



San Bernardino Community College District  
Board Meeting  
January 09, 2025  
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](http://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. **PRESENTATIONS**
  - A. Prioritized Board Directives and Strategic Plan Summary
- V. **APPROVAL OF MINUTES**
  - A. 12-13-2024
- VI. **RECOGNITION/CELEBRATIONS**
  - A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance
- VII. **ACTION AGENDA**

- A. Prioritized Board Directives for Development of the 2025-26 Budget for First Reading
- B. Board Policies for Final Approval
- C. Guiding Principles for the \$15 Million State Grant to KVCR
- D. Guiding Principles for the FCC Auction Proceeds
- E. Independent Audit of the San Bernardino Community College District
- F. Independent Audit of the District's Measure CC General Obligation Bond Program
- G. Independent Audit of the District's Measure M General Obligation Bond Program

#### VIII. **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. Advisory Committee List 2025
- 2. Curriculum - CHC
- 3. Curriculum - SBVC

##### B. **Human Resources**

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Rescind the Approval to Appoint Interim Managers
- 4. Appointment of Interim Managers
- 5. Appointment of Temporary Employees
- 6. Classification Advancement for Academic Employees
- 7. Consideration of Approval of Sabbatical Leaves for the 2025-2026 Academic Year
- 8. Employee Promotions
- 9. Management Job Description and Revision to Management Salary Schedule
- 10. Management Tuition Reimbursement
- 11. Non-Instructional Pay
- 12. Payment of Stipends
- 13. Reorganization of Employees

##### C. **Business & Fiscal Services**

1. Amendment 001 to the Community Benefits Agreement
2. Approval to Serve Alcoholic Beverages at a Campus Event
3. Award Request for Proposal 2025-01 and Contract to Wet Dog Glass, LLC
4. Contracts at or Above \$114,500
5. Individual Memberships
6. Revised Authorized Signature List
7. Surplus Property and Authorize Private Sale or Disposal

**D. Facilities**

1. Master Services Agreements Task Orders for Bond Construction

**IX. 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. 2024-2025 SBCCD Strategic Plan Mid-Year 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

**X. INFORMATION ITEMS**

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. Construction Change Orders and Amendments - Bond
- E. Contracts Below \$114500
- F. District Grant Update
- G. Dual Enrollment Plan
- H. General Fund Cash Flow Analysis
- I. Lexipol Policy and Procedure - 1010 Personnel Complaints
- J. MOUs between SBCCD and the CSEA
- K. Professional Expert Short-Term and Substitute Employees
- L. Purchase Order Report
- M. Volunteers

**XI. 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: 3
- 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

**XII. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

**XIII. CONVENE CLOSED SESSION**

**XIV. RECONVENE PUBLIC MEETING**

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

**XVI. ADJOURN**

The next meeting of the Board: Board Strategy Session  
January 23, 2025, 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

# How Did We Get Here?



A Strategic Plan Timeline

Presented by:

Dr. Nohemy Ornelas

&

Jose F. Torres

January 9, 2025

# The Need for the Strategic Plan

Plans  
Not Aligned

Timelines  
Not Aligned

Direction to  
Move Forward  
Not Clear



# The New Strategic Plan Requirements



Community Engagement



Creation of Goals by the Board of Trustees (BOT)

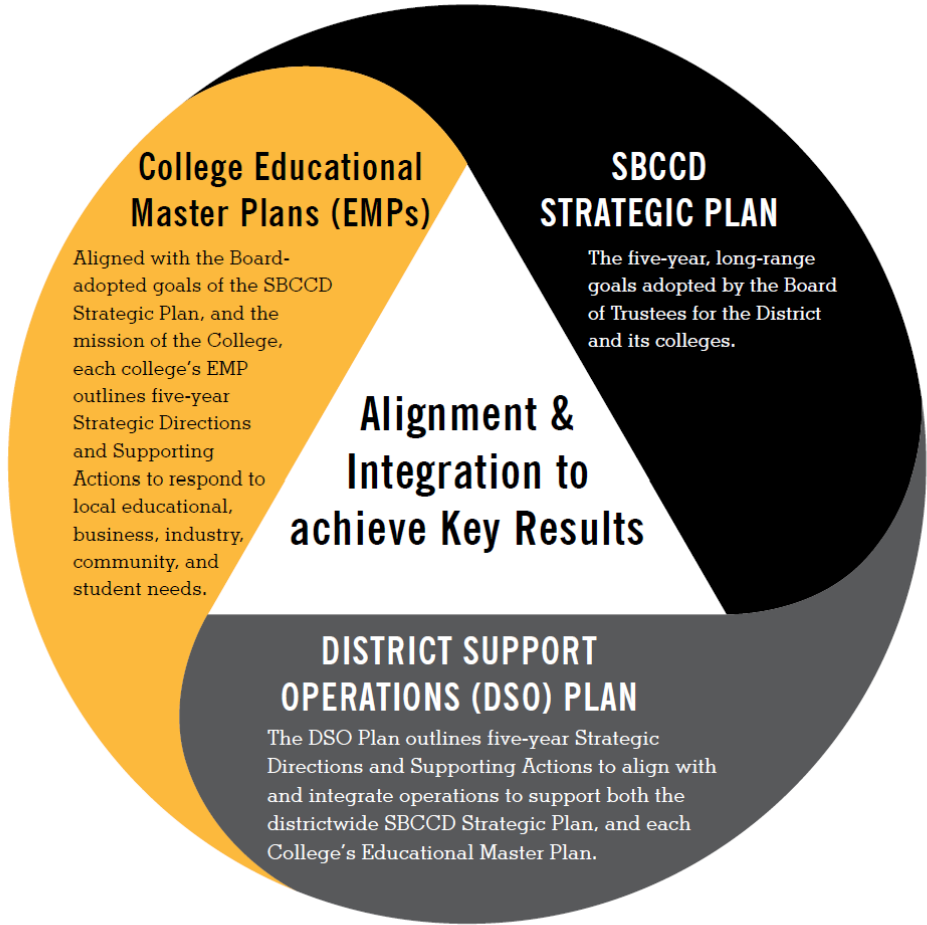


Alignment with the colleges and District Support Operations (DSO)





# The SBCCCD Model



# DEVELOPMENT OF THE NEW INTEGRATED PLANNING PROCESS

**PHASE 1:** Develop SBCCD Strategic Plan 2022-2027 [April 2021 – April 2022]  
Goals, Objectives, Key Results

**PHASE 2:** Develop SBVC & CHC EMPs 2023 - 2028 [April 2022 – May 2023]  
Strategic Directions, Supporting Actions, Key Results

**PHASE 3:** Develop DSO Plan [February 2023 – May 2023]  
Strategic Directions, Supporting Actions, Key Results

**PHASE 4:** Transition to new planning process [Beginning July 2023]  
Streamline and complete planning integration by transitioning the Strategic Plan Objectives and Key Results to the College EMPs and DSO Plan to eliminate duplication (i.e., the three units' Strategic Directions and Key Results incorporate these two items)



# Reaffirmation of strategic goals in 2023 by the Board of Trustees



# Strategic Goals

01

ELIMINATE  
BARRIERS TO  
STUDENT ACCESS  
AND SUCCESS

02

BE A DIVERSE,  
EQUITABLE,  
INCLUSIVE, AND  
ANTI-RACIST  
INSTITUTION

03

BE A LEADER AND  
PARTNER IN  
ADDRESSING  
REGIONAL ISSUES

04

ENSURE SBCCD'S  
FISCAL  
ACCOUNTABILITY /  
SUSTAINABILITY



# Facilities Master Plan (Underway)

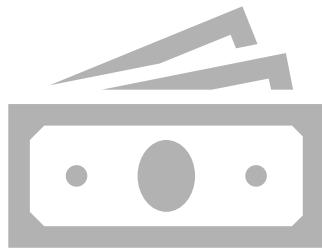


Development of comprehensive facilities planning.



Ensures alignment with strategic goals and objectives.

# The SBCCCD Budget Directives



Align unrestricted general fund and student success funding with SBCCCD Goals and Objectives.



Set aside funding for innovative initiatives within SBCCCD Goals & Objectives.

# Looking Ahead

Budget  
Directives  
Direct Budget

Continued  
Board  
Updates

January Board  
Strategy  
Session



# Questions & Discussion







**BOARD OF TRUSTEES**  
**Meeting Minutes – December 13, 2024**

Location: San Bernardino Community College District Boardroom: 550 E. Hospitality Ln., Ste. 200, San Bernardino, CA 92408  
 Livestream: <https://www.youtube.com/@sanbernardinocommunitycoll42/streams>  
 Meeting materials: [www.sbccd.edu/govenda](http://www.sbccd.edu/govenda)

<b>MEMBERS PRESENT</b>	<b>ADMINISTRATORS PRESENT</b>
Dr. Stephanie Houston, Chair Dr. Nathan Gonzales, Vice Chair Joseph Williams, Clerk Carlos Aguilera, Trustee Dr. Cherina Betters, Trustee John Longville, Trustee Frank Reyes, Trustee Hadi Natour, CHC Student Trustee (advisory) Nelva Ruiz-Martinez, SBVC Student Trustee (advisory)	Dr. Diana Z. Rodriguez, Chancellor Jose Torres, Executive Vice Chancellor Dr. Kevin Horan, CHC President Dr. Gilbert Contreras, SBVC President Kristina Hannon, VC Human Resources & Police Services Dr. Nohemy Ornelas, VC Educational & Student Support Services Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications
<b>MEMBERS ABSENT</b>	<b>ADMINISTRATORS ABSENT</b>

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

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

Trustee Williams led the pledge of allegiance.

**II. OATH OF OFFICE**

Trustee Aguilera was sworn in by the Honorable Judge Joe Hernandez.  
 Trustee Betters was sworn in by the Superintendent Ted Alejandro.  
 Trustee Longville was sworn in by Attorney Peggy Bray.  
 Trustee Reyes was sworn in by the Honorable Judge Joe Hernandez.

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

None

**IV. CLARIFICATION**

None

**V. ORGANIZATIONAL MEETING OF THE BOARD**

- A. Election of Board Chair, Vice Chair, and Clerk,
  - Trustee Reyes to nominate Trustee Gonzales as Chair.
  - Trustee Gonzales to nominate Trustee Williams as Vice Chair
  - Trustee Houston to nominate Trustee Betters as Clerk.

**Motion:** to approve the nomination of 2025 Board Chair as Trustee Gonzales

**Moved by:** Trustee Reyes. **Seconded by** Trustee Williams.

**Electronic vote: AYES:** Natour (advisory), Ruiz Martinez (advisory), Aguilera, Betters, Gonzales, Houston (verbally), Longville, Reyes, Williams

**NOES:** none

**ABSTAIN:** none

ABSENT: none

Motion passed

Motion: to approve the nomination of 2025 Board Vice Chair as Trustee Williams.

