credit ESL |
| **Frias, Mayra**<br>SSSP & Student Equity | SBVC | 10/14/24 | 12/20/24 | $77.59 | 40 | $3,103.60 | Non Credit ESL |
| **Gallo, Cyndi**<br>Student Accessibility Services Categorical | SBVC | 10/11/24 | 12/17/24 | $64.09 | 136 | $8,716.24 | Adjunct Counseling |
| **Gharib, Mehran**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Gomez, Ed**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Gonzalez, Pedro**<br>SSSP & Student Equity | SBVC | 10/14/24 | 12/20/24 | $61.84 | 2 | $123.68 | Non Credit ESL |
| **Gurtovoy, Jason**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Hecht, Andrea**<br>AB928 Categorical Funds | SBVC | 10/11/24 | 12/15/24 | $57.89 | 50 | $2,894.50 | AB928 - Cal-GETC |
| **Henkle, Lisa**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Herrera, Jamie**<br>AB928 Categorical Funds | SBVC | 10/11/24 | 12/15/24 | $57.89 | 50 | $2,894.50 | AB928 - Cal-GETC |
| **Huston, Celia**<br>ZTC OER Categorical Funds | SBVC | 10/11/24 | 12/15/24 | $57.89 | 50 | $2,894.50 | ZTC OER |
| **Kellogg, Elena**<br>SSSP & Student Equity | SBVC | 10/14/24 | 12/20/24 | $77.59 | 40 | $3,103.60 | Non Credit ESL |

# Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 10, 2024

[v.9.30.2024.p.3|7]

| Employee Name<br>Funding Source | Location<br>Assignment | From | To | Rate | Not to Exceed Hours | Not to Exceed Amount | Project |
|---|---|---|---|---|---|---|---|
| **Knight, Denise**<br>CDTC-ECE Grant Fund | SBVC | 10/11/24 | 12/30/24 | $57.89 | 67 | $3,878.63 | CDTC-ECE Educational Support Grant |
| **Knight, Denise**<br>CDTC-ECE Grant Fund | SBVC | 01/02/25 | 06/30/25 | $57.89 | 68 | $3,936.52 | CDTC-ECE Educational Support Grant |
| **Lee, Dirkson**<br>SSSP & Student Equity | SBVC | 10/14/24 | 12/20/24 | $77.59 | 40 | $3,103.60 | Non Credit ESL |
| **Lopez, Leonard**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Lopez, Maria**<br>SSSP & Student Equity | SBVC | 10/14/24 | 12/20/24 | $61.84 | 2 | $123.68 | Non Credit ESL |
| **Lowe, Eric**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Michel, Fili**<br>SSSP & Student Equity | SBVC | 10/14/24 | 12/20/24 | $61.84 | 2 | $123.68 | Non Credit ESL |
| **Moore, Sandra**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Parker, Garry**<br>HRTP 1 Grant | SBVC | 10/11/24 | 12/31/24 | $57.89 | 60 | $3,473.40 | Water Technician Digital Tools Project |
| **Parker, Garry**<br>HRTP 1 Grant | SBVC | 01/01/25 | 06/30/25 | $57.89 | 20 | $1,157.80 | Water Technician Digital Tools Project |
| **Pave, Adam**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |

# Non-Instructional Pay for Academic Employees
## Submitted for Board Approval October 10, 2024

[v.9.30.2024.p.4|7]

| Employee Name<br>Funding Source | Location Assignment | From | To | Rate | Not to Exceed Hours | Not to Exceed Amount | Project |
|---|---|---|---|---|---|---|---|
| **Pires, Romana**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Preston, Brandon**<br>HRTP 1 Grant | SBVC | 10/11/24 | 12/31/24 | $57.89 | 68 | $3,936.52 | Advanced Water Course Project |
| **Preston, Brandon**<br>HRTP 1 Grant | SBVC | 01/01/25 | 06/30/25 | $57.89 | 67 | $3,878.63 | Advanced Water Course Project |
| **Rounds, Michael**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Valdez, Maria**<br>Instruction Office-General Fund | SBVC | 06/17/24 | 08/10/24 | $57.88 | 32 | $1,852.16 | BPTVN Report<br>*Ratification: Psych Tech board report work started prior to board approval due to urgent need of the department to complete board required report.* |
| **Valdez, Maria**<br>Instruction Office General Fund | SBVC | 10/10/24 | 12/31/24 | $57.89 | 40 | $2,315.60 | Psych Tech Program Director |
| **Valdez, Maria**<br>Instruction Office General Fund | SBVC | 01/02/25 | 06/30/25 | $57.89 | 40 | $2,315.60 | Psych Tech Program Director |
| **Valladao, Gary**<br>HRTP 1 Grant | SBVC | 10/11/24 | 12/31/24 | $57.89 | 50 | $2,894.50 | Advanced Water Course Project |
| **Valladao, Gary**<br>HRTP 1 Grant | SBVC | 01/01/25 | 06/30/25 | $57.89 | 50 | $2,894.50 | Advanced Water Course Project |
| **Vansell, Melanie**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/17/24 | $57.89 | 10 | $578.90 | Instruction for Honors Class |
| **Wilkins, Janice**<br>Instruction Office General Fund | SBVC | 10/11/24 | 12/15/24 | $57.89 | 100 | $5,789.00 | IAB 1111 - Common Course Numbering |

# Non-Instructional Pay for Academic Employees
## Submitted for Board Approval October 10, 2024
[v.9.30.2024.p.5|7]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Not to Exceed Hours | Not to Exceed Amount | Project |
|---|---|---|---|---|---|---|---|
| **Wilkins, Janice** AB928 Categorical Funds | SBVC | 10/11/24 | 12/15/24 | $57.89 | 50 | $2,894.50 | AB928 - Cal-GETC |
| **Adams, Matthew** Office of Instruction General Fund | CHC | 07/25/24 | 08/09/24 | $57.89 | 40 | $2,315.20 | Moved Physic, Geol and Anthro classroom from North back to CNTL after construction was finished. *Ratification: Hours were missed or increased.* |
| **Barger, Heather** Strong Workforce Funds | CHC | 08/21/24 | 12/31/24 | $57.89 | 100 | $5,789.00 | Entrepreneurship Program Work *Ratification: Information was not provided in time for prior board approval.* |
| **Bell, Danielle** Office of Instruction General Fund | CHC | 07/01/24 | 08/09/24 | $57.89 | 10 | $578.80 | Prep hours for Math class that Faculty is subbing. *Ratification: Hours were missed or increased.* |
| **Byrnes, Kenneth** Office of Instruction General Fund | CHC | 07/25/24 | 08/09/24 | $57.89 | 40 | $2,315.20 | Moved Physic, Geol and Anthro classroom from North back to CNTL after construction was finished. *Ratification: Hours were missed or increased* |
| **Cannon, Judy** Honors General Fund | CHC | 01/01/25 | 06/30/25 | $57.89 | 460 | $26,624.80 | Honors Coordinator |
| **Davila, Rosa** Mesa General Funds | CHC | 08/19/24 | 12/17/24 | $57.89 | 80 | $1,447.25 | STEM Center Support *Ratification: Hours were missed or increased* |

# Non-Instructional Pay for Academic Employees
## Submitted for Board Approval October 10, 2024
[v.9.30.2024.p.6|7]

| Employee Name<br>Funding Source | Location<br>Assignment | From | To | Rate | Not to Exceed Hours | Not to Exceed Amount | Project |
|---|---|---|---|---|---|---|---|
| **DiBartolo, Cheryl**<br>Office of Instruction General Fund | CHC | 07/25/24 | 08/09/24 | $57.89 | 40 | $2,315.20 | Moved Physic, Geol and Anthro classroom from North back to CNTL after construction was finished.<br>*Ratification: Hours were missed or increased.* |
| **Dillon, Andrea**<br>Mesa General Funds | CHC | 09/05/24 | 12/17/24 | $57.89 | 25 | $1,447.25 | STEM Center Support<br>*Ratification: Hours were missed or increased.* |
| **Gonzales, Robin**<br>Office of Instruction General Fund | CHC | 08/12/24 | 12/20/24 | $64.09 | 175 | $11,215.75 | Provide dual enrollment counseling<br>*Ratification: Department missed prior submission deadline.* |
| **Haro, Michael**<br>Mesa General Funds | CHC | 08/19/24 | 12/17/24 | $57.89 | 190 | $10,999.10 | STEM Center Support<br>*Ratification: Hours were missed or increased* |
| **Hughes, Richard**<br>Office of Instruction General Fund | CHC | 07/25/24 | 08/09/24 | $57.89 | 40 | $2,315.20 | Moved Physic, Geol and Anthro classroom from North back to CNTL after construction was finished.<br>*Ratification: Hours were missed or increased.* |
| **Ramirez, Thomas**<br>Office of Instruction General Fund | CHC | 07/25/24 | 08/09/24 | $57.89 | 20 | $1,157.60 | Moved Physic, Geol and Anthro classroom from North back to CNTL after construction was finished.<br>*Ratification: Hours were missed or increased.* |
| **Rocha, Sarah**<br>Mesa General Funds | CHC | 09/05/24 | 12/17/24 | $57.89 | 90 | $5,210.10 | STEM Center Support<br>*Amendment: Increase NTE hours from 80 to 90 to accommodate change in weekly schedule.* |

# Non-Instructional Pay for Academic Employees
## Submitted for Board Approval October 10, 2024
[v.9.30.2024.p.7|7]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Not to Exceed Hours | Not to Exceed Amount | Project |
|---|---|---|---|---|---|---|---|
| **Sadiq, Fahima** Mesa General Funds | CHC | 08/19/24 | 12/17/24 | $57.89 | 150 | $8,683.50 | STEM Center Support *Ratification: Hours were missed or increased* |
| **Hamdy, Rania** EEO Grant | DSO | 08/12/24 | 12/31/24 | $57.89 | 200 | $11,578.00 | Onboarding and Orientation *Amendment: Correcting previously submitted approved hours.* |
| **Hamdy, Rania** EEO Grant | DSO | 01/01/25 | 06/30/25 | $57.89 | 200 | $11,578.00 | Onboarding and Orientation |
| **Huston, Celia** EEO Grant | DSO | 08/12/24 | 12/31/24 | $57.89 | 200 | $11,578.00 | Cascade Implementation *Amendment: Correcting previously submitted approved hours.* |
| **Huston, Celia** EEO Grant | DSO | 01/01/25 | 06/30/25 | $57.89 | 200 | $11,578.00 | Cascade Implementation |

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:**           Board of Trustees

**FROM:**      Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:**  Dr. 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:**          October 10, 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 2024-2025 budgets.

# Payment of Stipends
## Submitted for Board Approval October 10, 2024
[v.9.24.2024.p.2|3]

### Faculty Chair 07/15/24 – 12/17/24
*Amendment: originally submitted to the July 2024 board; the end date of assignment ends at the close of Fall 2024 due to retirement.*

| Employee Name | Location Assignment | Department | Stipend |
|---|---|---|---|
| **Ferri-Milligan, Paula** | SBVC | English | $4,500.00 |

### Faculty Chair 07/15/24 – 06/30/25
*Amendment: originally submitted to the July 2024 board; co-chair has resigned and M. Fogle is to receive the full department chair stipend.*

| Employee Name | Location Assignment | Department | Stipend |
|---|---|---|---|
| **Fogle, Melinda** | SBVC | Music/Theatre Arts/Dance | $8,000.00 |

### Assistant Coaches 10/11/24 – 12/31/24

| Employee Name | Location Assignment | Department | Stipend |
|---|---|---|---|
| **Jones, Roderick** | SBVC | Football | $5,000.00 |
| **McMackin, Cody** | SBVC | Football | $5,000.00 |
| **Olivas, David** | SBVC | Football | $5,000.00 |

### Assistant Coaches 10/11/24 – 03/31/25

| Employee Name | Location Assignment | Department | Stipend |
|---|---|---|---|
| **Charles, Rawlston** | SBVC | Men's Basketball | $2,500.00 |
| **Davis, Devon** | SBVC | Men's Basketball | $4,000.00 |
| **Kelly, Britain** | SBVC | Men's Basketball | $3,500.00 |

### Assistant Coaches 08/11/24 – 12/17/24
*Ratification: Hours were missed or increased*

| Employee Name | Location Assignment | Department | Stipend |
|---|---|---|---|
| **Estrada, Joshua** | CHC | Womens Water Polo | $2,500.00 |
| **Ketcherside, Kailyn** | CHC | Womens Water Polo | $2,500.00 |

# Payment of Stipends

## Submitted for Board Approval October 10, 2024

[v.9.24.2024.p.3|3]

### Assistant Coaches 09/23/24 – 12/17/24

*Ratification: Hours were missed or increased.*

| Employee Name | Location Assignment | Department | Stipend |
|---|---|---|---|
| **Young, Austin** | CHC | Mens Water Polo | $5,000.00 |

### Other: Flex Day Presentation on 08/06/24

*Ratification: Contract information was provided after the presentation had taken place.*

| Employee Name | Location Assignment | Department | Stipend |
|---|---|---|---|
| **Hamlett, Cynthia** | CHC | Office of Instruction | $180.00 |

# 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:** October 10, 2024

**SUBJECT:** Consideration of Approval of Reclassification of Employee

## RECOMMENDATION

It is recommended that the Board of Trustees approve the reclassification for the employee as indicated on the attached.

## OVERVIEW

In accordance with Article 16: Personnel of the CSEA Collective Bargaining Agreement, either CSEA or SBCCD may propose a reclassification for any position at any time during the life of the Collective Bargaining Agreement, including a reclassification request may be initiated by the unit member or their immediate supervisor.

## ANALYSIS

The reclassification on the attached list is mutually agreed upon by both parties.

## 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 2024-25 budgets.

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**SBCCD | Vision**

Inspiring possibilities for bright futures

and a prosperous community

# Employee Reclassifications

## Submitted for Board Approval October 10, 2024

[v.9.23.2024.p.1|1]

| Employee Name<br>Location Assignment & Department | From | To | Effective<br>Date |
|---|---|---|---|
| **Abeyta, Rebecca**<br>CHC Counseling | Administrative Assistant I<br>Classified Schedule<br>Range 33, Step F | Administrative Assistant III<br>Classified Schedule<br>Range 41, Step C | 11/01/23 |

*Ratification: The employee is being reclassified due to the classification study being conducted by the SBCCD. The effective date was agreed upon per the MOU between the SBCCD and CSEA.*

# 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:**  Steven J. Sutorus, Executive Director, Business & Fiscal Services

**DATE:**  October 10, 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.

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# Contracts At or Above $114,500

Submitted for Ratification October 10, 2024

[v. 09/23/2024]

| Control # | Vendor | Contract Type | Site | Department | Expense | Income | Amendment |
|---|---|---|---|---|---|---|---|
| 30203 | Animiki See Distribution Inc | Broadcasting Rights | KVCR | KVCR | $ 144,500.00 | | |
| 30209 | Lion Tree Service | Professional Services | SBCCD | EDCT | $ 189,000.00 | | |
| 30216 | Jovenes Inc | Subgrantee Agreement | SBVC | Student Services | $ 792,156.00 | | |
| 30100 | San Bernardino County Superintendent of Schools | Subgrantee Agreement | SBVC | Adult Education | $ 605,053.00 | | |

# 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, Administrative Officer

**DATE:**          October 10, 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

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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 October 10, 2024
[v.9.30.2024.p.1|1]

| SITE, INDIVIDUALS, AND AMOUNT | MEMBERSHIP AND FUNDING SOURCE |
|---|---|
| **SITE:** SBVC<br>**INDIVIDUAL:** Marie Maghuyop<br>**COST:** $80 | **Organization:** National Association of Student Personnel Administrators (NASPA)<br>**Fund:** Student Life Trust |
| **SITE:** CHC<br>**INDIVIDUAL:** Krysten Audibert<br>**COST:** $65 | **Organization:** Society of Hispanic Professional Engineers (SHPE)<br>**Fund:** MESA General Fund |
| **SITE:** CHC<br>**INDIVIDUAL:** Christopher Olivera<br>**COST:** $65 | **Organization:** Society of Hispanic Professional Engineers (SHPE)<br>**Fund:** MESA General Fund |
| **SITE:** CHC<br>**INDIVIDUAL:** Delmy Spencer<br>**COST:** $400 | **Organization:** Chief Student Services Officer<br>**Fund:** Student Services-Student Personnel Admin General Fund |

# 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:**  Farrah Farzaneh, Executive Director, Facilities Planning, Construction & Sustainability

**DATE:**  October 10, 2024

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

## RECOMMENDATION

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

## OVERVIEW

To support the Measure CC 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
- Facility Move Management
- Furniture, Fixtures, & Equipment 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.

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## 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 October 10, 2024

[v.9.24.2024.p.1|1]

| Firm | Pool Approval | Task Order Amount | Site | Project | Task Order | Date Executed |
|---|---|---|---|---|---|---|
| **TYR, Inc. Huntington Beach, CA** | Division of the State Architect Inspector of Records Services 5/13/2021 | $55,076.00 | SBVC | Student Services Building – Swing Space | CC03-3640.10 (TO#09-028.0) Division of the State Architect Inspector of Record Services | 8/23/2024 |
| **\*DLR Group Riverside, CA** | Architecture and Engineering Services 12/12/2021 | $27,325.00 | CHC | Performing Arts Center | CC03-3640.03 (TO#01-054.8) Architecture and Engineering Services | 9/6/2024 |
| **\*Omega Environmental Newport Beach, CA** | Hazardous Materials Assessment Services 5/13/2021 | $13,990.00 | CHC | Crafton Hall Renovation | CC03-3640.08 (TO#04-023.1) Hazardous Materials Assessment Services | 9/6/2024 |

*Issued as a supplement to an existing Task Order.

# MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

# Task Order Selection Summary

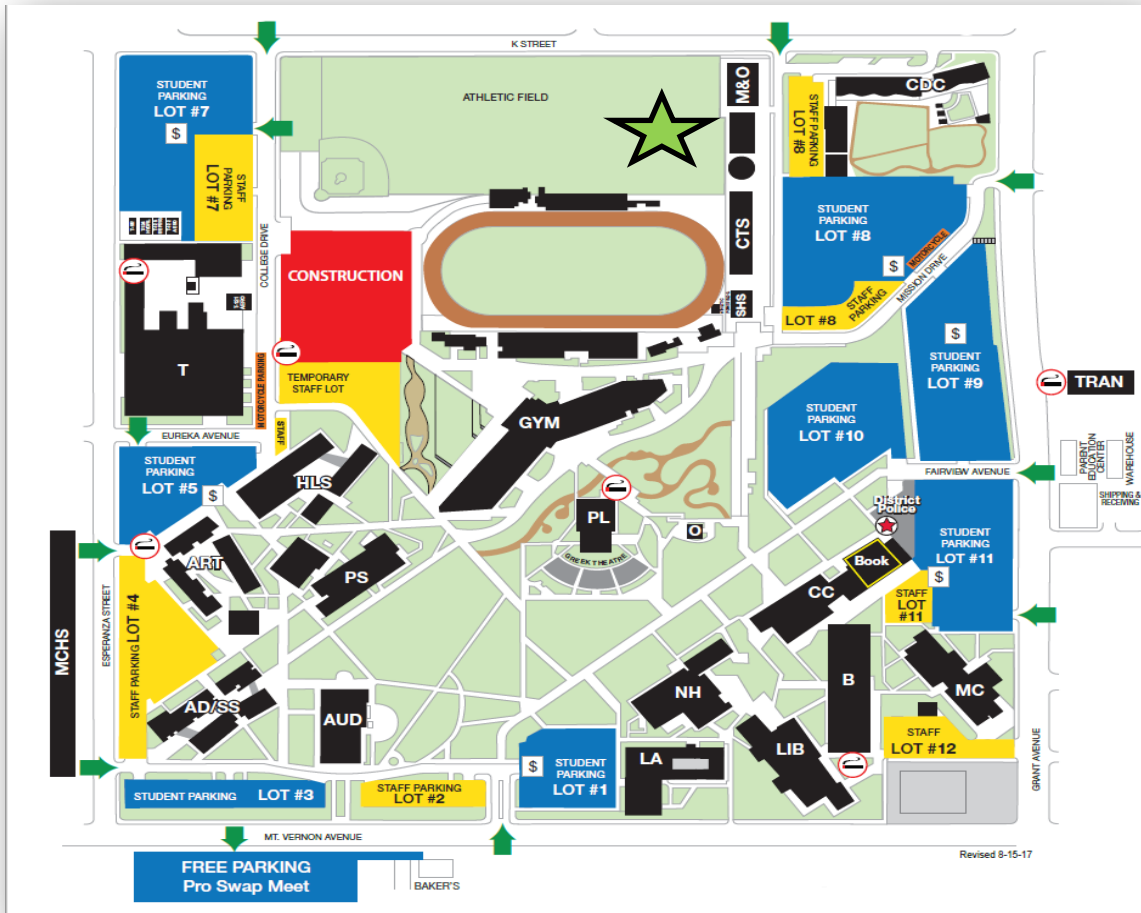**Campus & Project:**  San Bernardino Valley College — SSB Swing Space

**Task Order Awarded to:** TYR, Inc.

**Task Order Executed:**  August 23, 2024

**Amount: $** 55,076.00

**Selection Summary:**

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

**10.10.2024**

**CHANCELLOR'S REPORT**

## CALIFORNIA COMMUNITY COLLEGES BOARD OF GOVERNORS VISIT

SBCCD had the distinct honor of welcoming the California Community Colleges Board of Governors (BOG) to San Bernardino Valley College for the first time in history. The Board held their September meeting in our Business Conference Center and took the opportunity to tour several of our campus facilities, including the soon-to-be-opened Career Pathways Building.

## SAN BERNARDINO COUNTY STATE OF THE COUNTY

SBCCD was proud to sponsor the 2024 San Bernardino County State of the County event. Board Chair, Stephanie Houston, and Board Clerk, Joseph R. Williams, attended and connected with Supervisor Dawn Rowe, Chair of the Board. This event provided a valuable opportunity to strengthen partnerships that benefit our students and the entire region. Together, we made strides toward building a brighter future for local education and economic growth!

## YOUTH SUMMIT AT SBVC EMPOWERS LOCAL STUDENTS

San Bernardino Valley College had the privilege of hosting the Youth Advocacy Summit, organized by the San Bernardino County Superintendent of Schools, Family Assistance Program, Youth Advisory Board, and IEHP. The event brought together local K-12 and college students, along with community organizations, to support homeless and foster youth. It served as a platform for students to

# THIS IS SBCCD

## CHC ANNOUNCES NEW FIRE ACADEMY SCHOLARSHIP

Ed Kimbrough found joy in training the next generation of first responders. When he was dying of cancer in the 2010s, cadets from Crafton Hills College's Fire Academy would get together at Kimbrough's home to sit and swap stories, times that meant the world to him, shared his widow, Pauline.

Kimbrough's lasting impact on Academy cadets inspired a new scholarship endowment named after the longtime firefighter to support CHC fire science cadets needing a financial hand.

The Chief Ed Kimbrough Memorial Scholarship Fund will award an annual scholarship to a cadet who embodies his whatever-it-takes attitude, all thanks to a campaign led by longtime friend and retired Crafton Fire Chief Dan Sullivan and Pauline Kimbrough.

"Some of the situations these kids deal with are really, really challenging. So, any help they can get to … accomplish their goals is all we want for our young people – our kids, your kids," said Pauline. "When they are inspired to complete a lofty goal like [joining] the fire service, we want to help make that happen while [spreading awareness of] Ed's legacy because he was so excited about the program."

Pauline Kimbrough recalled her husband's passion for working with local youth, often lending a hand to coach Pop Warner Football or supporting other programs for kids. When their son enrolled at Crafton Hills College, Ed also became involved with the College, serving on the advisory board of the College's first fire academy. College officials remembered Kimbrough as a "priceless resource to both cadets and the faculty in every way."

Kimbrough lost his battle with cancer on Nov. 16, 2017, but his memory will live on through the newly endowed scholarship.

To contribute to The Chief Ed Kimbrough Memorial Scholarship Fund, go craftonhills.edu/kimbrough or send a check payable to The Crafton Hills College Foundation, 11711 Sand Canyon Road, Yucaipa.

## ALUMNA SARAH GONZALES STARTS NEW JOURNEY WITH SBCCD POLICE DEPARTMENT

Sarah Gonzales is stepping into a new role in the San Bernardino Community College District, going from being a student to a member of the SBCCD Police Department.

In June, Gonzales graduated with Class 42 of the San Bernardino Valley College Extended Basic Police Academy, ranking in the top 10. Her desire to make a difference drew her to law enforcement, along with knowing that every day, officers face "physical challenges, mental challenges, and moral obligations," she said. "It makes me proud to be a part of something greater than myself. I know these challenges will not only help me grow, but also the community I live in.

"This wasn't Gonzales' first time at SBVC. This scholar-athlete earned her associate's degree in biological and physical sciences in 2017, and her familiarity with the campus is one reason why she enrolled in the Extended Basic Police Academy. She also liked that the program is designed for people with jobs and offers a flexible course schedule."I hadn't been in school since I graduated from San Bernardino Valley College, and knew I needed some time to readjust to the learning environment," Gonzales said. "I was also able to work full time to continue working towards my financial goals and keep up with my expenses."Gonzales is excited about continuing her journey with the SBCCD Police Department, as there is "so much more to learn and experience here.

I'm very grateful to have the opportunity to work and give back to the community that has given me the tools to succeed."She has one main goal: to be in alignment with a community policing approach. This means "reaching out to the different communities and cultures within our college and getting to know every department on the campus," Gonzales said. "This will strengthen the communication and expectations the community has for us. Our goal is to create a safe and secure environment for our students, faculty, and anyone who visits our campuses."

# CRAFTON HILLS COLLEGE BEGINS ACCREDITATION RENEWAL PROCESS

Fifty faculty, staff, and administrators met for the Accrediting Commission for Community and Junior Colleges (ACCJC) Institutional Self-Evaluation (ISER) kick-off meeting with Dr. Gohar Momjian, Vice President of ACCJC.

Dr. Momjian facilitated the meeting to help Crafton with the writing of the ISER, which documents evidence of the effectiveness of the College's programs, facilities, and financial status. After the team has completed its work, it provides a report that goes to the ACCJC board, whose members vote on the accreditation status of the college.

A positive accreditation status assures the public that accredited colleges are sound educational institutions.

At the meeting attendees enjoyed snacks and covered the following topics:

✔ The growth mindset in relation to completing the ISER (Institutional Self Evaluation Report).

✔ How the College uses processes and data to improve student success, including a review of CHC's Institutional Set Standards.

✔ Interpreting and applying ACCJC standards.

Leading the effort to write the ISER is Dr. Keith Wurtz, Vice President of Instruction. Wurtz also continues to serve as CHC's Accreditation Liaison Officer.

# PARTNERING WITH SMALL BUSINESSES TO EMPOWER OUR STUDENTS

SBCCD partnered with the Hispanic Coalition of Small Businesses (HCSB) to apply for a Southern California Edison grant aimed at enhancing workforce development for our students.

If we secure the funding, we will support the HCSB Partner School Program to equip students with real-world skills through hands-on learning in high-demand fields like sustainable energy, construction, and financial literacy.

By partnering with local businesses, we aim to:

➤ Connect students with HCSB business members for sustainable job opportunities.

➤ Leverage community partnerships to provide resources and mentorship, closing gaps in education and workforce training.

connect with resources and gain insight into the challenges facing vulnerable populations.

The summit featured inspiring keynote speeches from Assembly members Eloise Gomez Reyes and James Ramos. Guest speaker Jevon Wilkes captivated the audience with his powerful message: "Nothing about us, without us," a rallying call for youth to take an active role in leadership and advocacy. The event emphasized the critical importance of youth involvement in advocacy and leadership.

the importance of the work we are doing to advance student success and workforce readiness.

During the tour, the Board of Governors had the chance to engage with students and learn more about the programs that are preparing them for high-demand, good-paying jobs. Our Nursing program, STEM/MESA Center, and Psychiatric Technology offerings were all highlighted, along with exciting developments in our upcoming Workforce Training building, which will play a key role in training students for careers in various growing industries.

We extend our gratitude to the BOG for their support and vision, as well as to all faculty, staff, and students who helped make this special day a success. Together, we are building a brighter future for our students and the communities we serve.

# 7% SUMMER ENROLLMENT GROWS OVER PRIOR YEAR

San Bernardino Valley College is experiencing a vibrant summer semester as the institution experiences a significant increase in enrollment for the Summer 2024 semester over the prior year, with a remarkable 7% increase in student headcount, or from 7,559 in Summer 2023 to 8,089 in Summer 2024.

A particularly exciting aspect of this summer's enrollment is the influx of first-time students. 28% of enrolled students are new to SBVC. One contributing factor to the boost is the extension of the Books+ rental program, which provided students with books and materials completely free of charge.

As the college continues to innovate and respond to student needs in its 99th year, SBVC remains a cornerstone of higher education in the San Bernardino community. Dr. Gilbert Contreras, the newly appointed 15th president of SBVC, expressed his excitement about the campus's enrollment growth trends. "Seeing more students choose SBVC for their summer studies is a clear indication of the college's impact and appeal. We are committed to continuing our support for students and providing an enriching educational experience," Dr. Contreras said.

# CRAFTON HILLS COLLEGE WORKSHOP PROMOTES EDUCATIONAL EQUITY

Members of our Crafton Hills College student services team held a workshop at the 11th Annual California Coalition of Early & Middle College Summit in Burlingame.

The workshop on Empathy, Equity, and Supportive Measures focused on our best practices to navigate dual enrollment partnerships from an equity lens.

**76 PEOPLE ATTENDED** the session, highlighting the interest and importance of the topic.

Kudos to Soutsakhone Xayaphanthong (counselor), Belinda Navarrete (outreach and educational partnerships), and Dr. Willie Blackmon (Dean, Student Services & Student Development) for representing us well and showcasing our commitment to educational equity and student success.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:**             Board of Trustees

**FROM:**           Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:**    Dr. Nohemy Ornelas, Vice Chancellor of Education and Student Support Services

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

**DATE:**           October 10, 2024

**SUBJECT:**        Strategic Plan Goal - 2 Status Updates

## RECOMMENDATION

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

## OVERVIEW

The current document provides a review of important actions and highlights related to Goal-2 (Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution).

## ANALYSIS

SBCCD is committed to fostering diversity, equity, and inclusion by formalizing a partnership with Community Outreach Partners through a memorandum of understanding. This collaboration is designed to enhance support and resources for students. Additionally, SBCCD has implemented a pathway with the Mexican Consulate in San Bernardino for the 7th Annual Binational Week of Education, teamed up with the Great Harvest Community Center to establish a digital literacy program, and appointed a dedicated full-time faculty member to spearhead the development of new courses and programs with a focus on Social Justice Studies.

## INSTITUTIONAL VALUES

2.   Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution.

## FINANCIAL IMPLICATIONS

There are no financial implications.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

**2024-2025** SBCCD STRATEGIC PLAN AND OBJECTIVES

# MONTHLY STATUS UPDATE

**Goal 2: Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution.**

## STUDENT RESOURCES

SBCCD has signed a memorandum of understanding with Community Outreach Partners, providing free phones with free data to SBCCD students.

## NEW PATHWAY

SBCCD launched a Zero Textbook Cost Library Certificate pathway, eliminating financial barriers and creating possibilities for students entering the library field.

## 300 PARTICIPANTS

SBCCD collaborated with the Mexican Consulate in San Bernardino to co-host the 7th Annual Binational Week of Education, effectively engaging 300 participants.

## OUTCOMES ACHIEVED

☑ Through a partnership between SBCCD and the Great Harvest Community Center, 237 community members attended the digital literacy program. The digital literacy program teaches underserved populations how to use digital technologies and communication tools to function effectively in a knowledge society.

☑ SBCCD has appointed a full-time faculty specializing in Ethnic Studies to spearhead the development of new courses and programs focused on Social Justice Studies.

San Bernardino **Valley College**

CRAFTON HILLS COLLEGE

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:**          Board of Trustees

**FROM:**       Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:**    Jose F. Torres, Executive Vice Chancellor and
Kristina L. Hannon, Vice Chancellor of Human Resources & Police Services

**PREPARED BY:**    Jose F. Torres, Executive Vice Chancellor

**DATE:**       October 10, 2024

**SUBJECT:**    2024-25 Policies & Procedures Review List

## RECOMMENDATION

This item is for information only.  No action is necessary.

## OVERVIEW

In line with AP 2410 Board Policies and Administrative Procedures, SBCCD's Policies and Procedures Advisory Committee to the Chancellor's Council (PPAC) is charged with updating, creating, developing, and systematically reviewing Board Policies and Administrative Procedures. This task is accomplished through a cyclical schedule which begins each academic year.

## ANALYSIS

The PPAC had its initial 2024-25 meeting on August 15, 2024.  At that meeting a Review List was approved that addresses approximately 120 policies and procedures, or 27%, and is comprised mostly of items affected by Legal Updates.  The Review List will be monitored and updated throughout the year and available for review on the PPAC webpage at www.sbccd.edu/ppac.