Moved by: Trustee Gonzales. Seconded by Trustee Betters.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Aguilera, Betters, Gonzales, Houston, Longville, Reyes, Williams

NOES: none

ABSTAIN: none

ABSENT: none

Motion passed

Motion: to approve the nomination of 2025 Board Clerk as Trustee Betters

Moved by: Trustee Houston. Seconded by Trustee Gonzales.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Aguilera, Betters, Gonzales, Houston, Longville, Reyes, Williams

NOES: none

ABSTAIN: none

ABSENT: none

Motion passed

**B. Election of Board Representative and Alternate to the Nominating Committee on School District Organization.**

Trustee Longville nominated Trustee Gonzales and Trustee Williams as alternate.

Motion: to approve the nomination of 2025 Board Representative as Trustee Gonzales. The alternate to the Nominating Committee as Trustee Williams for the County Committee on School District Organization.

Moved by: Trustee Longville. Seconded by Trustee Betters.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Aguilera, Betters, Gonzales, Houston, Longville, Reyes, Williams

NOES: none

ABSTAIN: none

ABSENT: none

Motion passed

**VI. APPROVAL OF MINUTES**

**A. 11-14-2024**

Motion: to approve the 11-14-24 minutes

Moved by: Trustee Gonzales. Seconded by Trustee Longville.

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

Motion passed

**VII. RECOGNITION/CELEBRATIONS**

A. Applause Cards

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

**VIII. ACTION AGENDA**

A. Resolution #2024-12-13-BOT01 Granting Emerita Status to Gloria Macias Harrison

Motion: to approve Resolution #2024-12-13-BOT01 Granting Emerita Status to Gloria Macias Harrison.

Moved by: Trustee Williams. Seconded by Trustee Gonzales.

Discussion: Trustee Williams verbally recognized Gloria Macias Harrison. Trustee Reyes verbally recognized Gloria Macias Harrison. Trustee Longville verbally recognized Gloria Macias Harrison. Chair Houston verbally recognized Gloria Macias Harrison.

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

Motion passed

B. Resolution #2024-12-13-BOT02 Granting Emerita Status to Dr. Anne L. Viricel

Motion: to approve Resolution #2024-12-13-BOT02 Granting Emerita Status to Dr. Anne L. Viricel.

Moved by: Trustee Gonzales. Seconded by Trustee Reyes.

Discussion: Trustee Betters verbally recognized Dr. Anne L. Viricel. Trustee Reyes verbally recognized Dr. Anne L. Viricel. Trustee Williams verbally recognized Dr. Anne L. Viricel. Trustee Longville verbally recognized Dr. Anne L. Viricel. Chair Houston verbally recognized Dr. Anne L. Viricel.

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

Motion passed

C. Assignment to Board Advisory Committees

Trustee Gonzales nominated Trustees Reyes, Longville, and Aguilera to serve on the Board Legislative Committee.

Motion: to approve the nomination of Trustees Reyes, Longville, Aguilera to Board Legislative Committee

Moved by: Trustee Betters. Seconded by Trustee Williams.

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

Motion passed

Trustee Williams nominated Trustees Houston (chair), Gonzales, and Betters to serve on the Board Finance Committee.

Moved by: Trustee Longville. Seconded by Trustee Williams.

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

Motion passed

Motion: to approve the nomination of the Chair of the Board Legislative Committee as Trustee Reyes.

Trustee Gonzales nominated Trustee Reyes as Chair of the Board Legislative Committee.

Moved by: Trustee Gonzales. Seconded by Trustee Betters.

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

Motion passed

- D. Assignment to San Bernardino Regional Emergency Training Center Joint Powers Authority  
Trustee Williams nominated Trustee Houston to serve on the San Bernardino Regional Emergency Training Center Joint Powers Authority.

Motion: to assigned Trustee Houston to the San Bernardino Regional Emergency Training Center Joint Powers Authority

Moved by: Trustee Williams. Seconded by Trustee Longville.

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

Motion passed

E. Board Policies for Final Approval

Motion: to approve Board Policies for Final Approval.

Moved by: Trustee Gonzales. Seconded by Trustee Betters.

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

Motion passed

F. Conduct a Public Hearing in Accordance with Government Code 4217

Pursuant to Government Code Sections 4217.10 et. seq., The Chair opens a public hearing to adopt a resolution determining that the energy services contract proposed by Enriched Energy Solutions Inc. corresponds to the following findings: 1. The cost of the contract is less than the anticipated energy cost savings from the contract under California government code section 4217.12, per the attached, and 2. The proposed contract is otherwise in the best interests of the San Bernardino Community College District.

Chair opened a public hearing.

Public Comments:  
None

Trustee Houston closed the public hearing.

G. Resolution #2024-12-13-FP01 and Approve an Energy Service Agreement

Motion: to approve Resolution #2024-12-13-FP01 and Approve an Energy Service Agreement

Moved by: Trustee Longville. Seconded by Trustee Gonzales.

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

Motion passed

H. SBCCD’s 2025 Legislative and Budget Priorities for Workforce Development and Community Prosperity

Motion: to approve the SBCCD 2025 Legislative and Budget Priorities for Workforce Development and Community Prosperity.

Moved by: Trustee Longville. Seconded by Trustee Reyes.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Aguilera, Betters, Gonzales, Houston, Longville, Reyes, Williams

NOES: none

ABSTAIN: none

ABSENT: none

Motion passed

## IX. CONSENT AGENDA

- 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 Employees
  5. Employee Promotions
  6. Management Personnel Effects
  7. Non-Instructional Pay
  8. Payment of Stipends
  9. Revise Rates of Pay for Professional Expert and Short-Term
- C. Business & Fiscal Services
  1. Alcoholic Beverages
  2. Conference Requests
  3. Contracts at or above \$114,500
  4. Individual Memberships
  5. Surplus Property and Authorize Donation
  6. Surplus Property and Authorize Private Sale or Disposal
- D. Facilities
  1. Master Services Agreements and Task Orders for Bond Construction

Chancellor Rodriguez tabled the following items for approval at a future meeting.

- IX.B.3 Appointment of Interim Managers
- IX.C.4 Individual Memberships
- BP 2510 Participation in Local Decision-Making, under Information Items XI.B. Board Policies for First Reading

Motion: to approve the Consent Agenda with items IX.B.3 Appointment of Interim Managers, IX.C.4 Individual Memberships, and BP 2510 Participation in Local Decision-Making, under Information Items XI.B. Board Policies for First Reading tabled for action at a future meeting.

Moved by: Trustee Longville. Seconded by Trustee Gonzales.

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

Motion passed

## X. REPORTS

Brief reports were provided orally. All written reports are uploaded and can be referenced at [www.sbccd.edu/Govenda](http://www.sbccd.edu/Govenda)

- A. Board Committee & Activity Reports
  - 1. Board Finance Committee (BFC) – Trustee Gonzales provided a brief report.
  - 2. Board Legislative Committee (BLC) – Trustee Reyes provided a brief report.
  - 3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – No report.
- B. Regional and State Reports
  - 1. Board of Governors (BOG) – Trustee Williams 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 – Meredith McLaren provided a written report.
  - 2. Crafton Hills College Classified Senate – no report.
  - 3. Crafton Hills College Associated Students – Sierra Mason provided a brief report.
  - 4. San Bernardino Valley College Academic Senate – Tatiana Vasquez provided a written report.
  - 5. San Bernardino Valley College Classified Senate – No report.
  - 6. San Bernardino Valley College Associated Students – No report.
  - 7. CSEA – No 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

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

- J. Purchase Order Report
- K. Quarterly Financial Status Report
- L. Quarterly Investment & Deposit Report
- M. Resignations
- N. Volunteers

**X. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

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

**XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None

**XII. CONVENE CLOSED SESSION**

The Board convened to closed session at 5:30 p.m.

**XIII. RECONVENE PUBLIC MEETING**

Chair Houston reconvened the public meeting at 6:28 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 Business Meeting  
January 9, 2025, at 4:00 p.m.  
SBCCD Boardroom  
550 E. Hospitality Ln., Ste 200  
San Bernardino, CA 92408

Chair Houston adjourned the meeting at 6:28 p.m.



The Board of Trustees approved the December 13, 2024, minutes on January 9, 2025

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Joseph R. Williams, Clerk  
SBCCD Board of Trustees

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Heather M. Madole, Administrative Officer  
SBCCD Office of the Chancellor

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

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

**DATE:** January 9, 2025

**SUBJECT:** Caring Hands Applause Cards

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

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

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this Board item.





# Caring Hands Applause Cards

Presented for Information January 9, 2024

## Paige Dulay-Vega

Crafton Hills College  
Fire Technology

*“Paige, Thank you so much for your kindness, time and assistance with clearance for Fire Students.”*

Recognized by:  
Brittany Sysawang Nair

## Professor Edward Ferrari

Crafton Hills College  
English 155

*“This Professor has given me exceptional encouragement this semester as a individual student with special needs. He truly makes sure each and every student succeeds in his coursework, gives 150% of his time and skills, helping me to understand my strengths, and to grow as a writer by leading the way.”*

Recognized by:  
Mrs. Judy Gale Peralta (English 155 Student)

## Claudia Hayton

Crafton Hills College  
Financial Aid

*“Thank you for continually going above and beyond in assisting students.”*

Recognized by:  
Jamie and Outreach Team

## Nicholas Judson

Crafton Hills College  
PrintShop

*“Thank you Nicholas for your expertise, creativity, and hard work on our new fire apparatus decals. This was no easy task, but you took the time to make our vision come to life. We cannot thank you enough!”*

Recognized by:  
On behalf of the Fire Academy



## Caring Hands Applause Cards

Presented for Information January 9, 2024

### Luna Lagrima

Crafton Hills College  
Admissions and Records

*"Thank you for continually going above and beyond to assist students."*

Recognized by:  
Jamie and Outreach team.

### Professor/Doctor Wendy Lamb

Crafton Hills College  
English Literature

*"Professor/Dr. Lamb has guided me understanding novels, helping me grow in reading and writing. She is an exceptional Teacher, have learned so much in her class Literature by Women. Will miss her!! Highly recommend her for student in all English majors!!"*

Recognized by:  
Mrs. Judy Gale Peralta (Student)

### David Liu

Crafton Hills College  
Computer Information Systems

*"Thank you to Prof. David Liu for his assistance in developing the CIS/N 900 Course, which will greatly support those students who need more help in developing their computer literacies. Your time and input is very much appreciated."*

Recognized by:  
Chloe de los Reyes

### Ericka Paddock

Crafton Hills College  
sociate Dean of Student Services

*"Kudos to Dr. Ericka Paddock for consistently developing culturally rich programming for the CHC student body and wider community. The field trip to the Agua Caliente Cultural Museum was particularly noteworthy, for it gave participants insights into the Agua Caliente history."*

Recognized by:  
Chloe de los Reyes

### Vannesa Ramirez

Crafton Hills College  
Student Accessibility Services

*"Thank you for supporting the Cope Middle School visitors with information on SASc services"*

Recognized by:  
Jamie and Outreach team

### Ali Raventos

Crafton Hills College  
Admissions and Records

*"Thank you for continually going above and beyond to assist students."*

Recognized by:  
Jamie and Outreach team.



## Caring Hands Applause Cards

Presented for Information January 9, 2024

### Matthew Riddle

Crafton Hills College  
Admissions

*"Helpful and patient"*

Recognized by:  
Alec Balzer

### Jillian Robertson

Crafton Hills College  
Math

*"Kudos to Prof. Jillian Robertson for her leadership in VESPA and for working tirelessly to ensure CHC faculty are heard and supported."*

Recognized by:  
Chloe de los Reyes

### Carmen Sanchez

Crafton Hills College  
PrintShop

*"Thank you Carmen for your expertise, creativity, and hard work on our new fire apparatus decals. This was no easy task, but you took the time to make our vision come to life. We cannot thank you enough!"*

Recognized by:  
On behalf of the Fire Academy

### Floyd Simpson

Crafton Hills College  
Admissions and Records

*"Floyd, thank you so much for your kindness, time and assistance with Registration help for our students."*

Recognized by:  
Brittany Sysawang Nair

### Jeff Smith

Crafton Hills College  
Dean of Social, Information, and Natural  
Sciences

*"I would like to express my appreciation for Dr. Jeff Smith's help in completing the ZTC grant application for the ESLN/Multilingual Program. Throughout the process, Dr. Smith was patient and collaborative, offering thoughtful feedback and much needed support."*

Recognized by:  
Chloe de los Reyes

### Frances Southerland

Crafton Hills College  
Student Accessibility Services

*"Francis was very professional and informative. She was kind and helpful."*

Recognized by:  
Virginia Sanchez Martinez



## Caring Hands Applause Cards

Presented for Information January 9, 2024

### Frances Southerland

Crafton Hills College  
Student Accessibility Services

*“Always going above and beyond to meet students and their needs, even if they are here just to vent and they need someone to talk to. Very professional, great customer service, and gives her 100%. Thank you, Frances, for all you do and for making this place a home and welcoming all who enter.”*

Recognized by:  
Cecelia Nieves

### Manuel Villegas

Crafton Hills College  
Financial Aid

*“Thank you for your assistance with Outreach student ambassadors and their Financial Aid.”*

Recognized by:  
Jamie and Outreach team.

### Abe Fulgham

District Support Operations  
EDCT

*“Abe managed the planning of a resource fair for probation officers in the West End. The event served over 100 probation officers and included over 40 vendors.”*

Recognized by:  
Kurt Augsburger

### Myung Koh

District Support Operations  
Research Planning & Institutional Effectiveness

*“Thank you so much for all your help with manager evaluations. You were so kind to change your timeline multiple times to accommodate us so we could follow the AP requirements. You are AMAZING and very much appreciated!!”*

Recognized by:  
Cyndie St Jean, CHC President's Office



# Caring Hands Applause Cards

Presented for Information January 9, 2024

## Avi Nair

District Support Operations  
EDCT

*“Avi was integral in planning a resource fair for probation officers in the West End. The event served over 100 probation officers and included over 40 vendors.”*

Recognized by:  
Kurt Augsburger

## Yvette Tram

District Support Operations  
Technology and Educational Support  
Services

*“Yvette you are amazing!! You help me with all my issues with Oracle and you are fast and wonderful!! I can't tell you how much I appreciate your help!! We are so lucky to have you working here!!”*

Recognized by:  
Cyndie St. Jean

## Craig Luke

San Bernardino Valley College  
Pathways for College and Life Success

*“I can't express enough how incredible this professor is. He genuinely gave me a fresh perspective on life, academics, and my own self-worth. His compassion for his students is truly remarkable; he approaches every interaction with a positive attitude and an openness that makes it so easy to connect”*

Recognized by:  
From his student - Alexis V.

## Luke Craig

San Bernardino Valley College  
Counseling

*“I'm required to take counseling appointments as a ValleyBound student and each time I have gone to Luke Craig's office. He's always been very helpful with each visit and really reinforces that you can still reach out to him afterwards. An endearing person, I think he's cool.”*

Recognized by:  
Aidan Pedregon



# Caring Hands Applause Cards

Presented for Information January 9, 2024

## Fermin Ramirez

San Bernardino Valley College  
Financial Aid

*“Mr. Ramirez has been very helpful since I started college. He helped to apply for financial aid and even walked to the Admissions Office with me to fix a problem with being a non-resident but I am. I wouldn’t be able to continue going to college without his help because my family cannot pay.”*

Recognized by:  
Britney Jaramillo

## Jeff Huynh

San Bernardino Valley College  
Technology Services

*“I want to thank Jeff for always being such a great support on campus! He joined a walkthrough with one of our community partners, and he was able to provide more key details about tech/audio for different spaces. We appreciate everything you do, Jeff!”*

Recognized by:  
Cynthia Bernal

## Perales Monica

San Bernardino Valley College  
EOPS

*“I want to thank Monica for all her support and service she provides for the campus. She goes above and beyond to serve students! She always provides a lending hand.”*

Recognized by:  
Cynthia Bernal



## **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 of Business and Fiscal Services

**DATE:** January 9, 2025

**SUBJECT:** Consideration of Approval of the Prioritized Board Directives for Development of the 2025-26 Budget for First Reading

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the attached Prioritized Board Directives for Development of the 2025-26 budget for first reading.

### **OVERVIEW**

According to Administrative Procedure 6200 Budget Preparation, the Board of Trustees holds full authority to set budget directives for the District. For the 2025-26 budget, the Board is tasked with establishing initial directives to guide the budget development process. These directives shall be issued no later than March 1, 2025, ensuring alignment with the district's priorities and strategic goals.

### **ANALYSIS**

At this time staff is recommending clarification of the budget directive process per the attached. This recommendation is in line with SBCCD's Strategic Plan and Goals and was discussed by the Board Finance Committee on December 13, 2025, and recommended to the full Board for review. This document was also discussed at the November 21, 2024, meeting of the District Budget Advisory Committee. It is anticipated that the Board directives will be submitted to the Board for final approval on February 13, 2025.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The outcome of the Board's discussion and resulting guidance will ensure that SBCCD resources are aligned with SBCCD strategic goals and objectives to the benefit of our students, staff, and community.



**Prioritized Board Directives for the  
2025-26 SBCCD Budget**

Submitted for First Reading January 9, 2025

Consistent with SBCCD Administrative Procedure 6200 Budget Preparation, the Board of Trustees holds full authority to set budget directives for the District and is tasked to provide staff with initial directives concerning the distribution of resources for the ~~next~~ fiscal year's 2025-26 budget prior to March 1, 2025, ensuring alignment with SBCCD priorities and strategic goals. SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related state and federal laws and regulations.

- 1) The SBCCD 2025-26 budget shall align unrestricted general fund and student success funding with the SBCCD Goals and Objectives attached.
- 2) The SBCCD 2025-26 budget shall set aside funding for innovative initiatives found within the SBCCD Goals & Objectives.

## 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:** Jose F. Torres, Executive Vice Chancellor and  
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services,  
and Health and Safety Administration

**DATE:** January 9, 2025

**SUBJECT:** Consideration of Board Policies for Final Approval

### **RECOMMENDATION**

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

### **OVERVIEW**

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

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

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

### **ANALYSIS**

The Board received the following items for first reading on December 13, 2024. The changes include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the District.



Policies & Procedures Presented for Final Approval
2110 Vacancies on the Board
2315 Closed Sessions
2325 Teleconferenced Meetings
2710 Conflict of Interest
2740 Board Education
3250 Institutional Planning
4300 Field Trips and Excursions

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

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

# BP 2110 Vacancies on the Board



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> Minor clerical edit.

## Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

11/21/2024 ♦ PPAC Approves Review Level

11/22/2024 ♦ Level 1 to Constituents and AS for Info Only

12/13/2024 ♦ BOT 1st Read

01/09/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 2110 Vacancies on the Board

*(Replaces current SBCCD-BP-2080)*

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090. Any resignation must be filed in writing with the County Superintendent of Schools.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

### References:

Education Code Sections 5090 et seq.,  
Government Code Section 1770

## End Recommendation for BP 2110 Vacancies on the Board

# AP 2110 Vacancies on the Board



Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

- > Added Legal Language identified by Sr. EA Ford regarding the resigning member's not having the right to vote for successor.
- > Legal Update 44 - Updated to add vacancy notice requirements pursuant to changes in the Education Code and best practice.

## Begin Recommendation for AP 2110 Vacancies on the Board

~~(Replaces current SBCCD AP 2080)~~

### Filling a Vacancy

When the Board of Trustees determines to fill the vacancy by appointment, the Chancellor shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District, ~~and~~ publication in a newspaper of general circulation, ~~and posting a notice on the District's website.~~

The posted notice of vacancy must contain the following:

- (1) The fact of the vacancy or resignation;
- (2) The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation; and
- (3) The full name of the provisional appointee to the board and the date of the provisional appointee's appointment.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

### Applying for an Appointment

Persons applying for appointment to the Board shall receive a letter from the Chancellor containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date.

### Interviewing and Selecting Candidates

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

The Board shall request interviews with candidates. Interviews will be conducted in a public ~~hearing meeting-scheduled for that purpose.~~

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting ~~called for that purpose.~~

Whenever a provisional appointment is made, the Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation.

# AP 2110 Vacancies on the Board



Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the Office of County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following ~~his/her~~ their appointment.

## Term and Powers of Office

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

## References:

Education Code Sections 5090 and 5091 et seq.;  
Government Code Sections 1770 and 6061

**End Recommendation for AP 2110 Vacancies on the Board**

# BP 2315 Closed Sessions



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## Reasons for Review

> Proposed adoption of legally required BP

## Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

11/21/2024 ♦ PPAC Approves Review Level

11/22/2024 ♦ Level 1 to Constituents and AS for Info Only

12/13/2024 ♦ BOT 1st Read

01/09/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 2315 Closed Sessions

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session;
- advice of counsel on pending litigation, or the initiation of litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous; and
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.



# BP 2315 Closed Sessions



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## References:

Education Code Section 72122;

Government Code Sections 54954.5, 54956.8, 54956.9, 54957, 54957.1, 54957.6, and 11125.4

**End Recommendation for BP 2315 Closed Sessions**

# AP 2325 Teleconferenced Meetings



Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

## Reasons for Review

> Legal Update 44 - Updated to align with the Ralph M. Brown Act requirements pursuant to changes in the Government Code.

## Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

11/21/2024 ♦ PPAC Approves Review Level

11/22/2024 ♦ Level 1 to Constituents and AS for Info Only

12/13/2024 ♦ BOT 1st Read

01/09/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 2325 Teleconferenced Meetings

The Board may use teleconferencing for the benefit of the public and the Board in connection with any meeting. If the Board elects to use teleconferencing, the Board must comply with all of the following:

- At least a quorum of Board members must participate from locations within the District boundaries, except as provided by law;
- The Board will identify all teleconference sites on the agenda;
- The Board will post the agenda at all teleconference sites;
- The agenda must provide an opportunity for members of the public to address the Board directly at each teleconference site;
- The Board members must vote by roll call; and
- The Board must conduct the teleconferenced meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board.