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board Item.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| BP 2015 Student Trustees | Non 10+1 | > *Legal Update 44: Updated to add voting privileges for student members of the governing board and clarify the student member's rights pursuant to changes in the Education Code.*<br>> *Chapter Lead request to improve accuracy and efficiency, and to reflect current practice.* | 9/19/2024 | PPAC Approves Review Level |
| BP 2110 Vacancies on the Board | Non 10+1 | > *Minor clerical edit.* | 10/31/2024 | Recommendation Requested |
| AP 2110 Vacancies on the Board | Non 10+1 | > *Added Legal Language identified by Sr. EA Ford regarding the resigning member's not having the right to vote for successor.*<br>> *Legal Update 44: Updated to add vacancy notice requirements pursuant to changes in the Education Code and best practice.* | 10/31/2024 | Recommendation Requested |
| BP 2315 Closed Sessions | Non 10+1 | > *Proposed adoption of legally required BP* | 10/31/2024 | Recommendation Requested |
| AP 2325 Teleconferenced Meetings | Non 10+1 | > *Legal Update 44: Updated to align with the Ralph M. Brown Act requirements pursuant to changes in the Government Code.* | 10/31/2024 | Recommendation Requested |
| BP 2355 Decorum | Non 10+1 | > *Legal Update 44: Updated to add references to the Government Code and update language pursuant to changes in the Government Code.* | 9/19/2024 | PPAC Approves Review Level |
| BP 2430 Delegation of Authority to the Chancellor | Non 10+1 | > *Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard and related language pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 9/19/2024 | PPAC Approves Review Level |
| AP 2430 Delegation of Authority to the Chancellor | Non 10+1 | > *Should SBCCD Adopt CCLC Good Practice AP?*<br>> *Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 9/19/2024 | PPAC Approves Review Level |
| BP 2510 Participation In Local Decision-Making | 10+1 | > *Recommendation from VC Hannon*<br>> *Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 9/19/2024 | PENDED |
| AP 2510 Participation In Local Decision-Making | 10+1 | > *FYI Only*<br>> *Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 9/19/2024 | PENDED |
| BP 2710 Conflict of Interest | Non 10+1 | > *Gender language update, and citation update per CCLC version.* | 10/31/2024 | Recommendation Requested |
| AP 2710 Conflict of Interest | Non 10+1 | > *Legal Update 44: Updated to provide legally advised language regarding the prohibition on outside employment that is inconsistent, incompatible, or in conflict with the individual's District duties, functions, and responsibilities.*<br>> *Gender language update.* | 10/31/2024 | Recommendation Requested |
| BP 2715 Code of Ethics/Standards of Practice | Non 10+1 | > *Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this policy to change a reference to the "Superintendent/President" to "[ CEO ]."* | 9/19/2024 | PPAC Approves Review Level |
| BP 2731 Trustee Emeritus | Non 10+1 | >*Requested by Board Executive Committee.* | 9/19/2024 | PPAC Approves Review Level |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|-------|-------|--------|-------------------|--------------|
| BP 2740 Board Education | Non 10+1 | > *Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.*<br>> *Delete superfluous langage from ACCJC Accreditation Standard.*<br>> *Minor clerical update.* | 9/19/2024 | PPAC Approves Review Level |
| BP 3250 Institutional Planning | Non 10+1 | > *Legal Update 43: The Service updated this policy to align with changes in the Title 5 regulations.*<br>> *Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standards and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 10/31/2024 | Recommendation Requested |
| AP 3250 Institutional Planning | Non 10+1 | > *Legal Update 44: The Service updated this procedure to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 10/31/2024 | Recommendation Requested |
| BP 3430 Prohibition of Harassment | Non 10+1 | > *FYI only* | 10/31/2024 | Recommendation Requested |
| AP 3430 Prohibition of Harassment | Non 10+1 | > *Legal Update 44 Summer: This procedure was revised to update references to BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX and clarify to whom the procedure applies.* | 10/31/2024 | Recommendation Requested |
| BP 3433 Prohibition of Sexual Harassment under Title IX | Non 10+1 | > *Legal Update 44 Summer: This policy was revised to update the title and align with the requirements of the 2024 Title IX regulations.* | 10/31/2024 | Recommendation Requested |
| AP 3433 Prohibition of Sexual Harassment under Title IX | Non 10+1 | > *Legal Update 44 Summer: This procedure was revised to update the title, add a definition for sex discrimination under Title IX, and revise the definition of sex-based harassment under Title IX to align with the requirements of the 2024 Title IX regulations.* | 10/31/2024 | Recommendation Requested |
| AP 3434 Responding to Harassment Based on Sex under Title IX | Non 10+1 | > *Legal Update 44 Summer: This procedure was revised to update the title and align the grievance processes with the requirements of the 2024 Title IX regulations.*<br>> *Legal Update 43: The Service updated this procedure to clarify that written confidentiality agreements with Parties and Advisors are good practice but not required under federal Title IX law and regulations.*<br>> *Legal Update 42: The Service updated this procedure to include required information on sexual assault and domestic violence counselors pursuant to changes in the Education Code.*<br>> *Legal Update 41: The Service updated this procedure to remove a historically offensive term, to align to FBI crime definitions, and to clarify that the contents of a written investigative report should not include findings or determinations of law or fact, consistent with the 2020 regulations.* | 10/31/2024 | Recommendation Requested |

**POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024**

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| **AP 3435 Discrimination and Harassment Resolution Procedures** | Non 10+1 | *> Legal Update 44 Summer: This procedure was revised to update references to BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX.*<br>*> Legal Update 44: Updated to align the deadline for complaints of discrimination, harassment, or retaliation in employment to the statute of limitations allowed under the Fair Employment and Housing Act.*<br>*> Legal Update 43: The Service updated this procedure to provide optional language regarding a governing board's review of an appeal of the district's administrative determination under Title 5 regulations.*<br>*> Legal Update 42: The Service updated this procedure to reflect the new name of the California Civil Rights Department and to align with updated Title 5 regulations.* | 10/31/2024 | Recommendation Requested |
| **BP 3501 Campus Security and Access** | Non 10+1 | *> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 10/31/2024 | Recommendation Requested |
| **AP 3501 Campus Security and Access** | Non 10+1 | *> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 10/31/2024 | Recommendation Requested |
| **BP 3510 Workplace Violence** | Non 10+1 | *> Minor clerical edit* | 10/31/2024 | Recommendation Requested |
| **AP 3510 Workplace Violence** | Non 10+1 | *> Legal Update 44: Updated to add citations to the Labor Code and identify requirements of a workplace violence prevention plan and file retention requirements pursuant to changes in the Labor Code.* | 10/31/2024 | Recommendation Requested |
| **BP 3530 Weapons on Campus** | Non 10+1 | *> Minor clerical update* | 10/31/2024 | Recommendation Requested |
| **AP 3530 Weapons on Campus** | Non 10+1 | *> Legal Update 44: Updated to clarify the prohibition on weapons.* | 10/31/2024 | Recommendation Requested |
| **BP 3540 Sexual and Other Assaults on Campus** | Non 10+1 | *> Legal Update 42: The Service updated this policy to apply to victims of domestic violence and to any location, expanding the application beyond a district's grounds pursuant to changes in the Education Code.  The Service updated the title to align to current law.* | 10/31/2024 | Recommendation Requested |
| **AP 3540 Sexual and Other Assaults on Campus** | Non 10+1 | *> Legal Update 44 Summer: This procedure was revised to update references to AP 3434 Responding to Sex Discrimination under Title IX.*<br>*> Legal Update 42: The Service updated this procedure to set out options for victims including information about sexual assault and domestic violence counselors pursuant to changes in the Education Code.  The Service updated the title of this procedure to align to current law.* | 10/31/2024 | Recommendation Requested |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| **BP 3550 Drug Free Environment and Drug Prevention Program** | Non 10+1 | *> Legal Update 44: Updated this policy to add additional requirements related to fentanyl test strips and specify the need to identify supporting administrative procedures pursuant to changes to the Education Code.*<br>*> Legal Update 43: The Service updated this policy to clarify that only districts with a campus health center are required to include certain language about distributing opioid overdose reversal medication.*<br>*> Legal Update 42- The Service updated this policy to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| **AP 3550 Drug Free Environment and Drug Prevention Program** | Non 10+1 | *> Legal Update 44: Updated this procedure to include provisions related to fentanyl test strips pursuant to changes in the Education Code.*<br>*> Legal Update 43:  The Service updated this policy to clarify that only districts with a campus health center are required to include certain language about distributing opioid overdose reversal medication.*<br>*> Legal Update 42:  The Service updated this procedure to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| **BP 3600 Auxiliary Organizations** | Non 10+1 | *> Assess adoption of AP legally required for auxiliary organizations* | 10/31/2024 | Recommendation Requested |
| **AP 3600 Auxiliary Organizations** | Non 10+1 | *> Assess adoption of BP legally required for auxiliary organizations* | 10/31/2024 | Recommendation Requested |
| **BP 3720 Computer and Network Use** | Non 10+1 | *> Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| **AP 3720 Computer and Network Use** | Non 10+1 | *> Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| **BP 3725 Information and Communications Technology Accessibility & Acceptable Use** | Non 10+1 | *> Chapter Lead review of IT security*<br>*> Legal Update 38:  The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)*<br>*> Moving language from below legal reference into the body of the AP.* | 9/19/2024 | PPAC Approves Review Level |
| **AP 3725 Information and Communications Technology Accessibility & Acceptable Use** | Non 10+1 | *> Chapter Lead review of IT security*<br>*> Legal Update 42:  The Service updated this procedure to align with updated Title 5 regulations.*<br>*> Legal Update 38:  The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)* | 9/19/2024 | PPAC Approves Review Level |
| **AP 3726 Information Seurity Data Classification** | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| AP 3727 Information Security Access Control | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| AP 3728 Information Security Physical Security | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| AP 3729 Information Security Logging & Monitoring | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| AP 3730 Information Security Remote Access | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| AP 3731 Information Security Internally Developed Systems Change Control | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| AP 3732 Information Security-Security Incident Response | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| AP 3733 Information Security-Security Secure Operations | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| AP 3734 Information Security-Security Network Security | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| AP 3735 Information Security Disaster Recovery | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| AP 3736 Information Security Cloud Storage | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| AP 3737 Information Security Payment Card Industry Requirements | Non 10+1 | *> New AP resulting from Chapter Lead review of IT security* | 9/19/2024 | PPAC Approves Review Level |
| BP 4010 Academic Calendar | 10+1 | *> FYI Only: No Changes* | 10/31/2024 | Recommendation Requested |
| AP 4010 Academic Calendar | 10+1 | *> Legal Update 44: Updated to identify optional language pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| BP 4020 Program, Curriculum, and Course Development | 10+1 | *> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 10/31/2024 | Recommendation Requested |
| AP 4020 Program, Curriculum, and Course Development | 10+1 | *> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.*<br>*> Legal Update 43: The Service updated this procedure to clarify that Title 5 regulations require districts to develop and offer programs and curricula in ethnic studies, but districts have the option to develop and offer programs and curricula that infuse a global perspective into the curricular offerings and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.*<br>*> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.* | 10/31/2024 | Recommendation Requested |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| **BP 4100 Graduation Requirements for Degrees and Certificates** | 10+1 | *> At 5/13/2024 PPAC, the impact of Legal Update 44 on the recommendation was substantial and it was decided to bring this item to 2024-25 as a new recommendation.*<br>*> Legal Update 44: Updated to remove the requirement regarding publishing graduation requirements in the District's catalog pursuant to changes in the Title 5 regulations.*<br>*> Chapter Lead suggestions* | 10/31/2024 | Recommendation Requested |
| **AP 4100 Graduation Requirements for Degrees and Certificates** | 10+1 | *> At 5/13/2024 PPAC, the impact of Legal Update 44 on the recommendation was substantial and it was decided to bring this item to 2024-25 as a new recommendation.*<br>*> Legal Update 44: Updated to revise associate degree requirements to align with changes in the Title 5 regulations.*<br>*> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.*<br>*> Legal Update 40: The Service updated this procedure to reflect new Title 5 Regulations regarding direct assessment competency-based education. (2022-23 carryover)* | 10/31/2024 | Recommendation Requested |
| **BP 4103 Work Experience** | 10+1 | *> FYI only to support Legal Update 43 review of AP.* | 10/31/2024 | Recommendation Requested |
| **AP 4103 Work Experience** | 10+1 | *> Legal Update 43: The Service updated this procedure to revise the title and content to align with changes in the Title 5 regulations.* | 10/31/2024 | Recommendation Requested |
| **AP 4222 Remedial Coursework** | 10+1 | *> 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 procedure to identify requirements related to placement pursuant to the 2024 changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| **AP 4227 Repeatable Courses** | 10+1 | *> Legal Update 43: The Service updated this procedure to align with revised Title 5 regulations.* | 10/31/2024 | Recommendation Requested |
| **BP 4230 Grading and Academic Record Symbols** | 10+1 | *> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.*<br>*> Legal Update 39: The Service updated this policy 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 though such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol. (2022-23 carryover)* | 10/31/2024 | Recommendation Requested |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| **AP 4230 Grading and Academic Record Symbols** | 10+1 | > *Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.*<br>> *Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.*<br>> *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 through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol for such purposes. (2022-23 carryover)* | 10/31/2024 | Recommendation Requested |
| **BP 4250 Probation, Dismissal, and Readmission** | 10+1 | > *Minor Clerical Update* | 10/31/2024 | Recommendation Requested |
| **AP 4250 Probation, Dismissal, and Readmission** | 10+1 | > *Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.* | 10/31/2024 | Recommendation Requested |
| **AP 4255 Dismissal and Readmission** | 10+1 | > *SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted.*<br>> *Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.* | 10/31/2024 | Recommendation Requested |
| **BP 4260 Prerequisites and Co-requisites** | 10+1 | > *Requested by CHC Academic Senate at 3/11/2024 PPAC to review to change the five-day timeframe in which to resolve challenges to a ten-day time frame, and to define what working days mean for faculty.* | 10/31/2024 | Recommendation Requested |
| **AP 4260 Prerequisites and Co-requisites** | 10+1 | > *Requested by CHC Academic Senate at 3/11/2024 PPAC to review to change the five-day timeframe in which to resolve challenges to a ten-day time frame, and to define what working days mean for faculty.* | 10/31/2024 | Recommendation Requested |
| **BP 4300 Field Trips and Excursions** | 10+1 | > *Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.*<br>> *3/11/2024 PPAC requested additional review.* | 9/19/2024 | PPAC Approves Review Level |
| **AP 4300 Field Trips and Excursions** | 10+1 | > *Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.*<br>> *3/11/2024 PPAC requested additional review.* | 9/19/2024 | PPAC Approves Review Level |
| **AP 5012 International Students** | 10+1 | > *SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted.* | 10/31/2024 | Recommendation Requested |
| **BP 5020 Nonresident Tuition** | Non 10+1 | > *Legal Update 42: The Service updated this policy to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they meet certain requirements pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| **AP 5020 Nonresident Tuition** | Non 10+1 | > *Legal Update 42: The Service updated this procedure to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they met certain requirements pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| **BP 5030 Fees** | Non 10+1 | > *FYI only.* | 9/19/2024 | PPAC Approves Review Level |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| **AP 5030 Fees** | Non 10+1 | > *Per Chapter Lead to incorporate BookSaver Program* | 9/19/2024 | PPAC Approves Review Level |
| **BP 5035 Withholding of Student Records** | 10+1 | > *Legal Update 42: The Service updated this policy to include an additional citation to the Education Code and clarify when a district may withhold registration privileges or transcripts.* | 10/31/2024 | Recommendation Requested |
| **AP 5035 Withholding of Student Records** | 10+1 | > *FYI Only* | 10/31/2024 | Recommendation Requested |
| **BP 5040 Student Records, Directory Information, and Privacy** | 10+1 | > *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 clarify when a district may use a student's gender or legal name as indicated in a government-issued identification document pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| **AP 5040 Student Records, Directory Information, and Privacy** | 10+1 | > *Legal Update 44: Updated to add a legal citation, clarify when a district may use a student's gender or legal name as indicated in a government-issued identification document, and clarify the records a district shall update to reflect an affirmed name and gender pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 10/31/2024 | Recommendation Requested |
| **BP 5055 Enrollment Priorities** | 10+1 | > *FYI only to support Legal Update 43 review of AP.* | 10/31/2024 | Recommendation Requested |
| **AP 5055 Enrollment Priorities** | 10+1 | > *Legal Update 43: The Service updated this procedure to align with revised Title 5 regulations*<br>> *Legal Update 42: The Service updated this procedure to include an additional category of students eligible for priority for enrollment pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| **BP 5070 Attendance Accounting** | 10+1 | > *BP requires an annual review; last updated 12/8/2023* | 10/31/2024 | Recommendation Requested |
| **AP 5070 Attendance Accounting** | 10+1 | > *AP being forwarded to support annual review of BP* | 10/31/2024 | Recommendation Requested |
| **BP 5075 Course Adds, Drops, and Withdrawals** | 10+1 | > *Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.*<br>> *Minor Clerical Edit* | 10/31/2024 | Recommendation Requested |
| **AP 5075 Course Adds, Drops, and Withdrawals** | 10+1 | > *Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.*<br>> *Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.* | 10/31/2024 | Recommendation Requested |
| **BP 5130 Financial Aid** | Non 10+1 | > *Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.*<br>> *Legal Update 42: The Service updated this policy to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| **AP 5130 Financial Aid** | Non 10+1 | > *Legal Update 44: Updated to add a legal citation pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.*<br>> *Legal Update 42: The Service updated this procedure to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| **BP 5220 Shower Facilities for Homeless Students** | 10+1 | *> Chapter Lead: Good Practice BP being Presented for adoption* | 10/31/2024 | Recommendation Requested |
| **AP 5220 Shower Facilities for Homeless Students** | 10+1 | *> Chapter Lead: Good Practice AP Presented for adoption* | 10/31/2024 | Recommendation Requested |
| **BP 5410 Associated Students Elections** | 10+1 | *> Legal Update 42: The Service updated this policy to allow a disabled student or student enrolled in a district's adult education program to serve on student government pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| **AP 5410 Associated Students Elections** | 10+1 | *> Please note SBCCD has not adopted this AP; should it be adopted?* | 10/31/2024 | Recommendation Requested |
| **BP 5500 Standards of Student Conduct** | 10+1 | *> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.*<br>*> Legal Update 42: The Service updated this policy to add legal citations.* | 9/19/2024 | PPAC Review Level 3 AS Final Input |
| **AP 5500 Standards of Student Conduct** | 10+1 | *> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.*<br>*> Chapter Lead Changes resulting from legal review of BP* | 9/19/2024 | PPAC Review Level 3 AS Final Input |
| **BP 5510 Off-Campus Student Organizations** | 10+1 | *>Need to adopt; this is a legally required policy.* | 10/31/2024 | Recommendation Requested |
| **AP 5510 Off-Campus Student Organizations** | 10+1 | *> Need to adopt; this is a legally required procedure* | 10/31/2024 | Recommendation Requested |
| **AP 5520 Student Discipline Procedures** | 10+1 | *> Legal Update 44: Updated to clarify and simplify language regarding determination of discipline and student discipline hearings.*<br>*> Legal Update 40: The Service updated this procedure to reflect recent legislation that complainants or witnesses in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for violations of the student conduct policy unless the violation was egregious. (2022-23 carryover)*<br>*> Legal Update 38: The Service updated this procedure to change the abbreviation AS to state "Associated Students" and to add optional language to highlight diversity, equity, and inclusion issues.(2022-23 carryover)* | 10/31/2024 | Recommendation Requested |
| **AP 6355 Job Order Contracts** | Non 10+1 | *> Legal Update 44: Updated to revise the citations to the California Public Records Act pursuant to changes in the Government Code.*<br>*> Legal Update 40: The Service updated this procedure to reflect recent amendments to the Public Contract Code that extended authorization for districts to enter into job order contracts and requirements that contractors use a workforce that involves apprenticeship occupations in the building and construction trades.* | 10/31/2024 | Recommendation Requested |
| **BP 6520 Security for District Property** | Non 10+1 | *> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 10/31/2024 | Recommendation Requested |
| **AP 6520 Security for District Property** | Non 10+1 | *> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 10/31/2024 | Recommendation Requested |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program | Non 10+1 | *> Chapter Lead:  Requested changes to align with SBCCD goals and legal constraints.* | 10/31/2024 | Recommendation Requested |
| BP 6620 Naming of Buildings and Other Properties | Non 10+1 | *> For information only to support review of AP 6620* | 10/31/2024 | Recommendation Requested |
| AP 6620 Naming of Buildings and Other Properties | Non 10+1 | *> Request from CHC VPI Wurtz and CHC Development Director Riggs to revise amounts* | 10/31/2024 | Recommendation Requested |
| BP 6700 Civic Center and Other Facilities Use | Non 10+1 | *> Legal Update 44: The Service updated this policy to align with changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| AP 6700 Civic Center and Other Facilities Use | Non 10+1 | *> Legal Update 43: The Service updated this procedure to align with the Education Code.* | 10/31/2024 | Recommendation Requested |
| BP 6910 Housing | Non 10+1 | *> Legal Update 42: The Service updated this policy to identify how a district may prioritize and restrict occupancy in affordable housing, to include language regarding prioritizing affordable housing for students, and to include language regarding data collection pursuant to changes in the Education Code and Health and Safety Code.*<br>*> Legal Update 41: The Service updated this policy to delete a legal reference to Education Code Sections 94110 et seq., to add a reference to Education Code Section 76010, and to remove provisions required by that section.*<br>*> Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.* | 10/31/2024 | Recommendation Requested |
| AP 6910 Housing | Non 10+1 | *> Legal Update 44: Updated to add a usage note regarding a district's ability to offer groups priority for housing.*<br>*> Legal Update 42: The Service updated this procedure to identify how a district may prioritize and restrict occupancy in affordable housing and to include language regarding data collection pursuant to changes in the Education Code and Health and Safety Code.*<br>*> Legal Update 41: The Service updated this procedure to delete a legal reference to Education Code Sections 94110 et seq., to add a reference to Education Code Section 76010, to remove provisions required by that section, and to update the template to align to current law.* | 10/31/2024 | Recommendation Requested |
| BP 6925 Refreshments or Meals Served at Meetings and District Events | Non 10+1 | *>Chapter Lead to retire policy and procedure which is no longer relevant due to more efficient process* | 9/19/2024 | PPAC Approves Review Level |
| AP 6925 Refreshments or Meals Served at Meetings and District Events | Non 10+1 | *>Chapter Lead to retire policy and procedure which is no longer relevant due to more efficient process* | 9/19/2024 | PPAC Approves Review Level |
| BP 7110 Delegation of Authority, Human Resources | Non 10+1 | *> Minor clerical edit* | 10/31/2024 | Recommendation Requested |
| AP 7110 Delegation of Authority, Human Resources | Non 10+1 | *> Legal Update 44: Updated to add a usage note regarding a district's ability to offer groups priority for housing.* | 10/31/2024 | Recommendation Requested |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| **BP 7150 Evaluation** | 10+1 | *> Academic Senate Request at 11/14/2022 meeting to review process and timeliness (2022-23 carryover)*<br>*> Legal Update 44: Updated to clarify the records a district shall update to reflect an affirmed name and gender pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |
| **AP 7150 Evaluation** | 10+1 | *> 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 procedure to align content to the ACCJC Accreditation Standard and add a usage note to clarify optional language.*<br>*> Academic Senate Request at 11/14/2022 meeting to review process and timeliness (2022-23 carryover)* | 10/31/2024 | Recommendation Requested |
| **BP 7160 Professional Development** | 10+1 | *> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 10/31/2024 | Recommendation Requested |
| **AP 7160 Professional Development** | 10+1 | *> 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 procedure to align content to the ACCJC Accreditation Standard.* | 10/31/2024 | Recommendation Requested |
| **AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies** | 10+1 | *> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.* | 10/31/2024 | Recommendation Requested |
| **AP 7235 Probationary Period - Classified Employees** | Non 10+1 | *> Legal Update 42: The Service updated this procedure to implement requirements in non-merit system districts regarding employees who do not successfully complete their probationary period pursuant to changes in the Education Code.*<br>*> Legal Update 40: The Service updated this procedure to reflect recent legislation that shortened the probationary period for classified employees and to clarify this change is not applicable to collective bargaining agreements entered into before January 1, 2022.* | 10/31/2024 | Recommendation Requested |
| **AP 7237 Layoffs** | Non 10+1 | *> Legal Update 40: The Service updated this procedure to add legal citations regarding new requirements for layoffs and hearing rights of classified employees. (carryover from 2022-23)* | 10/31/2024 | Recommendation Requested |
| **BP 7240 Confidential Employees** | Non 10+1 | *> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.* | 10/31/2024 | Recommendation Requested |
| **AP 7240 Confidential Employees** | Non 10+1 | *> FYI Only* | 10/31/2024 | Recommendation Requested |
| **BP 7250 Educational Administrators** | 10+1 | *> Request from Chapter Lead to reverse 10+1 Designation.*<br>*> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.*<br>*> Legal Update 38: The Service updated this policy to add clarifying language regarding the term "vacancy" as used in this policy. (2022-23 carryover)*<br>*> Other Chapter Lead review. (2022-23 carryover)* | 10/31/2024 | Recommendation Requested |
| **AP 7250 Educational Administrators** | 10+1 | *> Request from Chapter Lead to remove 10+1 Designation*<br>*> Minor Clerical Edit* | 10/31/2024 | Recommendation Requested |
| **BP 7260 Classified Supervisors, Managers and Administrators** | Non 10+1 | *> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.* | 10/31/2024 | Recommendation Requested |
| **AP 7260 Classified Supervisors, Managers and Administrators** | Non 10+1 | *> FYI Only* | 10/31/2024 | Recommendation Requested |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|---|---|---|---|---|
| **BP 7340 Leaves** | 10+1 | *> Request from Chapter Lead to remove 10+1 Designation.*<br>*> Legal Update 44: Updated to add a citation to the Government Code and add language providing leave for reproductive loss pursuant to changes in the Government Code.*<br>*> Legal Update 42: The Service updated this policy to add legal citations.*<br>*> Legal Update 40: The Service updated this policy to include references to Government Code Sections 12945.2 and 12945.21. (2022-23 carryover)* | 10/31/2024 | Recommendation Requested |
| **AP 7340 Leaves** | 10+1 | *> Request from Chapter Lead to remove 10+1 Designation*<br>*> Legal Update 44: Updated to add a legal citation regarding leave for reproductive loss pursuant to changes in the Government Code.* | 10/31/2024 | Recommendation Requested |
| **AP 7346 Employees Called to Military Duty** | Non 10+1 | *> Legal Update 44: Updated to align with language from the Uniformed Services Employment and Re-employment Rights Act of 1994 ("USERRA"), the Education Code, and the Military and Veterans Code.* | 10/31/2024 | Recommendation Requested |
| **BP 7360 Discipline & Dismissal - Academic Employees** | Non 10+1 | *> Minor Clerical Edit* | 10/31/2024 | Recommendation Requested |
| **AP 7360 Discipline and Dismissal - Academic Employees** | Non 10+1 | *> Legal Update 42 Addendum: The Service updated this procedure to align with updated Title 5 regulations, add legal references, move some detail from the board policy to this procedure, and ensure consistent formatting between this procedure and the BP 7600 template.*<br>*> Legal Update 42: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment.*<br>*> Legal Update 40: The Service updated this procedure to reflect recent clarifications to the requirements for placement on involuntary paid administrative leave. (2022-23 carryover)*<br>*> Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.* | 10/31/2024 | Recommendation Requested |
| **BP 7365 Discipline & Dismissal - Classified Employees** | Non 10+1 | *> Minor Clerical Edit* | 10/31/2024 | Recommendation Requested |
| **AP 7365 Discipline and Dismissal - Classified Employees** | Non 10+1 | *> Legal Update 42: The Service updated this procedure to implement requirements related to employee status during discipline proceedings pursuant to changes in the Education Code.* | 10/31/2024 | Recommendation Requested |

# POLICIES & PROCEDURES 2024-25 ANNUAL REVIEW LIST AS OF 9/19/2024

| Title | 10+1? | Reason | Current Step Date | Current Step |
|-------|-------|--------|-------------------|--------------|
| **BP 7600 District Police Department** | Non 10+1 | *> Legal Update 43: The Service updated this policy to clarify that Chief(s) of Police need not report to the CEO.*<br>*> Legal Update 42 Addendum: The Service updated this policy to align with updated Title 5 regulations, make language corrections, move some detail to the accompanying procedure, and ensure consistent formatting between this policy template and the AP 7600 template.*<br>*> Legal Update 42:  The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.*<br>*> Legal Update 40:  The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. (2022-23 carryover)*<br>*> Legal Updates 38:  The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.  (2022-23 carryover)* | 10/31/2024 | Recommendation Requested |
| **AP 7600 District Police Department** | Non 10+1 | *> Legal Update 42 Addendum: The Service updated this policy to align with updated Title 5 regulations, make language corrections, move some detail to the accompanying procedure, and ensure consistent formatting between this policy template and the AP 7600 template.*<br>*> Legal Update 42:  The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.*<br>*> Legal Update 40:  The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. (2022-23 carryover)*<br>*> Legal Updates 38:  The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues.  (2022-23 carryover)* | 10/31/2024 | Recommendation Requested |

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:**            Board of Trustees

**FROM:**        Dr. Diana Z. Rodriguez, Chancellor

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

**PREPARED BY:**  Blake Bonnet, Interim Chief of Police

**DATE:**        October 10, 2024

**SUBJECT:**     2024 Annual Security Report

## RECOMMENDATION

This item is for information on. No action is necessary.

## OVERVIEW

The 2024 Annual Security Report (ASR) contains crime statistics for Crafton Hills College, San Bernardino Valley College and District Support Operations (DSO). This report was prepared by the San Bernardino Community College District (SBCCD) Police Department's management team in cooperation with the college offices and surrounding police agencies and distributed electronically to the students and SBCCD employees on October 1, 2024. Paper copies are also available at various locations throughout the SBCCD. This report is mandated by federal law and required to be published by institutions of higher learning by October 1st of each year.

## ANALYSIS

In 1990, the U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," which requires colleges and universities to disclose information about crime on and around their campuses. This law was renamed in 1992 to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The information in this report provides statistical, policy, and procedural information required by law.

## 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.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# 2024
# SBCCD ANNUAL

# SECURITY REPORT

A Guide to Safety & Security in the San Bernardino Community College District

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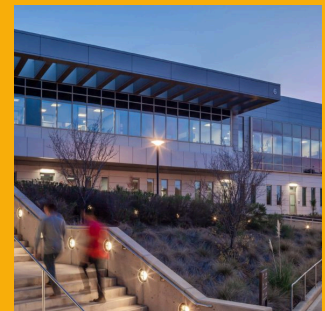## 1.0 Welcome

Welcome to the San Bernardino Community College District (SBCCD). Keeping our students, faculty, staff, and guests healthy and safe remains the highest priority of the SBCCD and the SBCCD Police Department (PD). The SBCCD PD prides itself on serving the diverse campus community with professionalism, civic engagement, integrity, and service excellence.

The SBCCD PD is accredited by the California Commission on Peace Officer Standards and Training (POST). The police officers assigned to the SBCCD PD are sworn and fully commissioned peace officers of the State of California as defined in Section 830.32 of the Penal Code and 72330 of the California Education Code.

Our colleges are located in Yucaipa (Crafton Hills College) and San Bernardino (San Bernardino Valley College and KVCR). We have additional sites in San Bernardino, including the SBCCD Office and other District Support Operations (DSO).

While on or off our campuses, we encourage you to be aware of your surroundings and always lock your vehicle and report any suspicious or criminal activity immediately to the SBCCD PD. In the case of an emergency, call **9-1-1.** Remember, if you *"See Something, Say Something!"*

We invite you to read this report carefully and to become a partner in your own safety. It is through the cooperation of everyone in the SBCCD that we can ensure a safe and pleasant learning and working environment.

# History of the Jeanne Ann Clery Act

The U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," and two years later renamed the legislation the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (Clery Act). The Clery Act requires colleges and universities to disclose information about crime on and around their campuses. Pursuant to the Higher Education Opportunity Act and California Education Code §67380, the SBCCD also inform members of the campus community about institutional policies concerning campus security, including the SBCCD law enforcement authority, crime reporting policies, alcohol and drug use, crime prevention, sexual assault, and other matters of related importance.

## 1.1 Preparation of the Annual Security Report

The SBCCD PD is responsible for preparing this report in compliance with the Clery Act using information maintained by the PD, information provided by other offices such as Student Life, Student Services, Campus Security Authorities, and information provided by local law enforcement agencies surrounding each campus. These offices annually provide updated policy information and crime data. The SBCCD PD also reviews and implements all updates from the U.S. Department of Education regarding additions or changes to the Clery Act.

This report provides statistics for the previous three years concerning reported crimes that occurred on each campus and adjacent to the campus or property owned, leased, or controlled by the SBCCD that is frequented by students of the institution. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs. The SBCCD PD distributes a notice of the availability of this Annual Security Report (ASR) by October 1st of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a paper copy of this report by visiting the SBCCD PD at San Bernardino Valley College (SBVC) or Crafton Hills College (CHC) and at various offices at SBVC and CHC, as well as the SBCCD Office. This report is also available online and can be accessed at the SBCCD PD's website https://sbccd.edu/police All interested persons may also view the ASR from the SBCCD's homepage https://sbccd.edu.

## 1.2 Clery Act Requirements

The Clery Act includes the following substantive requirements:

1. Compilations and Disclosure of Campus Crime Statistics: The Act requires that each institution disclose annual crime statistics and specific disciplinary actions for the three (3) previous calendar years, presenting them according to specific categories including "on-campus, on-campus residential halls, non-campus buildings or property, and public property adjacent to the school."

2. Disclosure of Campus Safety Policies: Each institution mustinclude the below information in the ASR.

- Campus policies for reporting criminal activity or other emergencies
- Policies for the maintenance and access to the campus
- The authority and responsibilities of the law enforcement/public safety agency including crime reporting
- Type and frequency of public safety and crime prevention programs
- Statement of alcohol and drug policies including education programs
- Statement of policy concerning campus programs to prevent sexual assaults and procedures to be followed when an assault occurs
- Statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained
- Statement of policy regarding emergency notification, response and evacuation procedures
- Availability of the ASR

3. Timely/Emergency Warning Requirements: The college must report to the campus community crimes representing a threat to students and employees in a manner that is timely.

4. Disclosure of Crime Log Information: The SBCCD PD must maintain, and make available for inspection by the public during normal business hours, a crime log for the most recent sixty (60) day period. Crime logs more than sixty (60) days old must be available for public inspection upon two (2) days notice, and must be retained for seven (7) years.

5. ASR Deadline: By October 1st of each year, SBCCD is mandated to publish and distribute an ASR for all current and prospective students, as well as current and prospective employees to view.

The U.S. Department of Education Crime Report for the SBCCD is available at https://ope.ed.gov/campussafety

## 2.0  San Bernardino Community College District Police Department

### 2.1 Mission Statement

*The SBCCD PD, in concert with the Board of Trustees, is committed to providing a safe and secure learning and working environment for all students and employees. This will be accomplished through a cooperative and coordinated effort involving all departments and the SBCCD college employees, law enforcement agencies, and the community.*

**2.2 Enforcement Authority/Other Police Agencies**

SBCCD police officers are vested with full law enforcement powers of arrest and meet or exceed training requirements mandated by the California Commission on POST. They also receive training designed to meet the needs of the entire campus community. As peace officers, their police authority extends throughout the state. The SBCCD PD is dedicated to providing a safe and healthy campus environment for students, faculty, staff, and visitors. The SBCCD PD operates 24 hours a day, seven (7) days a week.

It is the policy of the SBCCD PD to comply with applicable federal, state and local laws. In keeping with this requirement, a Memorandum of Understanding (MOU) has been signed with the San Bernardino Police Department and San Bernardino County Sheriff's Department to meet the requirements of the Kristen Smart Campus Safety Act of 1998. This MOU clarifies the aforementioned agencies' operational responsibilities for investigating Part 1 violent crimes occurring on campus. The SBCCD PD remains the primary law enforcement agency for all campuses and will investigate all other crimes occurring on or near the campus community. The SBCCD PD has strong working relationships with the San Bernardino Police Department, Colton Police Department, San Bernardino County Sheriff's Department, CAL-Fire, San Bernardino County Fire Department, Colton Fire Department, California Department of Corrections and Rehabilitation, San Bernardino County Probation Department, and the California Department of Fish and Wildlife.