## Meetings during States of Emergency

The Board may use teleconferencing without complying with the requirements above in ~~any either~~ of the following circumstances:

- ~~The Board holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;~~
- The Board holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- The Board holds a meeting during a proclaimed state of emergency and has determined, by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If a state of emergency remains active, ~~or state or local officials have imposed or recommended measures to promote social distancing~~, in order to continue to teleconference without complying with the location requirement described above, the Board must, not later than ~~30~~ 45 days after teleconferencing for the first time pursuant to the above circumstances, and every 30 days thereafter, make the following findings by majority vote:

- The Board has reconsidered the circumstances of the state of emergency; and ~~either~~



## 2325 Teleconferenced Meetings



Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

- The state of emergency continues to directly impact the ability of the members to meet safely in person; ~~or~~
- ~~State or local officials continue to impose or recommend measures to promote social distancing.~~

### Requirements for Individual Board Members Participating Remotely

The Board can use teleconferencing without posting agendas at all teleconference locations provided at least a quorum of the Board members participates in person at a single physical location within the boundaries of the District, and that location is identified on the agenda. Additionally, the Board must provide a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting as a means by which the public may remotely hear and visually observe the meeting and remotely address the Board.

A member of the Board must only participate in a meeting remotely if either:

- The member notifies the Board of the member's need to participate remotely for just cause. "Just cause" means a childcare or caregiving need, a contagious illness, a physical or mental disability, or travel on District business or for another state or local agency. The member may not participate remotely for just cause for more than two meetings per calendar year; or
- The member requests the Board allow the member to participate in the meeting remotely due to emergency circumstances and the Board takes action to approve the request. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

The member must participate through both audio and visual technology.

A member cannot participate in meetings of the Board solely by teleconference from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings for the Board within a calendar year or more than two meetings if the Board regularly meets fewer than ten times per calendar year.

### Public Access Requirements When Board Is Teleconferencing Under Amended Teleconference Rules

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board must also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda must identify and include an opportunity for all persons to attend and address the Board through a call-in option, through an internet-based service option, and at the in-person location of the meeting.

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the District's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board must take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

The Board must not require the public to submit comments in advance of the meeting and must provide an opportunity for the public to address the Board and offer comment in real time.

**References:** Education Code Section 72000 subdivision (d);  
Government Code Sections 54952.2, 54953 et seq., and 54961

### End Recommendation for AP 2325 Teleconferenced Meetings

# BP 2710 Conflict of Interest



Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> Gender language update, and citation update per CCLC version.

## Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

11/21/2024 ♦ PPAC Approves Review Level

11/22/2024 ♦ Level 1 to Constituents and AS for Info Only

12/13/2024 ♦ BOT 1st Read

01/09/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 2710 Conflict of Interest

*(Replaces current SBCCD-BP-2260)*

The public office is a public trust created in the interest and for the benefit of the people. Members of the Board and employees of the District are expected to act with integrity, fidelity, and without bias for the primary benefit of the public.

### DEFINITIONS

**Financial Interest:** As defined in Government Code Section 87103, a public official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official (direct interest), a member of the official's immediate family (indirect interest), or on any of the following:

- Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
- Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
- Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred sixty dollars (\$460) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The gift limit shall be adjusted biennially by the Fair Political Practices Commission.

Financial interests may be direct or indirect. An indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

# BP 2710 Conflict of Interest



Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

**Making a Decision:** As defined in Section 18704(a) of Title 2 of the California Code of Regulations (CCR), a public official makes a governmental decision if the official authorizes or directs any action, votes, appoints a person, obligates or commits the District to any course of action, or enters into any contractual agreement on behalf of the District.

**Participating in a Decision:** As defined in Section 18704(b) of Title 2 of the CCR, a public official participates in a governmental decision if the official provides information, an opinion, or a recommendation for the purpose of affecting the decision *without significant intervening substantive review*. This includes partaking in preliminary discussions, negotiations, planning, solicitation or evaluation of bids, voting, or debating that precedes the making of a decision.

**Using Official Position to Attempt to Influence a Decision:** As defined in Section 18704(c) of Title 2 of the CCR, a public official uses their official position to influence a governmental decision if they: (1) contact or appear before any District official or in an agency subject to the authority or budgetary control of the District for the purpose of affecting a decision; or (2) contact or appear before any official in any other government agency for the purpose of affecting a decision, and the public official acts or purports to act within their authority or on behalf of the District in making the contact.

Note: Making, participating in, or influencing a governmental decision does not include activities listed under Section 18704(d) of Title 2 of the CCR.

## POLICY STATEMENTS

Board members and employees must avoid conflicts of interest as well as the appearance of impropriety.

In accordance with the Political Reform Act of 1974 and Government Code Section 87100, Board members, employees and consultants must not make or participate in any governmental decision in which they know or have reason to know they have a financial interest.

Pursuant to Government Code Section 1090, Board members and employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. All Board members are conclusively presumed to participate in the making of all contracts under the Board's jurisdiction. Hence, the aforementioned prohibition is absolute, and applies even if the contract is fair and equitable and the Board member abstains from all participation in the decision.

Where an employee, rather than a Board member, is financially interested in a contract, the District is only prohibited from making the contract if the employee was at any point involved in the process of making the contract.

A Board member or employee shall not be considered to be financially interested in a contract if their interest is limited to those interests defined as remote under Government Code Section 1091 or considered noninterest under Government Code Section 1091.5.

If a Board member or employee has a financial interest in a decision being considered by the Board, the financial interest must be disclosed in sufficient detail to the Board during a Board meeting, and noted in the official Board minutes. The Board member must disqualify ~~himself or herself themselves~~ from discussing and voting on the matter, and must leave the room until after discussion, vote, and any other disposition of the matter is concluded. A Board member or employee who has a financial interest must not influence or attempt to influence the decision.

## Collective Bargaining Agreements

Where a member of the Board receives health benefits from the District as a former faculty member in an amount that is required by contract to be equal to the amount of health benefits the District provides to current faculty members under the terms of a collective

# BP 2710 Conflict of Interest



Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

bargaining agreement, the Board of Trustees may renegotiate the amount of health benefits provided under the current collective bargaining agreement so long as the financially interested Board member does not participate in the decision-making process.

## Rule of Necessity

The District may enter into a contract despite a conflict of interest under Government Code Section 1090 and Section 87100, where there is no other alternative for the procurement of essential goods or services, and the acquisition of such goods or services is a necessity. However, the financially interested Board member or employee must abstain from any participation in the decision.

Section 87100 does not prevent any public official from making or participating in the making of a governmental decision to the extent their participation is legally required for the action or decision to be made. The fact that an official's vote is needed to break a tie does not make their participation legally required for purposes of this section.

Whenever a public official who has a financial interest in a decision is legally required to make or participate in making such a decision, the potential conflict of interest and the legal basis for concluding that there is no alternative source of decision shall be disclosed to the Board in sufficient detail and noted in the official Board minutes.

## Incompatible Activities & Offices

Pursuant to Government Code Section 1126 and 1099, a Board member or employee shall not hold incompatible offices nor engage in any employment, activity, or enterprise for compensation which is inconsistent with, incompatible with, in conflict with or inimical to their duties as an officer of the District.

Offices are incompatible if there is any significant clash of duties or loyalties between the offices, if the dual office holding would be improper for reasons of public policy, or if either office exercises a supervisory, auditory, or removal power over the other. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

In accordance with Education Code Section 72103(b), an employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until they resign as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation.

## Representation

Pursuant to Government Code 87406.3, elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, the District, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.

## Conflict of Interest Code

In compliance with the Political Reform Act of 1974 and Government Code Section 87300, the District shall establish a Conflict of Interest Code to provide for disclosure of reportable financial interests of Board members and designated employees, who may be affected by their official actions, and to prevent them from making or participating in the making of governmental decisions which may foreseeably have a material effect on their financial interest.

Board members, designated employees, and consultants in designated positions shall file statements of economic interest with the filing officer identified by the Conflict of Interest Code.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Also see AP 2712 titled Conflict of Interest Code

# BP 2710 Conflict of Interest



Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

### References:

Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;  
[Title 2 Section 18730 et seq.](#)

**End Recommendation for BP 2710 Conflict of Interest**

# AP 2710 Conflict of Interest



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> Gender language update, and citation update per CCLC version.

## Begin Recommendation for AP 2710 Conflict of Interest

### Incompatible Activities

(Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

### Financial Interest

(Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if ~~his/her~~ **their** interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if ~~he/she has~~ **they have** only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of their minor child.

### No Employment Allowed

(Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until ~~he/she~~ **they** resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

### Financial Interest in a Decision

(Government Code Sections 87100 et seq.)

If a Board member or employee determines that ~~he/she has~~ **they have** a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse ~~himself or herself~~ **themselves** from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time



# AP 2710 Conflict of Interest



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

the general public speaks on the issue.

## Gifts

(Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on ~~his/her~~ their statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on ~~his/her~~ their statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

## Representation

(Government Code Section 87406.3)

Elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

## Contracts Supported by Federal Funds

(2 Code of Federal Regulations Part 200.318(c)(1))

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if ~~he/she has they have~~ a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of ~~himself or herself~~ their immediate family, ~~his/her~~ their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

# AP 2710 Conflict of Interest



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## References:

Government Code Sections [1126](#), [87105](#), and [87200-87210](#);  
Title 2 Sections 18700 et seq.;  
[2 Code of Federal Regulations, Title 2, 200.112, Part 200.318 subdivision\(c\)\(1\); and](#)  
[Other citations as listed](#)

**End Recommendation for AP 2710 Conflict of Interest**

# BP 2740 Board Education



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 pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Delete superfluous language from ACCJC Accreditation Standard.
- > Minor clerical update.

## Level 1 Review Schedule

- 11/06/2024 ♦ Estimated Receipt of Recommendation
- 11/13/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
- 11/21/2024 ♦ PPAC Approves Review Level
- 11/22/2024 ♦ Level 1 to Constituents and AS for Info Only
- 12/13/2024 ♦ BOT 1st Read
- 01/09/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 2740 Board Education

~~(Replaces current SBCCD BP 2110)~~

The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in strategy sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

~~Orientation sessions shall be scheduled for new Board of Trustee appointees. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and current members of the Board of Trustees.~~

~~The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she they assumes office. Such assistance shall include, but shall not be limited to, providing written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regular basis held as training/information sessions by other organizations.~~

Reference:

ACCJC Accreditation Standard ~~IV.C.9 (formerly IV.B.1.f)~~ 4

~~Standard IV: Leadership and Governance~~

### ~~Board and Administrative Organization~~

~~In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.~~

- ~~1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.~~

~~The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.~~

## End Recommendation for BP 2740 Board Education

# AP 2740 Board Education



Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> BPPAC desires procedure set up to enact BP 2740

## Begin Recommendation for AP 2740 Board Education

### Board Education

Board members are encouraged to seek professional development opportunities and to attend conferences and workshops relative to the interests of the District. A variety of activities and resources are available for the educational involvement of Trustees. Some are designed for an individual Trustee; others are intended for total Board participation.