**2.3 Daily Crime Log**

The SBCCD PD maintains a log of all alleged crimes and incidents reported to the SBCCD PD. The log is available for viewing during regular business hours, upon request, at the SBCCD PD's SBVC and CHC stations, or at the SBCCD Office. The log is also available at https://sbccd.edu/crimelogs.

According to federal law, an institution may withhold any of the required fields of entry (i.e., the nature, date, time, location and/or disposition) if any of the following conditions apply:

- The disclosure is prohibited by law
- The disclosure would jeopardize the confidentiality of the victim
- The disclosure would jeopardize an ongoing criminal investigation or the safety of an individual
- The disclosure would cause a suspect to flee or evade detection
- The disclosure would result in the destruction of evidence

**2.4 Reporting Crimes and Other Emergencies**

The SBCCD PD encourages all students and staff to immediately report all emergencies by calling **9-1-1**. Non-emergencies can be reported to the SBCCD PD by dialing **(909) 384-4491** (SBVC & DSO) and **(909) 389-3275** (CHC).

| |
|---|
| **Always be ready to provide:**<br>❖ Your name, telephone number & location<br>❖ Describe the incident clearly and as accurately as possible<br><br>**Remember:**<br>❖ Do not hang-up<br>❖ Allow the dispatcher to end the call |

The main office at the SBCCD PD is open for business Monday – Friday from 8:00 am – 4:30 pm (except for holidays and SBCCD academic breaks). The SBCCD PD contracts with California State University, San Bernardino (CSUSB) PD to provide 24-hour dispatch services for each of the two campuses, as well as the SBCCD DSO. CSUSB dispatchers are POST-certified professionals who answer calls for each of the campuses' direct phone lines, 9-1-1, and the emergency blue phones located on SBVC campus. Students and staff are encouraged to report any hazard they observe on either campus to the SBCCD PD. Criminal actions and other non-emergencies occurring on either campus should be reported immediately to SBCCD PD using the above listed numbers. The SBVC campus also has "blue-light" emergency phones in parking lots 3, 7, 8, and 9 as well as the gymnasium and football stadium that may be utilized for reporting both criminal and emergency situations. In the event a student or staff member calls **9-1-1** from any SBCCD phone line, the SBCCD PD is immediately notified.

If a SBCCD student or staff member does not feel comfortable with reporting an incident to police and wishes to remain anonymous, a confidential "We Tip" line is available at 1-800-78-CRIME or online at https://www.wetip.com/ Counselors and medical practitioners are also encouraged to inform persons being counseled or treated medically of procedures to report crimes on a voluntary, confidential basis, if and when the counselor or treatment professional deems appropriate.

It is imperative that all crimes/threats occurring on or around each campus are reported to SBCCD PD by some means, so the SBCCD PD can immediately investigate the incident and take the appropriate action. Expedient reporting is also important for the implementation of timely warnings and annual crime statistic mandates.

### 3.0 Campus Security Authorities

All campus criminal activity should be reported directly to the SBCCD PD. In some instances however, members of the campus community may feel more comfortable reporting criminal activity to a Campus Security Authority (CSA) other than the SBCCD PD. A CSA is defined as:

a. A campus police department or a campus security department of an institution.
b. Any individual(s) who has responsibility for campus security but does not constitute a campus police department or a campus security department such as an individual who is responsible for monitoring entrance into institutional events or escorting students.
c. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
d. Any official of the college who has a significant responsibility for student and campus activities (e.g., Vice President of Student Services; Director of Student Life; Athletic Director and team coaches; coordinator and/or advisors to student organizations, programs, and activities).

The following are CSA for the SBCCD: the Presidents of each college, the Vice Presidents of Instruction of each college, the Vice Presidents of Administrative Services of each college, the Vice Presidents of Student Services of each college, the Director of Student Life on each campus, the Athletic Director

and all coaches on either college, the Dean overseeing the SBVC Administration of Justice program and the Law Enforcement Academies, the Child Development Center Directors of each college, the Student Health Coordinators of each college, and all club advisors.

> For Clery Act purposes, a crime is considered "reported" when it is brought to the attention of a CSA by anyone. When a CSA receives crime information that he/she believes was provided in good faith (where there is little or no reason to doubt the validity of the information), the CSA has the duty to ensure that a report is provided directly to the SBCCD PD. The CSA is not responsible for determining authoritatively whether a crime took place; such determination is the function of law enforcement. When in doubt, **REPORT**!

EXEMPTIONS:

The following individuals, when acting within the scope of the official responsibilities are not CSA, and as such, are exempt:

- Professional counselors
- Persons uncertified, but acting under the supervision of an exempt counselor
- Pastoral counselors (SBCCD does not employ pastoral counselors)

## 4.0 Crime Prevention and Security Awareness

The SBCCD PD's primary responsibility is the safety and security of all members of the SBCCD campus community. The SBCCD PD makes every effort to inform students and staff of criminal activity or of any other concern which may be an immediate threat to the safety and security of the SBCCD. A Crime Prevention workshop is offered to students and staff each spring and fall. It is the responsibility of every member of the campus community to act in ways that promotes safety for themselves and others, as well as the protection of SBCCD property.

The SBCCD PD participates in both student and staff related functions (Student Government meetings, College Club events, SBCCD Safety meetings, etc.). The SBCCD PD publishes and distributes a monthly newsletter, "Just the Facts" that provides contemporaneous information on current crimes, crime trends and preventative information for safeguarding one's person and property. The SBCCD also has a public safety app "Safe SBCCD" that can be downloaded to all smart phones/devices from the Apple Store and/or Android platform. Additionally, the public safety app can be used to leverage a multitude of vital resources and to contact SBCCD PD.

The following informational resources are available to the SBCCD campus community at https://sbccd.edu/police

- Active Shooter/Armed Intruder Awareness
- Evacuation Chair Demonstration
- Sexual Assault Awareness
- Campus Safety Awareness
- College Site-Specific Threat Assessment Walkthrough
- New Student Campus Safety and Information Orientation

To request additional information or onsite training, please visit the SBCCD PD website at http://sbccd.edu/police.

For further information on crime prevention, please visit http://sbccd.edu/CrimePrevention.

## 4.1 Campus Facilities - Access and Security

As mentioned on the welcome page of this report, SBVC, KVCR, SBCCD Office and DSO are located in separate parts of the City of San Bernardino and CHC is situated in the City of Yucaipa. SBVC, KVCR, SBCCD Office and DSO are located in urban areas easily accessible to the public by foot or vehicle. CHC is secluded on a hillside in a more rural area which can be accessed by foot, but is more practically accessed by vehicle. None of the SBCCD campuses have student housing facilities.

SBCCD facilities are patrolled 24 hours a day, seven (7) days a week, by SBCCD PD. State laws, applicable city/federal codes, and SBCCD policies are enforced. Sworn personnel of the SBCCD PD are responsible for reporting and investigating crimes, issuing citations, responding to medical emergencies, traffic accidents/hazards and reports of fire, as well as to other incidents that may require police assistance.

Most campus educational facilities are open to the public during normal operational hours. However, certain facilities, offices and other areas of campus are restricted to staff and faculty only.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The Maintenance and Operations Departments (M&O) oversee each respective campuses' facilities and landscaping issues. They also regularly inspect the facilities for safety hazards and make the necessary repairs. When personnel from SBCCD PD observe unsafe conditions or malfunctions, they take the appropriate action(s) to make the situation safe until M&O personnel arrive. Lighting improvements are constantly being evaluated and deficiencies are reported to M&O for corrective action.

The SBCCD campus community and visitors are encouraged to report safety concerns to the appropriate M&O department: SBVC (909) 384-8965, CHC (909) 389-3380, or SBCCD PD (909) 384-4491.

## 5.0 Timely Warning Notification

The purpose of this section is to outline procedures the SBCCD will use to notify campus community members in the event of certain crimes, threats or emergencies associated with a campus. The Clery Act requires the SBCCD to alert the campus community of certain crimes/incidents in a manner that is timely and will aid in the prevention of similar crimes. The Clery Act does not define "timely" because the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves from harm. A warning should be issued as soon as pertinent information is available.

To help prevent crimes or serious incidents, the SBCCD will issue a Campus Safety Alert or Notice in a timely manner to notify community members about certain crimes/incidents in and around the campus community that potentially constitute an immediate or ongoing threat to the health and safety of students and employees of the SBCCD. For the purpose of this policy, "timely manner" generally means as soon as the pertinent information has been brought to the attention of the SBCCD, or a "CSA" as

defined in the Clery Act. All Title IV institutions (the Higher Education Act of 1965), without exception, are subject to the timely warning regulation.

Members of the campus community who know of a crime or other serious incident should report that incident as soon as possible to the SBCCD PD so the department can make a determination regarding issuing an alert. Depending on the particular circumstances of the crime or other incident, specifically in those situations that could pose an immediate or ongoing threat to the health or safety to members of the campus community, a timely warning will be issued. The SBCCD PD will issue the alert after the circumstances have been discussed with the consultation group, which includes the College President or designee of the affected campus, the Chancellor or designee, and the involved campus and/or SBCCD Public Information Officer as outlined in SBCCD Administrative Policy (AP) 3505 Emergency Response Procedures. This policy complies with the Clery Act.

### 5.1 Distribution of Campus Safety Alerts

The SBCCD distributes Campus Safety/Crime Alerts in various ways. Once the SBCCD PD determines that an alert will be issued, the SBCCD PD ensures the announcement is issued to all students, faculty, and staff, including posting the alert on the SBCCD's website https://sbccd.edu. The SBCCD PD also posts alerts on bulletin boards throughout common areas of each campus.

### 5.2 Timely Warnings – Guidelines and Procedures

A. In compliance with the Higher Education Act (20 U.S.C. 1092(f)), the SBCCD PD will adhere to the following procedures in relation to timely warnings in the event that any of these incidents occur:



a. Murder
b. Sex Offense; forcible or non-forcible
c. Robbery
d. Aggravated Assault
e. Burglary
f. Motor Vehicle Thefts
g. Manslaughter by Negligence
h. Arson
i. Hate Crime
j. VAWA Offense (Domestic Violence, Dating Violence, Stalking)
k. Arrests/Referral for Disciplinary Action (Drugs, Weapons, Alcohol)

B. A Crime Alert will be issued for the above incidents occurring within a close proximity of campus property. An incident is determined to be a threat if:
1. The incident is one of the above a-k categories.
2. The incident occurred in an area for which the SBCCD PD must report statistics or at a location where the SBCCD PD is the primary police responder.
3. The suspect(s) are unknown.

If all of the above statements can be answered "yes" and the incident is serious or a continuing threat to the health and safety of students and employees, then a Crime Alert shall be issued. In addition, a Crime Alert may be issued for any crime or event when there is a compelling need to get information out to the students and staff.

## Guidelines

A.  Crime Alerts should contain as much of the following information as possible:
    1.  Date, time, location (general or specific) and summarized event description
    2.  Suspect description and/or vehicle description
    3.  Any special instructions that may be needed
B.  Crime Alerts will be issued in a timely manner after the specific event. If there is a delayed report of the incident by the victim, then the time and date the victim reported the incident may also be included.
C.  Provided the above guidelines are met, nothing should be included in the Crime Alert that would hinder an ongoing police investigation.
D.  The Crime Alert will not identify the victim by name or address. The general description of the location may be given.
E.  In the event that a Crime Alert is determined to be the result of a false report, a second alert will be sent retracting the original Crime Alert. An explanation of the retraction may also be included.
F.  After a Crime Alert has been issued, any new or updated information in regards to that alert will be included in the "additional comments" section of the Daily Crime Log.

## Timely Warning - Procedures

A.  The Chief of the SBCCD PD or designee, with input from the consultation group of the SBCCD as outlined in AP 3505, is responsible for drafting and issuing Crime Alerts. If the Chief of Police (COP) or designee is unavailable, then the following procedure should be used to issue a Crime Alert.
B.  The Lieutenant or designee on duty will complete a draft Crime Alert using previous alerts as templates.
C.  Once drafted, the Lieutenant will seek approval to issue the Crime Alert from the COP.
D.  The procedure for issuing Crime Alerts is as follows:
    1.  Print a copy of the Crime Alert for distribution on campus.
    2.  Distribute to all applicable campus community members.
    3.  Post to the SBCCD website.
E.  The Chief of the SBCCD PD or designee shall determine whether the issuance of a Crime Alert impacts all or only specific SBCCD sites.

## 5.3 Emergency Response Procedures

The SBCCD's Emergency Operations Plan (EOP) establishes the overall direction and planning for emergency situations on each campus or those that may occur in the local or regional area affecting the campuses. To review the EOP Plan, visit http://sbccd.edu/eop. The SBCCD has developed a comprehensive, all-hazards, Emergency Response Plan (ERP) that outlines steps the SBCCD will take to prevent and mitigate, prepare for, respond to, and recover from a full range of possible hazards the SBCCD may face.

To ensure these plans remain current and actionable, the SBCCD will conduct an emergency management exercise at least twice a year. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The SBCCD also conducts after-action reviews of all emergency management exercises.

**5.4 Disaster Management**

In the event of an emergency or other major disaster, there will be a coordinated effort from the entire SBCCD campus community where a number of pre-planned actions will take place. Additionally, the Emergency Operations Team (EOT), made up of key SBCCD managers/supervisors, will meet in a pre-determined location to manage the incident.

Emergency Operations Center (EOC) members will also serve in designated emergency management positions designed to conform to the California "Standardized Emergency Management System and the National Incident Management System" (SEMS/NIMS).

These members will provide leadership and policy guidance, gather intelligence on the emergency, and develop plans of action to best address the emergency. The entire team will act for the involved college or SBCCD, providing resources and support, timely situation analysis, and needs assessments.

The SBCCD administration will provide for the staff and/or students in an emergency. Through the coordination of the EOC, the members of the SBCCD campus community will provide a skilled pool of professionals to deal with the myriad of technical, medical, logistical, and human relations problems that are certain to arise in a major disaster. Additional information can be obtained by visiting http://sbccd.edu/eop.

**6.0 Emergency Notifications**

When the SBCCD PD receives and confirms information regarding an emergency (or dangerous) situation, which poses an immediate threat to the health or safety of students or employees, the SBCCD PD will and without delay, take into account the safety of the campus community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The mobilization of the SBCCD management team and/or the activation of the emergency operations center (EOC) and Emergency Operations Plan (EOP) will also commence. Below are some examples of possible significant emergencies or dangerous situations:

- Infectious disease outbreak
- Active Shooter/Armed Intruder
- Earthquake
- Wildfire
- Utility interruption
- Terrorist incident
- Approaching extreme weather
- Bomb threat
- Civil unrest or rioting
- Explosion
- Chemical or hazardous spill



The SBCCD has a mass emergency notification system available to send messages to all faculty, staff and students. The system gives SBCCD administration or emergency response personnel the ability to send time-sensitive information about unforeseen events and emergencies using voice, email and text

messaging. Additional notifications will be sent updating information on the emergency until its conclusion. The SBCCD PD, with input from the SBCCD consultation group as outlined in AP 3505, will generally send the message, however, additional SBCCD management personnel have been trained to send notifications. Other affiliated organizations may also receive the notifications.

The SBCCD management team consists of the Chancellor, Vice Chancellors, Presidents, Vice Presidents, Chief of Police, Public Information Officer(s), and other senior management personnel. The team is responsible for the management of the emergency and coordination response. To update personal information for notices, visit Getrave.com and search for "San Bernardino Community College District". Register your preferred phone number and email address to receive SBCCD emergency alerts.

## 6.1 Emergency Evacuation Procedures

Faculty and staff may be called upon to be leaders in any evacuation scenario. Members may be utilized in operational leadership roles and their technical expertise will be invaluable in roles where that expertise is needed. Each instructor is responsible for the direct supervision of their class and will, unless injured or incapacitated:

- Direct the evacuation of staff and/or students to designated evacuation sites
- Assign a "buddy" to assist individuals with disabilities in evacuating by leading them to the closest safe evacuation site
- Immediately shut down all equipment in use
- Ensure all personal items are taken upon exiting, if possible
- Shut all doors when the room is vacated
- Proceed as quickly as possible, in an orderly manner, to the nearest evacuation site, moving away from any structures
- Accompany and assist handicapped personnel, staff, students, and visitors who appear to be in need of direction or assistance
- Keep roadways free for emergency vehicles
- Seek medical attention for injured staff and/or students
- If an elevator is not available or is unsafe, direct wheelchair users to the top of the nearest staircase or designated area for rescue assistance. Thereafter, immediately notify a supervisor, Building Captain and/or Emergency Site Coordinator, or emergency personnel of the individual's whereabouts

## 6.2 Emergency Evacuation Drills

Evacuation drills are coordinated by the campus administrators, SBCCD PD, or the SBCCD Environmental Health & Safety Administrator twice a year for all sites. During each drill, occupants "practice" drill procedures and familiarize themselves with the location of exits, evacuation sites, and what can be expected in the event of an emergency evacuation. Assessments are also conducted after each drill, which may be announced or unannounced, to evaluate the overallexercise.

**7.0 Weapons Policy**

Firearms or other weapons shall be prohibited on any college or SBCCD property or in any facility of the SBCCD, except for activities conducted under the direction of SBCCD officials, or as authorized by an official law enforcement agency. [SBCCD Board Policy 3530]

SBCCD Board Policy 3530 is intended to provide a safe environment for all students, faculty, staff, and visitors by enforcing all laws pertaining to firearms, weapons, or destructive devices on any campus. The following are violations of the law and/or a violation of SBCCD policy:

- It is unlawful for any person (with exceptions) to bring or possess any firearm (loaded or unloaded) on any property owned, controlled, or operated by the SBCCD without the prior written permission of the College President or designee. [626.9(h) and (i) PC]

- It is unlawful for any person (with exceptions) to bring or possess a dirk, dagger, ice pick, folding knife with a blade longer than two and one half (2½) inches that locks into place, on any property owned, controlled or operated by the college without prior written permission of the College President or designee. [626.10(b) PC]

- It is unlawful for any person (with exceptions) to bring or possess a "less lethal weapon," as defined in Penal Code Section 16780, or stun gun, as defined in Penal Code §17230, on any property owned, controlled or operated by the SBCCD without prior written permission from the College President or designee. [626.10(i) PC]

- It is unlawful for any person (with exceptions) to openly display or expose in a public place or a place open to the public any imitation firearm, including any BB device, toy gun, replica of a firearm, or other device that is so substantially similar in coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm as defined in Penal Code §16700. [20170 PC]

- It is unlawful for any person (with exceptions) to possess, for any reason, any destructive device as defined in Penal Code §16460 (explosive missile, pipe bomb, grenade, any derivative thereof including exothermic smoke bomb or dry ice bomb). [18710 PC]

**8.0 Smoking Policy**

Smoking of any form of tobacco or non-tobacco products, including electronic cigarettes, is prohibited on SBCCD grounds, in all SBCCD vehicles, at any activity or athletic event and on all property owned, leased or rented by or from the SBCCD, unless a tobacco use area has been designated. SBCCD Board Policy 3570 allows for the establishment of procedures to comply with California Code of Regulations Govt. Code §7597. Smoking shall be permitted only in designated areas. Violators of this section may be punished by a minimum fine of $50.00. Enforcement shall be the responsibility of the SBCCD PD.

**9.0 Alcohol & Drug Policy**

The possession or consumption of alcoholic beverages and other illegal drugs prior to, or during, any SBCCD sponsored activity, on or off any campus by any person, regardless of age, is forbidden by State

law. The federal government has mandated that as of October 1, 1990, there will be no drug usage by students, staff, or faculty on college campuses anywhere in the United States.

SBCCD Board Policy 3550 prohibits the possession, use or distribution of illicit drugs and alcohol on college property, during any college-sponsored field trips, activities or workshops, by students and SBCCD employees.

The illegal possession, use and sale of alcoholic beverages by anyone on SBCCD controlled property is a misdemeanor, per California Business and Professions Code 25608, as well as a violation of the Student Code of Conduct. The campuses are designated as "Drug Free" and the illegal possession, sale, use, manufacture or distribution of any controlled substance is a violation under federal law and a violation of SBCCD policy. Campus affiliated violators are subject to discipline, criminal prosecution, fine, and incarceration.

Pursuant to SBCCD Board Policy 3560, the Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fundraising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on any campus except in accordance with these procedures.

The SBCCD makes every effort to provide drug-free campuses. Assistance is available for those who seek help for themselves or others who may be addicted to substances. For confidential services and information, please contact Student Health Services at the specific campus: (909) 384-4495 – SBVC; (909) 389-3272 – CHC; and (800) 662-4357 – DSO and SBCCD Office.

## 10.0 Commonly Used and Abused Substances

Drugs commonly used and abused include alcohol, marijuana, cocaine, amphetamines, methamphetamine, and prescription drugs such as Vicodin, Oxycodone, Xanax and Anabolic Steroids. While some of these substances are legal, they all may result in serious health problems such as addiction and sometimes death. Illicit substance use can also result in financial and legal challenges. Additional information can be found at https://www.niaaa.nih.gov/.

## 11.0 Referrals and Resources

## 11.1 On Campus Resources

**SBVC Student Health Services -** (909) 384-4495; **CHC Health & Wellness Center -** (909) 389-3272

SBVC Student Health Services and the CHC Health & Wellness Center provide first-aid, health education, nursing advice, and mental health counseling and crisis intervention services. They also provide assistance with those dealing with drug and alcohol abuse. Immunizations, routine health exams, screening for vision, hearing and blood pressure are also offered. Nurse Practitioners are available for consultation, medical examination, treatment, and referral. Health exams including Pap smears, STD screening, pregnancy tests, birth control, and general medical consultation are available. There is no charge for office visits, however, there is a nominal fee charged for medication, lab work and immunizations. Student Health Services at both campuses are funded by student health fees. Student Health 101 includes articles on substance abuse and is emailed to students at least twice a year. During health fairs at the campuses, information regarding substance abuse awareness and assistance is made

available. Student Health Services also provides information of general use to students, such as the location of the gender-neutral restrooms on each campus.

The SBCCD Office and DSO sites do not have a Student Health Services office, however, assistance is available from the Center of Substance Abuse, a 24-hour hotline for drug abuse, at (800) 662-4357 and from the Employee Assistance Program (EAP) at (800) 932-0034.

## 11.2 Off Campus Resources

- **Center of Substance Abuse -** 24-hour hotline for drug abuse          (800) 662-4357
  Provides treatment referrals for individuals in their respective area/county
- **Alcoholics Anonymous**          (909) 825-4700
  Provides services related to alcoholics anonymous organizations including
  AA meetings, literature and referrals
- **Al-Anon**          (909) 824-1516
  Provides support to the families and friends of alcoholics and drug addicts,
  offers AA meeting referrals
- **National Council on Alcoholism**          (909) 629-4084
  Provides alcohol and drug outpatient treatment such as individual or group
  session counseling and random drug testing
- **Inland Behavioral and Health Services, Inc.**          (909) 881-6146
  Provides individual and family counseling and substance abuse programs
- **San Bernardino County Department of Public Health**          (800) 782-4264 Provides
  services that promote the health, safety, well-being, and quality of
  life of its residents according to the County Charter and general laws http://www.sbcounty.gov/dph.

## 11.3 Other Programs and Services

- **Family Health Services**          (800) 722-3777

- **Clinic Operations Services**          (800) 722-4777

- **Communicable Disease Section**          (800) 722-4794

- **Coordinated Asthma Referral and Education (CARE) Program**          (800) 782-4264

- **Environmental Health Services**          (800) 442-2283

- **HIV/AIDS Program**          (800) 722-4794

- **Ryan White Program (HIV/AIDS)**          (800) 722-4777

- **Women, Infants, and Children (WIC)**          (800) 472-2321

- **Partners Against Violence**          (909) 885-8884

- **The National Domestic Violence Hotline**          (800) 799-SAFE (7233)

## 12.0 Sexual Assault, Domestic Violence, Dating Violence, and Stalking

*Any SBCCD student or employee who is suspected of sexual misconduct is subject to both criminal prosecution and disciplinary action under SBCCD policies. Campus disciplinary action can be initiated even if criminal charges are not pursued. Sanctions for sexual misconduct include, but are not limited to, warning(s), censure, demotion, suspension, or termination of employment.*

## 12.1 Violence Against Women Act (VAWA)

The SBCCD is committed to providing a safe learning and working environment. In compliance with applicable federal laws, policies and procedures have been adopted to raise awareness, prevent, and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of the campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.

**Sexual Assault:** Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent, including incest or statutory rape.

**Domestic Violence:** An assault and/or battery committed on a current or former spouse, an 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall 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.
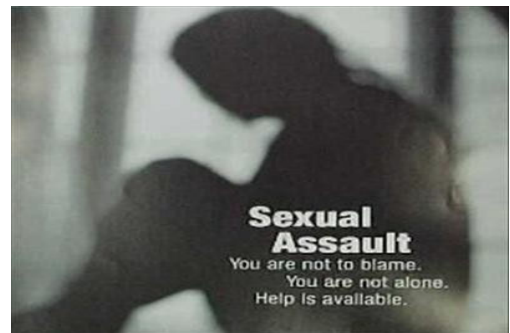
**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be in fear for his or her safety or the safety of others or to suffer substantial emotional distress.

## 12.2 Protocol for Survivors

When an incident of sexual assault, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence and document the criminal activity so that a successful criminal prosecution remains an option.

Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence, should be documented by taking a photograph(s). Evidence of stalking, including any communication, such as written notes, voice mail(s), electronic communications, or in-person contact, should be saved, documented and not altered in any way.

The survivor of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. An exam is important both to address any health issues that may arise and to protect evidence collection. Any clothing removed should be placed in a paper, not plastic bag.

> **IF YOU ARE A VICTIM OF SEXUAL ASSAULT**:
> - ✓ GET to a safe place
> - ✓ CALL the SBCCD PD at (909) 384-4491 or call 9-1-1
> - ✓ DO NOT shower, bathe, douche, change or destroy clothing
> - ✓ DO NOT straighten up the area of the crime
> - ✓ SEEK medical attention, and
> - ✓ SEEK emotional support from the local Rape Crisis Center at (909) 885-8884

Anyone can be a survivor of a sexual assault. Victims are not responsible for the criminal actions of others. If you are a survivor of sexual assault, rape, or domestic violence, go to a safe place as soon as possible, and seek medical treatment if necessary. There will be evidence on your body that will deteriorate in just 3 days. Victims are strongly encouraged to report the incident in a timely manner in order to safe, be healthy, begin the healing process through counseling, and bring the perpetrator to justice.

Approximately 70% of survivors of sexual assault, rape and domestic violence know their attacker. On a college campus, approximately 95% of sexual assaults are not reported. If a survivor desires prosecution, they may file a police report.

Filing a report with the SBCCD PD will:

- Ensure that the survivor receives information on how to obtain a medical exam for collection of evidence for legal purposes.
- Ensure that the survivor receives information on where they may go to seek free confidential counseling on campus or through local or county services.
- Ensure that the survivor is contacted by an advocate from San Bernardino Sexual Assault Services (SBSAS) to guide the survivor through the process and available options and offer continued support.

When a survivor of sexual assault, rape or domestic violence makes a report to the SBCCD PD, San Bernardino Police Department, Colton Police Department, or San Bernardino County Sheriff's Department will also be contacted to pursue the investigation. The law enforcement agency contacted will depend on the location of the incident.

If you are a survivor of a sexual assault, you have options. The following are recommendations to help support victims during the aftermath of the crime:

- DO NOT blame yourself. Sexual assault is not the survivor's fault.
- Go to a safe place, or have someone you trust come to you. If you are injured, seek medical attention immediately.
- DO NOT shower, bathe, douche, or change clothes. You will have evidence on your body that can only be collected if left intact. This evidence can only be collected within the first 72 hours.
- DO NOT blame yourself if you feel you were drugged unknowingly. Any evidence in your system can only be collected within 8-96 hours.
- DO NOT blame yourself if you knowingly used drugs and were assaulted or raped. This does not absolve the perpetrator of responsibility.

- DO NOT blame yourself if you were not able to say "NO" during the incident because you were physically or mentally incapacitated.

## 12.3 Reporting an Incident

Any student, employee or visitor, on any SBCCD property, who has been the victim of a sexual assault, domestic violence, dating violence, or stalking, should immediately call the SBCCD PD at (909) 384-4491. In the case of an emergency or ongoing threat, please get to a safe location and call 9-1-1 or the local law enforcement agency.

Students may also report to:   SBVC Title IX Coordinator - (909) 384-4473
SBVC Office of Student Life - (909) 384-4474
SBVC Student Health Services - (909) 384-4495
CHC Title IX Coordinator - (909) 389-3355
CHC Department of Student Life - (909) 389-3457
CHC Health & Wellness Center - (909) 389-3272
SBCCD Human Resources Office - (909) 388-6950
Employees may report to:   SBCCD Human Resources Office - (909) 388-6950

These offices will assist any victim of sexual assault, domestic violence, dating violence, and stalking in notifying law enforcement, including local police.

## 12.4 Written Notification of Rights and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their options and rights. To view the victim packet, go to https://sbccd.edu/district-services/police-department/how-we-serve/victim-assistance.php.

## 12.5 On and Off Campus Resources

Victims of sexual assault, domestic violence, dating violence, or stalking need not make a formal report to local law enforcement or the SBCCD PD to access available resources listed below. On campus and off campus resources available to these victims include medical treatment, counseling and advocacy. Please phone, or click on the following links for additional information:

- San Bernardino Valley College Title IX Coordinator - (909) 384-4473
  Reporting and victim assistance provided.

- San Bernardino Valley College Student Health Services - (909) 384-4474
  Confidential reporting is available, along with counseling. Services are free or low cost
  www.valleycollege.edu/student-services.

- Crafton Hills College Health & Wellness Center - (909) 389-3272
  Confidential reporting is available, along with counseling. Services are free or low cost.
  http://www.craftonhills.edu/current-students/health-and-wellness.

- Crafton Hills College Title IX Coordinator **-** (909) 389-3355
  Reporting and victim assistance provided.

- SBCCD Human Resources **-** (909) 388-6950
  HR will help employees file claims and report incidents. Reporting and victim assistance.

- SBCCD PD **-** (909) 384-4491
  Location specific:
  SBVC **-** CC100
  CHC **-** Central Complex 165
  DSO **-** http://sbccd.edu/police

Also available on the SBCCD PD's website:
- Annual Security Reports **-** include SBCCD policy information, safety prevention, how to report a crime, and criminal statistics
- Safety & Victim Resources **-** Printable brochures include information and awareness on active shooter survival, dating/domestic/sexual violence, stalking, and disabled person's safety

If you or someone you know has been assaulted or needs counseling:
- San Bernardino Sexual Assault Services/RAINN **-** 24 Hour Crisis          (800) 656-4673
- REACH          (866) 373-8300
- Riverside Area Rape Crisis Center **-** 24 Hour Crisis          (951) 686-7273

If you or someone you know needs a safe place to stay:
- San Bernardino **-** Option House **-** 24 Hour Crisis Line          (909) 381-3471
- Big Bear **-** DOVES - 24 Hour Crisis Line          (800) 851-7601
- Morongo **-** Morongo Basin Unity Home **-** 24 Hour Crisis Line          (760) 366-9663
- Claremont **-** House of Ruth **-** 24 Hour Crisis Line          (877) 988-5559
- Victorville **-** Family Assistance Program **-** 24 Hour Crisis Line          (760) 949-4357

National Resources – click to follow link:
- National Sexual Violence Resource Center
- Rape, Abuse and Incest National Network
- Office for Victims of Crime
- Crime Survivors

## 12.6 Restraining Orders

Restraining orders can be filed online. The below link provides a tutorial on filling out court forms and other available court docs. There is no charge for filing a Domestic Violence Restraining Order. Click the link for additional information:
- San Bernardino County **-** Domestic Violence & Restraining Orders
- The Superior Court of California, County of San Bernardino, is located at 247 West Third Street, in San Bernardino, CA 92415 **-** (909) 384-1888.

## 12.7 Accommodations

The SBCCD is committed to providing a safe learning and working environment. When a victim reports an incident of sexual assault, domestic violence, dating violence, or stalking, the report need not have been made to the SBCCD PD in order to receive available accommodations. Campus Title IX Coordinators, Campus Student Services Offices, the Human Resources Office, and/or SBCCD PD will help accommodate reasonable changes to a victim's academic, transportation, and/or employment situation.

If a victim reports the incident to law enforcement, that law enforcement agency may assist them in obtaining a restraining order from San Bernardino County Superior Court. The SBCCD PD is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Victims should bring a copy of the restraining to the SBCCD PD. The SBCCD PD is committed to protecting victims from any further harm, therefore, SBCCD Human Resources or the Vice President of Student Services (or their designee) may issue an institutional no-contact order for all SBCCD properties.

## 12.8 Victim Confidentiality

The SBCCD PD recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. To that end, the SBCCD PD is committed to protecting the privacy of any individual who makes a report. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement may be made public, unless the victim requests confidentiality based on California Penal Code §293(a) and Government Code §6254(f). Victims may request their right to confidentiality for the below-listed crimes:

| | |
|---|---|
| PC 236.1 Human Trafficking | PC 273a Child Endangerment |
| PC 243(e)(1) Spousal Battery | PC 273d Child Abuse |
| PC 261 Rape | PC 273.5 Domestic Violence |
| PC 261.5 Unlawful Sexual Intercourse with a minor | PC 285 Incest |
| PC 262 Spousal Rape | PC 286 Sodomy |
| PC 264.1 Rape in Concert with Another | PC 288 Lewd Acts on Child |
| PC 265 Abduction to Force Marriage | PC 288a Oral Copulation |
| PC 266 Forcing into Prostitution | PC 289 Anal or Genital Penetration by a Foreign Object |
| PC 267 Abduction for Prostitution | PC 422.6 Hate Crimes |
| PC 269 Aggravated Sexual Assault of a Child | PC 646.9 Stalking |
| | PC 647.6 Annoy or Molest a Child |

Reports made to any campus Title IX Coordinator will be kept confidential and identifying information about the victim shall not be made public. Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail and only when absolutely necessary. Reports made to medical professionals or licensed mental health counselors will not be shared with any third parties, except in cases of imminent danger to the victim or a third party.

**13.0 Conduct Proceedings**

The SBCCD PD, in conjunction with SBCCD Board policies, strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also face disciplinary action by the SBCCD for any violations of sexual assault, domestic violence(s), dating violence, and stalking laws. Individuals found responsible for having committed such a violation may face permanent expulsion, suspension, probation, termination of employment, or mandatory counseling, and/or become the subject of a 'no contact' order.

Incidents involving <u>accused students</u> will be handled by:
SBVC Title IX Coordinator **-** (909) 384-4473
SBVC Vice President of Student Services or designee **-** (909) 384-8282
CHC Title IX Coordinator **-** (909) 389-3355
CHC Vice President of Student Services or designee **-** (909) 389-3368
SBCCD Human Resources Office **-** (909) 388-6950

Incidents involving <u>accused employees/affiliates</u> will be handled by:
SBCCD Human Resources Office **-** (909) 388-6950

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall receive a prompt, fair and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who have received appropriate training regarding the nature of the types of cases they are handling, how to conduct an unbiased and thorough investigation, and how to conduct a proceeding that protects the safety of victims and promotes accountability.

Investigations, including the results, shall be conducted within 60 days or less from the time reported, unless there are mitigating circumstances, in which case the accuser and accused shall be notified, and provided with an explanation and the amount of additional time required.

Determinations shall be made by the Vice President of Student Services, or their designee, within 60 days of when the report was made using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings or hearings, both the accused and accuser are entitled to the same opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of the procedures and the timeframe for appealing the results of the outcome, of any change to the results that occurs prior to the time that the results become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third party.

Disciplinary action for good cause may be imposed upon a student by an instructor, an administrator, or the Board of Trustees for misconduct or infractions while attending college classes or college-sponsored activities.

Disciplinary actions for students may include:

REPRIMAND: A verbal or written reprimand regarding the misconduct.
PROBATION: Student conduct probation may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges.
SUSPENSION: Exclusion from the colleges and college-sponsored activities for a specified time
EXPULSION: Exclusion by the SBCCD Board of Trustees from the college and all college-sponsored activities.

SHORT-TERM SUSPENSION by a college instructor: Any college instructor, for good cause, may remove a student from the classroom for the day of the removal and the next regular class meeting. Before ordering the suspension of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed suspension. The respective college president or designee shall immediately, within 48 hours, hold a conference regarding the student's removal from class. The college president or designee shall determine if suspension from the class, or college, for a longer period of time is appropriate.

(1) The college president or designee may suspend a student for good cause as follows:
    (a) From one or more classes for a period of up to ten days of instruction.
    (b) From one or more classes for the remainder of the school term.
    (c) From all classes and activities of the college for one or more terms.

Before imposing discipline as authorized by this policy, the college president or designee shall first give, or make reasonable efforts to give the student an oral or written notice for the proposed disciplinary action. Disciplinary procedures may proceed or continue notwithstanding the failure or refusal of a student to respond, attend or otherwise participate after having been properly notified of the proceeding by oral or written communication.

(2) The SBCCD Board of Trustees may expel a student when other means of correction fail to bring about proper conduct, or it seems probable that the continued presence of the student causes a danger to the physical safety of the student or to others http://sbccd.edu/StandardsOfConductBP. [Board Policy 5500]

Discipline of SBCCD employees may include, but is not limited to, oral warning, written warning, written reprimand, suspension without pay, and may lead to termination. For additional information about employee conduct proceedings, please consult the SBCCD Human Resources Office. Board Policy 7365 governs classified employee discipline, and Board Policy 7360 governs faculty discipline http://sbccd.edu/boardpolicies.

## 14.0 Educational Programs

The SBCCD PD is committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with informational awareness and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. The SBCCD PD provides information on consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents.

Ongoing prevention and awareness campaigns are also offered throughout the year, and may vary by campus. These programs include:



**Poster Campaigns:**

Silent Witness Initiative
Bystander Intervention
Sexual Assault Awareness Month (SAAM)
National Campus Safety Awareness Month (NCSAM)

**Live Campaigns:**

Speak Out & Stand Up: Raising Awareness About Sexual Assault
Culture of Silence: Stalking Education and Awareness
Nonviolent Sexuality Training (based on availability and funding)
Survivor of Violence (based on availability and funding)
Dating Abuse

**Video Campaigns (Web):**

Sexual Assault Awareness, with SBCCD PD and San Bernardino Sexual Assault Services Advocate
Violence Against Women Act Presentation (live training in addition)

**Awareness Campaigns (Other):**

Denim Day
Project Clothesline Campaign
Self–defense Training (as available)
Sexual Assault Awareness Athletics

## 15.0 Sexual Assault Policy

The SBCCD recognizes that sexual assault is a serious issue and will not tolerate actions of sexual assault/harassment on campus or SBCCD affiliated properties. The SBCCD is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. Sexual offenses are condemned, sexual offenders will not be tolerated, and victim/survivors will be supported.

*Sexual Assault includes: The attempt or act of rape (sexual intercourse without consent, by a stranger, an acquaintance or an intimate partner); forced sodomy (anal sex); forced oral copulation; or the forced penetration by a foreign object either animate, such as a finger, or inanimate. Non-penetration sexual assault includes the act of touching an unwilling person's intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another's intimate parts.*

If you have been sexually assaulted, you have the right to report the assault to the SBCCD PD. As an encouragement to report, the SBCCD PD is committed to the following guarantees:

**WE WILL** meet with you privately and you may be accompanied by a personal advocate.

**WE WILL** provide a female officer to conduct the initial interview, if requested, and if one is available.

**WE WILL** fully investigate your case, regardless of the gender, race, ethnicity, sexual orientation, age, national origin, religion or disability of the parties involved.

**WE WILL** not pre-judge you or your actions. Assault victims are not responsible for the criminal actions of others.

**WE WILL** treat you and your case with courtesy, sensitivity, and understanding.

**WE WILL** assist you in arranging for your medical needs and/or hospital treatment.

**WE WILL** provide you with advocate and counseling referral information.

**WE WILL** not release your name to the public or to the press upon request.

**WE WILL** discuss and explain the criminal justice process. You will be kept informed as to the progress of the investigation.

**WE WILL** be available to answer your questions as the investigation and prosecution unfolds.

**WE WILL** assist you in the student conduct process and notify you of the outcome.

**WE WILL** assist you and work with the college, if a classroom change is needed.

The above acts constitute sexual assault when they are committed against a person's will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual assault.

The SBCCD PD will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action. As soon as possible, the victim survivor of a sexual assault should report the incident to the SBCCD PD, or any Campus Security Authority. Employees of the SBCCD will assist the student in notifying authorities if the student requests assistance.

SBCCD Standards of Student Conduct Policy AP 5500 states disciplinary action may be imposed on recognized individual students, student organizations and/or any SBCCD faculty or staff responsible for a sexual assault. SBCCD procedures depend on the outcome of the disciplinary hearing and may range from suspension to expulsion. The institution will, upon written request, disclose to the alleged victim survivor of a crime of violence, or a non-forcible sex offense, the results of any discipline proceeding by such institution against a student or staff member who is the alleged perpetrator of such a crime or offense. Violators are subject to SBCCD disciplinary actions, criminal prosecution, fine and imprisonment. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome. Student sexual assault victims also have the option of changing their academic schedule after an alleged sexual assault, if such changes are reasonably available.

SBCCD has established a 24-Hour Sexual Assault Advocate Program. For almost four decades, SBSAS advocacy team has offered SBVC, CHC and DSO students and staff guidance and support through the legal, medical and psychologically challenging maze that a survivor must navigate after reporting an assault. They also work with the high schools and middle schools in the area. SBCSAS has entered into an official MOU with the SBCCD working with faculty and staff and the SBCCD PD to assist victims of sexual abuse, sexual violence or domestic violence. Victims may contact the SBCCD PD on either campus or contact the SBCSAS directly for assistance. The sexual assault policy for the SBCCD is outlined in SBCCD Board Policy AP 3540 http://www.sbccd.edu/boardpolicies.

### 15.1 Sexual Assault Prevention Programs

There are courses in understanding violent offenders in the Administration of Justice Program at SBVC. These courses are studies of the violent crimes of felony assault, robbery, rape, the various types of homicide, and the characteristics of both the offender and the victim. Students should check the Schedule of Classes each semester to determine when these classes are offered. SBCCD PD also offers the following sexual assault presentations each Spring and Fall semester and upon request.

**Video Presentations**
- Sexual Assault Awareness
- Campus Safety Awareness

**Workshop Presentations**
- Violence Against Women Act: Topics include sexual assault, domestic violence, dating violence and stalking.
- Speak Out and Stand Up: Raising Awareness About Sexual Assault

Literature on sexual assault education and risk reduction is available at the SBCCD PD and at http://sbccd.edu/SexualAssault.

SBVC and CHC will change a victim's academic situation after an alleged sex offense and offer options for those changes, if those changes are requested by the victim and are reasonably available. Victims of sexual assault may report the crime to any SBCCD faculty, staff, or administrator, but the SBCCD PD should be notified as soon as possible. Victims, survivors and witnesses to crimes should follow the basic policy for reporting crimes.

### 15.2 Title IX Notice of Non-Discrimination

The SBCCD does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the SBCCD (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sexual discrimination, which includes sexual harassment and violence:

- **Sexual Discrimination:** An adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq. and/or California Government Code §11135.

- **Sexual Harassment:** Unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the SBCCD. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

- **Sexual Violence:** Physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, or disability.

## 15.3 Who to Contact with Complaints, Questions or Concerns

Title IX requires the SBCCD to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Campus Title IX Coordinators are available to explain and discuss your right to file a criminal complaint (sexual assault and violence); the SBCCD complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

*If you are in the middle of an emergency, please call the police immediately by dialing 9-1-1.*

### Campus Title IX Coordinators

- ❖ **CHC:** Vice President, Student Services - (909) 389-3355
- ❖ **SBVC:** Vice President, Student Services - (909) 384-8992
- ❖ **SBCCD & DSO:** Director, Human Resources - (909) 388-6950

### U.S. Department of Education, Office for Civil Rights (OCR)

- ❖ To contact the OCR, call (800) 421-3481 or visit their website as listed below.
- ❖ To file a complaint online with the OCR, visit: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

Title IX requires that the SBCCD adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. Below are links to the SBCCD Board Policies on discrimination and diversity.

Administrative Procedure http://sbccd.edu/ap/3430
Formal Complaint Form
http://sbccd.ed6u/hr/3430Formal
Informal Complaint Form http://sbccd.edu/hr/3430Informal

Diversity Board Policy http://sbccd.edu/DiversityBP
Non-Discrimination Board Policy http://sbccd.edu/nondiscriminationBP



Except in the case of a privilege recognized under California law (e.g., Evidence Code §§1014, psychotherapist-patient; 1035.8, sexual assault counselor-victim; and 1037.5, domestic violence counselor-victim), any member of the SBCCD campus community who knows of, or has reason to know of sexual discrimination allegations shall promptly inform the campus Title IX Coordinator.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the SBCCD or campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The SBCCD or campus must then take appropriate steps to eliminate any sexual discrimination/harassment, prevent its recurrence and remedy its effects.

**15.4 Registered Sex Offender Information**

More than 50 years ago, California began requiring dangerous sex offenders to register with their local law enforcement agency, allowing local law enforcement the ability to keep track of convicted sex offenders in their community.

The California Legislature increased the public's access to sex offender information with the passage of Megan's Law in 1996. In the wake of Megan's murder, California increased the public's access to sex offender information with the enactment of (then) §290.4 of the California Penal Code.

The Federal Campus Sex Crimes Prevention Act 20 U.S.C. §1092(f) (1) (I) requires sex offenders who are required to register under state law to also provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides, as of October 2002. Institutions of higher learning were thereafter required to provide a statement in their ASR detailing where members of their campus community can obtain information concerning registered sex offenders.

California's registered sex offender laws comply with the federal law requirement. As of 2002, sex offenders who reside on campus are required to register with campus law enforcement. This law also expanded the registration requirements for all campus-affiliated sex offenders to register with the campus PD. [290.01(a) (1) PC]

The following persons shall register their sex offender status with the SBCCD PD:

- Enrolled students
- Full/part time employees with the SBCCD (with or without compensation)
- Persons who carry on a vocation at any SBCCD property for more than 14 days, or for an aggregated period exceeding 30 (total) days in a calendar year

Penal Code Section 290.01(d)(1)(A), as amended, provides that the SBCCD PD is authorized to, in certain instances, release registered sex offender information (all categories) to members of the campus community.

As of 2005, the California Department of Justice must make available to the public, via the Internet, specific information about certain sex offenders.

### 15.5 Sex Offender Informational Data (public access)

The California Department of Justice's website provides certain registered sex offender locator information: **www.ag.ca.gov**. [290.46(a) (2) (A) PC]

**Note:** The Department of Justice does not make available sex offender registration information specific to any College.

### 15.6 Sex Offender Information (campus community access)

Campus-affiliated registered sex offender information is available for inspection by members of the campus community at the SBCCD PD offices during normal business hours. Please call (909) 384-4491 for more information.

The SBCCD PD may also release sex offender information relating to campus-affiliated sex offenders to members of the campus community who:

- Are member(s) of the campus community
- Are not themselves registered sex offenders
- Understand that the release of registered sex offender information is for the purpose of allowing members of the campus community to protect themselves and their children from sex offenders
- Understand that it is illegal to use the sex offender registration information to harass, discriminate, or commit a crime against any person who has been identified as a sex offender
- Are willing to sign a "Registered Sex Offender View Form." [290.01(d) (4) (A) PC]

The following registered sex offender information is available for public viewing:

- Name and known aliases
- Age, DOB, gender, race
- Physical description (including scars, marks, tattoos)
- Photograph (if available)
- Crimes that were the basis for the registration requirement
- Date of registration or re-registration

### 15.7 Campus Law Enforcement Disclosure

The SBCCD may proactively release any portion of the following information to the campus community concerning the presence of a high-risk sex offender who is in the campus community. The SBCCD PD may reactively release any portion of the following information when necessary to ensure the public safety based upon information available to the entity concerning a registered sex offender. [290.45(a) PC]

The SBCCD PD may release the following sex offender information to persons and campus entities for the purpose of disclosing the information to additional persons if the SBCCD PD can determine that the scope of any further disclosure meets the conditions set forth in Penal Code §290.45(c)(1):

- Name and known aliases
- Date of birth, gender and race
- Physical description, including scars, marks and tattoos
- Photograph (if available)
- Crimes that were the basis for the registration requirement
- Residence address (must be verified by law enforcement prior to release)
- Type of victim targeted by the offender
- Relevant parole or probation conditions
- Dates of crimes resulting in classification
- Date of release from confinement
- Offender's employment, vocation or student status with college

## 15.8 SBCCD Sex Offender Registration Requirements

Every person who is required to register in California as a sex offender and who:

- Is enrolled as a SBCCD student (including extension classes) or
- Is a full/part time employee at SBCCD whether compensated or not, including volunteers, or
- Carries on a vocation at SBCCD for more than 14 days, or for an aggregated period exceeding 30 (total) days in a calendar year, shall register with the campus police department.

A campus-affiliated sex offender shall notify the SBCCD PD within five working days of ceasing to be enrolled or employed, ceasing to carry on a vocation at SBCCD or if the offender has a change of address. [290.01(a) (1) PC]

Registration of sex offenders shall be conducted at the SBCCD PD. Persons required to register shall do so in person Monday - Friday (excluding holidays) during normal business hours.

## 15.9 Hate Crimes

The SBCCD campus community places a great emphasis on the value of diversity, assessing one's culture and the celebration of difference. However, the reality is that anyone at any time can be the target of a hate crime or a bias-motivated incident. Unlike other crimes that target individuals, hate crimes and bias-motivated incidents negatively impact the entire SBCCD campus community. While the college campuses are not immune to such opportunistic acts, the low number of reported occurrences provides an antidotal glimpse that we have made great strides toward the creation of a campus environment that is more tolerant of individuals, groups, cultures, values and ideas.

## 15.10 Reporting Hate Crimes

Reporting a hate crime is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate or bias-motivated incident, you are encouraged to report the occurrence to the SBCCD PD or to any designated CSA.

## 15.11 Workplace Violence

The SBCCD is committed to creating and maintaining an environment that is free from workplace violence. The SBCCD has zero tolerance for violent acts, or threats of violence, against any member of the campus community or SBCCD property. The SBCCD has zero tolerance for and prohibits violence or threats of violence occurring off the SBCCD premises by an employee or person acting in the capacity of a representative or agent of the SBCCD, if such violence or threat of violence affects the legitimate interests of the SBCCD. [Board Policy 3510]

## 16.0 Crime Definitions

Per the Clery Act, the SBCCD PD must classify crimes based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Handbook. Definitions of sex offenses are from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI's UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR for defining and classifying crimes, it does not require Clery Act crime reporting to meet all UCR standards.

UCR crime definitions appear in italics. The text provided classifies criminal incidents taken directly from FBI materials; some have been condensed or paraphrased. Some definitions are from the VAWA Amendments. Some crime examples are taken or adapted from FBI materials, and others were created for this document based on questions educational communities have asked of law enforcement over the years.

- **Murder:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Forcible/Non Forcible 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. Non-Forcible sex offenses include incest or statutory rape.
- **Sodomy:** Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Robbery:** The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Hate Crime:** A crime, usually violent, motivated by prejudice or intolerance made by the perpetrator toward a member of any race, gender, gender identity, religion, sexual orientation, ethnicity/national origin, and/or disability.
- **Aggravated Assault (ADW):** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.

- **Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.
- **Motor Vehicle Theft:** Any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.
- **Arson:** Any willful or malicious burning, or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Domestic Violence:** Assault and/or battery committed on a current or former spouse, an 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall 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.
- **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be in fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- **Unfounded Crimes:** According to UCR guidelines, a reported offense can be cleared as "unfounded" if the investigation shows that no offense occurred or was attempted. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not "unfound" a legitimate offense, nor do the findings of a coroner, court, jury, or prosecutor. According to UCR guidelines, the statistics on "unfounded cases" should include crime reports that are either false or baseless.

## Hate Crime Categories

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (GI) Gender Identity

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a group of person's based on their actual or perceived gender-related characteristics.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- **Ethnicity/National origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

## 17.0 Crime Statistics Data

The following crime statistical data has been reported using the UCR procedures as set forth by the FBI and the California Department of Justice. Crime statistics disclosed are those that occurred on property owned and controlled by the SBCCD and public property contiguous/adjacent to the SBCCD campuses or sites. SBCCD PD staff reviews the UCR annually for updates in reporting.

# 17.1 CHC CRIME STATISTICS FOR 2021, 2022, AND 2023

| Violation | On Campus 2021 | Public Property 2021 | Non-Campus Property 2021 | 2021 Totals | On Campus 2022 | Public Property 2022 | Non-Campus Property 2022 | 2022 Totals | On Campus 2023 | Public Property 2023 | Non-Campus Property 2023 | 2023 Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault w/object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrest | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 3 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| Disciplinary Actions | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**\*Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.**

**Note:** The San Bernardino County Sheriff's Department was not able to provide the SBCCD with any crime statistics due to their crime reporting computer systems being all off-line during this reporting period.

## 17.2 DSO CRIME STATISTICS FOR 2021, 2022, AND 2023

| Violation | On Campus 2021 | Public Property 2021 | Non-Campus Property 2021 | 2021 Totals | On Campus 2022 | Public Property 2022 | Non-Campus Property 2022 | 2022 Totals | On Campus 2023 | Public Property 2023 | Non-Campus Property 2023 | 2023 Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault | | | | | | | | | | | | |
| Rape | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault w/object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 9 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| Hate Crimes* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrest | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 14 | 14 | 0 | 0 | 9 | 9 | 0 | 0 | 4 | 4 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Actions | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**\*Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.**

> **Note:** As a result of a reorganization within the SBCCD, all entities located at 114 & 124 S. Del Rosa Drive, San Bernardino, CA were realigned under District Support Operations (DSO), effective January 1, 2020.

# 17.3 SBVC CRIME STATISTICS FOR 2021, 2022, AND 2023

| Violation | On Campus 2021 | Public Property 2021 | Non-Campus Property 2021 | 2021 Totals | On Campus 2022 | Public Property 2022 | Non-Campus Property 2022 | 2022 Totals | On Campus 2023 | Public Property 2023 | Non-Campus Property 2023 | 2023 Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault w/object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 2 |
| Burglary | 3 | 3 | 1 | 7 | 4 | 0 | 0 | 4 | 9 | 0 | 1 | 10 |
| Motor Vehicle Theft | 0 | 3 | 0 | 3 | 2 | 3 | 0 | 2 | 0 | 0 | 0 | 0 |
| Arson | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| Hate Crimes* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrest | | | | | | | | | | | | |
| Illegal Weapons Possession | 2 | 3 | 0 | 5 | 2 | 0 | 0 | 2 | 4 | 0 | 1 | 5 |
| Drug Abuse Violations | 20 | 5 | 0 | 25 | 10 | 4 | 0 | 14 | 34 | 15 | 0 | 49 |
| Liquor Law Violations | 3 | 0 | 1 | 4 | 3 | 1 | 0 | 4 | 2 | 3 | 0 | 5 |
| Disciplinary Actions | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |

**\*Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.**

# CAMPUS DIRECTORY
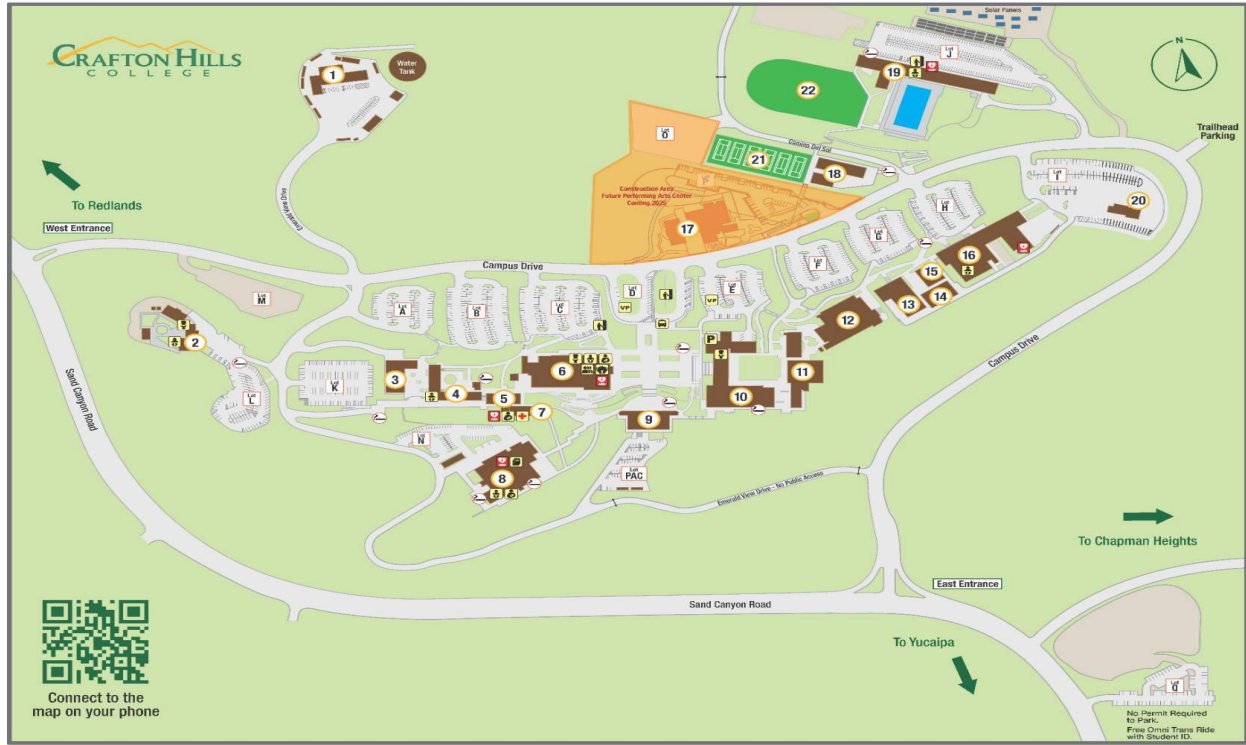


### Health & Wellness
- Sleep/nap pods

### Visitor Parking (VP)

### Food Pantry

### Nursing Room
- Building 6 - 1st Floor
- Building 8 - 1st Floor
- Building 7 - 1st Floor, HWC

### Baby Changing Station

### All-gender Restroom

### Bus Stop

### Police/Security (P)

### Parking Permits (Daily)
Parking permits/decals are required to park in all parking lots and on all college streets.

Daily parking permits are available in Lot C, Lot D, Lot J and online at www.craftonhills.edu/parking

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decal.

### Library & Tutoring
The Library and Tutoring Center are located in the Learning Resource Center (LRC), Building 8.

### Automated External Defibrillator Locations (AED)

### Student Services
The Bookstore, Café, EOPS, Admissions & Records, Financial Aid and Counseling are located in the Crafton Center (CCR), Building 6.

### Smoking Areas
This is a smoke-free campus, smoking in non-designated areas or buildings may result in the issuance of a citation. (Board Policy #3570; Government Code #7597)

Connect to the map on your phone

## Campus Police (909) 389-3275 | District Police (909) 384-4491

1 . . . . . . . . . . . Maintenance & Operations (M&O)
2 . . . . . . . . . . . . Child Development Center (CDC)
3 . . . . . . . . . . . . . . . . . . . . . . . Crafton Hall (CHL)
4 . . . . . . . . . . . . . . . . . Clock Tower Building (CTB)
5 . . . . . . . . . . . . . . . . . . West Complex (West)
6 . . . . . . . . . . . . . . . . . . . Crafton Center (CCR)
7 . . . . . . . . . . . . . Student Support Building (SSB)
8 . . . . . . . . . . . . Learning Resource Center (LRC)
9 . . . . . . . . . . . . . . Performing Arts Center (PAC)
10 . . . . . . . . . . . . . . . . . Central Complex 1 (CNTL1)
11 . . . . . . . . . . . . . . . . . Central Complex 2 (CNTL2)

12 . . . . . . . . . . . . . . . . . . . . . . . Canyon Hall (CYN)
13 . . . . . . . . . . . . . . . . . . . . . . . Visual Arts (ARTS)
14 . . . . . . . . . . . . . . East Complex 1 (EAST1)
15 . . . . . . . . . . . . . . East Complex 2 (EAST2)
16 . . . . . . . . Public Safety & Allied Health (PSAH)
17 . . . . . . . . . . . . . . . . . . . . . Under Construction:
Future Performing Arts Center (PAC)
18 . . . . . . . . . . . . . . . . . . North Complex (NRTH)
19 . . . . . . . . . . . . Kinesiology, Health Education &
Aquatics Complex (KHA)
20 . . . . . . . . Public Safety Training Center (PSTC)
21 . . . . . . . . . . . . . . . . . Tennis Courts (TC-CRTS)

Updated 2/2024

**DISTRICT SUPPORT OPERATIONS**

114 South Del Rosa Dr. • San Bernardino, CA 92408

**Building Symbols**

ATTC .................................Applied Technology Training Center
PDC ....................................Professional Development Center

AED AUTOMATED EXTERNAL DEFIBRILLATOR
SMOKING

# San Bernardino Valley College
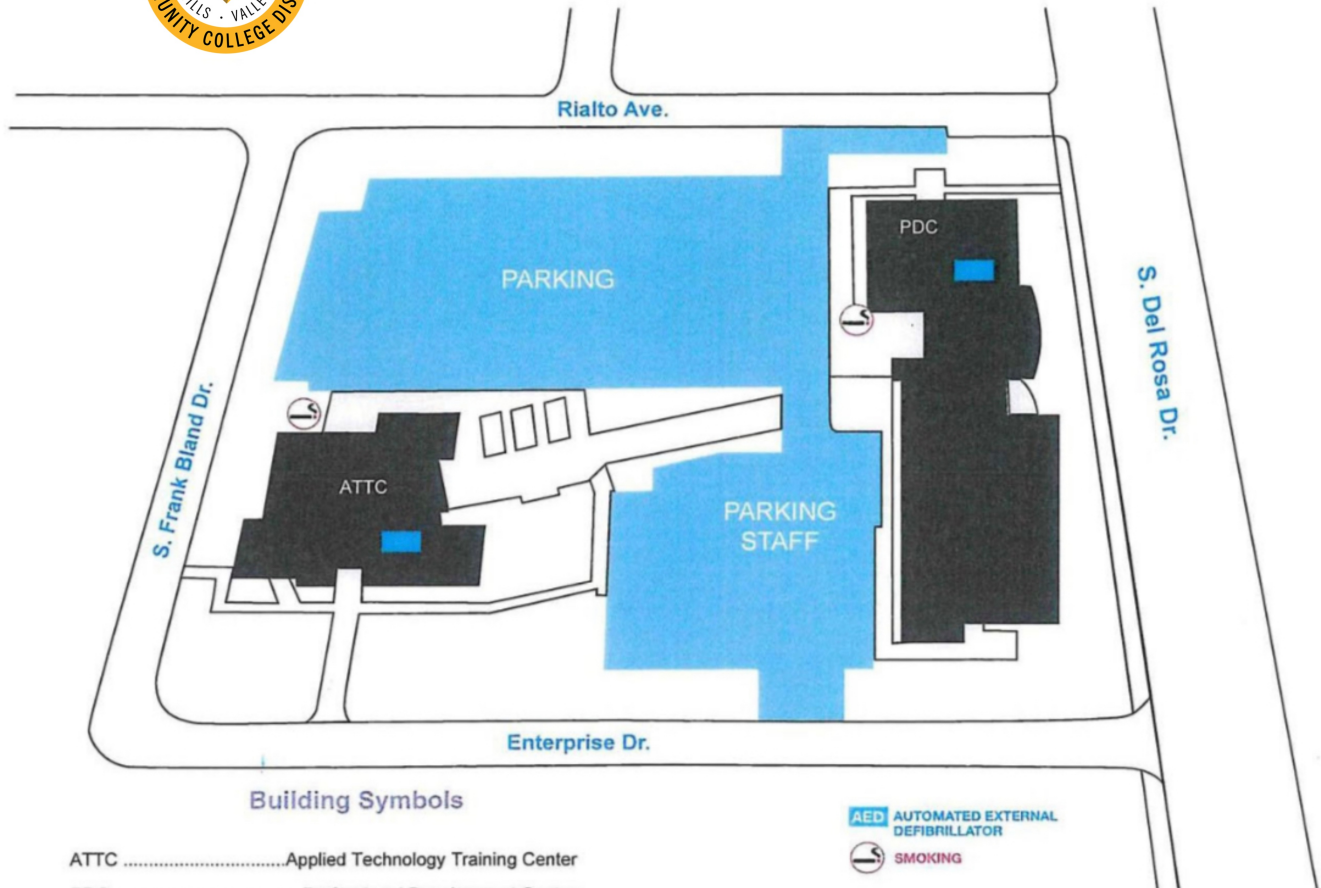
701 South Mount Vernon Avenue
San Bernardino, CA 92410
valleycollege.edu | (909) 384-4400



## Building Symbols

| | | | | |
|---|---|---|---|---|
| **AD/SS** | Administration/Student Services (Note: AD rooms are located in AD/SS) | | **LA** | Liberal Arts |
| **AG** | Clara & Allen Gresham Art Gallery | | **LCCC** | Lois Carson Campus Center |
| **ART** | Art Center | | **LIB** | Library |
| **AUD** | Auditorium | | **MC** | Media & Communications |
| 👶 | (AUD Restrooms - 2 Baby Changing Stations) | | **MCHS** | Middle College High School |
| **B** | Business | | **NH** | North Hall |
| **BOOK** | Bookstore | | 👶 | NH 329 - Lactation Room |
| **CDC** | Child Development Center | | **PL** | George F. Beattie Planetarium |
| **GT** | Greek Theater | | **PS** | Physical Sciences |
| **GYM** | Gym | | **SHS** | Student Health Center |
| **HLS** | Health & Life Sciences | | **T** | Applied Technology |
| | | | **TRAN** | Transportation Center |

➡ **Student Parking Lot Entrance**  🚲 **Bike Racks**  👶 **Baby Changing Station**  ♿ **Lactation Room**

Revised 06-2024

SAN BERNARDINO ⬢ COMMUNITY COLLEGE DISTRICT

# INTRODUCING PUBLIC SAFETY APP

# "Safe SBCCD"

- ⊘ **Emergency Procedures**
- ⊘ **Campus Maps**
- ⊘ **Safety Toolbox**
- ⊘ **Friend Walk**
- ⊘ **COVID-19 Resources**
- ⊘ **Call Campus Police**
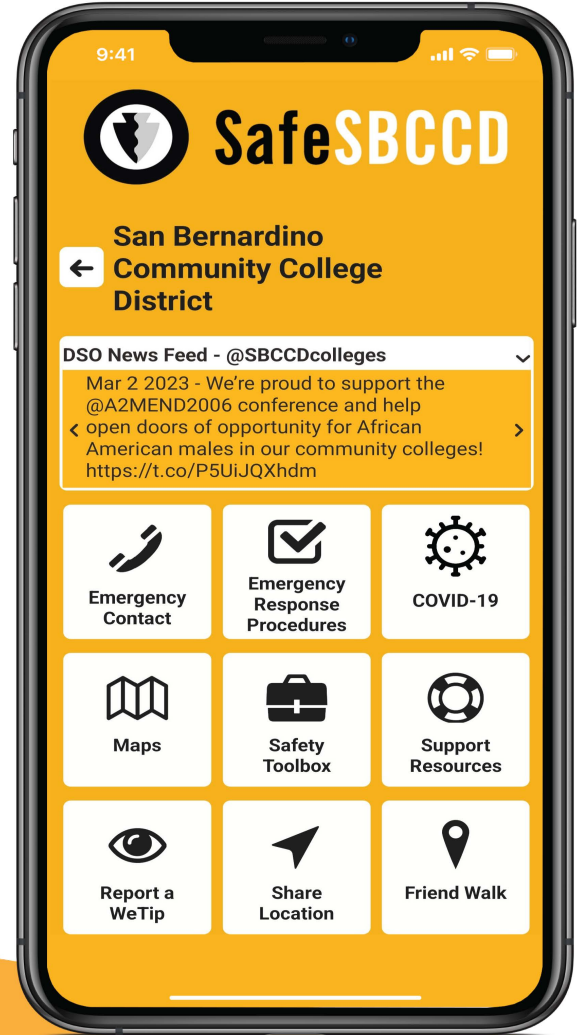
Search for "Safe SBCCD"
in your app store

**Download on the App Store**

**GET IT ON Google Play**

# 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, Administrative Officer

**DATE:**           October 10, 2024

**SUBJECT:**        Board Master Planning Action Calendar

## RECOMMENDATION

This item is for information only.