The Chancellor or designee will monitor schedules of national, state, and regional conferences for Trustees to select which they will attend. Participation in Trustee educational activities includes opportunities that may arise which may be valuable to individual Trustees or to the Board, or which may be identified as part of the annual adoption/reaffirmation of Board Goals.

In-service training will be provided regularly to members of the Board conducted during Board strategy meetings. In-service training may address topics such as student access and success, educational and facilities planning, government relations, emergency preparedness, human resources, technology, governance, finance, and accreditation.

### New Board Members

Orientation sessions shall be scheduled for new Board of Trustee appointees. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and the Board Chair.

The Chancellor and the Board Chair shall assist each new member-elect to understand the Board's functions, policies, and procedures before they assume office. Such assistance shall include, but shall not be limited to, providing written materials, invitations to attend Board meetings, conferences with the Chancellor, organizational structure, primary contacts, and site tours.

Within one year of assuming office, new Trustees shall be encouraged to attend meetings held as training/information sessions by other organizations such as the California community college new Trustee orientation. In addition, they will be encouraged to review handbooks and/or written materials which include but are not limited to:

- SBCCD Strategic Plan,
- Colleges Educational Plans,
- Orientation and Development for Community College Trustees Handbook,
- Trustee Handbook, and
- Trusteeship Handout.

## End Recommendation for AP 2740 Board Education

# BP 3250 Institutional Planning



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

- > Legal Update 43: The Service updated this policy to align with changes in the Title 5 regulations.
- > 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.

## Level 2 Review Schedule

- 10/06/2024 ♦ Recommendation Received
- 10/17/2024 ♦ PPAC Approves Review Level
- 10/18/2024 ♦ Level 2 to Constituents and AS for Feedback
- 11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 12/13/2024 ♦ BOT 1st Read
- 01/09/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 3250 Institutional Planning

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.

The institution's mission and goals are the foundation for financial planning. Financial information is disseminated to support effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets

The planning system shall include all plans required by law and or policy, including, but not limited to:

- A. Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Board of Trustees
- B. Facilities Plan
- C. Safety Plan
- D. Equal Employment Opportunity Plan
- E. Student equity Plan
- F. Student Success and Support Program Plan
- G. Transfer Center Plan
- H. ~~Cooperative Work Experience Plan~~
- I. Extended Opportunity Programs and Services (EOPS) Plan
- J. District Technology Strategic Plan

The Chancellor shall submit those plans to the Board for which Title 5 requires Board approval.

The Chancellor shall inform the Board about the status of planning and the various plans.

~~The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.~~

# BP 3250 Institutional Planning



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## References:

ACCJC Accreditation Standards [I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 \(formerly I.B\);1.4 and 3.5](#)  
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, ~~55250~~, 55510, and 56270 et seq.

## End Recommendation for BP 3250 Institutional Planning

# AP 3250 Institutional Planning



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> 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.

### Begin Recommendation for AP 3250 Institutional Planning

- A. The colleges and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technological, and financial resources.  
  
Applying the criteria of accreditation standards, the planning process will be guided by adopted mission, vision, and values and will develop specific goals, objectives, and strategies, which have measurable outcomes and specific accountability.  
  
Action plans will be reviewed and revised annually and approved by the respective planning bodies.
- B. Academic Senate will be the representative body in all academic and professional matters, as defined by Title 5 Section 53200.
- C. Institutional effectiveness research, program reviews, and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.
- D. The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means.
- E. Planning documents will be submitted to the California Community College Chancellor's Office in a timely manner when required.

### References:

ACCJC Accreditation Standards ~~I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 (formerly I.B)~~; 1.4 and 3.5  
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

### End Recommendation for AP 3250 Institutional Planning



## 4300 Field Trips and Excursions



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

### Reasons for Review

- > Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.
- > 3/11/2024 PPAC requested additional review.

### Level 3 Review Schedule

05/13/2024 ♦ Recommendation Received

09/19/2024 ♦ PPAC Approves Review Level

09/20/2024 ♦ Level 2 to Constituents and AS for Feedback

10/02/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

*Andrea shared concern from the SBVC Academic Senate regarding the requirement for advance approval by an administrator and/or adherence to AP 7400 possibly discouraging fieldtrips. After some discussion, it was determined that the AP did not require dates to be posted in the syllabus, but only that the student and instructor agree upon the dates. Committee members discussed differing campus processes requiring signatures, as well as the differences between required field trips and travel/activities subject to AP 7400. Nohemy will meet with Carmen Rodriguez to further discuss these observations and report back at the 11/21/2024 PPAC meeting.*

11/06/2024 ♦ AS Reviews Level 3 for Final Input

11/21/2024 ♦ PPAC Reviews Final AS Input

12/13/2024 ♦ BOT 1st Read

01/09/2025 ♦ BOT Final Approval

### Begin Recommendation for BP 4300 Field Trips and Excursions

~~(Replaces current SBCCD BP 4300)~~

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

#### Reference:

Government Code Section 11139.8; Title 5 Section 55220

### End Recommendation for BP 4300 Field Trips and Excursions



# AP 4300 Field Trips and Excursions



10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

> 3/11/2024 PPAC requested additional review.

## Begin Recommendation for AP 4300 Field Trips and Excursions

~~(Replaces current SBCCD AP 4300)~~

The District may ~~conduct~~ provide field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

Field trips or excursions must be approved in advance by the appropriate administrator and be supervised by an approved faculty member or other district employee. A field trip or excursion generally falls into one of the following categories:

- Required trips are local and are designed as an integral part of the class and listed in the syllabus. Trips scheduled during class time are considered part of normal class attendance. For example, an administration of justice class may visit a local police department; an art class may meet at a gallery exhibit.
- Required trips or excursions take place outside of class time and are described in the syllabus and catalog description, for example, a field laboratory experience in biology or geology.
- Optional field trips or excursions are not required. Students who cannot attend the field trip/excursion incur no academic penalty and are provided alternative assignments. These are trips which take place outside of class when the dates and times are agreed to by consent of students enrolled and the instructor.
- Other field trips or excursions as approved and deemed beneficial to students by providing educational/cultural enrichment.

~~The District shall engage instructors, supervisors, and other personnel, except classified employees, as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.~~

~~The District shall, at the discretion of the Chancellor or designee, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.~~

~~When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.~~

The District may provide supervision of students involved in field trips or excursions by academic employees of the district.

- Authorization

Any curricular activity, field trip, or excursion involving student participation at an off-campus location other than the usual meeting location of the class requires authorization by the appropriate administrator prior to the commencement of the activity. ~~Any overnight trip, in excess of \$500 total cost, or any trip involving cost for student meals must be approved by the College President.~~

- Expenditure of Funds

Travel requests shall be made in accordance with the District's travel request and approval processes. Please reference AP 7400 regarding those processes.

The approval request shall include any anticipated expenditure of funds for lodging, food, transportation, or activity fees. The District may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the *Chancellor or designee*. The District may pay for expenses of students participating

# AP 4300 Field Trips and Excursions



10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. Usual and customary travel expenses for authorized District personnel may be provided. Expenditures shall be approved only after an approved trip request is submitted with a Purchase Requisition, ~~and if that amount has been budgeted and sufficient funds remain in the account to cover the claim.~~

No student shall be prevented from making a field trip or excursion ~~which is integral to the completion of a course~~ because of lack of sufficient funds. ~~The District shall coordinate efforts of community services groups to provide funds for students in need of them.~~

- Accountability

When transportation is provided, the individual responsible for the field trip shall leave a list of all participants, including students and employees who are on the trip, where it can easily be found in case of an emergency.

- Transportation

1. Students shall be transported in commercially procured transportation whenever possible. Van size is limited to no larger than the 10-passenger size as defined in California Vehicle Code. Commercial bus lines must have on file a certificate of insurance with the Office of Risk Management prior to the commencement of the trip naming the District as "additional insured." Transportation requiring rental of van(s) or bus(s) must have a contract. The contract must be signed by a Board approved authorized signer fourteen (14) calendar days prior to the day of travel.  
(See AP 6340 titled Contracts)
2. If rented vans or automobiles are used, each driver must be a District employee, be registered on the Approved Drivers' List and have the appropriate class of driver's license to operate the intended vehicle. No student is authorized to drive any vehicle on District business. District insurance provides primary liability coverage for rented vehicles and secondary coverage for property damage coverage.
3. If funds are not available for transportation, students may provide their own transportation. In such cases students should be asked to meet at the site at a specified time. Car caravans are not appropriate.
4. No employee shall transport any student in ~~his/her~~ their private vehicle on college business.

- Liability

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country. All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

For further information on the SBCCD travel process, please see AP 7400 Travel.

Reference:

[Government Code Section 11139.8](#); Title 5 Section 55220

**End Recommendation for AP 4300 Field Trips and Excursions**

## **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 of Business & Fiscal Services

**DATE:** January 9, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

At this time staff is recommending that the Guidelines be edited as indicated on the attached. These proposed revisions were reviewed by the BFC at its December 13 meeting and voted to be moved forward to the full Board to review. The principles will serve to maximize the \$15 million State grant and provide annual income for KVCR.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

Proceeds shall continue to be invested in a manner that provides KVCR with the maximum potential of income on an annual basis.



# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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

Board Approved March 14, 2024  
Submitted to the Board for Review and Revision January 9, 2025

### Overarching

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

### Principal Investment

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

### Allocation

6. Allocation to KVCR shall be taken from proceeds prior to principal, as indicated above, and be as follows:
  - a. FY 2022-23 - \$0.00
  - b. FY 2023-24 - \$0.00
  - c. FY 2024-25 - \$600,000.00
  - d. FY 2025-26 - ~~\$600,000.00~~ \$1,200,000.00
  - e. FY 2026-27 - ~~\$600,000.00~~ \$2,000,000.00
  - f. FY 2027-28 - ~~\$600,000.00~~ \$1,900,000.00
  - g. FY 2028-29 - \$1,800,000.00
  - f.h. FY 2029-30 - \$1,700,000.00
7. Any other allocation not identified here must be approved by the Board of Trustees

**Proposed Changes**

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** January 9, 2025

**SUBJECT:** Consideration of Approval to Reaffirm Guiding Principles for the FCC Auction Proceeds

### **RECOMMENDATION**

It is recommended that the Board of Trustees affirm the Guiding Principles for the FCC Auction Proceeds as attached, reflecting no changes from the February 8, 2024, affirmation.

### **OVERVIEW**

In July 2017, SBCCD was the recipient of \$157 million in FCC Auction Proceeds in exchange for the transition of KVCR-DT from UHF to VHF. After much discussion, a set of guiding principles was developed, reviewed by collegial process, and approved by the Board of Trustees. These guiding principles are reviewed periodically by the Board of Trustees for revision or reaffirmation.