## OVERVIEW

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

## ANALYSIS

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

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO ◆ COMMUNITY COLLEGE DISTRICT

# BOARD MASTER PLANNING ACTION CALENDAR*
Presented for Information October 10, 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)
- CCC Classified Employee of the Year Nomination

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

# BOARD MASTER PLANNING ACTION CALENDAR*
Presented for Information October 10, 2024

## APRIL

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

## MAY

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

## JUNE

- Presentation: Administer Oath of Office to New Student Trustees
- New Student Trustee Orientation Information
- Executive Summary of Goals 1-4 (Board Retreat)
- Presentation: DEIA (HR)
- Employment Contracts for Academic and Classified Managers
- Employment Contract for Chancellor
- Salary Placement for Executive Management (3-year placement)
- Adopt Tentative Budget (by 7/1)
- Authorized Signature List for Next Fiscal Year
- Resolution: Expenditures of Prop 30 EPA Funds
- Resolution: Signature Authorizations for State of CA Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services
- Resolution: GANN Limit
- Sole Source Suppliers for Fiscal Year
- 2023-2028 CHC & SBVC Educational Master Plan
- 2023-2028 DSO Plan
- District Bank Accounts
- Resolution: Increase Board Compensation and Approve Excused Absences
- Fiscal Year Meals, Refreshments on District and College Expenses
- Quarterly Financial Status Report (Jan-Mar)
- Quarterly Investment & Deposit Report (Jan-Mar)
- Five-Year Construction Plan (CCCCO annual requirement)

*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 October 10, 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 October 10, 2024

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## 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

*This guide is for internal use only and is subject to change.*

## 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:** | October 10, 2024 |
| **SUBJECT:** | Consideration of Board Policies for First Reading |

### RECOMMENDATION

This item is for information only. No action is necessary.

### OVERVIEW

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

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

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

### ANALYSIS

The following policies and procedures are being forwarded to the Board today for first reading. All have undergone SBCCD's process for Board Policies & Administrative Procedures as outlined in AP 2410. As necessary, they have been reviewed by the Board Policies and Procedures Ad Hoc Committee. Any proposed changes are indicated in the attached recommendations. It is anticipated that these items will appear for second read and final approval on next month's Board agenda.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

| Policies & Procedures Presented for First Reading |
|---|
| 2015 Student Trustees |
| 2355 Decorum |
| 2430 Delegation of Authority to the Chancellor |
| 2715 Code of Ethics/Standards of Practice |
| 2731 Trustee Emeritus / Emerita / Emeriti |
| 5500 Standards of Student Conduct |

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

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

San Bernardino Community College District | P&P Chapter Lead Recommendation

# BP 2015 Student Trustees

Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ No Matching BP or AP Exists

## Reasons for Review

> Legal Update 44 - Updated to add voting privileges for student members of the governing board and clarify the student member's rights pursuant to changes in the Education Code.
> Chapter Lead request to improve accuracy and efficiency, and to reflect current practice.

## Level 1 Review Schedule

07/03/2024 ◆ Recommendation Received

09/11/2024 ◆ BPPAC Review of Chapter 1 and 2 Recommendations
09/19/2024 ◆ PPAC Approves Review Level
09/20/2024 ◆ Level 1 to Constituents and AS for Info Only
10/10/2024 ◆ BOT 1st Read
11/14/2024 ◆ BOT Final Approval

### Begin Recommendation for BP 2015 Student Trustees

*(Replaces current SBCCD BP 2060 and 2070)*

The Board of Trustees shall include ~~two~~ one (2) non-voting student member from each college in the district.~~s (one representing each college in the District)~~. The term of office shall be one year commencing June 1.

The student member shall be enrolled in and maintain a minimum of five ~~(5)~~ semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 grade point average ~~(GPA)~~ during the term of office.

The student member shall be seated with the Board during the open session portion of meetings and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board, except for issues and items discussed in ~~(except for~~ closed session~~)~~. The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees. The student member shall have the opportunity to cast an advisory vote immediately before the regular members of the Board cast votes. The student member's advisory vote shall not be included in determining the vote required to carry any measure before the Board.

The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties may include:

- Represent the District at community events
- Advocate for the colleges and students to the legislatures
- Attend ASO/Associated Student Government meetings
- Meet regularly with senior administrators

Pursuant to Education Code Section 72023.5, on or before May 15 of each year, the Board of Trustees shall consider whether to afford the student trustees any of the following privileges:

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

San Bernardino Community College District | P&P Chapter Lead Recommendation

9/13/20249/11/2024

# BP 2015 Student Trustees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

- The privilege to receive compensation for meeting attendance in accordance with Board Policy 2725 Board Member Compensation at a level of $210 per month. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, at the discretion of the Board.
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15 instead of on June 1 as stated in Ed Code.

**Reference:**
Education Code Section 72023.5

**End Recommendation for BP 2015 Student Trustees**

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

# BP 2355 Decorum

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## Reasons for Review

> Legal Update 44 - Updated to add references to the Government Code and update language pursuant to changes in the Government Code.

## Level 1 Review Schedule

07/03/2024 ♦ Recommendation Received

09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
09/19/2024 ♦ PPAC Approves Review Level
09/20/2024 ♦ Level 1 to Constituents and AS for Info Only
10/10/2024 ♦ BOT 1st Read
11/14/2024 ♦ BOT Final Approval

### Begin Recommendation for BP 2355 Decorum

The following will be ruled out of order by the presiding officer:

- Disrupting, disturbing, ~~or otherwise~~ impeding, or rendering infeasible the orderly conduct of the meeting.

- Physical violence or threats of physical violence directed toward any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the persons may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

~~Before removal, a warning and a request that the persons curtail the disruptive activity will be made by the Chair of the Board. If the behavior continues, the persons may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.~~ Before removal for conduct other than an individual's use of force or a true threat of force, the presiding officer shall warn the individual that the behavior is disrupting the meeting and that failure to cease the behavior may result in the individual's removal.  The presiding officer or their designee may then remove the individual if they do not promptly cease their disruptive behavior.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

**References:**
Education Code Section 72121.5;
Government Code Section 54954.3 - subdivision (b), 54957.9, and 54957.95

### End Recommendation for BP 2355 Decorum

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

# BP 2430 Delegation of Authority to the Chancellor

Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

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

## Level 1 Review Schedule

07/03/2024 ♦ Recommendation Received

09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
09/19/2024 ♦ PPAC Approves Review Level
09/20/2024 ♦ Level 1 to Constituents and AS for Info Only
10/10/2024 ♦ BOT 1st Read
11/14/2024 ♦ BOT Final Approval

**Begin Recommendation for BP 2430 Delegation of Authority to the Chancellor**

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. The Board gives the Chancellor full authority to implement board policies and ensure effective operations and fulfillment of the institutional mission.

The Chancellor may delegate any powers and duties entrusted to them by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is empowered to develop administrative procedures for submittal to the board.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board, in consultation with the Chancellor, shall develop the job description and goals and objectives for performance.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be made available to all trustees.

The Chancellor is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property, and shall update the Board in a timely manner.

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

# BP 2430 Delegation of Authority to the Chancellor

Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ Both BP & AP Exist

The Chancellor is delegated the authority to confer with District Counsel in addressing legal matters of the District with the exception of legal matters directly affecting the Board relationship with the Chancellor.

The Chancellor is delegated the authority to accept written resignations.

The Chancellor shall act as the professional advisor to the Board in policy formation.

**References:**

Education Code Sections 70902(d) and 72400;
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 (formerly IV.B.1.j and IV.B.2) 4.5

**End Recommendation for BP 2430 Delegation of Authority to the Chancellor**

# AP 2430 Delegation of Authority to the Chancellor

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> Should SBCCD Adopt CCLC Good Practice AP?
> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

## Level 1 Review Schedule

07/03/2024 ♦ Recommendation Received

09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
09/19/2024 ♦ PPAC Approves Review Level
09/20/2024 ♦ Level 1 to Constituents and AS for Info Only
10/10/2024 ♦ BOT 1st Read
11/14/2024 ♦ BOT Final Approval

**Begin Recommendation for AP 2430 Delegation of Authority to the Chancellor**

The Chancellor may delegate any powers and duties entrusted to ~~him/her/~~them by the Board (including the administration of colleges and centers) but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor delegates full responsibility and authority to the College Presidents to implement and administer delegated policies without interference and holds College Presidents accountable for the operation of the Colleges.

**References:**
Education Code Section 70902;
ACCJC Accreditation Standard 4.5

**End Recommendation for AP 2430 Delegation of Authority to the Chancellor**

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

# BP  2715 Code of Ethics/Standards of Practice

Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.  The Service also updated this policy to change a reference to the "Superintendent/President" to "[ CEO ]."

## Level 1 Review Schedule

07/03/2024 ♦ Recommendation Received

09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
09/19/2024 ♦ PPAC Approves Review Level
09/20/2024 ♦ Level 1 to Constituents and AS for Info Only
10/10/2024 ♦ BOT 1st Read
11/14/2024 ♦ BOT Final Approval

### Begin Recommendation for BP 2715 Code of Ethics/Standards of Practice

(Replaces current SBCCD BP 2010)

The governing board functions effectively as a collective entity to promote the institution's values and mission and fulfill its fiduciary responsibilities.  The governing board demonstrates an ability to self-govern in adherence to its bylaws and expectations for best practices in board governance.

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to for establishing, and upholding, implementing and enforceing all laws and codes applying to the District. Given this basic charge, the activities and deliberations of the Board of Trustees will be governed by the following Code of Ethics:

Each member of the Board will:

- Avoid any situation that may constitute a conflict of interest and disqualify him/her themself from participating in decisions in which he or shethey have has a financial interest. Conflicts of interest may relate not only to the individual trustee but also to his or her their family and business associates, or transactions between the District and trustees, including hiring relatives, friends, and business associates as college employees.

- Recognize that the Board acts as a whole and that the authority rests only with the Board in a legally constituted meeting, not with individual members.

- Maintain confidentiality of all Board discussions held in closed session and recognize that deliberations of the Board in closed session are not to be released or discussed in public without the prior approval of the Board by majority vote, in compliance with BP 2315.

- As an agent of the public - entrusted with public funds - protect, advance, and promote the interest of all citizens maintaining independent judgment unbiased by private interests or special interest groups.

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

# BP    2715 Code of Ethics/Standards of Practice

Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

- Ensure that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures or practices.

- In all decisions hold the educational welfare and equality of opportunity of the students of the District as ~~his or her~~ their primary concern; Board members should demonstrate interest in and respect for student accomplishments by attending student ceremonies and events.

- Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.

- Conduct all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.

- Enhance ~~his or her~~their ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.

Promote and maintain good relations with fellow Board members by:

- Respectfully working with other Board members in the spirit of harmony and cooperation and giving each member courteous consideration of ~~his or her~~their opinion.
- Respecting the opinion of others and abiding by the principle of majority rule.

Promote an effective working relationship with the Chancellor and district staff by:

- Providing the responsibility, necessary authority, and support to effectively perform their duties.
- Referring complaints and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board.

Be an advocate of the District in the community by encouraging support for and interest in the San Bernardino Community College District.

All Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. A Board member may be subject to a resolution of censure by the Board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of trustee misconduct will be referred to the Board Executive Committee composed of the board chair, vice chair, and clerk. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board's Code of Ethics as defined in policy. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board for action.

Reference:
ACCJC Accreditation Standard ~~IV.C.11 (formerly IV.B.1.a, e, & h)~~ 4.6

**End Recommendation for BP 2715 Code of Ethics/Standards of Practice**

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

# BP 2731 Trustee Emeritus/Emerita/Emeriti

Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## Reasons for Review

> Requested by Board Executive Committee.

## Level 1 Review Schedule

09/09/2024 ♦ Recommendation Received

09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
09/19/2024 ♦ PPAC Approves Review Level
09/20/2024 ♦ Level 1 to Constituents and AS for Info Only
10/10/2024 ♦ BOT 1st Read
11/14/2024 ♦ BOT Final Approval

### Begin Recommendation for BP 2731 Trustee Emeritus/Emerita/Emeriti

The designation of trustee emeritus/a/i honors on former trustees who have made outstanding contributions to the District. This recognition fosters continued engagement with experienced leaders and enhances the District's ability to benefit from their institutional knowledge and community relationships. By granting trustee emeritus/a/i status, the District acknowledges the Board member's long-term service and leadership.

Process

Trustee emeritus/a/i status may be granted by unanimous vote of the Board, through formal adoption of a resolution, and is conferred upon former trustees who meet the criteria below. Any sitting Board member may submit a nomination for consideration to the Board Chair or Chancellor.

Criteria for Nomination

1. Served SBCCD for a minimum of eight consecutive years.
2. Served in a leadership role on behalf of the Board of Trustees.
3. Contributed significantly to the development of the District.
4. Provided meritorious service in representing SBCCD to the community.
5. Demonstrated a continuous commitment to strengthening educational opportunities for the community.
6. Officially left the Board within the past 12 months.

Privileges, Benefits & Courtesies

Emeritus/a/i status may confer privileges, benefits, and courtesies including, but not necessarily limited to:

1. An official certificate of Emeritus/a/i status signed by the Board Chair and Chancellor.
2. A District-issued card indicating Emeritus/a/i status thereby granting free or discounted rates for select District or College events.
3. Participation by invitation in public ceremonies of the District.
4. Library and Learning Resource Center privileges equivalent to those of current employees subject to District policy and administrative regulations.
5. Eligibility to participate by invitation in District professional development activities.
6. Parking privileges comparable to those of current employees subject to District policy and administrative regulations.
7. Continued use of District e-mail address subject to District policy and administrative regulations.

### End Recommendation for BP 2731 Trustee Emeritus/Emerita/Emeriti

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

# BP 5500 Standards of Student Conduct

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons 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 42:  The Service updated this policy to add legal citations.

## Level 3 Review Schedule

03/18/2024 ♦ Recommendation Received

04/08/2024 ♦ PPAC Approves Review Level
04/09/2024 ♦ Level 2 to Constiutents and AS for Feedback
04/17/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
05/13/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
05/15/2024 ♦ AS Reviews Level 3 for Final Input
09/19/2024 ♦ PPAC Reviews Final AS Input
10/10/2024 ♦ BOT 1st Read
11/14/2024 ♦ BOT Final Approval

### Begin Recommendation for BP 5500 Standards of Student Conduct

*(Replaces current SBCCD BP 5500)*

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state laws and regulations.

The Chancellor shall establish procedures that clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

References:

Education Code Sections 66300, ~~and~~ 66301, and 76120;
ACCJC Accreditation Standards ~~I.C.8 and 10 (formerly II.A.7.b)~~ 2

### End Recommendation for BP 5500 Standards of Student Conduct

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

# AP    5500 Standards of Student Conduct

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons 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.
> Chapter Lead Changes resulting from legal review of BP

**Begin Recommendation for AP 5500 Standards of Student Conduct**

*(Replaces current SBCCD AP 5500)*

**Standards of Student Conduct**

The District may impose discipline for the commission, or attempted commission, of the following types of violations by Students, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this Standards of Student Conduct, or for any violation of state or Federal law. Being under the influence of drugs and/or alcohol, or the existence of other psychological impairment does not excuse a violation of this Standards of Student Conduct.

1.    Academic Misconduct.  All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.

2.    Alcohol.  Manufacture, distribution, dispensing, possession, use, consumption or sale of, or the attempted manufacture, distribution, dispensing, distribution, consumption or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, District policy, administrative procedures, or campus regulations.

3.    Assault/Battery.  Assault, battery, or any threat of force or violence upon a Student or upon any Member of the District Community.   This includes, but is not limited to:

   1.    Inflicting bodily harm upon any Member of the District Community;

   2.    taking any action for the purpose of inflicting bodily harm upon any Member of the District Community;

   3.    taking any reckless, but not accidental action, from which bodily harm could result to any Member of the District Community;

   4.    Causing a Member of the District Community to believe that the offender or their agent may cause bodily harm to that person or any member of their family or any other Member of the District Community;

   5.    Inflicting or attempting to inflict bodily harm on oneself.

4.    Bias.  Bias-related incidents are behavior that constitutes an expression of hostility against a person or property or another due to the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability. These acts or behaviors may not rise to the level of a crime, or a violation of state or federal law, but may constitute to creating an unsafe, negative, or unwelcome environment for the targeted person.

4.5.    Bullying. Defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.

6.    Continued Misconduct or Repeat Violation.  Repeated misconduct or violations of this Policy, when other means of correction have failed to bring about proper conduct.

5.7.    Cyber Bullying. Defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

6.8.    Dating Violence.  Violence committed by a member of the District Community who is, or has been, in a social relationship of a romantic or intimate nature with the victim.

7.9.    Destruction of Property.  The damaging, destroying, defacing, or tampering with District Property or the property of any person or

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

# AP   5500 Standards of Student Conduct

*10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist*

business on District Property or at a District function, including but not limited to, taking down, defacing, or otherwise damaging District authorized posters, handbills and/or notices posted on District property.

8.10.    Discrimination.  Unlawful discrimination against a person on the basis of race, ethnicity, color, religion, national origin, sex, age, disability, military or veteran status, gender identification, gender expression, marital status; sexual orientation, or genetic information, except where such distinction is authorized by law.

9.11.    Dishonesty.  All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the District.

10.12.    Disorderly or lewd Lewd conductConduct.  Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.

11.13.    Disruption of Educational Process. Destruction or disruption on or off District Property of the District educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class (regardless of modality), lab, administrative office, teaching, research, administration, disciplinary procedures, District activity or District authorized Student activity or administrative process or other District function; or disturbing the peace on District Property or at any District function.

12.14.    Disruptive Behavior.  Disruptive behavior, disobedience, profanity, vulgarity, or the open defiance of the authority of or abuse of District personnel, or which adversely effects affects the delivery of educational services to Students and the District Community.

13.15.    Disturbing the Peace.  Disturbing the peace and good order of the District by, among other things, fighting, quarreling, disruptive behavior, or participation in a disturbance of the peace or unlawful assembly.

14.16.    Drugs. Unlawful or attempted manufacture, distribution, dispensing, possession, use, distribution or sale of, controlled substances, dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in state or federal statutes on District Property or at any District function. Possession of medicinal marijuana on District premises is prohibited.

15.17.    Endangering the Welfare of Others.  Violation of any state or federal law relating to the placing at risk of physical or emotional harm of a member of the District Community.

16.18.    Failure to Appear.  Failure to appear before a District official when directed to do so.

17.19.    Failure to Comply or Identify.  Failure to identify oneself to, or comply with the directions of, a District employee when requested.

18.20.    Failure to Repay Debts or Return District Property.  Failure to (a) repay debts to the District; (b) return District property; (c) return property of any member of the District Community.

19.21.    False Report of Emergency.  Knowingly and purposefully, causing, making, and/or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.

20.22.    Forgery.  Any forgery, alteration, or misuse of any District document, record, key, electronic device, or identification, or knowingly furnishing false information to a District official.

21.23.    Fraud.   Any attempt to steal, take, carry, lead, or take away the personal property of another, or who fraudulently appropriated property which has been entrusted to him/ or her/they, or who shall knowingly and designedly, by any false or fraudulent representation or pretense, defraud any other person of money, labor or property, or who causes or procures or obtains credit and thereby, or fraudulently gets or obtains possession of money, or property, or obtains the labor or service of another, is guilty of theft.

22.24.    Gambling.  Unauthorized gambling on District Property or at any District function.

23.25.    Harassment/Bullying.   A specific act, or series or acts, of a verbal or physical nature, including threats, intended to annoy, intimidate, pester, aggravate, irritate, dominate, ridicule, or cause fear to a member of the District Community, occurring within the jurisdiction of the District as set forth in Section 1.4.

24.26.    Hateful Behavior.  Hateful behavior aimed at a specific person or group of people.

# AP    5500 Standards of Student Conduct

*10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist*

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25.27.    Hazing.  Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any Student or other person.

26.28.    Infliction of Mental Harm.  (a) Inflicting mental harm upon any member of the District Community; (b) taking any action for the purpose of inflicting mental harm upon any Member of the District Community; (c) taking any reckless, but not accidental action, from which mental harm to Member of the District Community could result; (d) causing a Member of the District Community to believe that the Student or their agent may cause mental harm to that person or any member of their family or any other member of the District Community; (e) any act which purposefully demeans, degrades, or disgraces any person.

27.29.    Library Materials.  Cutting, defacing, or otherwise damaging or theft of college library or bookstore materials or property.

AB.    Misrepresentation.  A false statement or representation based upon the intentional disregard of false or possibly false information,  or knowingly entering into a transaction based upon false information, or misrepresenting oneself to be an agent, employee, or representative of the District or its colleges.

AC.    Misuse of Identification.  Transferring, lending, borrowing, altering or unauthorized creation of identification.

AD.    Possession of Stolen Property.  Possession of District Property, or the property of any other person, when the Student knows or reasonably should know, that the property was stolen.

AE.    Possession of Weapons.  Unauthorized possession, use, storage, or manufacture of explosives, dangerous chemicals, firebombs, firearms, or other destructive devices or weapons as defined in Section K of Appendix A.

AF.    Public Intoxication.  Public intoxication or being under the influence of alcoholic beverages, any illegal narcotics, or any substance that causes impairment on District/College Property or at any District/College function.

AG.    Sexual Harassment.  Sexual harassment against a member of the District Community.  Sexual harassment is defined as (a) unwelcome verbal harassment, e.g., epithets, derogatory comments, or slurs; (b) physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual; (c) visual forms of harassment, e.g., derogatory posters, cartoons, or drawings; (d) unwelcome sexual advances, requests for sexual favors; or (e) an intimidating, hostile, or offensive environment.  "Unwelcome conduct" is defined as conduct which the member of the District Community does not solicit or initiate, and which the person regards as undesirable or offensive.

AH.    Sexual Misconduct. Ceomprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, is a form of Sexual Misconduct under this Procedure.  Sexual Misconduct is any form of gender-based harassment, including, but not limited to, sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and non-conformity with gender stereotypes.  Sexual misconduct may also include acts of a sexual nature, including acts of stalking, domestic violence, and dating violence, intimidation, or for retaliation following an incident where alleged Sexual Misconduct or has occurred. Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity and can occur between people of the same or different sex or gender.

AI.    Serious Injury or Death.  Any intentional, unintentional or reckless action or conduct which results in serious injury or death to a Member of the District Community or their family.

AJ.    Smoking.  Smoking in an area where smoking has been prohibited by law or regulation of the District.

AK.    Stalking.  Stalking behavior in which a Student repeatedly engages in the course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or hertheir safety, or the safety of his/her/ or theirher family; where the threat is reasonably determined by the College Conduct Officer to create substantial emotional distress, torment, create fear, or to terrorize the person.

AL.    Sexual Stalking. The course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress due to another's sexual interest or gender-based stalking.  Stalking involves repeated and continued harassment of a sexual or gender-based nature, against the expressed consent of another individual, which causes the targeted

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# AP  5500 Standards of Student Conduct

*10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist*

individual to feel emotional distress, including fear or apprehension. Such stalking behaviors may include: pursuing or following; unwanted communication or contact—including face-to-face encounters, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.

AM. Theft or Abuse of District's Computers or Electronic Resources.  Theft or abuse of District computers and other District electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others, and with the operation of a computer and electronic communications facilities, systems, and services.  Theft or attempted theft of any kind, including seizing, receiving, or concealing property with knowledge that is has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.

AN. Theft or Conversion of Property.  Theft or conversion of District Property or services, or the property of any person or business on District Property or at a District function, or possession of any property when the Student had the knowledge or reasonably should have had knowledge that it was stolen.

AO. Trespass and Unauthorized Possession.  Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, boats, water craft or facility, including the unauthorized use of District's name, insignia, or seal without permission or authorization.

AP. Unauthorized Recording.  Recording any person on District Property or at any District function without that person's knowledge or consent. This definition shall not apply to recordings conducted in public, in a commonly recognized public forum.

AQ.  Unauthorized Use of Course or Copyrighted Materials.  Students of the District will abide by all aspects of United States copyright law, Title 17 of the United States Code, to the extent possible, under the authoritative interpretation of the law. Students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine.  In addition, Students shall not sell, prepare, or distribute for any commercial purpose any course lecture notes or video or audio recordings of any course unless authorized by the District in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a Student is a violation of these Policies whether or not it was the Student or someone else who prepared the notes or recordings.  Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a District course unless authorized by the District in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

AR. Unauthorized Use of District Keys.  Unauthorized use, distribution, duplication or possession of any keys issued for any building, laboratory, facility, room, or other District Property.

AS. Unauthorized Use of Electronic Devices.  Unauthorized use of an electronic device on District property or at any District function, including but not limited to, classes, lectures, labs, and field trips.

AT. Unauthorized Use of Property or Services.  Unauthorized use of property or services or unauthorized possession of District Property or the property of any other person or business.

AU. Unreasonable Demands.  Placing repeated, hostile, or unreasonable demands on District staff.

AV. Unwelcome Conduct: ~~conduct~~ Conduct of a sexual, gender-based, or harassing nature, which is considered unwelcome if a person did not request or invite it, and considered the conduct to be unwelcome, undesirable, or offensive.  Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), hazing, bullying, or other conduct that may be physically or psychologically threatening, harmful, or humiliating.  Unwelcome conduct does not have to include intent to harm, or directed at a specific target, or involve repeated incidents.  Unwelcome conduct can involve persons of the same or opposite sex.

AW. Violation of Driving Regulations.  Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.

AX. Violation of Health & Safety Regulations.  Violation of any health, safety or related regulations, rule or ordinance on District property or at any District function.

AY. Violation of Law.  Violation of any federal, state or local law on District property, at a District function or involving a member of the District Community.

# AP 5500 Standards of Student Conduct

*10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist*

AZ. <u>Violation of Posted District Rules</u>.  Violation of any rule or regulation posted on District property by the District or the College, or printed in any District publication.

BA. <u>Violation of Published Computer/Network Usage Policy(s), Procedures, or Guidelines</u>.

1. Accessing and/or without permission altering, damaging, deleting, destroying, or otherwise using any data, computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

2. Accessing and/or without permission taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

3. Using or causing to be used District computer services without permission.

4. Accessing and/or without permission adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer systems, or computer network belonging to or used by the District or any Member of the District Community.

5. Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

6. Providing or assisting in providing a means of accessing, without permission, a computer, computer, system, or computer network belonging to or used by the District or any Member of the District Community.

7. Accessing or causing to be accessed without authorization any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

8. Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

9. Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.

10. Using any account or password without authorization.

11. Allowing or causing to be used an account number or password by any other person without authorization.

12. Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing a pornographic website which is part of the instructional process or assignment for a class the Student is currently enrolled in.

13. Use the District's systems or networks for commercial purposes; for example, by performing work for profit with District resources in a manner not authorized by the district.

13.14. "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

14.15. Inappropriate Usage of Social Media. Using social media to harass, intimidate, or threaten other individuals. Usage of social media that will have indirect or direct impact on an individual or interference with the educational process.

**References:**

Education Code Sections 66300, and 66301, 66302, 72122, and 76030-76038;
ACCJC Accreditation Standard I.C.8 and 10 2

**End Recommendation for AP 5500 Standards of Student Conduct**

**Review Notes | Key:** Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

# 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:**     Steven J. Sutorus, Executive Director, Business & Fiscal Services

**DATE:**           October 10, 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 2024-25 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 2024-25 fiscal year through September 17, 2024. As of that date, SBCCD was 21.6% through the fiscal year and had spent and/or encumbered approximately 19.3% 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 09/17/24

[v.9.23.2024.p.1|2]

## 21.6% of Fiscal Year Elapsed

| FUND | REVENUES | | | EXPENDITURES | | | COMMENTS |
|---|---|---|---|---|---|---|---|
| | Budget | Received YTD | | Budget | Expensed/ Encumbered YTD | | |
| 01 General Fund - Unrestricted | 142,406,349 | 17,145,225 | 12.0% | 145,014,081 | 28,045,548 | 19.3% | Expenditures are consistent with the needs of the fund given the current climate. |
| 01 General Fund - Restricted | 95,145,246 | 11,375,815 | 12.0% | 95,145,245 | 25,288,847 | 26.6% | Revenues are received on reimbursement basis. |
| 21 Bond Interest & Redemption | 55,000,000 | 2,566,196 | 4.7% | 55,000,000 | 56,028,261 | 101.9% | Taxes are determined and collected by the County for bond measures. |
| 41 Capital Outlay | 3,614,676 | 0 | 0.0% | 4,954,726 | 734,136 | 14.8% | Revenues are posted in arrears. |
| 42 Measure M | 800,000 | 1,850 | 0.2% | 10,598,800 | 8,731,324 | 82.4% | Purchase orders covering expenses for the entire fiscal year are created early in the year. |
| 44 Measure CC | 6,000,000 | 3,512 | 0.1% | 155,521,304 | 68,897,345 | 44.3% | Purchase orders covering expenses for the entire fiscal year are created early in the year. |
| 59 Investment Properties | 5,338,887 | 0 | 0.0% | 6,696,491 | 23,917 | 0.4% | Revenue and expenditure activity posted one month in arrears. Posting in progress for July activity. |
| 68 Retiree Benefit | 371,000 | 1 | 0.0% | 371,000 | 69,235 | 18.7% | Revenues are posted in arrears. |
| 71 OPEB Trust | 1,000,000 | - | 0.0% | 82,000 | - | 0.0% | Investment activity is posted on a quarterly basis. Q1 activity will be posted in October. |
| 72 Child Development | 5,236,304 | 1,081,930 | 20.7% | 5,236,304 | 760,393 | 14.5% | |
| 73 Student Body Center Fee | 397,309 | 0 | 0.0% | 397,309 | 45,714 | 11.5% | Revenues are posted in arrears. Expenditures are consistent with the needs of the fund. |
| 74 KVCR | 7,681,012 | 385,342 | 5.0% | 7,490,706 | 1,700,365 | 22.7% | Revenues are posted in arrears. |
| 77 PARS Trust | 5,400,000 | 2,218 | 0.0% | 4,002,000 | - | 0.0% | Investment activity is posted on a quarterly basis. Q1 activity will be posted in October. |
| 78 Self Insurance-Liability | 1,200,000 | 1,200,000 | 100.0% | 1,200,000 | 68,613 | 5.7% | Revenues transferred in full at the beginning of the fiscal year. Expenditures are consistent with the needs of the fund. |
| 79 Inland Futures Foundation | 1,483,453 | 179,000 | 12.1% | 1,483,453 | 213,976 | 14.4% | Revenues are posted in arrears. Expenditures are consistent with the needs of the fund. |
| 84 Workers Compensation | 2,444,920 | 121,326 | 5.0% | 2,986,865 | 1,808,858 | 60.6% | Purchase order covering the entire year is created early in the year. Revenues are posted in arrears. |
| **Total (All Funds)** | **333,519,156** | **34,062,417** | **10.2%** | **496,180,284** | **192,416,531** | **38.8%** | |

# Budget Revenue & Expenditure Summary

Year to Date 09/17/24

[v.9.23.2024.p.2|2]
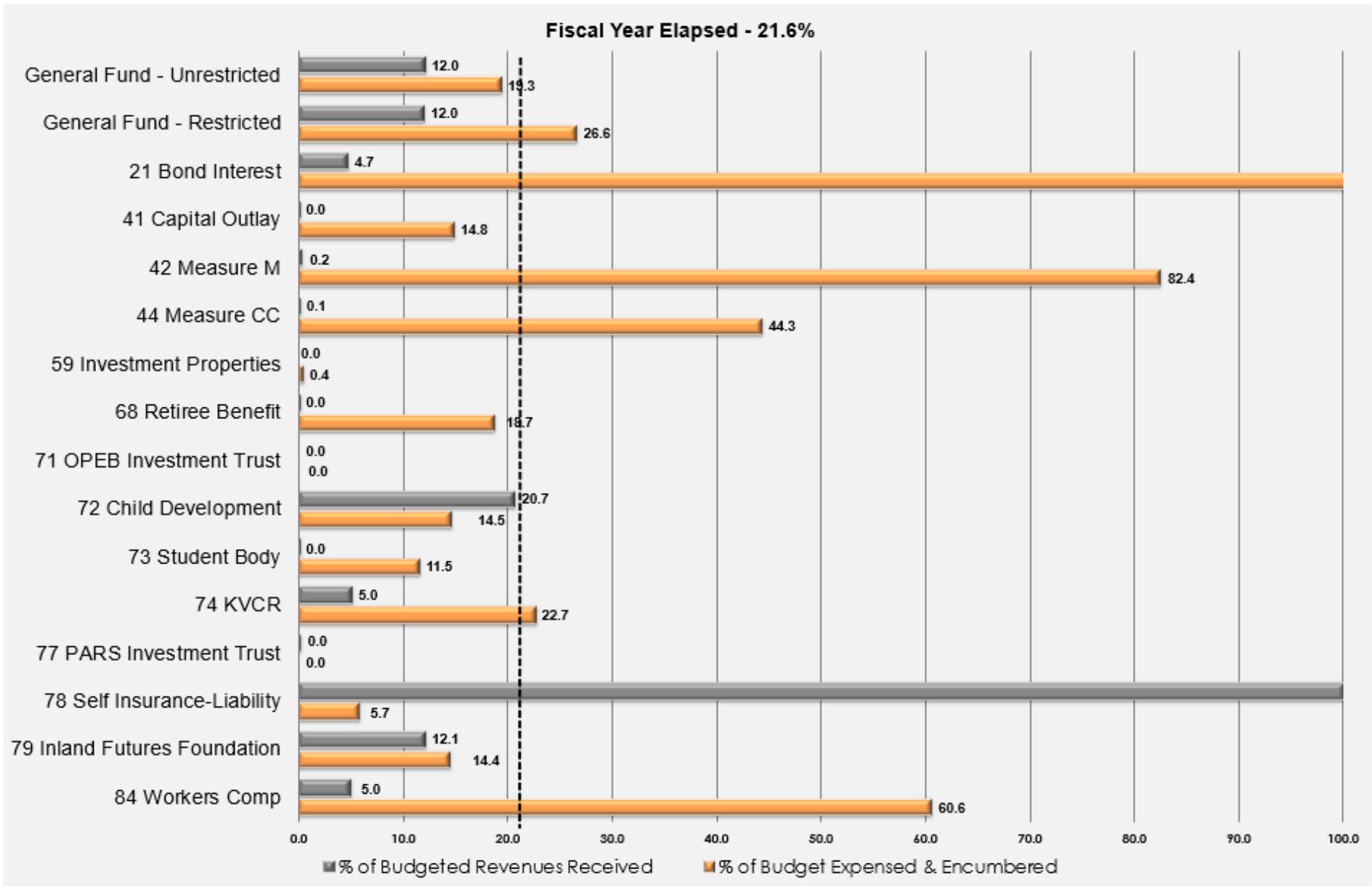
**Fiscal Year Elapsed - 21.6%**

| Fund | % of Budgeted Revenues Received | % of Budget Expensed & Encumbered |
|---|---|---|
| General Fund - Unrestricted | 12.0 | 19.3 |
| General Fund - Restricted | 12.0 | 26.6 |
| 21 Bond Interest | 4.7 | 100.0 |
| 41 Capital Outlay | 0.0 | 14.8 |
| 42 Measure M | 0.2 | 82.4 |
| 44 Measure CC | 0.1 | 44.3 |
| 59 Investment Properties | 0.0 | 0.4 |
| 68 Retiree Benefit | 0.0 | 18.7 |
| 71 OPEB Investment Trust | 0.0 | 0.0 |
| 72 Child Development | 20.7 | 14.5 |
| 73 Student Body | 0.0 | 11.5 |
| 74 KVCR | 5.0 | 22.7 |
| 77 PARS Investment Trust | 0.0 | 0.0 |
| 78 Self Insurance-Liability | 100.0 | 5.7 |
| 79 Inland Futures Foundation | 12.1 | 14.4 |
| 84 Workers Comp | 5.0 | 60.6 |

# 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:**     Farrah Farzaneh, Executive Director, Facilities Planning, Construction, & Sustainability

**DATE:**            October 10, 2024

**SUBJECT:**         Construction Change Orders and Amendments – Bond

## RECOMMENDATION

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

## OVERVIEW

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. The process includes a program-wide Measure CC construction change order percentage goal of 5% or less. In addition, change orders that are <$250,000 which result in a cumulative increase to a contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

## ANALYSIS

A detailed summary of all Measure CC Program Change Orders is attached.  The change orders listed were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved procedures and goals.

| Total Measure CC Construction Contracts | Total Measure CC Change Order Amount | Program-Wide Change Order % |
|---|---|---|
| $290,867,695 | $4,469,168 | 1.54 |

## SBCCD GOALS

4.  Ensure Fiscal Accountability/Sustainability

## FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate construction budget.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

**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 | $4,113,355.65 | $174,797,457.45 | 2.41% |
| CC02-2000 : Crafton Hills College | $119,997,093.27 | $351,001.30 | $120,348,094.57 | 0.29% |
| CC03-3000 : San Bernardino Community College District Wide | $186,500.17 | $4,812.02 | $191,312.19 | 2.58% |
| **TOTAL FOR CHANGE ORDERS** | **$290,867,695.24** | **$4,469,168.97** | **$295,336,864.21** | **1.54%** |

CC02-3634 : Child Development Center Renovation (DBB)

NOTE: Contract Grouping of "Construction Services" ONLY (CS).