### **ANALYSIS**

The Guiding Principles were last reviewed and revised by the Board of Trustees in February of 2024. In accordance with sound practice, they are once again being submitted for review, discussion, and affirmation. The Board of Trustees Finance Committee reviewed these principles on December 13, 2024, and voted to recommend to the full Board a reaffirmation of the existing principles with no changes.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

Proceeds shall continue to be invested in a manner that serves the San Bernardino Community College District.





## Guiding Principles for the FCC Auction Proceeds

Board Affirmed February 8, 2024

Submitted for Board Review and Reaffirmation January 9, 2025

[v.12.11.2024.p.1|1]

### Overarching

1. Our students are our core mission and we will focus our resources on their success.
2. All FCC auction proceeds activity shall be transparent.

### Principal Investment

3. Proceeds shall be invested in a manner that serves SBCCD.
4. Principal amount shall not be used as a resource for ongoing expenditures unless approved by the Board of Trustees.
5. Investments should include real estate and a diversified portfolio.

### Revenue Generated from Investments

6. Revenue generated from the investment of proceeds shall help SBCCD meet the goals outlined in the strategic plan.
7. Annual revenue amount shall be subject to annual allocation and follow existing collegial consultation and established budget processes.

**No Proposed Changes**

**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 of Business & Fiscal Services  
**DATE:** January 9, 2025  
**SUBJECT:** Consideration of Approval to Accept Independent Audit of the San Bernardino Community College District

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the independent audit report of the District's Measure CC General Obligation Bond Program for fiscal year 2023-24.

**OVERVIEW**

Each year the District undergoes an independent audit, after which the audit firm prepares a written report detailing its financial statements. Per AP 6400, the District shall file an audit report with the California Community Colleges Chancellor's office for the preceding fiscal year.

**ANALYSIS**

Eide Bailly LLP has conducted the yearly districtwide independent audit for the period ending June 30, 2024, and returned the attached report.

**SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

**FINANCIAL IMPLICATIONS**

This Board item has no financial implications.



Financial Statements  
June 30, 2024

# San Bernardino Community College District





## San Bernardino Community College District

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June 30, 2024

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## Independent Auditor's Report

Board of Trustees  
San Bernardino Community College District  
San Bernardino, California

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the financial statements of the business-type activities and fiduciary activities of San Bernardino Community College District (the District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and fiduciary activities of San Bernardino Community College District, as of June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 10 and other required supplementary schedules as listed in the table of contents on pages 59 through 66 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying supplementary information, including the Schedule of Expenditures of Federal Awards, as required by the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and other supplementary information listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the Schedule of Expenditures of Federal Awards and other supplementary information listed in the table of contents are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2024 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Rancho Cucamonga, California  
December 19, 2024



**BOARD OF TRUSTEES**

- DR. NATHAN D. GONZALES  
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San Bernardino, CA 92408  
Tel 909.388.6902  
www.sbccd.edu

**OVERVIEW OF THE FINANCIAL STATEMENTS**

San Bernardino Community College District’s financial statements are presented in accordance with Governmental Accounting Standards Board Statements No. 34, *Basic Financial Statements - and Management Discussion and Analysis - for State and Local Governments* and No. 35, *Basic Financial Statements - and Management Discussion and Analysis - for Public College and Universities*. These statements allow for the presentation of financial activity and results of operations which focus on the District as a whole. The government-wide financial statements present the overall results of operations whereby all of the District’s activities are consolidated into one total versus the traditional presentation by fund type. The focus of the Statement of Net Position is designed to be similar to the bottom line results of the District. This statement combines and consolidates current financial resources with capital assets and long-term liabilities. The Statement of Revenues, Expenses and Changes in Net Position focuses on the costs of the District’s operational activities with revenues and expenses categorized as operating and nonoperating, and expenses are reported by natural classification. The Statement of Cash Flows provides an analysis of the sources and uses of cash within the operations of the District.

The California Community Colleges Chancellor’s Office has recommended that all State community colleges follow the Business-Type Activity (BTA) model for financial statement reporting purposes.

**FINANCIAL HIGHLIGHTS**

- The District’s primary funding source is apportionment received from the State of California. The District’s apportionment amount is determined by the number and size of colleges in the District and the number of Full-Time Equivalent Students (FTES). The District FTES for the year ended June 30, 2024 increased to 14,162 from 12,491 in the prior year, as noted below.

	Year Ended June 30,		
	2024	2023	Change
San Bernardino Valley College	10,002	9,035	10.7%
Crafton Hills College	4,160	3,906	6.5%
<b>San Bernardino Community College District</b>	<b>14,162</b>	<b>12,941</b>	<b>9.4%</b>

**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  
Management's Discussion and Analysis  
June 30, 2024

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- The District is highly focused to address enrollment declines experienced due to the pandemic.
- The District continues to monitor compliance with the 50 percent law, which requires that at least 50% of the current expense of education be spent on instructional salaries. During the year ended June 30, 2024, the District's rate decreased slightly from 50.90% in the prior year to 50.22%.
- In November 2018, the District received tremendous voter support for the passage of bond Measure CC. Work is well underway on many needed infrastructure projects.

### Statement of Net Position

The Statement of Net Position presents the assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the District as of the end of the fiscal year and is prepared using the accrual basis of accounting, which is similar to the accounting method used by most private-sector organizations. The Statement of Net Position is a point-of-time financial statement whose purpose is to present to the readers a fiscal snapshot of the District. The Statement of Net Position primarily presents end-of-year data concerning assets (current and noncurrent), liabilities (current and noncurrent), and net position (assets plus deferred outflows of resources minus liabilities and deferred inflows of resources).

From the data presented, readers of the Statement of Net Position are able to determine the assets available to continue the operations of the District. Readers are also able to determine how much the District owes vendors and employees. Finally, the Statement of Net Position provides a picture of the assets and their availability for expenditure by the District.

The difference between the sum of total assets plus deferred outflows of resources and total liabilities plus deferred inflows of resources (net position) is one indicator of the current financial condition of the District. Another indicator is the change in net position which shows whether the overall financial condition has improved or worsened during the year. Assets and liabilities are generally measured using current values. One notable exception is capital assets, which are stated at historical cost less an allocation for depreciation expense.

The Net Position is divided into three major categories. The first category, net investment in capital assets, provides the equity amount in property, plant, and equipment owned by the District. The second category is expendable restricted assets. These assets are available for expenditure by the District, but must be spent for purposes as determined by external entities and/or donors that have placed time or purpose restrictions on the use of the assets. The final category is unrestricted net position that is available to the District for any lawful purpose of the District.

San Bernardino Community College District  
Management's Discussion and Analysis  
June 30, 2024

The Statement of Net Position as of June 30, 2024 and June 30, 2023, is summarized below.

	<u>2024</u>	<u>2023</u>	<u>Change</u>
<b>Assets</b>			
Cash and investments	\$ 777,316,606	\$ 597,445,112	\$ 179,871,494
Receivables, net	27,461,232	38,792,588	(11,331,356)
Other current assets	2,332,863	2,506,018	(173,155)
Lease receivables	49,556,587	37,996,881	11,559,706
Net other postemployment benefits asset	2,656,706	1,273,555	1,383,151
Capital assets, net	<u>723,502,774</u>	<u>624,415,797</u>	<u>99,086,977</u>
Total assets	<u>1,582,826,768</u>	<u>1,302,429,951</u>	<u>280,396,817</u>
Deferred outflows of resources	<u>105,025,564</u>	<u>105,473,539</u>	<u>(447,975)</u>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	93,731,563	106,628,591	(12,897,028)
Current portion of long-term liabilities	43,074,387	33,199,073	9,875,314
Noncurrent portion of long-term liabilities	<u>1,182,859,263</u>	<u>975,584,768</u>	<u>207,274,495</u>
Total liabilities	<u>1,319,665,213</u>	<u>1,115,412,432</u>	<u>204,252,781</u>
Deferred inflows of resources	<u>60,200,317</u>	<u>53,887,545</u>	<u>6,312,772</u>
<b>Net Position</b>			
Net investment in capital assets	169,934,318	133,134,811	36,799,507
Restricted	259,768,685	234,053,818	25,714,867
Unrestricted deficit	<u>(121,716,201)</u>	<u>(128,585,116)</u>	<u>6,868,915</u>
Total net position	<u>\$ 307,986,802</u>	<u>\$ 238,603,513</u>	<u>\$ 69,383,289</u>

### Statement of Revenues, Expenses and Changes in Net Position

Changes in total net position are presented in the Statement of Revenues, Expenses and Changes in Net Position. The purpose of this statement is to present the operating and nonoperating revenues earned, whether received or not by the District; the operating and nonoperating expense incurred, whether paid or not by the District; and any other revenues, expenses, gains and/or losses earned or incurred by the District. Thus, this statement presents the District's results of operations.

Generally, operating revenues are earned for providing goods and services to the various customers and constituencies of the District. Operating expenses are those expenses incurred to acquire or produce the goods and services provided in return for the operating revenues and to fulfill the mission of the District. Nonoperating revenues are those received or pledged for which goods and services are not provided. For example, State appropriations are nonoperating because they are provided by the legislature to the District without the legislature directly receiving commensurate goods and services for those revenues.

San Bernardino Community College District  
Management's Discussion and Analysis  
June 30, 2024

The Statement of Revenues, Expenses and Changes in Net Position for the years ended June 30, 2024 and June 30, 2023, is summarized below.