NOTE: Change Order values ONLY include those in a workflow state of "Executed".

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Generated By: AECOM - SBCCD MEASURE CC TEAM (SELENA CHOW)

**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 | $3,254,435.30 | $73,087,059.30 | 4.66% |
| 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 | $501,170.35 | $13,848,002.23 | 3.75% |
| **CC01-1000 : San Bernardino Valley College Total** | **$170,684,101.80** | **$4,113,355.65** | **$174,797,457.45** | **2.41%** |

**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 |
|---|---|---|---|---|---|---|---|---|
| **CC01-3601 : Technical Building Replacement (DBB)** | **Icon West, Inc.** | **Icon West, Inc. - Change Order #0038** | **$69,832,624.00** | **$143,983.00** | **0.21%** | **4.66%** | **11-Jul-24** | **10-Oct-24** |
| **CC01-3601 : Technical Building Replacement (DBB)** | **Icon West, Inc.** | **Icon West, Inc. - Change Order #0037** | **$69,832,624.00** | **$141,546.00** | **0.20%** | **4.45%** | **11-Jul-24** | **10-Oct-24** |
| **CC01-3601 : Technical Building Replacement (DBB)** | **Icon West, Inc.** | **Icon West, Inc. - Change Order #0036** | **$69,832,624.00** | **$143,983.00** | **0.21%** | **4.25%** | **11-Jul-24** | **10-Oct-24** |
| **CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)** | **PUB Construction, Inc. SBVC CWI Biology Garden Expansion Project** | **PUB Construction, Inc. - Change Order #02** | **$1,373,000.00** | **$28,055.87** | **2.04%** | **-4.44%** | **21-Aug-24** | **10-Oct-24** |
| **CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)** | **PUB Construction, Inc. SBVC CWI Biology Garden Expansion Project** | **PUB Construction, Inc. - Change Order #01** | **$1,373,000.00** | **-$88,993.85** | **-6.48%** | **-6.48%** | **21-Aug-24** | **10-Oct-24** |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Icon West, Inc. SBVC CWI East Wing Mechanical Improvements | Icon West, Inc. - Change Order #0023 | $7,582,685.00 | $83,886.00 | 1.11% | 5.67% | 23-Jul-24 | 12-Sep-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0035 | $69,832,624.00 | $135,476.00 | 0.19% | 4.05% | 17-Jun-24 | 08-Aug-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0034 | $69,832,624.00 | $142,510.00 | 0.20% | 3.85% | 17-Jun-24 | 08-Aug-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0033 | $69,832,624.00 | $116,837.00 | 0.17% | 3.65% | 17-Jun-24 | 08-Aug-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0032 | $69,832,624.00 | -$750,000.00 | -1.07% | 3.48% | 17-Jun-24 | 08-Aug-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0031 | $69,832,624.00 | $164,251.00 | 0.24% | 4.55% | 17-Jun-24 | 08-Aug-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0030 | $69,832,624.00 | $117,058.00 | 0.17% | 4.32% | 17-Jun-24 | 08-Aug-24 |
| CC01-3605: Softball Field | Los Angeles Engineering, Inc. | Los Angeles Engineering, Inc. - Changer Order #0004 | $4,100,000.00 | $88,153.86 | 2.15% | 5.00% | 05-Jun-24 | 08-Aug-24 |
| 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 |

| Project | Contract | Change Order | Construction Contract Amount | Change Orders | Individual Change Order % of Contract | Cumulative Change Order % of Contracts | Executed Date | Board Date |
|---|---|---|---|---|---|---|---|---|
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0028 | $69,832,624.00 | $190,385.00 | 0.27% | 3.89% | 02-May-24 | 13-Jun-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0029 | $69,832,624.00 | $184,999.00 | 0.26% | 4.15% | 02-May-24 | 13-Jun-24 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Icon West, Inc. SBVC CWI East Wing Mechanical Improvements | Icon West, Inc. - Change Order #0021 | $7,582,685.00 | $85,213.00 | 1.12% | 4.56% | 08-Mar-24 | 09-May-24 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Icon West, Inc. SBVC CWI East Wing Mechanical Improvements | Icon West, Inc. - Change Order #0022 | $7,582,685.00 | $76,530.00 | 1.01% | 3.44% | 08-Mar-24 | 09-May-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0016 | $69,832,624.00 | $73,794.00 | 0.11% | 2.34% | 26-Mar-24 | 09-May-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0017 | $69,832,624.00 | $135,599.00 | 0.19% | 2.24% | 26-Mar-24 | 09-May-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0018 | $69,832,624.00 | $42,261.00 | 0.06% | 2.04% | 26-Mar-24 | 09-May-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0019 | $69,832,624.00 | $179,468.00 | 0.26% | 1.98% | 26-Mar-24 | 09-May-24 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0020 | $69,832,624.00 | $87,972.00 | 0.13% | 1.73% | 26-Mar-24 | 09-May-24 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements | RAN Enterprises, Inc. - Change Order #0008 | $1,866,000.00 | -$29,607.16 | -1.59% | 1.82% | 13-Feb-24 | 11-Apr-24 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements | RAN Enterprises, Inc. - Change Order #0010 | $1,866,000.00 | $17,872.49 | 0.96% | 2.78% | 13-Feb-24 | 11-Apr-24 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements | RAN Enterprises, Inc. - Change Order #0009 | $1,866,000.00 | $40,734.50 | 2.18% | 4.96% | 14-Feb-24 | 11-Apr-24 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | JT Construction Group, Inc. Campus-Wide Infrastructure SBVC (DBB) | JT Construction Group, Inc. Change Order #0001 | $828,444.88 | -$17,661.75 | -2.13% | -2.13% | 08-Feb-24 | 11-Apr-24 |
| 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 |

| Project | Contract | Change Order | Construction Contract Amount | Change Orders | Individual Change Order % of Contract | Cumulative Change Order % of Contracts | Executed Date | Board Date |
|---|---|---|---|---|---|---|---|---|
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Icon West, Inc. SBVC CWI East Wing Mechanical Improvements | Icon West, Inc. - Change Order #0006 | $7,582,683.00 | $4,500.00 | 0.06% | 1.46% | 21-Aug-23 | 19-Oct-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Icon West, Inc. SBVC CWI East Wing Mechanical Improvements | Icon West, Inc. - Change Order #0005 | $7,582,683.00 | $15,554.00 | 0.21% | 1.40% | 21-Aug-23 | 19-Oct-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Icon West, Inc. SBVC CWI East Wing Mechanical Improvements | Icon West, Inc. - Change Order #0004 | $7,582,683.00 | $21,125.00 | 0.28% | 1.20% | 21-Aug-23 | 19-Oct-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Icon West, Inc. SBVC CWI East Wing Mechanical Improvements | Icon West, Inc. - Change Order #0003 | $7,582,683.00 | $35,998.00 | 0.47% | 0.92% | 21-Aug-23 | 19-Oct-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose | Allison Mechanical, Inc. Change Order #0003 | $495,230.00 | $5,053.27 | 1.02% | 8.36% | 03-Aug-23 | 14-Sep-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | AC Pros, Inc. SBVC Campus-Wide Infrastructure  (DBB) | AC Pros, Inc. - Change Order #0001 | $726,720.00 | $10,804.55 | 1.49% | 1.49% | 14-Jul-23 | 14-Sep-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0009 | $69,832,624.00 | $26,423.30 | 0.04% | 1.45% | 10-Jul-23 | 14-Sep-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0010 | $69,832,624.00 | $6,652.00 | 0.01% | 1.45% | 10-Jul-23 | 14-Sep-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0011 | $69,832,624.00 | $157,659.00 | 0.23% | 1.45% | 10-Jul-23 | 14-Sep-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0012 | $69,832,624.00 | $66,031.00 | 0.09% | 1.45% | 10-Jul-23 | 14-Sep-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements | RAN Enterprises, Inc. - Change Order #0007 | $1,866,000.00 | $4,118.23 | 0.22% | 3.41% | 21-Jun-23 | 10-Aug-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose | Allison Mechanical, Inc. - Change Order #0002 | $495,230.00 | $36,366.48 | 7.34% | 7.34% | 20-Jun-23 | 10-Aug-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | G.A. Technical Services, Inc. SBVC CWI Utility Upgrades | G.A. Technical Services, Inc. - Change Order #0001*** | $171,500.00 | $19,223.96 | 11.21% | 11.21% | 24-Jul-23 | 13-Jul-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Icon West, Inc. SBVC CWI East Wing Mechanical Improvements | Icon West, Inc. - Change Order #0002 | $7,582,683.00 | $3,629.00 | 0.05% | 0.44% | 24-May-23 | 13-Jul-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Icon West, Inc. SBVC CWI East Wing Mechanical Improvements | Icon West, Inc. - Change Order #0001 | $7,582,683.00 | $30,099.00 | 0.40% | 0.40% | 24-May-23 | 13-Jul-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose | Allison Mechanical, Inc. - Change Order #0001 | $495,230.00 | $0 | - | - | 24-May-23 | 13-Jul-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0008 | $69,832,624.00 | $10,524.00 | 0.02% | 1.00% | 24-May-23 | 13-Jul-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0007 | $69,832,624.00 | $21,097.00 | 0.03% | 1.07% | 24-May-23 | 13-Jul-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | Rebekah and Company | Rebekah and Company - Change Order #0001 | $324,089.00 | $16,000.00 | 4.94% | 4.94% | 10-Apr-23 | 08-Jun-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements | RAN Enterprises, Inc. - Change Order #0006 | $1,866,600.00 | $1,606.33 | 0.09% | 3.19% | 30-Mar-23 | 11-May-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements | RAN Enterprises, Inc. - Change Order #0005 | $1,866,600.00 | $12,861.33 | 0.69% | 3.10% | 30-Mar-23 | 11-May-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0005 | $69,832,624.00 | $165,093.00 | 0.24% | 1.04% | 23-Mar-23 | 11-May-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0004 | $69,832,624.00 | $119,278.00 | 0.17% | 0.80% | 23-Mar-23 | 11-May-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0003 | $69,832,624.00 | $244,500.00 | 0.35% | 0.63% | 23-Mar-23 | 11-May-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0002 | $69,832,624.00 | $123,660.00 | 0.18% | 0.28% | 23-Mar-23 | 11-May-23 |
| CC01-3601 : Technical Building Replacement (DBB) | Icon West, Inc. | Icon West, Inc. - Change Order #0006 | $69,832,624.00 | $1,757.00 | 0.003% | 0.11% | 22-Mar-23 | 11-May-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements | RAN Enterprises, Inc. - Change Order #0003 | $1,866,600.00 | $25,839.21 | 1.38% | 2.41% | 01-Feb-23 | 09-Mar-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements | RAN Enterprises, Inc. - Change Order #0004 | $1,866,600.00 | $1,643.34 | 0.09% | 1.03% | 31-Jan-23 | 09-Mar-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements | RAN Enterprises, Inc. - Change Order #0002 | $1,866,600.00 | $6,884.46 | 0.37% | 0.94% | 31-Jan-23 | 09-Mar-23 |
| CC01-3610 : Campus-Wide Infrastructure SBVC (DBB) | RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements | RAN Enterprises, Inc. - Change Order #0001 | $1,866,600.00 | $10,670.11 | 0.57% | 0.57% | 12-Jan-23 | 09-Mar-23 |
| 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 |

| 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 | 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** | | | | **$4,318,155.65** | | | | |

* 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

**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 - Precronstruction & 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 | $180,442.84 | $12,103,975.93 | 1.51% |
| CC02-3631 : Instructional Building (PDB) | $40,885,710.00 | $0 | $40,885,710.00 | - |
| CC02-3633 : Central Complex 2 Renovation (DB) | $9,509,146.00 | $46,325.00 | $9,555,471.00 | 0.49% |
| CC02-3634 : Child Development Center Renovation (DBB) | $2,023,008.00 | $58,862.86 | $2,081,870.86 | 2.91% |
| CC02-3635 : Performing Arts Center (DBB) | $45,899,000.00 | $0 | $45,899,000.00 | - |
| **CC02-2000 : Crafton Hills College Total** | **$119,997,093.27** | **$351,001.30** | **$120,348,094.57** | **0.29%** |

### CC02-2000 : Crafton Hills College - Executed Change Orders To Date

| Project | Contract | Change Order | Construction Contract Amount | Change Orders | Individual Change Order % of Contract | Cumulative Change Order % of Contracts | Executed Date | Board Date |
|---|---|---|---|---|---|---|---|---|
| **CC02-3626 : Campus-Wide Infrastructure CHC (DBB)** | **Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site** | | **$835,134.45** | **$35,341.73** | **4.23%** | **5.38%** | **27-Aug-24** | **10-Oct-24** |
| **CC02-3626 : Campus-Wide Infrastructure CHC (DBB)** | **J. A. Urban, Inc. - CHC CWI Campus Accessibility and Site Improvements -** | **J.A. Urban, Inc. Change Order #0002** | **$1,002,371.50** | **-$12,097.52** | **-1.21%** | **3.33%** | **03-Sep-24** | **10-Oct-24** |
| **CC02-3634 : Child Development Center Renovation (DBB)** | **Hamel Contracting, Inc. Construction Agreement** | **Hamel - Change Order #03** | **$2,023,008.00** | **-$44,618.65** | **-2.21%** | **2.91%** | **03-Sep-24** | **10-Oct-24** |
| **CC02-3635 : New Performing Arts Center (DB)** | **Bernards Bros.** | **Bernards Bros - Change Order #003** | **$45,899,000.00** | **$207,539.00** | **0.45%** | **0.88%** | **20-Aug-24** | **10-Oct-24** |
| **CC02-3633 : Central Complex 2 Renovation (DB)** | **W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation** | **W.E. O'Neil Construction Co. - Change Order #002** | **$9,509,146.00** | **$0** | **-** | **0.49%** | **23-Aug-24** | **10-Oct-24** |
| CC02-3633 : Central Complex 2 Renovation (DB) | W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation | W.E. O'Neil Construction Co. - Change Order #001 | $9,509,146.00 | $46,325.00 | 0.49% | 0.49% | 22-Jul-24 | 12-Sep-24 |
| CC02-3635 : New Performing Arts Center (DB) | Bernards Bros. | Bernards Bros - Change Order #002 | $45,899,000.00 | $86,215.00 | 0.19% | 0.43% | 20-Jun-24 | 08-Aug-24 |
| CC02-3635 : New Performing Arts Center (DB) | Bernards Bros. | Bernards Bros - Change Order #001 | $45,899,000.00 | $110,591.00 | 0.24% | 0.24% | 11-Jun-24 | 08-Aug-24 |
| 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. Change Order #0001 | $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% | 1.14% | 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 |

| 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) | Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021 | Baker - Change Order #01 | $686,675.00 | -$19,592.00 | -2.85% | -2.85% | 17-Mar-22 | 12-May-22 |
| CC02-3626 : Campus-Wide Infrastructure CHC (DBB) | Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades | Mariposa - Change Order #02* | $392,213.00 | $11,088.23 | 2.83% | 5.54% | 14-Feb-22 | 12-May-22 |
| CC02-3626 : Campus-Wide Infrastructure CHC (DBB) | Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades | Mariposa - Change Order #01 | $392,213.00 | $10,641.88 | 2.71% | 2.71% | 01-Nov-21 | 13-Jan-22 |
| CC02-3626 : Campus-Wide Infrastructure CHC (DBB) | Borden Excavating, Inc. CHC CWI Building 17 Main Repair | Borden Excavating - Change Order #01 | $22,000.00 | -$5,225.46 | -23.75% | -23.75% | 07-Oct-21 | 18-Nov-21 |
| CC02-3626 : Campus-Wide Infrastructure CHC (DBB) | Borden Excavating, Inc. CHC CWI Building 17 Main Repair - Phase 2 | Borden Excavating - Change Order #01 | $15,000.00 | -$4,592.20 | -30.61% | -30.61% | 07-Oct-21 | 18-Nov-21 |
| CC02-3626 : Campus-Wide Infrastructure CHC (DBB) | Mike's Custom Flooring, Inc. M&O Office Trailer Upgrades | Mike's Custom Flooring - Change Order #01 | $8,000.00 | -$418.00 | -5.23% | -5.23% | 01-Oct-21 | 18-Nov-21 |
| CC02-3623 : Gym Demolition (DBB) | Mac Dad Builders, Inc. | Mac Dad - Change Order #03* | $1,074,000.00 | $49,449.22 | 4.60% | 8.26% | 07-Sep-21 | 07-Oct-21 |
| CC02-3623 : Gym Demolition (DBB) | Borden Excavating, Inc. CHC Gym Demo - Bldg 17 Phase 3 | Borden Excavation - Change Order #01* | $77,555.00 | $7,629.57 | 9.84% | 9.84% | 26-Aug-21 | 07-Oct-21 |
| 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** | | | | **$755,346.30** | | | | |

\* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

\*\* Change order greater than $250,000

\*\*\* Change order is subject to the limitations determined by SBCCD's Uniform Construction Cost Accounting Procedures program for construction contracts between $60,000 and $200,000

SBCCD Change Order Summary for Board Approval:Campus

CC02-2000 : Crafton Hills College

NOTE: Contract Grouping of "Construction Services" ONLY (CS).

NOTE: Change Order values ONLY include those in a workflow state of "Executed".

Generated On:Wed, 8-Mar-23 9:04 AM

Generated By: AECOM - SBCCD MEASURE CC TEAM (SELENA CHOW)

**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 |
|---|---|---|---|---|---|---|---|---|
| CC02-3631 : Instructional Building (PDB) | Tilden-Coil Constructors, Inc. | Amendment #01 - Learning Resource Center Additional Scope | $40,648,641.00 | $0 | $237,069.00 | $40,885,710.00 | 15-Jul-24 | 11-Jul-24 |
| CC02-3633 : Central Complex 2 Renovation (DB) | W. E. O'Neil Construction Co. | Amendment #01 - Establishment of Guaranteed Maximum Price (GMP) | $9,090,787.00 | $0 | $418,359.00 | $9,509,146.00 | 17-Jul-23 | 13-Jul-23 |
| CC02-3625 : Public Safety Training Center (DB) | Erickson-Hall Construction Co. | Amendment #02 - Establishment of Guaranteed Maximum Price (GMP) | $6,781,795.00 | $2,095,578.00 | -$376,256.00 | $8,501,117.00 | 07-Dec-22 | 12-Jan-23 |
| CC02-3626 : Campus-Wide Infrastructure CHC | SunPower Corporation, Systems DB Contract - CHC CWI Solar PV | Amendment #01 - Change in Photovoltaic Module Model and the Production Guarantee (No Cost Impact) | $7,308,428.00 | $0 | $0 | $7,308,428.00 | 10-Oct-22 | 10-Nov-22 |
| CC02-3625 : Public Safety Training Center (DB) | Erickson-Hall Construction Co. | Amendment #01 - Contract Updates | $6,781,795.00 | $0 | $2,095,578.00 | $8,877,373.00 | 21-Jan-22 | 13-Jan-22 |

**SBCCD**
**CONSTRUCTION CHANGE ORDER SUMMARY**
CC03-3000 : San Bernardino Community College District Wide

**CC03-3000 : San Bernardino Community College District**

| Projects | Contract Amount | Change Orders | New Contract Amount | Change Order % of Campus Contracts |
|---|---|---|---|---|
| CC03-0002 : Program Expenses | $695.00 | $0 | **$695.00** | - |
| CC03-3640 : District-Wide | $185,805.17 | $4,812.02 | **$190,617.19** | 2.59% |
| **CC03-3000 : San Bernardino Community College** | **$186,500.17** | **$4,812.02** | **$191,312.19** | **2.58%** |

**CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date**

| Child Development Center Re | Contract | Change Order | Original Contract Amount | Change Orders | Individual Change Order % of Contract | Cumulative Change Order % of Contracts | Executed Date | Board Date |
|---|---|---|---|---|---|---|---|---|
| CC03-3640 : District-Wide | J.A. Urban, Inc. District PMO Office TI | J.A. Urban PMO TI - Change Order #002 - No Cost Time Extension | $185,805.17 | $0 | - | 2.59% | 17-Mar-21 | 13-May-21 |
| CC03-3640 : District-Wide | J.A. Urban, Inc. District PMO Office TI | J.A. Urban District PMO TI - Change Order #001 | $185,805.17 | $4,812.02 | 2.59% | 2.59% | 19-Nov-20 | 14-Jan-21 |
| **CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date** | | | | **$4,812.02** | | | | |

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

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

**DATE:** October 10, 2024

**SUBJECT:** Contracts Below $114,500

## RECOMMENDATION

This item is for information only. No action is necessary.

## OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or expense contract requests below this limit, including income contracts, shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

## ANALYSIS

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

## SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

## FINANCIAL IMPLICATIONS

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

# Contracts Below $114,500

Presented for Information October 10, 2024

[v. 09/23/2024]

| Control # | Vendor | Contract Type | Site | Department | Expense | Income | Amendment |
|---|---|---|---|---|---|---|---|
| 30200 | Pali Mountain Conference Center Inc | Services | SBVC | First Year | $ 6,526.00 | | |
| 30201 | Afeco Inc | Rental | CHC | Fire Tech | $ 35,557.50 | | |
| 30202 | Cortez Ornamental Iron | Repairs | SBCCD | District Police | $ 261.17 | | |
| 30204 | Audacy Operations Inc | Advertising | KVCR | KVCR | $ 3,970.00 | | |
| 30205 | Audacy Operations Inc | Advertising | | KVCR | $ 3,970.00 | | |
| 30206 | Phoenix Group Information Systems | Services | SBCCD | District Police | $ 4,000.00 | | |
| 30207 | City News Service Inc | Services | KVCR | KVCR | $ 18,900.00 | | |
| 30208 | Vital Records Holdings LLC | Software/Licensing | SBVC | Counseling | $ 721.76 | | |
| 30210 | Avalon Transportation LLC | Bus Rental | SBVC | Student Services | $ 1,000.00 | | |
| 30211 | Titan Tent & Event Rentals | Rental | SBVC | Counseling | $ 4,243.30 | | |
| 30212 | 19Six Architects | Consultants | DSO | Facilities | $ 20,000.00 | | |
| 30213 | Strategix Management LLC | Participation Agreement | SBCCD | EDCT | No Cost | | |
| 30214 | Amudipe, William | Performer | SBVC | Student Services | $ 650.00 | | |
| 30215 | Munroe, Michael dba Macro Development | Services | SBCCD | EDCT | $ 30,000.00 | | |
| 30217 | Public Health Institute | Consultants | DSO | Facilities | $ 36,000.00 | | |
| 30218 | KPLM-FM KMRJ-FM | Advertising | KVCR | KVCR | $ 4,000.00 | | |
| 30219 | Shred It USA LLC | Services | SBVC | Financial Aid | $ 3,511.82 | | |
| 30220 | Beaumont High School | Income - Facilities Use | CHC | Pool | | $ 2,500.00 | |
| 30221 | California, State of - Dept of Health Care Access and Information | Income - Grant | SBVC | Grants | | $ 810,000.00 | |
| 30224 | Alma Strategies LLC | Services | DSO | Facilities | $ 97,000.00 | | |

# Contracts Below $114,500

Presented for Information October 10, 2024

[v. 09/23/2024]

| Control # | Vendor | Contract Type | Site | Department | Expense | Income | Amendment |
|---|---|---|---|---|---|---|---|
| 30225 | Elizarraraz, Giovanny Arturo dba Graphic Intelligence Optics | Services | SBVC | Marketing | $ 22,500.00 | | |
| 30226 | EPTDesign Inc | Services | DSO | Facilities | $ 60,000.00 | | |
| 30227 | Inland Water Services | Services | CHC | SINS | $ 511.20 | | |
| 30228 | L Y Environmental Inc | Services | SBVC | Facilities | $ 2,300.00 | | |
| 30229 | Amudipe, William | Performer | SBVC | First Year | $ 650.00 | | |
| 30230 | Amudipe, William | Performer | SBVC | First Year | $ 550.00 | | |
| 30231 | Amudipe, William | Performer | SBVC | First Year | $ 550.00 | | |
| 30232 | H&L Charter Co Inc | Bus Rental | SBVC | First Year | $ 1,535.00 | | |
| 30233 | H&L Charter Co Inc | Bus Rental | SBVC | First Year | $ 1,535.00 | | |
| 30234 | Chess, Chahn Jhu Maani | Performer | SBVC | Student Services | $ 600.00 | | |
| 30235 | Barrientos, Lester | Performer | SBVC | Student Services | $ 400.00 | | |
| 30236 | Goodner, Jayme | Consultants | SBVC | Nursing | $ 100,000.00 | | |
| 30237 | Amudipe, William | Performer | SBVC | First Year | $ 4,125.00 | | |
| 30238 | Alejandre, Abel Mora | Speaker Agreement | SBVC | Arts | $ 4,000.00 | | |
| 30239 | Amudipe, William | Performer | SBVC | First Year | $ 10,450.00 | | |
| 30240 | Sundown Window Tint Inc | Services | SBCCD | District Police | $ 450.00 | | |
| 30241 | NV5 West Inc | Services | SBVC | Admin Services | $ 14,058.00 | | |
| 30242 | San Bernardino Symphony Orchestra | Income - Facilities Use | SBVC | Admin Services | | $ 1,546.51 | |
| 30243 | Santa Claus Inc | Participation Agreement | SBCCD | EDCT | No Cost | | |
| 30244 | Youth Advisory Board of San | Income - Facilities Use | SBVC | Admin Services | | $ 246.36 | |
| 30245 | Nehemiah Charitable Fund | Facility Use | SBVC | Admin Services | No Cost | | |

# Contracts Below $114,500

Presented for Information October 10, 2024

[v. 09/23/2024]

| Control # | Vendor | Contract Type | Site | Department | Expense | Income | Amendment |
|---|---|---|---|---|---|---|---|
| 30246 | Yucaipa, City of | MOU | CHC | Institutional Advancement | No Cost | | |
| 30247 | Ontario, City of - Fire Dept | Clinical Site Agreement | CHC | EMS | No Cost | | |
| 30248 | Christopher Carita LLC | Services | SBCCD | Risk Management | $ 6,400.00 | | |
| 30249 | NV5 West Inc | Services | SBVC | Admin Services | $ 2,983.00 | | |
| 30250 | Mike's Custom Flooring Inc | Repairs | SBVC | Maintenance | $ 967.39 | | |
| 30251 | H&L Charter Co Inc | Bus Rental | SBVC | First Year | $ 2,065.00 | | |
| 30252 | Valley Tire Co | On Demand Services | SBCCD | District Police | $ 1,200.00 | | |
| 30253 | H&L Charter Co Inc | Bus Rental | SBVC | Athletics | $ 2,243.75 | | |
| 30254 | H&L Charter Co Inc | Bus Rental | SBVC | Athletics | $ 1,700.00 | | |
| 30255 | H&L Charter Co Inc | Bus Rental | SBVC | Athletics | $ 1,600.00 | | |
| 30256 | H&L Charter Co Inc | Bus Rental | SBVC | Athletics | $ 2,321.25 | | |
| 30257 | H&L Charter Co Inc | Bus Rental | SBVC | Athletics | $ 3,119.50 | | |
| 30258 | H&L Charter Co Inc | Bus Rental | SBVC | Athletics | $ 1,700.00 | | |
| 30259 | H&L Charter Co Inc | Bus Rental | SBVC | Athletics | $ 2,350.00 | | |
| 30260 | Party Plus Rentals | Rental | SBCCD | EDCT | $ 740.90 | | |
| 30261 | H&L Charter Co Inc | Bus Rental | SBVC | Student Services | $ 2,250.00 | | |
| 30262 | Emcor Service Mesa Energy | Repairs | SBVC | Maintenance | $ 10,950.00 | | |
| 30263 | Avalon Transportation LLC | Bus Rental | SBVC | Science | $ 1,185.00 | | |
| 30264 | Avalon Transportation LLC | Bus Rental | SBVC | Science | $ 1,700.00 | | |
| 30265 | Wilbur's Power Equipment | On Demand Services | CHC | Fire Tech | $ 1,500.00 | | |
| 30266 | Shred It USA LLC | Services | SBVC | Facilities | $ 2,500.00 | | |
| 30267 | Broadway Play Publishing | Broadcasting Rights | CHC | Theatre | $ 520.00 | | |
| 30268 | Party Plus Rentals | Rental | SBVC | Student Services | $ 2,983.16 | | |

# Contracts Below $114,500

Presented for Information October 10, 2024

[v. 09/23/2024]

| Control # | Vendor | Contract Type | Site | Department | Expense | Income | Amendment |
|---|---|---|---|---|---|---|---|
| 30269 | Stryder Corp | Software/Licensing | CHC | Student Services | $ 4,500.00 | | |
| 30270 | Gamino, Hugo | Speaker Agreement | CHC | Student Services | $ 500.00 | | |
| 30271 | Modern Clerisy | Training Services | SBCCD | EDCT | $ 16,560.00 | | |
| 30272 | Inland Empire Stages LTD | Bus Rental | SBVC | Athletics | $ 3,230.10 | | |
| 30273 | Inland Empire Stages LTD | Bus Rental | SBVC | Athletics | $ 1,476.50 | | |
| 30274 | Inland Empire Stages LTD | Bus Rental | SBVC | Athletics | $ 1,809.30 | | |
| 30275 | Concord Theatricals Corp | Broadcasting Rights | CHC | Theatre | $ 440.00 | | |
| 30276 | AUMT Institute | Services | CHC | Instruction | $ 61,750.00 | | |
| 30277 | McMurray Stern LLC | Services | CHC | Facilities | $ 2,693.75 | | |
| 30278 | Avidex Industries LLC | Services | SBVC | Campus Tech | $ 6,408.12 | | |
| 30279 | Burgess Moving & Storage | Services | SBCCD | Facilities | $ 3,436.40 | | |
| 30280 | Avidex Industries LLC | Services | SBVC | Campus Tech | $ 7,218.70 | | |
| 30281 | Food Finders | Services | SBVC | Student Services | No Cost | | |
| 30282 | Inland Empire Stages LTD | Bus Rental | SBVC | Athletics | $ 1,623.38 | | |
| 30283 | San Bernardino, County of - Registrar of Voters | Facility Use | SBVC | Admin Services | No Cost | | |
| 30284 | Yosemite CCD | Income | SBVC | Child Center | | $ 39,100.00 | |
| 30285 | Yosemite CCD | Income | CHC | Child Center | | $ 4,600.00 | |
| 30286 | Butte-Glenn CCD | Income | CHC | CTE | | $ 17,000.00 | |
| 24705 | CCC Chancellor Office | Income - Amendment 02 | CHC | MESA | | $ 1,844,650.75 | $ 139,393.00 |
| 30288 | Federal Aviation Administration | MOU | SBVC | Applied Tech | No Cost | | |
| 30289 | Federal Aviation Administration | Non Disclosure Agreement | SBVC | Applied Tech | No Cost | | |
| 23984 | Burgess Moving & Storage | Amendment 03 | SBCCD | Facilities | $ 30,576.00 | | $ 4,890.00 |

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

| | |
|---|---|
| **TO:** | Board of Trustees |
| **FROM:** | Dr. Diana Z. Rodriguez, Chancellor |
| **REVIEWED BY:** | Angel Rodriguez, Associate Vice Chancellor, Government Relations & Strategic Communications |
| **PREPARED BY:** | Tammy Mathis, District Director of Grants |
| **DATE:** | October 10, 2024 |
| **SUBJECT:** | Districtwide Grant Submissions and Awards |

## RECOMMENDATION

This item is for information only.

## OVERVIEW

Between July 1, 2024, and September 24, 2024, the San Bernardino Community College District (SBCCD), in collaboration with the Economic Development & Corporate Training Center, Crafton Hills College, San Bernardino Valley College, and KVCR, has actively pursued multiple grants to advance our educational mission towards student success. By securing external funding through these grant applications, SBCCD is committed to ensuring fiscal sustainability while providing vital resources to support the implementation of SBCCD's 2022-2027 strategic plan and the colleges' master plans.

## ANALYSIS

- **Total Grant Funding Applied**: $1,732,968 collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR
- **Grants Awarded**: Grants awarded, totaling $20,000
- **Grants Awaiting Awards**: 3 grants pending for a total of $1,712,968 in fiscal year 2024-25 and 2 grants pending for a total of $469,400 in fiscal year 2023-24.
- **Thank You to Funding Partner:** Foundation for California Community Colleges: (2) $10,000 awards

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

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

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

**Date:** October 10, 2024

**To:** SBCCD Board of Trustees

**From:** Tammy Mathis, District Director of Grants

**Reviewed by:** Angel Rodriguez, Associate Vice Chancellor of Government Relations & Strategic Communications

**RE:** **Grant Updates**

## Executive Summary:

- **Grant Applications Submitted:** SBCCD, EDCT, CHC, SBVC, and KVCR collectively applied for 5 grants totaling $1,732,968 in FY 2024/25.

- **Grants Secured:** The Foundation for California Community Colleges awarded two $10,000 grants to CHC and SBVC Foundations to assist students affected by the Line Fire.

- **Pending Awards:** We are awaiting decisions on two additional grants totaling $469,400 for FY 2023/24.

- **Strategic Alignment:** All grants align with SBCCD's strategic directions and the colleges' educational master plans.

## Foundation for CA Community Colleges Line Fire Grant

**Purpose:** This grant would give students experiencing hardship from the Line Fire up to $500 in grant funds to immediately assist with housing, food, or other essentials.

- **Grantor:** Foundation for California Community Colleges
- **Lead Entity –** Crafton Hills College Foundation
- **Application Amount:** $10,000
- **Application Submitted** – 9/17/24
- **Application Status** - AWARDED

**Alignment with Educational Master Plans:**

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

## Foundation for CA Community Colleges Line Fire Grant

**Purpose:** This grant would give students experiencing hardship from the Line Fire up to $500 in grant funds to immediately assist with housing, food, or other essentials.

- **Grantor:** Foundation for California Community Colleges
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $10,000
- **Application Submitted** – 9/17/24
- **Application Status** - AWARDED

**Alignment with Educational Master Plans:**

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

## CPB Next Generation Warning System Grant

**Purpose:** Enhance capacity of local broadcast stations to receive, broadcast, and redistribute emergency alert messages from the Integrated Public Alert & Warning System using IPAWS Specification for Common Alerting Protocol (CAP); and Enhance technology infrastructure to ensure local public broadcast stations can launch new, enhanced broadcast services, that improve and expand the distribution of public alerts and warnings.

- **Grantor:** Climate Prediction Center (CPC)
- **Application Amount:** $706,968
- **Lead Entity –** KVCR
- **Application Submitted** – Sept 11, 2024
- **Application Status** – Waiting an Announcement

**Alignment with Educational Master Plans:**

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

## Swipe out Hunger Grant

**Purpose:** This grant would allow Valley College to fund staff and extend hours for the basic needs department.

- **Grantor:** Swipe Out Hunger USA
- **Lead Entity –** SBVC
- **Application Amount:** $6,000
- **Application Submitted** – 9/18/24
- **Application Status** – Waiting on Award

**Alignment with Educational Master Plans:**

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

## US EPA Community Change Grant – Track 1

**Purpose:** Partnership opportunity w/ City of San Bernardino and multiple local entities. This clean technology and affordable housing grant focused on additional funding for SBVC's ZEV Technician and EV Charging Station Tech programs.

- **Grantor:** US Environmental Protection Agency (EPA)
- **Lead Entity –** City of San Bernardino/Partnership with SBCCD
- **Application Amount:** $1,000,000 Partnership Subcontract Award
- **Application Submitted** – 9/4/24
- **Application Status** – Waiting on Announcement

**Alignment with Educational Master Plans:**

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

## IECF Grant – Production of Black Voices

**Purpose:**

This grant was written to support African American artists in the media industry, providing them with the resources and support needed to explore stories relative to cultural influence.

- **Grantor:** Inland Empire Community Foundation
- **Application Amount:** $20,000
- **Lead Entity –** KVCR
- **Application Submitted** – March 30, 2024
- **Application Status** – Waiting on Announcement

**Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

## Extreme Heat and Community Resilience Program – Sm. Implementation

**Purpose:**

This grant was written to provide heat relief to San Bernardino Valley College through the addition of shaded cooling areas near the campus center with a pagoda, table, trees and benches with charging stations as well as hydration station water-bottle refilling areas throughout campus.

- **Grantor:** Governor's Office of Planning and Research
- **Application Amount:** $449,400
- **Lead Entity –** SBCCD
- **Application Submitted** – May 7, 2024
- **Application Status** – Waiting on Announcement

**Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
    - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
    - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - o **Supporting Action 1:** Strengthen a culture of inclusion.

# 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:**     Steven J. Sutorus, Executive Director, Business & Fiscal Services

**DATE:**            October 10, 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, 2025, increased $588,015 to $82,304,467 from the previous estimate of $81,716,452. The cash balance remained relatively consistent with the previously projected amount with a small increase caused by normal cash fluctuations.

## SBCCD GOALS

4.  Ensure Fiscal Accountability/Sustainability

## FINANCIAL IMPLICATIONS

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

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# General Fund Cash Flow Analysis – Restricted & Unrestricted
## Fiscal Year 2024-2025
*(as of September 17, 2024, rounded to the nearest $1,000)*

| | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | ACCRUALS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | PROJECTED | | | | | | | | |
| Estimated Beginning Cash Balance | 82,796 | 88,219 | 86,734 | 84,633 | 79,963 | 78,083 | 93,372 | 88,064 | 108,025 | 107,135 | 103,744 | 99,562 | | |
| **Receipts** | | | | | | | | | | | | | | |
| Federal | | 186 | 288 | 173 | 62 | 27 | 121 | 442 | 80 | -2 | 46 | 99 | | 1,520 |
| State | 13,261 | 8,159 | 11,927 | 11,356 | 4,077 | 9,330 | 7,106 | 51,695 | 14,855 | 8,893 | 8,138 | 1,874 | | 150,671 |
| Local | 6,309 | 886 | 3,435 | 2,112 | 3,306 | 22,250 | 5,430 | 2,567 | 475 | 6,065 | 6,796 | 652 | | 60,282 |
| Interfund Transfer & Sale of Assets | | | | | 6,225 | 2 | | 4,669 | | | 306 | 3,130 | | 14,333 |
| Accounts Receivable/Accruals | -3,045 | 449 | -509 | 64 | 1,006 | -3 | -685 | 671 | -65 | -154 | -505 | 659 | | -2,117 |
| Total Receipts | 16,525 | 9,680 | 15,140 | 13,705 | 14,676 | 31,606 | 11,972 | 60,044 | 15,344 | 14,801 | 14,780 | 6,414 | | 224,689 |
| **Disbursements** | | | | | | | | | | | | | | |
| Academic Salaries | 10 | 5,223 | 5,082 | 5,574 | 5,894 | 5,801 | 5,743 | 4,984 | 5,724 | 5,784 | 5,851 | 10,369 | | 66,040 |
| Classified Salaries | 3,304 | 3,625 | 3,786 | 3,909 | 4,120 | 4,145 | 3,958 | 3,821 | 4,141 | 5,114 | 4,335 | 4,944 | | 49,203 |
| Benefits | 1,699 | 3,102 | 746 | 3,593 | 3,583 | 3,566 | 3,684 | 3,504 | 2,438 | 4,091 | 3,773 | 5,247 | | 39,025 |
| Supplies & Materials | 136 | -74 | 167 | 146 | 204 | 134 | 165 | 148 | 191 | 554 | 332 | 646 | | 2,749 |
| Other Operating Exp | 2,486 | -1,828 | 2,274 | 1,862 | 1,810 | 1,668 | 2,377 | 2,522 | 2,858 | 1,504 | 3,294 | 6,583 | | 27,410 |
| Capital Outlay | 521 | -487 | 152 | 56 | 170 | 261 | 255 | 100 | 253 | 319 | 64 | 1,201 | | 2,866 |
| Other Outgo | 1,099 | -3,100 | 2,683 | 4,596 | 974 | 792 | 1,129 | 1,672 | 676 | 762 | 1,329 | 910 | | 13,520 |
| Longterm Post-Employment Benefits | -5 | -7 | -8 | -8 | 8 | -8 | -8 | 17 | -8 | -8 | 31 | 5 | | 2 |
| Accounts Payable/Accruals | 1,853 | 4,713 | 2,358 | -1,354 | -207 | -42 | -24 | 23,316 | -41 | 73 | -48 | -6,234 | | 24,365 |
| Total Disbursements | 11,103 | 11,166 | 17,241 | 18,375 | 16,557 | 16,317 | 17,279 | 40,084 | 16,234 | 18,193 | 18,962 | 23,672 | | 225,180 |
| Increase / (Decrease) in Cash Balance | 5,423 | -1,486 | -2,101 | -4,670 | -1,881 | 15,289 | -5,307 | 19,961 | -889 | -3,392 | -4,182 | -17,257 | | |
| Estimated Ending Cash Balance | 88,219 | 86,734 | 84,633 | 79,963 | 78,083 | 93,372 | 88,064 | 108,025 | 107,135 | 103,744 | 99,562 | 82,304 | | |

# 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:**          October 10, 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.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

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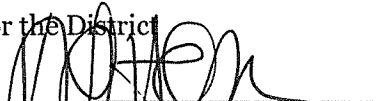**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 17, 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 agree to approve the interim Out-of-Class assignment for Richard Lopez, Lead Custodian to the Custodial Supervisor, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be September 17, 2024, through December 31, 2024, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on June 13, 2024, as the Custodial Supervisor.

2. The Employee will be compensated from the Management Salary Schedule at Range 8, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.

4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Custodial Supervisor or be evaluated during this Out-of-Class service.

5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Lead Custodian.

6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Lead Custodian will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Richard Lopez.

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

For the District

_____
Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For CSEA

_____
Ernest Guillen, President CSEA #291

_____
Noah Snyder, CSEA LRR

_____
Diana Vaichis, Team Member

*Kevin Limoges*

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**

**September 10, 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 District is conducting a classification study in the Counseling Department at Crafton Hills College. Accordingly, both Parties agree to, as a result of the findings from the classification study, the following effects:

> Effective November 1, 2023, bargaining unit member Rebecca Abeyta, Administrative Assistant I, Range 33 Step F, 8 hours/260-day work year in the Counseling Department at Crafton Hills College, will be reclassified to the classification of Administrative Assistant III, Range 41 Step C, 8 hours/260-day work year.

The Parties further agree that this Memorandum of Understanding shall resolve any disputes about bargaining unit member Rebecca Abeyta working outside their classification.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.
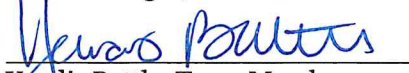
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

_____
Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For CSEA

_____
Ernest Guillen, President CSEA #291

_____
Noah Snyder, CSEA LRR

_____
Diana Vaichis, Team Member

_____
Kevin Limoges, Team Member

_____
Yendis Battle, Team Member

_____
Cedrick Wrenn, Team Member

# 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

### September 17, 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 agree to approve the interim Out-of-Class assignment for Dawn Garcia, Administrative Assistant II to the Human Resources Generalist, District, under the following stipulations:

1. The length of the assignment will be September 23, 2024, through December 31, 2024, or until a decision is made by the Employee or management to end the assignment.

2. The Employee will be compensated from the Confidential Salary Schedule at Range 15, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.

4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Human Resources Generalist or be evaluated during this Out-of-Class service.

5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Administrative Assistant II.

6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Administrative Assistant II will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Confidential assignment of Dawn Garcia.

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

For the District

Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For CSEA

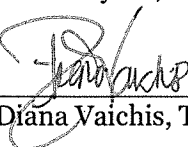Ernest Guillen, President CSEA #291

Noah Snyder, CSEA LRR

Diana Vaichis, Team Member

*Kevin Limoges*

Kevin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

# 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:**          October 10, 2024

**SUBJECT:**      MOUs between SBCCD and the San Bernardino College District Police Officers Association (POA)

## RECOMMENDATION

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

## OVERVIEW

The District and the POA met and entered into the attached Memorandum of Understanding, also known as MOUs.

## ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the POA.

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

The cost associated with an MOU is included in the appropriate budgets, where applicable.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

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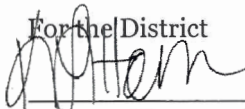AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT POLICE OFFICERS
ASSOCIATION**

**September 18, 2024**

**Terms and Conditions:** This Memorandum of Understanding ("MOU") is entered by and between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ("District") and the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT POLICE OFFICERS ASSOCIATION, ("Association"), collectively, "the Parties."
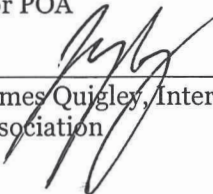
The Parties agree to approve the interim Out-of-Class assignment for Angelica Arechavaleta-Gomez, College Police Officer to the Police Sergeant, District, under the following stipulations:

1. The length of the assignment will be September 23, 2024, through March 23, 2025, or until a decision is made by the Employee or management to end the assignment.

2. The Employee will be compensated from the Management Salary Schedule at Range 16, Step A. The salary range and step referenced in this MOU have been predetermined by the POA Collective Bargaining Agreement.

3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with POA.

4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Police Sergeant or be evaluated during this Out-of-Class service.

5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the College Police Officer.

6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the College Police Officer will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Angelica Arechavaleta-Gomez.

This Agreement is made and entered into on the 18th day of September, 2024.

For the District

_____
Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For POA

_____
James Quigley, Interim President, Police Officers
Association

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

**September 18, 2024**

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

The Parties agree to approve the interim Out-of-Class assignment for Edwin Carbajal, College Police Officer to the Police Sergeant, District, under the following stipulations:

1. The length of the assignment will be September 23, 2024, through March 23, 2025, or until a decision is made by the Employee or management to end the assignment.

2. The Employee will be compensated from the Management Salary Schedule at Range 16, Step A. The salary range and step referenced in this MOU have been predetermined by the POA Collective Bargaining Agreement.

3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with POA.

4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Police Sergeant or be evaluated during this Out-of-Class service.

5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the College Police Officer.

6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the College Police Officer will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Edwin Carbajal.
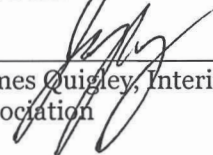
This Agreement is made and entered into on the 18th day of September, 2024.

For the District

_____
Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For POA

_____
James Quigley, Interim President, Police Officers Association

# 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:** | October 10, 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 | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

## SBCCD 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 2024-2025 budgets.

# Professional Expert, Short-Term & Substitute Employees
## Presented for Information on October 10, 2024
[v.9.18.2024.p.1|2]

## Professional Expert

| Employee Name<br>Location Assignment & Department | Duties | From | To | Hourly Rate |
|---|---|---|---|---|
| **Cervantes, Eleazer**<br>CHC Public Safety and Emergency Services | Lab Instructor/Primary Instructor/ EMS Specialist | 09/06/24 | 06/30/25 | $20.00/ $25.00/ $30.00 |
| **Moreno, Kaylee J**<br>CHC Public Safety and Emergency Services | Lab Instructor/Primary Instructor/ EMS Specialist | 09/04/24 | 06/30/25 | $20.00/ $25.00/ $30.00 |
| **Roberson, Megan R**<br>CHC Public Safety and Emergency Services | Lab Instructor/Primary Instructor/ EMS Specialist | 08/26/24 | 06/30/25 | $20.00/ $25.00/ $30.00 |
| **Roque, Veronica**<br>DIST Economic Development & Corporate Training | Workforce Development Trainer | 08/29/24 | 06/30/25 | $60.00 |
| **Zambrano, Erick**<br>DIST Government Relations & Strategic Communications | Project Liaison | 08/11/24 | 06/30/25 | $50.00 |
| **Luna, Suyapa**<br>DIST Human Resources | HR Intern | 07/22/24 | 06/30/25 | $20.00 |
| **Lopez, Michael A**<br>DIST KVCR | Content Specialist | 09/15/24 | 06/30/25 | $22.00 |
| **Bivian, Viviana**<br>DIST KVCR | FTVM Intern II | 07/01/24 | 06/30/25 | $17.00 |
| **Verduzco, Justin C**<br>DIST KVCR | Program Assistant | 09/01/24 | 06/30/25 | $24.00 |
| **Suarez, Emily E**<br>SBVC Applied Technology, Transportation & Culinary Arts | Program Assistant | 10/14/24 | 06/30/25 | $20.00 |
| **Clara, Marlene Z**<br>SBVC Arts & Humanities | Social Media Specialist | 09/01/24 | 06/30/25 | $21.00 |
| **Cupersmith, Gary**<br>SBVC Police Academies/Criminal Justice | PS Facilitator/Evaluator or Police Tactical Officer/RTO | 09/13/24 | 06/30/25 | $45.00/ $53.00 |
| **Lambert Jr, Darrell A**<br>SBVC Police Academies/Criminal Justice | PS Facilitator/Evaluator or Police Tactical Officer/RTO | 10/11/24 | 06/30/25 | $45.00/ $53.00 |
| **Miranda, Karen J**<br>SBVC STEM-MESA | Tutor I | 09/09/24 | 06/30/25 | $17.00 |
| **Candelaria, Jacob P**<br>SBVC Student Accessibility Services | Interpreting/Transliterating Level I | 09/09/24 | 06/30/25 | $28.00 |
| **Johnson, Branaya J**<br>SBVC Student Accessibility Services | Interpreting/Transliterating Level I | 09/02/24 | 06/30/25 | $28.00 |
| **Brinckhaus, Loida**<br>SBVC Student Health Services | Nurse Practioner | 07/01/24 | 06/30/25 | $70.00 |

# Professional Expert, Short-Term & Substitute Employees
## Presented for Information on October 10, 2024
[v.9.18.2024.p.2|2]

## Substitute

| Employee Name<br>Location Assignment & Department<br>Justification | Duties | From | To | Hourly Rate |
|---|---|---|---|---|
| **Wagner, Kathryn**<br>CHC Aquatics<br>*Ext: Sick/Vacation Coverage* | Pool Attendant | 08/31/24 | 10/30/24 | $21.89 |
| **Rivera, Linda**<br>DSO Fiscal Services<br>*New: Sick/Vacation Coverage* | Account Technician | 06/24/24 | 06/30/24 | $25.38 |
| **Rivera, Linda**<br>DSO Fiscal Services<br>*Ext: Sick/Vacation Coverage* | Account Technician | 07/01/24 | 08/31/24 | $25.38 |
| **Rivera, Linda**<br>DSO Fiscal Services<br>*Ext: Sick/Vacation Coverage* | Account Technician | 09/01/24 | 10/31/24 | $25.38 |
| **Bender, Mary**<br>DSO KVCR<br>*New: Vacancy* | Administrative Coordinator | 06/25/24 | 06/30/24 | $33.33 |
| **Bender, Mary**<br>DSO KVCR<br>*Ext: Vacancy* | Administrative Coordinator | 07/01/24 | 08/31/24 | $33.33 |
| **Nunez, Esmeralda**<br>SBVC Assessment<br>*Ext: LOA* | Student Services Technician I | 09/03/24 | 11/03/24 | $23.00 |
| **George, Billy D.**<br>SBVC Custodial<br>*Sick/Vacation Coverage* | Custodian | 09/01/24 | 10/31/24 | $22.47 |
| **Galindo, Richard**<br>SBVC Custodial<br>*Ext: Sick/Vacation Coverage* | Custodian | 09/03/24 | 11/03/24 | $22.47 |
| **Martinez, Luis**<br>SBVC Custodial<br>*Ext: Sick/Vacation Coverage* | Custodian | 09/03/24 | 11/03/24 | $22.47 |
| **Sarsour, Ansaf**<br>SBVC Child Development Center<br>*Sick/Vacation Coverage* | Chid Development Teacher | 09/17/24 | 11/17/24 | $26.01 |
| **Diaz, Edith J.**<br>SBVC Child Development Center<br>*Sick/Vacation Coverage* | Child Development Assistant | 09/19/24 | 11/19/24 | $18.42 |

# 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:**    Steven J. Sutorus, Executive Director, Business & Fiscal Services

**DATE:**         October 10, 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 8/19/2024 – 9/11/2024 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.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# Purchase Order Report
## October 10, 2024

| PO# | Supplier Name | Amount |
|-----|---------------|--------|
| PO2501074 | LEYVA, CONNIE | 300.00 |
| PO2501075 | PAPA, ANTHONY | 300.00 |
| PO2501076 | RP GROUP, THE | 605.00 |
| PO2501078 | STAPLES BUSINESS ADVANTAGE | 734.92 |
| PO2501079 | WORK BOOT WAREHOUSE | 5,500.00 |
| PO2501080 | TRETO, PABLO | 500.00 |
| PO2501081 | RUBIO, EDUARDO | 500.00 |
| PO2501082 | ULINE INC | 439.00 |
| PO2501083 | SAN BERNARDINO CCD | 597.25 |
| PO2501084 | OMNITRANS | 1,957.50 |
| PO2501085 | ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES, THE | 2,096.82 |
| PO2501086 | GENUINE AUTO PARTS | 6,386.82 |
| PO2501087 | ULINE INC | 6,202.85 |
| PO2501088 | ULINE INC | 725.32 |
| PO2501089 | DESIGN SOURCE USA, INC | 5,486.68 |
| PO2501090 | SAN BERNARDINO CCD | 1,148.67 |
| PO2501091 | CALIFORNIA STATE UNIVERSITY LONG BEACH RESEARCH FOUNDATION | 5,700.00 |
| PO2501092 | MCMASTER-CARR SUPPLY CO | 132.49 |
| PO2501093 | GENUINE AUTO PARTS | 1,606.10 |
| PO2501094 | ENCORE WELDING AND INDUSTRIAL SUPPLY LLC | 123.19 |
| PO2501095 | ESPINOZA MARKET | 5,002.50 |
| PO2501096 | DAHLSTROM & COMPANY | 312.55 |
| PO2501097 | HARDY DIAGNOSTICS | 1,498.96 |
| PO2501099 | HARDY DIAGNOSTICS | 707.69 |
| PO2501101 | PYRAMED HEALTH SYSTEM LLC | 5,429.95 |
| PO2501105 | MINDWORKS INNOVATIONS INC | 4,500.00 |
| PO2501106 | HOGI YOGI | 1,185.25 |
| PO2501107 | IE GOURMET FOOD TRUCKS LLC | 6,760.64 |
| PO2501110 | STAPLES BUSINESS ADVANTAGE | 122.25 |
| PO2501111 | DELL MARKETING LP | 2,097.08 |
| PO2501112 | DOUGH LIFE, THE | 2,101.13 |
| PO2501113 | NATOUR, HADI | 175.00 |
| PO2501114 | ROJAS, MARTIN C | 2,000.00 |
| PO2501117 | ALL AMERICAN EQUIPMENT & SERVICES INC | 10,000.00 |
| PO2501118 | PEPES TOWING SERVICE | 1,000.00 |
| PO2501121 | WORK BOOT WAREHOUSE | 5,000.00 |
| PO2501122 | WORK BOOT WAREHOUSE | 5,000.00 |
| PO2501123 | VERIZON WIRELESS | 460.00 |
| PO2501126 | SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS | 1,000.00 |
| PO2501130 | LEMAY CONSTRUCTION | 4,460.00 |
| PO2501131 | DUCK & OWL LLC | 4,800.00 |
| PO2501132 | FISHER SCIENTIFIC COMPANY LLC | 941.47 |
| PO2501133 | KAUSA PERUVIAN RESTAURANT LLC | 2,185.88 |
| PO2501134 | HEALTH CARE LOGISTICS | 943.95 |
| PO2501135 | SOUTH COAST AQMD | 174.26 |
| PO2501136 | COMPRESSED AIR SPECIALTIES INC | 2,244.32 |

# Purchase Order Report
## October 10, 2024

| PO# | Supplier Name | Amount |
|-----|---------------|-------:|
| PO2501138 | LEYVA, CONNIE | 102.35 |
| PO2501139 | VERIZON WIRELESS | 2,800.00 |
| PO2501140 | SAN BERNARDINO CCD | 754.06 |
| PO2501141 | XELLO INC | 769.00 |
| PO2501143 | SNAP-ON INDUSTRIAL | 4,271.81 |
| PO2501155 | SOUTHERN CALIFORNIA EDISON CO | 80,000.00 |
| PO2501156 | CORTEZ ORNAMENTAL IRON | 261.17 |
| PO2501157 | INLAND EMPIRE ECONOMIC PARTNERSHIP | 5,000.00 |
| PO2501158 | RUIZ-MARTINEZ, NELVA | 143.86 |
| PO2501160 | STAPLES BUSINESS ADVANTAGE | 174.00 |
| PO2501161 | XPRESS RENT-A-CAR | 5,000.00 |
| PO2501162 | SHERRILL INC | 2,071.38 |
| PO2501163 | LEMIEUX, JESSY | 385.00 |
| PO2501164 | CSUSB PHILANTHROPIC FOUNDATION | 5,000.00 |
| PO2501165 | HARDY DIAGNOSTICS | 700.60 |
| PO2501166 | ZAMUDIO, MARTIN | 718.69 |
| PO2501167 | ZAMUDIO, MARTIN | 798.56 |
| PO2501168 | PANERA LLC | 400.00 |
| PO2501170 | VITAL RECORDS HOLDINGS LLC | 721.76 |
| PO2501172 | NAIR, AVIKAASH | 1,000.00 |
| PO2501173 | AUGSBERGER, KURT | 1,000.00 |
| PO2501174 | FULGHAM, ABE | 1,000.00 |
| PO2501175 | MERKELBACH, SARAH | 375.00 |
| PO2501176 | STAPLES BUSINESS ADVANTAGE | 167.63 |
| PO2501177 | ZAMUDIO, MARTIN | 512.55 |
| PO2501178 | STAPLES BUSINESS ADVANTAGE | 201.88 |
| PO2501179 | AIRGAS INC | 1,000.00 |
| PO2501180 | ISLAND ADVERTISING INC | 41,304.31 |
| PO2501181 | AUGUST LEARNING SOLUTIONS LLC | 1,466.14 |
| PO2501182 | CALIFORNIA COALITION EARLY MIDDLE COLLEGES | 895.00 |
| PO2501184 | ADVANCED IMAGING SOLUTIONS | 1,901.00 |
| PO2501185 | AMERICAN HEART ASSOCIATION | 660.00 |
| PO2501186 | STAPLES BUSINESS ADVANTAGE | 66.23 |
| PO2501187 | STAPLES BUSINESS ADVANTAGE | 53.62 |
| PO2501188 | STAPLES BUSINESS ADVANTAGE | 146.52 |
| PO2501190 | DICK BLICK HOLDINGS INC | 464.32 |
| PO2501191 | EDVOTEK INC | 1,759.58 |
| PO2501196 | FISHER SCIENTIFIC COMPANY LLC | 964.98 |
| PO2501197 | FISHER SCIENTIFIC COMPANY LLC | 211.36 |
| PO2501198 | MIDWEST LIBRARY SERVICE | 35,000.00 |
| PO2501199 | STAPLES BUSINESS ADVANTAGE | 117.56 |
| PO2501201 | REAL VOLLEYBALL LLC | 676.31 |
| PO2501202 | DISH FACTORY INC, THE | 2,050.79 |
| PO2501204 | RANCHO SANTIAGO CCD | 220.00 |
| PO2501205 | BSN SPORTS INC | 67.86 |

# Purchase Order Report
## October 10, 2024

| PO# | Supplier Name | Amount |
|---|---|---|
| PO2501206 | RATIGAN, JAMES C | 300.00 |
| PO2501207 | RATIGAN, JAMES C | 125.00 |
| PO2501209 | TYR INC | 55,076.00 |
| PO2501210 | AVIATION TECHNICIAN EDUCATION COUNCIL | 600.00 |
| PO2501212 | STAPLES BUSINESS ADVANTAGE | 363.97 |
| PO2501214 | MAKING HOPE HAPPEN FOUNDATION | 2,500.00 |
| PO2501215 | DISH FACTORY INC, THE | 243.60 |
| PO2501216 | HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES | 7,038.00 |
| PO2501217 | MCMASTER-CARR SUPPLY CO | 449.75 |
| PO2501218 | STAPLES BUSINESS ADVANTAGE | 233.88 |
| PO2501219 | CINTAS CORPORATION NO. 2 | 4,000.00 |
| PO2501221 | NATIONAL EDUCATIONAL TELECOMMUNICATION ASSOCIATION (NETA) | 300.00 |
| PO2501222 | BROADCAST SUPPLY WORLDWIDE | 162.04 |
| PO2501223 | FOLLETT CORPORATION | 384.44 |
| PO2501224 | ELIAS, MANUEL | 200.00 |
| PO2501225 | FOX, JONATHAN | 1,000.00 |
| PO2501226 | LEE, TIFFANY | 800.00 |
| PO2501227 | STAPLES BUSINESS ADVANTAGE | 126.26 |
| PO2501228 | STAPLES BUSINESS ADVANTAGE | 63.38 |
| PO2501229 | STAPLES BUSINESS ADVANTAGE | 55.78 |
| PO2501230 | AIRGAS INC | 1,762.66 |
| PO2501231 | AIRGAS INC | 1,053.85 |
| PO2501232 | STAPLES BUSINESS ADVANTAGE | 149.48 |
| PO2501234 | WAXIE SANITARY SUPPLY | 5,876.27 |
| PO2501235 | ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES, THE | 4,645.08 |
| PO2501237 | PANERA LLC | 500.00 |
| PO2501238 | MORADO, JUAN | 2,102.50 |
| PO2501239 | FOLLETT CORPORATION | 10,000.00 |
| PO2501240 | DEMCO INC | 2,000.00 |
| PO2501243 | SNAP-ON INDUSTRIAL | 1,664.60 |
| PO2501244 | DICK BLICK HOLDINGS INC | 540.30 |
| PO2501245 | DUCK & OWL LLC | 240.00 |
| PO2501246 | SNAP-ON INDUSTRIAL | 2,473.41 |
| PO2501247 | DESIGN WEST ENGINEERING | 1,048.33 |
| PO2501248 | DESIGN WEST ENGINEERING | 1,382.00 |
| PO2501249 | FAIRVIEW FORD | 3,000.00 |
| PO2501251 | CALIMESA CHAMBER OF COMMERCE | 500.00 |
| PO2501252 | CALIFORNIA DEPT OF FORESTRY AND FIRE PROTECTION | 18,225.00 |
| PO2501253 | C&F SHAVED ENTERPRISES | 600.00 |
| PO2501254 | EAB GLOBAL INC | 75.00 |
| PO2501263 | ON THE GO DJ PRO INC | 400.00 |
| PO2501264 | PUBLIC HEALTH INSTITUTE | 36,000.00 |
| PO2501266 | STAPLES BUSINESS ADVANTAGE | 738.31 |
| PO2501281 | STAPLES BUSINESS ADVANTAGE | 314.70 |
| PO2501284 | SAN BERNARDINO CCD | 565.20 |

# Purchase Order Report
## October 10, 2024

| PO# | Supplier Name | Amount |
|-----|---------------|--------|
| PO2501285 | SAN BERNARDINO CCD | 1,196.20 |
| PO2501287 | SAN BERNARDINO, COUNTY OF | 571.00 |
| PO2501288 | SENDSAFELY INC | 2,400.00 |
| PO2501296 | SAN BERNARDINO CCD | 500.00 |
| PO2501297 | STAPLES BUSINESS ADVANTAGE | 271.83 |
| PO2501298 | STAPLES BUSINESS ADVANTAGE | 546.40 |
| PO2501305 | MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC | 5,000.00 |
| PO2501306 | PHARMEDIX | 7,000.00 |
| PO2501307 | CDW LLC | 1,493.05 |
| PO2501308 | GRAINGER INC | 147.30 |
| PO2501313 | DELL MARKETING LP | 256.50 |
| PO2501315 | HOLT ANATOMICAL INC | 807.01 |
| PO2501316 | HUGHES III, RICHARD O | 500.00 |
| PO2501317 | SAN BERNARDINO VALLEY COLLEGE FOUNDATION | 25,000.00 |
| PO2501318 | SAN BERNARDINO CCD | 10,000.00 |
| PO2501319 | STAPLES BUSINESS ADVANTAGE | 337.73 |
| PO2501320 | STAPLES BUSINESS ADVANTAGE | 165.57 |
| PO2501321 | STAPLES BUSINESS ADVANTAGE | 316.52 |
| PO2501322 | COASTAL CHARM VW | 68,704.43 |
| PO2501323 | GALLS LLC | 419.27 |
| PO2501327 | WIZARD SPORTS EQUIPMENT INC | 250.02 |
| PO2501329 | DELL INC | 61,660.64 |
| PO2501331 | LAUNA WILSON CONSULTING LLC | 5,100.00 |
| PO2501333 | GET NOTICED PROMOS LLC | 526.35 |
| PO2501338 | ANGUIANO, ESTHER | 480.00 |
| PO2501341 | DAN LYMAN CONSTRUCTION | 3,000.00 |
| PO2501342 | CAROLINA BIOLOGICAL SUPPLY CO | 414.62 |
| PO2501343 | STAPLES BUSINESS ADVANTAGE | 62.59 |
| PO2501344 | STAPLES BUSINESS ADVANTAGE | 354.98 |
| PO2501345 | STAPLES BUSINESS ADVANTAGE | 131.57 |
| PO2501347 | LUA'S TACOS CATERING | 4,536.00 |
| PO2501348 | VERIZON WIRELESS | 1,353.00 |
| PO2501353 | CARDIO PARTNERS INC | 2,000.00 |
| PO2501354 | SID TOOL INC | 857.82 |
| PO2501360 | NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN | 12,255.00 |
| PO2501363 | G & R MACHINERY SERVICES INC | 3,822.56 |
| PO2501364 | STAPLES BUSINESS ADVANTAGE | 825.93 |
| PO2501365 | STAPLES BUSINESS ADVANTAGE | 57.44 |
| PO2501366 | U.S.GREEN BUILDING COUNCIL - LOS ANGELES CHAPTER | 250.00 |
| PO2501368 | TUFF SHED INC | 5,584.33 |
| PO2501371 | GROOMS, AUDRY | 440.00 |
| PO2501372 | COMMUNITY COLLEGE LEAGUE OF CALIFORNIA | 3,000.00 |
| PO2501373 | STAPLES BUSINESS ADVANTAGE | 416.44 |
| PO2501374 | POCKET NURSE ENTERPRISES INC | 80.92 |
| PO2501377 | SAN BERNARDINO CCD | 497.53 |

# Purchase Order Report
## October 10, 2024

| PO# | Supplier Name | Amount |
|-----|---------------|-------:|
| PO2501378 | TACOS CHICANX LLC | 3,500.00 |
| PO2501379 | C&F SHAVED ENTERPRISES | 1,525.00 |
| PO2501380 | SLM BUSINESS ENTERPRISES LLC | 4,177.63 |
| PO2501381 | FOLLETT CORPORATION | 2,000.00 |
| PO2501382 | SAN BERNARDINO CCD | 3,000.00 |
| PO2501383 | SAN BERNARDINO, COUNTY OF | 166.00 |
| PO2501384 | FORESTRY SUPPLIERS INC | 1,485.43 |
| PO2501385 | STAPLES BUSINESS ADVANTAGE | 318.47 |
| PO2501386 | STAPLES BUSINESS ADVANTAGE | 74.13 |
| PO2501387 | DICK BLICK HOLDINGS INC | 288.05 |
| PO2501389 | SIGMA-ALDRICH INC | 120.69 |
| PO2501395 | TRIARCH INC | 652.98 |
| PO2501396 | FISHER SCIENTIFIC COMPANY LLC | 425.43 |
| PO2501400 | HUNT, CURTIS | 1,021.83 |
| PO2501401 | CONTRA COSTA COMMUNITY COLLEGE DISTRICT | 300.00 |
| PO2501402 | SAN BERNARDINO CCD | 268.28 |
| PO2501403 | FILM EMPORIUM INC | 18,578.00 |
| PO2501405 | STAPLES BUSINESS ADVANTAGE | 181.84 |
| PO2501406 | STAPLES BUSINESS ADVANTAGE | 390.56 |
| PO2501408 | SOUTH COAST AQMD | 169.90 |
| PO2501410 | ACEVEDO, JAZMIN | 395.00 |
| PO2501411 | COASTAL CHARM VW | 6,035.19 |
| PO2501412 | LETTERHEAD FACTORY INC | 1,166.93 |
| PO2501413 | ALVAREZ, PAULINA | 7,000.00 |
| PO2501414 | INDUSTRIAL FIRE PROTECTION | 2,600.00 |
| PO2501415 | SOLANO, ALMA | 395.00 |
| PO2501416 | KETCHERSIDE, KAILYN | 200.00 |
| PO2501417 | SWAY MEDICAL INC | 87.78 |
| PO2501420 | RP GROUP, THE | 590.00 |
| PO2501421 | QUIROZMELARA, MATTHEW | 395.00 |
| PO2501422 | PUENTES, ALYSSA | 395.00 |
| PO2501423 | PIZARRO, VANYA | 395.00 |
| PO2501424 | OROZCO, ANGEL GABRIEL | 395.00 |
| PO2501425 | MARTINEZ, MATTHEW | 395.00 |
| PO2501426 | LUJAN-FAJARDO, KEVIN | 395.00 |
| PO2501427 | JONES, VONETTA | 395.00 |
| PO2501428 | HERNANDEZ, JENNIFER | 395.00 |
| PO2501429 | GARCIA-GONZALEZ, MICHELLE | 395.00 |
| PO2501430 | FURGERSON, GLYNESHA | 395.00 |
| PO2501431 | LEVERON, ANUAR FLORES | 395.00 |
| PO2501432 | FLORES, ROMEO | 395.00 |
| PO2501433 | DOMINGUEZ, SYLVANNA | 395.00 |
| PO2501434 | DE LA ROSA, PRECIOUS | 395.00 |
| PO2501435 | CHAGOLLA, IRENE | 395.00 |
| PO2501437 | CW PRODUCTS | 268.00 |

## Purchase Order Report
### October 10, 2024

| PO# | Supplier Name | Amount |
|---|---|---|
| PO2501438 | CW PRODUCTS | 355.84 |
| PO2501439 | CW PRODUCTS | 171.76 |
| PO2501441 | BRUCE, ESNALA | 395.00 |
| PO2501442 | BAHAMON, CRYSTAL | 395.00 |
| PO2501443 | AGUILAR, ELIA | 395.00 |
| PO2501445 | DISH FACTORY INC, THE | 1,005.91 |
| PO2501452 | STAPLES BUSINESS ADVANTAGE | 196.34 |

**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:** October 10, 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.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# Resignations

## Presented for Information October 10, 2024

[v.9.18.2024.p.2|2]

| Employee Name | Location Assignment & Department | Years of Service | Last Date of Employment |
|---|---|---|---|
| **Etheridge, Brittany**<br>EOPS/CARE Counselor | SBVC Counseling & Matriculation | 4 | 09/26/24 |
| **Watkins Reamer, Ashley**<br>Athletic Trainer | SBVC Athletics | 3 | 09/16/24 |

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:**        Board of Trustees

**FROM:**      Dr. Diana Z. Rodriguez, Chancellor

**REVIEWED BY:**    Dr. 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:**        October 10, 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.