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Operating Revenues			
Tuition and fees, net	\$ 9,093,153	\$ 7,874,795	\$ 1,218,358
Grants and contracts, noncapital	65,893,733	78,500,482	(12,606,749)
Auxiliary enterprise sales and charges	<u>4,060,718</u>	<u>488,390</u>	<u>3,572,328</u>
Total operating revenues	<u>79,047,604</u>	<u>86,863,667</u>	<u>(7,816,063)</u>
Operating Expenses			
Salaries and benefits	149,549,943	126,188,556	23,361,387
Supplies, services, equipment, and maintenance	61,211,898	59,668,997	1,542,901
Student financial aid	42,954,823	39,159,146	3,795,677
Depreciation and amortization	<u>19,058,423</u>	<u>19,549,231</u>	<u>(490,808)</u>
Total operating expenses	<u>272,775,087</u>	<u>244,565,930</u>	<u>28,209,157</u>
Operating loss	<u>(193,727,483)</u>	<u>(157,702,263)</u>	<u>(36,025,220)</u>
Nonoperating Revenues (Expenses)			
State apportionments, noncapital	80,134,036	70,415,159	9,718,877
Property taxes	98,351,417	89,388,012	8,963,405
Student financial aid grants	29,278,019	25,668,180	3,609,839
State revenues	6,711,091	5,293,777	1,417,314
Net interest revenue (expense)	4,555,059	(20,391,521)	24,946,580
Other nonoperating revenues	<u>22,932,132</u>	<u>20,524,072</u>	<u>2,408,060</u>
Total nonoperating revenues (expenses)	<u>241,961,754</u>	<u>190,897,679</u>	<u>51,064,075</u>
Other revenues	<u>21,149,018</u>	<u>13,999,637</u>	<u>7,149,381</u>
Change in net position	<u>\$ 69,383,289</u>	<u>\$ 47,195,053</u>	<u>\$ 22,188,236</u>



San Bernardino Community College District  
Management's Discussion and Analysis  
June 30, 2024

In accordance with requirements set forth by the California Community Colleges Chancellor's Office, the District reports operating expenses by object code. Operating expenses by functional classification are as follows:

Year ended June 30, 2024:

	Salaries and Employee Benefits	Supplies, Material, and Other Expenses and Services	Student Financial Aid	Equipment, Maintenance, and Repairs	Depreciation and Amortization	Total
Instructional activities	\$ 57,229,632	\$ 5,190,078	\$ -	\$ 68,978	\$ -	\$ 62,488,688
Instructional administration	12,059,509	8,686,461	-	1,309	-	20,747,279
Instructional support services	9,680,815	3,680,946	-	24,197	-	13,385,958
Student services	24,223,788	2,449,232	-	10,256	-	26,683,276
Plant operations and maintenance	7,279,503	5,358,834	-	12,622	-	12,650,959
Planning, policymaking, and coordinations	4,723,568	816,573	-	343	-	5,540,484
Institutional support services	19,277,011	17,262,319	-	77,556	-	36,616,886
Community services	3,844,101	3,609,143	-	2,342	-	7,455,586
Ancillary services and auxiliary operations	9,779,416	8,741,087	-	31,898	-	18,552,401
Student aid	-	-	42,954,823	-	-	42,954,823
Physical property and related acquisitions	1,452,600	1,881,258	-	3,306,466	-	6,640,324
Unallocated depreciation and amortization	-	-	-	-	19,058,423	19,058,423
<b>Total</b>	<b><u>\$149,549,943</u></b>	<b><u>\$ 57,675,931</u></b>	<b><u>\$ 42,954,823</u></b>	<b><u>\$ 3,535,967</u></b>	<b><u>\$ 19,058,423</u></b>	<b><u>\$272,775,087</u></b>

### Statement of Cash Flows

The Statement of Cash Flows provides information about cash receipts and cash payments during the fiscal year. This statement also helps users assess the District's ability to generate positive cash flows, meet obligations as they come due, and the need for external financing.

The Statement of Cash Flows reports cash provided by or used in the following activities:

- Operating - consists of cash receipts from enrollment fees, grants and contracts, and cash payments for salaries, benefits, supplies, utilities, and other items related to the instructional program.
- Noncapital financing - primarily State apportionment and property taxes.
- Capital financing - purchase of capital assets (land, buildings, and equipment) and bond interest payments and receipts from Federal and State grants for capital purposes, as well as property tax revenue for bond repayments.
- Investing - consists of investment activities and earnings on those investments.

San Bernardino Community College District  
Management's Discussion and Analysis  
June 30, 2024

The Statement of Cash Flows for the years ended June 30, 2024 and June 30, 2023, is summarized below.

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Net Cash Flows from			
Operating activities	\$ (181,245,448)	\$ (125,347,443)	\$ (55,898,005)
Noncapital financing activities	179,104,317	154,035,867	25,068,450
Capital financing activities	149,304,138	(46,516,312)	195,820,450
Investing activities	<u>30,115,052</u>	<u>(2,502,531)</u>	<u>32,617,583</u>
Change in Cash and Cash Equivalents	177,278,059	(20,330,419)	197,608,478
Cash and Cash Equivalents, Beginning of Year	<u>433,259,598</u>	<u>453,590,017</u>	<u>(20,330,419)</u>
Cash and Cash Equivalents, End of Year	<u>\$ 610,537,657</u>	<u>\$ 433,259,598</u>	<u>\$ 177,278,059</u>

#### CAPITAL ASSETS AND DEBT ADMINISTRATION

As of June 30, 2024, the District had \$991.9 million in capital assets, less \$268.4 million accumulated depreciation and amortization for net capital assets of \$723.5 million. The District spent approximately \$118.7 million on capital assets during the year, the majority of which relate to bond proceeds and commercial real estate investment. Depreciation and amortization charges during the year totaled \$19.1 million. Note 7 in the financial statements provides additional information on capital assets. A summary is presented below.

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Land and construction in progress	\$ 210,107,550	\$ 99,859,437	\$ 110,248,113
Buildings and improvements, net	499,681,918	510,956,398	(11,274,480)
Furniture and equipment, net	9,430,315	8,722,215	708,100
Right-to-use leased assets, net	1,838,583	1,306,968	531,615
Right-to-use subscription IT assets, net	<u>2,444,408</u>	<u>3,570,779</u>	<u>(1,126,371)</u>
Total capital assets, net	<u>\$ 723,502,774</u>	<u>\$ 624,415,797</u>	<u>\$ 99,086,977</u>

#### Long-Term Liabilities Including OPEB and Pensions

As of June 30, 2024, the District had \$1,225.9 million in long-term liabilities consisting of \$1,075.1 million from general obligation bonds, \$138.7 million from aggregate net pension liability, \$0.3 million from the net OPEB liability, and \$11.8 million from other long term liabilities.

San Bernardino Community College District  
Management's Discussion and Analysis  
June 30, 2024

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See Notes 8-11 of the financial statements for additional information regarding the long-term liabilities, including OPEB and pensions, of the District as of June 30, 2024. A summary of long-term liabilities is presented below.

	Balance July 1, 2023	Additions	Deductions	Balance June 30, 2024
General obligation bonds	\$ 863,866,046	\$ 244,697,242	\$ (33,477,245)	\$ 1,075,086,043
Net OPEB liability	359,724	-	(25,465)	334,259
Aggregate net pension liability	131,180,038	7,492,324	-	138,672,362
SBITA and leases	5,449,939	2,553,005	(2,308,755)	5,694,189
Other liabilities	7,928,094	-	(1,781,297)	6,146,797
<b>Total long-term liabilities</b>	<b><u>\$ 1,008,783,841</u></b>	<b><u>\$ 254,742,571</u></b>	<b><u>\$ (37,592,762)</u></b>	<b><u>\$ 1,225,933,650</u></b>
Amount due within one year				<b><u>\$ 43,074,387</u></b>

#### **ECONOMIC FACTORS AFFECTING THE FUTURE OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

The financial position of San Bernardino Community College District is closely tied to that of the State of California. The District receives approximately 75% of its combined general fund revenues through State apportionments and local property taxes. These two sources, along with allocations from the Education Protection Account, redevelopment allocations, and student paid enrollment fees, essentially make up the District's general apportionment, the main funding support for California community colleges.

Management continues to closely monitor the State budget information and operating costs of the District and maintains a close watch over resources to help ensure financial stability and retain reserve levels required by Board Policy and the State Chancellor's Office.

#### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, students, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact the Executive Vice Chancellor at San Bernardino Community College District, 550 East Hospitality Lane, San Bernardino, California 92408.

## San Bernardino Community College District

## Statement of Net Position

June 30, 2024

Assets	
Cash and cash equivalents	\$ 20,909,686
Investments	756,406,920
Accounts receivable	25,349,089
Student receivables, net	2,112,143
Prepaid expenses	2,312,996
Inventories	19,867
Lease receivables	49,556,587
Net other postemployment benefits (OPEB) asset - District Plan	2,656,706
Capital assets not being depreciated or amortized	210,107,550
Capital assets, net of accumulated depreciation and amortization	513,395,224
<b>Total assets</b>	<b>1,582,826,768</b>
Deferred Outflows of Resources	
Deferred outflows of resources related to debt refunding	55,839,801
Deferred outflows of resources related to OPEB	2,171,305
Deferred outflows of resources related to pensions	47,014,458
<b>Total deferred outflows of resources</b>	<b>105,025,564</b>
Liabilities	
Accounts payable	38,812,740
Accrued interest payable	13,167,591
Unearned revenue	41,751,232
Long-term liabilities	
Long-term liabilities other than OPEB and pensions, due within one year	43,074,387
Long-term liabilities other than OPEB and pensions, due in more than one year	1,043,852,642
Net OPEB liability - Medicare Premium Payment Program	334,259
Aggregate net pension liability	138,672,362
<b>Total liabilities</b>	<b>1,319,665,213</b>
Deferred Inflows of Resources	
Deferred inflows of resources related to leases	41,853,276
Deferred inflows of resources related to OPEB	6,431,308
Deferred inflows of resources related to pensions	11,915,733
<b>Total deferred inflows of resources</b>	<b>60,200,317</b>
Net Position	
Net investment in capital assets	169,934,318
Restricted for	
Debt service	106,021,319
Capital projects	13,149,326
Educational programs	18,957,367
Other activities	121,640,673
Unrestricted deficit	(121,716,201)
<b>Total Net Position</b>	<b>\$ 307,986,802</b>

San Bernardino Community College District  
Statement of Revenues, Expenses and Changes in Net Position  
Year Ended June 30, 2024

Operating Revenues	
Tuition and fees	\$ 19,083,810
Less: scholarship discounts and allowances	<u>(9,990,657)</u>
Net tuition and fees	<u>9,093,153</u>
Grants and contracts, noncapital	
Federal	3,278,851
State	61,735,150
Local	<u>879,732</u>
Total grants and contracts, noncapital	<u>65,893,733</u>
Auxiliary enterprise sales and charges	
Cafeteria	460,611
Other enterprise	<u>3,600,107</u>
Total operating revenues	<u>79,047,604</u>
Operating Expenses	
Salaries	110,928,883
Employee benefits	38,621,060
Supplies, materials, and other operating expenses and services	57,675,931
Student financial aid	42,954,823
Equipment, maintenance, and repairs	3,535,967
Depreciation and amortization	<u>19,058,423</u>
Total operating expenses	<u>272,775,087</u>
Operating Loss	<u>(193,727,483)</u>
Nonoperating Revenues (Expenses)	
State apportionments, noncapital	80,134,036
Local property taxes, levied for general purposes	45,304,437
Taxes levied for other specific purposes	53,046,980
Federal and State financial aid grants	29,278,019
State taxes and other revenues	6,711,091
Investment income, net	34,643,151
Interest expense on capital related debt	(32,731,403)
Investment income on capital asset-related debt, net	2,643,311
Other nonoperating revenues	<u>22,932,132</u>
Total nonoperating revenues (expenses)	<u>241,961,754</u>
Income Before Other Revenues	<u>48,234,271</u>
Other Revenues	
State revenues, capital	21,044,258
Gain on disposal of capital assets, net	<u>104,760</u>
Total other revenues	<u>21,149,018</u>
Change In Net Position	69,383,289
Net Position, Beginning of Year	<u>238,603,513</u>
Net Position, End of Year	<u>\$ 307,986,802</u>