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

# Volunteers
## Presented for Information October 10, 2024

[v.9.19.2024.p.2|2]

| | Location Assignment | Department | From | To |
|---|---|---|---|---|
| **Bowman, Chandler** | SBVC | Student Accessibility Services | 11/1/2024 | 12/31/24 |
| **Brown, Mylasia** | SBVC | Athletic Training | 10/11/2024 | 06/30/25 |
| **Cazares, Stephen** | SBVC | Athletic Training | 10/11/2024 | 06/30/25 |
| **Eversole, Aimee** | SBVC | Police Academies Criminal Justice | 10/11/2024 | 06/30/25 |
| **Gonzales, Sarah** | SBVC | Police Academies Criminal Justice | 10/11/2024 | 06/30/25 |
| **Grund, Haylee** | SBVC | Student Accessibility Services | 11/1/2024 | 12/31/24 |
| **Harris, Donta** | SBVC | Police Academies Criminal Justice | 10/11/2024 | 06/30/25 |
| **Moore, Nevaeh** | SBVC | Athletic Training | 10/11/2024 | 06/30/25 |
| **Moreno, Jacquelyn** | SBVC | Athletic Training | 10/11/2024 | 06/30/25 |
| **Sotomayor, Yahir** | SBVC | Baseball | 10/11/2024 | 06/30/25 |
| **White, Kevin** | SBVC | Police Academies Criminal Justice | 10/11/2024 | 06/30/25 |

*Ratification: Paperwork for these volunteers was submitted after the prior Board deadline.*

# BOARD OF TRUSTEES REPORT

## October 2024

## Crafton Hills College Hosts Successful First CSUSB Admit Day



The inaugural CSUSB Admit Day at Crafton Hills College on August 20 was a resounding success, marking a significant achievement in mid-year transfer promotion.

The event, designed to encourage students to consider transferring for the Spring 2025 term, saw strong participation and enthusiasm.

California State University, San Bernardino (CSUSB) brought a team of 20 staff members to Crafton Hills College. The team came prepared with a range of props, a photo backdrop, and even the CSUSB mascot, Cody the Coyote, accompanied by Ryker, ensuring the event was lively and fun.

Forty-Six CHC students attended the event, and 43 were successfully admitted to CSUSB for the Spring 2025 term—a notable achievement considering that most students typically apply for the Fall semester. This event showcased a creative and effective way to promote mid-year transfers, offering students an alternative pathway to achieving their academic goals.

*Photo: Ryker with CHC student accepted at CSUSB.*

## CHC Fine Arts Department Exhibits Creative Works by College Faculty and Staff

Art by Us! opened on August 21 in the CHC art gallery. This exhibition, which occurs every two years, showcases the creative spirit of the Crafton Hills College community: staff, faculty, and administrators.

Fine Arts Professor Renée Azenaro curated the items representing all creative media. Azenaro has also provided pieces on display.

Works include poetry, crocheted and knitted pieces, photography, mechanical/kinetic works, jewelry, painting, drawing, and sculpture.

A well-attended reception was held on August 28. Visitors were able to talk with many of the artists about their works. The exhibit ran through September 11.

*Photo: Students enjoy artwork at reception.*

## CHC Alumnus Michelle Ly Shares with AAUW



At the American Association of University Women (AAUW) Redlands dinner on Tuesday, September 10, attendees gathered to celebrate the inspiring journey of Michelle Ly, former Student Trustee at Crafton Hills College.

The evening was filled with stories of leadership, empowerment, and personal growth as Ly recounted her experience attending the AAUW National Conference for College Women Student Leaders (NCWSSL) held at the University of Maryland in May.

Ly shared the impact the conference had on her. She reflected on how the workshops fueled her passion for leadership and women's empowerment. Ly detailed her favorite sessions, which covered everything from breaking barriers in male-dominated industries to the importance of self-advocacy. These workshops not only opened her eyes to new perspectives but also gave her practical tools to carry forward into her career.

Equally meaningful were the friendships she formed. At NCWSSL, Ly met like-minded young women from across the country, many of whom had similarly powerful stories and aspirations.

Ly acknowledged how her involvement in student government at Crafton Hills College prepared her for this experience. The leadership roles she held on campus gave her the confidence to seize the opportunities at NCWSSL and make the most of the resources and networks available.

*Photo: Ericka Padock and Michelle Ly.*

## Crafton Hills College Team Selected to Present at CCEMC Dual Enrollment Conference
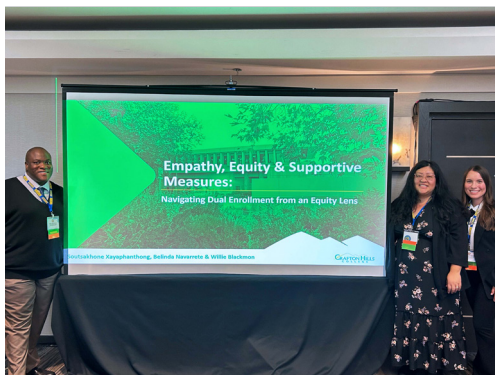


Student Services members Belinda Navarette, Soutsakhone Xayaphanthong, and Willie Blackmon were selected to present at the CCEMC Dual Enrollment Conference in Burlingame, CA.

Their presentation, titled "Empathy, Equity & Supportive Measures: Navigating Dual Enrollment from an Equity Lens," focused on Crafton Hills College's efforts to expand Dual Enrollment with an emphasis on equity.

The college has examined how policies, practices, and decision-making impact historically marginalized students. The team has implemented supportive measures to ensure academic success in traditionally challenging courses and employed intrusive counseling practices to address underlying student issues, aiming to bridge equity gaps. This presentation allowed the Crafton team to share their strategies for developing empathy, addressing equity issues, and establishing supportive measures as the foundation of a thriving dual enrollment program.

*Photo: Willie Blackmon, Soutsakhone Xayaphanthong,, and Belinda Navarette.*

## CHC Launches Self-Evaluation for Accreditation, Focusing on Growth and Student Success



On September 5, over fifty faculty, staff, and administrators gathered for the Institutional Self-Evaluation Report (ISER) Kick-Off meeting, led by Dr. Gohar Momjian, Vice President of the Accrediting Commission for Community and Junior Colleges (ACCJC). This meeting marked the start of Crafton's journey toward accreditation, focusing on self-assessment and continuous improvement.

Dr. Momjian emphasized the importance of adopting a growth mindset—seeing challenges as opportunities for development. The group reviewed how Crafton uses data to improve student success and discussed the college's Institutional Set Standards. They also examined how to interpret and apply ACCJC standards to ensure alignment with accreditation guidelines.

The meeting highlighted that self-evaluation is not just a formality but a tool for identifying strengths and areas for growth. By embracing this process, Crafton reaffirms its commitment to enhancing student outcomes and ensuring institutional excellence, keeping the college responsive to the evolving needs of its community.

*Photo: Dr. Keith Wurtz and Dr. Gohar Momjian.*

## Art work by Professor of Fine Arts Renée Azenaro featured in HYENA
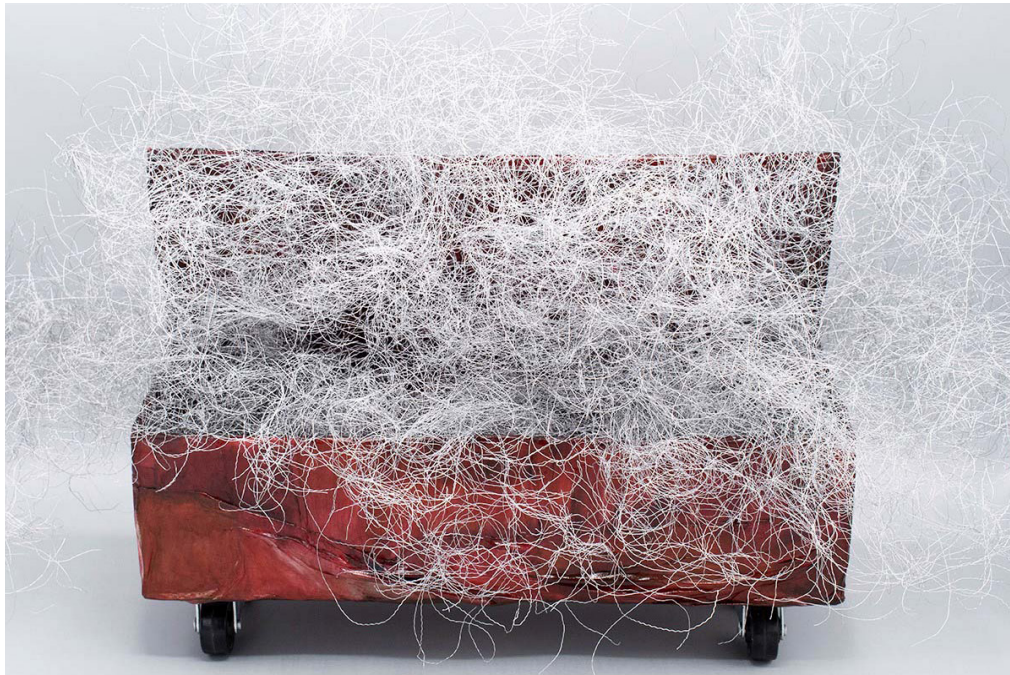


Recently her mixed media sculpture entitled "in my dreams i forgave myself" was selected for the publication HYENA to mark the centennial of André Breton's first Surrealist Manifesto through a feminist lens represented in artworks and writings.

Azenaro explained that this piece is part of a series of pieces in which she mines the sense of healing and what remains outwardly invisible. She adds, "my work is influenced by the natural world, biology, feminism, music, contemporary issues, politics—the world around us."

Azenaro's diverse inspirations and multifaceted approach continue to make her a dynamic and influential figure both in the classroom and the contemporary art world.

*Photo: Renée Azenaro's featured art work published in HYENA.*

Professor of Fine Arts Renêe Azenaro has been a student-favorite art professor at Crafton Hills College since 2017, when she joined the CHC fine arts faculty. She is also an accomplished practitioner, her creative work includes sculpture, paintings, printmaking, video, photography, curating exhibitions, and mixed media.

## CHC Hosts 'Meet the Firm' Event to Empower Future Accounting Professionals



This event was not only a chance for students to connect with potential employers, but it also offered CPA firms an invaluable opportunity to engage with the next generation of motivated and talented accounting professionals. The presence of these firms benefited both the students and the firms by offering exposure to a pool of bright, driven individuals who are eager to make their mark in the industry.

At Crafton Hills College, we are committed to supporting our students and the broader community through various initiatives. One of the firms, Smith Marion presented a check for $1,000 to support our scholarship program and sponsor the Volunteer Income Tax Assistance (VITA) program.

On September 5, Crafton Hills College hosted a successful "Meet the Firm" event, bringing together accounting students and related majors with industry professionals eager to explore career opportunities, internships, and networking possibilities.

Four CPA firms had one-on-one conversation with students who were able to ask questions and discuss potential career paths while gaining insights into the culture, services, and opportunities at each firm.

This generous contribution will help provide vital resources for students, further enhancing their opportunities for hands-on experience in tax preparation.

*Photo: Smith Marion with CHC representatives.*

## CHC Welcomes Deanna Brown as Director of the Child Development Center



Deanna Brown brings extensive experience to the field of Early Childhood Education and Child Development, having worked as a preschool teacher, childcare director, and adjunct faculty member teaching Child Development courses.

Her passion lies in supporting children, families, teaching staff, and college students, and she understands the importance of creating environments that nurture growth, learning, and development for all.

Deanna's academic journey began at Riverside City College, where she earned her AA in Early Childhood Studies. She then transferred to California State University, San Bernardino, where she obtained both her Bachelor's and Master's degrees in Child Development. Over the course of her career, she has taken on various roles, including children's program coordinator for a First 5 Early Intervention Project, adjunct lecturer, and program director for an infant/toddler lab school and state-funded preschool at CSUSB.

Deanna is excited to join Crafton Hills College and looks forward to meeting her new colleagues on the beautiful campus. In her spare time, she enjoys swimming with her children, spending time with family and friends, and visiting the beach.

*Photo: Deanna Brown.*

## CHC Hosts Open House to Promote EOPS, CARE, CalWORKS, NextUp, and Dreamers Programs



Crafton Hills College's EOPS, CARE, CalWORKS, NextUp, and Dreamers programs hosted an open house event in the quad on September 17, bringing energy and excitement to campus.

The event featured food, a DJ, engaging games, and giveaways, drawing students in for a fun-filled afternoon. Designed to raise awareness about these essential support programs, the open house aimed to encourage eligible students to apply.

EOPS provides educational opportunities for students facing economic and academic barriers, while CARE offers additional support for single parents. CalWORKS helps students receiving public assistance pursue education and training, and NextUp supports current and former foster youth. The Dreamers program serves undocumented students, offering resources to help them succeed in college.

With this event, the department sought to connect with students who may benefit from these programs, ensuring they have access to the support they need to thrive.

*Photo: Attendees enjoy food at EOPS open house event.*

Economic Development & Corporate Training

# EDCT

# SB1321 Advocacy Success

SBCCD staff successfully led a statewide effort concerning California Senate Bill SB1321, introduced by Senator Wahab in February 2024 and signed into law by Governor Newsom on September 22nd. The bill revises the state's Unemployment Insurance Code governing the Employment Training Panel (ETP), a program funded through employment taxes that supports California businesses in competing with out-of-state entities. SBCCD's Economic Development and Corporate Training (EDCT) division contracts with ETP to deliver low or no-cost workforce training to eligible employees in local manufacturing and logistics/distribution sectors.

A key element of SBCCD's advocacy was the effort to secure amendments to the bill, focused on revising provisions that could have weakened the effectiveness of ETP-funded workforce training programs at community colleges. With support from SBCCD's Government Relations & Strategic Communications team, the EDCT division led the initiative, representing the interests of 20 community colleges engaged with ETP funding. SBCCD took on a leadership role by educating and building consensus among community college stakeholders statewide, drafting and submitting a letter outlining concerns and recommendations, and engaging directly with Senator Wahab's office, the bill's sponsors, and staff from the State Assembly Committee on Labor and Employment. The author and sponsors responded positively, incorporating all amendments proposed by SBCCD. This achievement ensures continued access to ETP funding, a vital resource for local business upskilling efforts, and highlights the pivotal role of SBCCD's EDCT team in safeguarding workforce training resources for the community.

MC3 Participants

# MC3 Participants Visit Local Union 105

Representatives from the Sheet Metal Workers International Association (S.M.A.R.T.) Local Union No. 105 in Glendora, CA, visited the EDCT's Multi-Craft Core Curriculum (MC3) Apprenticeship Readiness course at the Del Rosa location on September 3rd. During the visit, students learned about career opportunities, wages, and benefits in the sheet metal industry.

They were encouraged to participate in workshops designed to prepare potential apprentices for the application and testing process. This motivated five MC3 students to attend the Sheet Metal Workers Apprenticeship tutoring workshop next evening in Glendora, CA.

# EDCT

## MC3 Cohort 3 Orientation

On August 9, 2024, the Economic Development and Corporate Training (EDCT) division of the San Bernardino Community College District hosted the Multi-Craft Core Curriculum (MC3) Apprenticeship Readiness Orientation. This event provided students with valuable insights into the training program and the various supportive services available to them.

EDCT welcomed several key partners to engage with the participants. Greg Walker from the Great Harvest Community Center introduced their Digital Literacy Program, which offers free Chromebooks and complimentary digital literacy workshops to eligible individuals. This initiative is an excellent resource for participants looking to improve their computer skills. Upon completing a Digital Literacy workshop, each participant received a free Chromebook, ready to be utilized during the MC3 course.

Additionally, Velveth Moreno from the Inland Empire Community Outreach Center highlighted essential service for participants facing housing insecurity. The program provides temporary housing for male individuals facing employment barriers, offering critical support for those in need.

Finally, EDCT staff informed participants of on-campus resources such as the food and diaper pantry, fresh produce distribution, and free mobile showers. Students were also registered with San Bernardino Valley College (SBVC) to ensure a seamless registration process for the Class A/B courses offered at SBVC. This support is instrumental in helping participants transition smoothly into their educational journey while pursuing construction industry apprenticeships.

# KVCR
## PUBLIC MEDIA
PBS  npr  FNX

## Around SBCCD

**KEEPING OUR COMMUNITY INFORMED, SAFE, AND PREPARED**
The KVCR radio team worked tirelessly to ensure that all community members received timely and accurate updates on all the wildfires affecting San Bernardino County in September. Reporters on the ground provided real-time information, which was promptly relayed to the public, ensuring residents stayed informed and prepared. The team's unwavering commitment is indicative of SBCCD's essential role in safeguarding the community and ensuring its well-being.

**CREATIVE CORE SUMMIT**
This Creative Core event celebrated grant recipients' creations from across the Inland Empire, including the docuseries, *Warehouse Empire* (link to a preview at https://ow.ly/XKZ750SOJBy) which was created by Come and See media producer and KVCR. The docuseries has been very well received, with community members frequently expressing pride that it was created locally.

**CIVIC ENGAGEMENT**
In conjunction with CalMatters, KVCR was happy to partner with Valley College and its Political Science students to make sure students are informed and registered to vote! Look out for campus voting in B100 on election day!

**JURY APPRECIATION DAY FOR SAN BERNARDINO COUNTY**
KVCR and team were onsite to capture this event at which Hon. John M. Pacheco (Ret.) and other judges recognized jurors and commended their service to the community.

## Around the Community

**THE CIELO FUND ONCE AGAIN HONORS KVCR FOR *IE LATINO VOICES***
*IE Latino Voices* is one of KVCR's most popular radio programs featuring IE Latino business owners, non-profits, scholars, and other Latino change makers in the Inland Empire. We thank The Cielo Fund for their continued financial support!

**WAREHOUSE WORKER RESOURCE CENTER**
KVCR was honored to be the media sponsor at the very first Warehouse Worker Resource Center Gala honoring warehouse workers. Executive Director Connie Leyva was hailed for her previous work creating an Indoor Heat Standard not only for Warehouse Workers but workers throughout the state.

**FALL RADIO PLEDGE STARTS AT KVCR!** This is one of KVCR's bi-annual fundraising mechanisms. It is a long week for the radio team but with daily challenges, event tickets, and other prizes to give away it is a fun week! If you are not already a sustaining member join today at kvcr.org.

***LEARN WITH ME* WINS PUBLIC MEDIA AWARD**
At its 56th Annual Conference, the National Educational Telecommunications Association recognized *Learn With Me* with the Educational Resources for the Community award. This great partnership between SBCCD and the San Bernardino County Superintendent of Schools has proven to be a strong and positive force, benefiting the community through shared vision and collective effort.

## Latest Announcements

**BOARD OF GOVERNORS (BOG) EVENT** On September 23, the BOG spent a productive day at Valley College, followed by an enjoyable and interactive evening at the KVCR studio featuring delicious food, meaningful conversation, and a unique opportunity for BOG members to give on-camera "shout outs," while also enjoying an exclusive behind-the-scenes tour of the station. The experience fostered camaraderie and provided valuable insights, making it a memorable and enriching occasion.

For more information link to our digital report at https://www.kvcr.org/board/.

# KVCR
## PUBLIC MEDIA
PBS npr FNX

**October 2024**

## 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**

## Balance Sheet
### As of 08/31/2024

| Assets | |
|---|---:|
| Cash in County Treasury | 3,689,624 |
| Accounts Receivable | 29,384 |
| Estimated Revenues Receivable* | 564,342 |
| Interfund Receivables | 869,951 |
| Prepaid Expenses | 165,759 |
| Other Assets | 33,534 |
| **Total Assets** | 5,352,594 |
| | |
| **Liabilities** | |
| Accounts Payable | 42,841 |
| Interfund Payable | 1,476,782 |
| Temporary Loans | 1,500,000 |
| Deferred Income | 2,071,425 |
| Health and Welfare | 41,612 |
| Other Miscellaneous Liabilities | 10,162 |
| **Total Liabilities** | 5,142,822 |
| | |
| **Fund Balance** | 209,772 |

*Estimated per YTD activity analysis.*

## Estimated Revenues & Expenditures
### For 2 Months Ended 08/31/2024

| Revenues | |
|---|---:|
| Contributions and Grants | - |
| Underwriting | - |
| Contributions, Gifts | - |
| Rentals and Leases | - |
| Estimated Revenues* | 564,342 |
| Interest Revenue | - |
| Interfund Transfers In--SBCCD | - |
| Transfers In--PARS Endowment | - |
| **Total Revenues** | 564,342 |
| | |
| **Expenditures** | |
| Classified Salaries | 411,073 |
| Employee Benefits | 176,267 |
| Books and Supplies | - |
| Services and Operating Expenditures | (1,401) |
| Capital Outlay | - |
| **Total Expenditures** | 585,939 |
| | |
| **Revenues Less Expenditures** | (21,597) |

*Estimated per YTD activity analysis.*

# President's Board of Trustees Report

The President's Monthly Report to the Board of Trustees, Campus & Community

*Celebrating 99 Years of Community, Growth & Transformation*

## October 2024

## SBVC Receives Approval to Offer First Bachelor's Degree Program

San Bernardino Valley College is proud to announce the official approval of its new Bachelor's Degree in Water Resources Management, a landmark achievement for the college and the community. The California Community Colleges Board of Governors granted the approval during their historic, first-ever meeting at SBVC on September 23, marking a significant milestone for the institution and its students.

"We are thrilled to receive approval for this groundbreaking program," said SBVC President Dr. Gilbert Contreras. "This degree will not only provide our students with the specialized knowledge and skills required in the water resources management field but also position SBVC as a leader in addressing critical workforce needs in our region. By offering this degree, we are opening doors to high-wage, in-demand careers that will benefit both our students and our community."

The Bachelor's Degree in Water Resources Management is designed to prepare students for a range of careers in the vital and evolving field of water supply, a carefully-managed natural resource in the Western United States. With a focus on sustainable practices and advanced technologies, the program aims to meet the growing demand for skilled professionals who can tackle complex challenges related to water quality, supply, and infrastructure.

Curriculum for the new program is under development, with a tentative program launch scheduled for Fall 2025.

### 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

**Oct 12** 9am — **Unity Fest** Auditorium

**Oct 23** 3pm — **CARE/NextUp Harvest Festival** Greek Theatre

**Oct 30** 5pm — **Foundation Alumni & Family Halloween Movie Night** Greek Theatre

**Nov 5** 9am — **CAPSBC Annual Turkey Giveaway** Greek Theater + Lawn

**More Events:**
valleycollege.edu/calendar

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

# SBVC Hosts Historic Visit from California Community Colleges Board of Governors

San Bernardino Valley College was honored to welcome the California Community Colleges Board of Governors to campus for their first-ever visit on September 23. This momentous occasion was marked by a tour of several instructional facilities in the northeast of campus, including the Career Pathways building, nursing department, psychiatric technology department, and the STEM-MESA Center, followed by the Board's September meeting in SBVC's Business Conference Center.

The visit provided SBVC with an opportunity to showcase its commitment to academic excellence and student success. "It was a historic and inspiring moment for our college," said SBVC President Dr. Gilbert Contreras. "We were honored to host the Board of Governors and demonstrate the transformative impact of SBVC on our students and community."

During the tour, the BOG members were impressed by the innovative programs and state-of-the-art facilities that support student learning and career development. From cutting-edge technology in the STEM-MESA Center to the hands-on training provided in the nursing and psychiatric technology departments, SBVC's dedication to preparing students for in-demand careers was evident at every turn.

President Contreras welcomed the BOG members with a presentation highlighting SBVC's 99 years of community, growth, and transformation. "We are a reminder that in 2024, place still matters," he remarked. "Our college provides access to education, workforce development, and transfer opportunities that facilitate upward mobility for all who seek education. We are the hope and we are the promise for the millions of students who have started their higher education journey at our college."

The visit underscored SBVC's integral role in the community and its ongoing commitment to student success and innovation. As the college approaches its 100th anniversary, this historic event served as a testament to SBVC's enduring legacy and its bright future.

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

OCTOBER 2024 PRESIDENT'S BOARD OF TRUSTEES REPORT

# SBVC Receives Full Approval from FAA for New Air Traffic Control Program

Shannon Millen has been appointed to spearhead the new Air Traffic Control (AT-CTI) Program at San Bernardino Valley College, marking a significant enhancement in the college's offerings in aeronautics-related careers. This fall, SBVC introduced its inaugural course, "Introduction to Air Traffic Control," which complements the established Flight Operations and Management Degree program, a cornerstone of the college since 1949. This foundational course equips students with the academic credentials needed to qualify for the Federal Aviation Administration (FAA) Air Traffic Control Academy in Oklahoma.

Looking to the future, SBVC plans to broaden its offerings to include both a certificate and a degree in Air Traffic Control, creating a clear pathway for students pursuing careers in this critical field. The program will also integrate air traffic simulators, with the ambitious goal of achieving an "Enhanced" ATC FAA designation.

The program has received full recognition from the FAA as part of the FAA's Collegiate Training Initiative (AT-CTI), positioning SBVC among a select group of approximately 30 colleges nationwide that offer such programs. A visit from FAA representatives was completed on August 15th to complete the final steps of the approval process.

This initiative highlights SBVC's commitment to providing students with exceptional opportunities in aviation, particularly in a rapidly growing career field. "The need for skilled air traffic controllers is growing, and SBVC aims to meet that demand," Millen emphasized during her presentation to FAA representatives. With projections indicating an 80% increase in demand for enrollment in this area over the next five years, the expansion of the aeronautics program is timely and strategic.

Graduates of this program will be well-prepared to embark on dynamic careers as air traffic controllers, aviation managers, and in other aviation-related professions, contributing to a vital sector of the economy. This initiative underscores SBVC's commitment to providing students with exceptional opportunities in aviation, particularly in a career field that continues to grow in importance.

**GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.**

# SBVC Recognized as Global Leader in Water Stewardship by Switzerland-Based GWF Technologies

San Bernardino Valley College was honored on August 20, 2024, by GWF, a renowned Swiss technology company founded in 1899, as a global innovator and leader in water stewardship.

This prestigious recognition--the first of its kind awarded to a college campus anywhere in the world--underscores SBVC's dedication to sustainable practices and its pioneering role in water resources education.



This recognition by GWF is a tremendous honor and a testament to our commitment to sustainable water management and education," said SBVC President Gilbert Contreras. "It highlights our efforts to provide cutting-edge training and career opportunities for our students, equipping them with the skills and knowledge to address critical water challenges both locally and globally."

SBVC continues to be a leader in sustainability and water resources technologies, with the college's first-ever baccalaureate degree in water resources management approved to begin as early as Fall 2026. The college prides itself on its sustainable facilities planning and building practices, with a series of facilities master planning forums in September garnering intense campus interest.

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

# SBVC Hosts 3rd Annual "Black 2 School Night" to Support African American Student Success

San Bernardino Valley College recently held its 3rd annual "Black 2 School Night," a signature event dedicated to fostering a welcoming and supportive environment for African American students. Held on September 25, the event celebrated the college's commitment to student success by showcasing a variety of resources and support systems designed to help students thrive both academically and personally.

This year's event, organized in partnership with the Black Faculty and Staff Association (BFSA), Umoja-Tumaini, EOPS, and BROTHERS (Brothers Reaching Out to Help Everyone Reach Success), offered an engaging evening filled with networking, mentorship, and community-building activities. The goal was to create a space where students, faculty, staff, and community members could connect, share experiences, and strengthen bonds in a collegial and welcoming atmosphere.

"It's all about creating a sense of belonging," said Keenan Giles, Vice President of BFSA. "We want our students to feel at home at Valley College, and 'Black 2 School Night' is a way to foster that environment—not just for students, but for faculty, staff, and the community as well."

Attendees enjoyed a variety of activities that encouraged connection and camaraderie, such as jump rope, the card game UNO, and a lively game of Jenga that tested both dexterity and teamwork. The event also featured delicious food from local favorite "The Spirit of Texas BBQ," adding a festive and inviting atmosphere to the evening.

The event built on the success of previous years, which had focused on promoting support programs aimed at increasing Black student success in higher education. This year, the focus expanded to further solidify relationships with the broader community and highlight the numerous opportunities available at SBVC to support student achievement.

"Black 2 School Night" is more than just an annual gathering; it is a reflection of SBVC's ongoing commitment to embracing the values of diversity, equity, inclusion, and belonging. Through this event and many others, the college aims to create a nurturing and empowering environment where all students can succeed and feel a genuine sense of community.

As SBVC continues to strengthen these bonds, events like "Black 2 School Night" serve as important reminders of the college's dedication to supporting every student's journey.
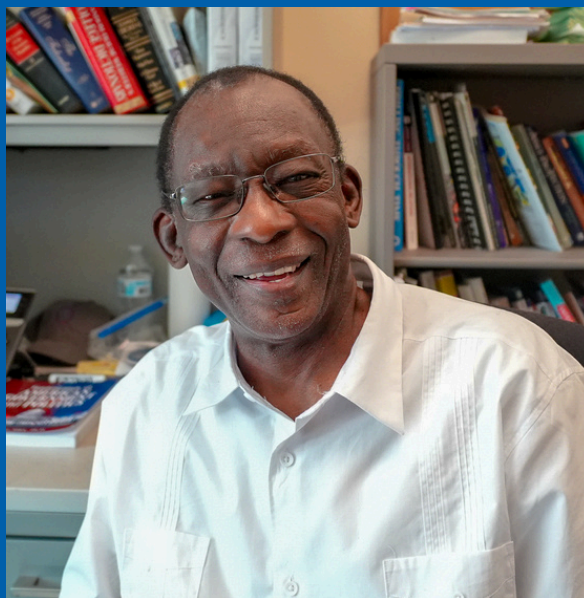





**GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE & ANTI-RACIST INSTITUTION.**

OCTOBER 2024 PRESIDENT'S BOARD OF TRUSTEES REPORT

3

# Campus Spotlight

## Dr. Riase Jakpor Publishes Political Science Textbook





Dr. Riase Jakpor, originally from Nigeria, moved to the United States in 1974 to pursue his education. He earned his BA, MA, and PhD in Political Science from the University of Michigan, Ann Arbor, where he developed a deep passion for American Government.

As an international student, Dr. Jakpor dedicated himself to academic excellence, and he has since shared his enthusiasm for political science with students at various institutions, including Brandeis University, Bentley University, Moreno Valley College, the University of Redlands, and San Bernardino Valley College.

Dr. Jakpor's teaching philosophy emphasizes the relevance of politics to everyday life. "I strive to make complex ideas accessible," he explains. "Students often come in thinking they're simply fulfilling a requirement, but at the end of the day they are disabused of that idea." His goal is to provide "basic information—knowledge that you can truly apply to your life."

To further this mission, he authored his first textbook, Fundamentals of American Government and Politics, which distills the foundational principles of the nation. Currently, he is working on his second book, Continuity and Change in World Politics, slated for completion in 2025. Through his teaching and writing, Dr. Jakpor continues to inspire a new generation of political thinkers.

Fundamentals of American Government and Politics provides students with a foundational exploration of the United States' political system, diving into the intricacies of American democratic principles and institutions. The book begins with the critical study of foundational documents such as the Declaration of Independence and the Constitution, leading to a comprehensive understanding of federalism and the power dynamics between national and subnational governments.

The book dissects the multifaceted nature of political engagement within the United States by discussing themes such as interest groups, political parties, election campaigns, and the overarching influence of the media. It analyzes the operational frameworks of central political mechanisms, including Congress, the executive branch, and the U.S. judiciary system. The text concludes with a detailed perspective on the foreign policy and defense establishment of the country, accompanied by a specific focus on the government and politics of California.

## @sbvalleycollege

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