## San Bernardino Community College District

Statement of Cash Flows  
Year Ended June 30, 2024

Operating Activities	
Tuition and fees	\$ 3,955,885
Federal, state, and local grants and contracts, noncapital	68,062,516
Auxiliary sales	4,060,718
Payments to or on behalf of employees	(149,605,081)
Payments to vendors for supplies and services	(64,764,663)
Payments to students for scholarships and grants	<u>(42,954,823)</u>
Net cash flows from operating activities	<u>(181,245,448)</u>
Noncapital Financing Activities	
State apportionments	75,510,936
Federal and state financial aid grants	29,278,019
Property taxes - nondebt related	45,304,437
State taxes and other apportionments	6,557,936
Other nonoperating	<u>22,452,989</u>
Net cash flows from noncapital financing activities	<u>179,104,317</u>
Capital Financing Activities	
Purchase of capital assets	(111,792,643)
Proceeds from capital debt	233,451,537
Proceeds from sale of capital assets	634,901
State revenue, capital	21,044,258
Property taxes - related to capital debt	53,046,980
Principal paid on capital debt	(33,448,755)
Interest paid on capital debt	(15,626,061)
Interest received on capital asset-related debt	<u>1,993,921</u>
Net cash flows from capital financing activities	<u>149,304,138</u>
Investing Activities	
Change in fair market value of Cash in County treasury	(6,620,056)
Interest received from investments	<u>36,735,108</u>
Net cash flows from investing activities	<u>30,115,052</u>
Change In Cash and Cash Equivalents	177,278,059
Cash and Cash Equivalents, Beginning of Year	<u>433,259,598</u>
Cash and Cash Equivalents, End of Year	<u>\$ 610,537,657</u>

San Bernardino Community College District  
Statement of Cash Flows  
Year Ended June 30, 2024

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Reconciliation of Net Operating Loss to Net Cash Flows from Operating Activities	
Operating Loss	<u>\$ (193,727,483)</u>
Adjustments to reconcile operating loss to net cash flows from operating activities	
Depreciation and amortization expense	19,058,423
Changes in assets, deferred outflows of resources, liabilities, and deferred inflows of resources	
Receivables	16,621,829
Student receivables, net	(562,496)
Inventories and other assets	28,938
Prepaid expenses	144,217
Lease receivables	(11,559,706)
Net OPEB asset - District Plan	(1,383,151)
Deferred outflows of resources related to OPEB	438,393
Deferred outflows of resources related to pensions	(4,117,965)
Accounts payable	(170,879)
Unearned revenue	(18,013,902)
Claims liability	(1,505,333)
Compensated absences	(275,964)
Net OPEB liability - Medicare Premium Payment Program	(25,465)
Aggregate net pension liability	7,492,324
Deferred inflows of resources related to leases	10,545,790
Deferred inflows of resources related to OPEB	754,251
Deferred inflows of resources related to pensions	<u>(4,987,269)</u>
Total adjustments	<u>12,482,035</u>
Net cash flows from operating activities	<u><u>\$ (181,245,448)</u></u>
Cash and Cash Equivalents Consist of the Following:	
Cash on hand and in banks	\$ 20,909,686
Cash in county treasury	<u>589,627,971</u>
Total cash and cash equivalents	<u><u>\$ 610,537,657</u></u>
Noncash Transactions	
Amortization of deferred outflows of resources related to debt refunding	\$ 4,127,547
Amortization of debt premiums	\$ 2,337,245
Accretion of interest on capital appreciation bonds	\$ 11,245,705
Recognition of lease liabilities arising from obtaining right-to-use leased assets	\$ 1,272,534
Recognition of subscription based IT arrangement liabilities arising from obtaining right-to-use subscription IT assets	\$ 1,280,471

San Bernardino Community College District  
 Fiduciary Fund  
 Statement of Net Position  
 June 30, 2024

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	Retiree OPEB Trust
Assets	
Investments	\$ 10,638,714
Net Position	
Restricted for postemployment benefits other than pensions	\$ 10,638,714



## San Bernardino Community College District

Fiduciary Fund

Statement of Changes in Net Position

Year Ended June 30, 2024

	Retiree OPEB Trust
Additions	
District contributions	\$ 362,540
Interest and investment income	376,699
Net realized and unrealized gains	<u>714,829</u>
Total additions	<u>1,454,068</u>
Deductions	
Benefit payments	362,540
Administrative expenses	<u>83,736</u>
Total deductions	<u>446,276</u>
Change in Net Position	1,007,792
Net Position - Beginning of Year	<u>9,630,922</u>
Net Position - End of Year	<u><u>\$ 10,638,714</u></u>

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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### Note 1 - Organization

San Bernardino Community College District (the District) was established in 1926 as a political subdivision of the State of California and is a comprehensive, public, two-year institution offering educational services to residents of the surrounding area. The District operates under a locally elected seven-member Board of Trustees form of government, which establishes the policies and procedures by which the District operates. The Board must approve the annual budgets for the General Fund, special revenue funds, and capital project funds, but these budgets are managed at the department level. Currently, the District operates two colleges, a Professional Development Center, and a television and radio station located within San Bernardino County. While the District is a political subdivision of the State of California, it is legally separate and is independent of other State and local governments, and it is not a component unit of the State in accordance with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 61. The District is classified as a Public Educational Institution under Internal Revenue Code Section 115 and is, therefore, exempt from Federal taxes.

### Note 2 - Summary of Significant Accounting Policies

#### Financial Reporting Entity

The District has adopted accounting policies to determine whether certain organizations, for which the District is not financially accountable, should be reported as component units based on the nature and significance of their relationship with the District, as defined by accounting principles generally accepted in the United States of America and established by the Governmental Accounting Standards Board (GASB). The financial reporting entity consists of the primary government (the District), and the following component unit:

- Inland Futures Foundation

The Inland Futures Foundation is a legally separate, tax-exempt component unit of the District. The Inland Futures Foundation's primary focus is to develop resources and philanthropic support for the advancement of the economic and workforce development and student success efforts of the San Bernardino Community College District. Because of the types of activities and the restricted resources held by the Inland Futures Foundation can only be used by, or for the benefit of, the District, the Inland Futures Foundation is considered a component unit of the District with the inclusion of the statements as a blended component unit.

The District has analyzed the financial and accountability relationships with the Crafton Hills College Foundation, and the San Bernardino Valley College Foundation (the College Foundations) in conjunction with GASB Statement No. 61 criteria. The Foundations are separate, not for profit organizations, and the District does provide and receive direct benefits to and from the College Foundations. However, it has been determined that all criteria under GASB Statement No. 61 have not been met to require inclusion of the Foundations' financial statements in the District's annual report. Information on the College Foundations may be requested through each respective Foundation.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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**Basis of Accounting**

For financial reporting purposes, the District is considered a special-purpose government engaged only in business-type activities as defined by GASB. This presentation provides a comprehensive government-wide perspective of the District's assets, deferred outflows of resources, liabilities, deferred inflows of resources, activities, and cash flows and replaces the fund group perspective previously required. Fiduciary activities are excluded from the primary government financial statements. The District's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. The significant accounting policies followed by the District in preparing these financial statements are in accordance with accounting principles generally accepted in the United States of America as promulgated by GASB. Additionally, the District's policies comply with the California Community Colleges Chancellor's Office *Budget and Accounting Manual*. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All material intra-agency and intra-fund transactions have been eliminated.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. Nonexchange transactions, in which the District receives value without directly giving equal value in return, include State apportionments, property taxes, certain Federal and State financial grants, entitlements, and donations. Property tax revenue is recognized in the fiscal year received. State apportionment revenue is earned based upon criteria set forth from the Community Colleges Chancellor's Office and includes reporting of full-time equivalent students (FTES) attendance. The corresponding apportionment revenue is recognized in the period the FTES are generated. Revenue from Federal and State grants and entitlements are recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements may include time and/or purpose requirements.

Expenses are recorded on the accrual basis as they are incurred, when goods are received, or services are rendered.

**Cash and Cash Equivalents**

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Cash equivalents also include cash with county treasury balances for purposes of the Statement of Cash Flows.

**Investments**

Investments are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value, including money market investments and participating interest-earning investment contracts with original maturities greater than one year, are stated at cost or amortized cost.

The District's investment in the County Treasury is measured at fair value on a recurring basis, which is determined by the fair value per share of the underlying portfolio determined by the program sponsor. Positions in this investment pool are not required to be categorized within the fair value hierarchy.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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### **Accounts Receivable**

Accounts receivable include amounts due from the Federal, State and/or local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the District's grants and contracts. Accounts receivable also consist of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff. The District has recorded an allowance for uncollectible accounts as an estimation of amounts that may not be received related to student receivables. This allowance is based upon management's estimates and analysis. The allowance was estimated at \$4,390,500 for the year ended June 30, 2024.

### **Prepaid Expenses**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the financial statements. The cost of prepaid items is recorded as an expense when consumed rather than when purchased.

### **Inventories**

Inventories consist primarily of cafeteria food and supplies held for resale to the students and faculty of the colleges. Inventories are stated at cost, utilizing the lower of cost or market. The cost is recorded as an expense as the inventory is consumed rather than when purchased.

### **Capital Assets, Depreciation, and Amortization**

Capital assets are long-lived assets of the District as a whole and include land, construction in progress, buildings, building and land improvements, and equipment. The District's capitalization policy includes all items with a unit cost of \$5,000 for furniture and equipment and an estimated useful life of greater than one year. Buildings, renovations to buildings, infrastructure, and building and land improvements that cost more than \$25,000, significantly increase the value, or extend the useful life of the structure, are capitalized. Routine repair and maintenance costs are charged to operating expenses in the year in which the expense is incurred. Assets are recorded at historical cost, or estimated historical cost, when purchased or constructed. The District does not possess any infrastructure. Donated capital assets are recorded at acquisition value at the date of donation. Depreciation of equipment and vehicles, facilities, and other physical properties is provided using the straight-line method over the estimated useful lives of the respective assets, or in the case of assets acquired under capital leases, the shorter of the lease term or useful life. Costs for construction in progress are capitalized when incurred.

Depreciation of capital assets is computed and recorded utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings, 40 to 50 years; improvements, 25 to 50 years; equipment, 5 to 10 years.

The District records the value of intangible right-to-use assets based on the underlying leased asset in accordance with GASB Statement No. 87, *Leases*. The right-to-use intangible asset is amortized each year for the term of the contract or useful life of the underlying asset.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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The District records the value of right-to-use subscription IT assets based on the underlying subscription asset in accordance with GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. The right-to-use subscription IT asset is amortized each year for the term of the contract or useful life of the underlying asset.

The District records impairments of capital assets when it becomes probable that the carrying value of the assets will not be fully recovered over their estimated useful life. Impairments are recorded to reduce the carrying value of the assets to their net realizable value based on facts and circumstances in existence at the time of the determination. No impairments were recorded during the year ended June 30, 2024.

### **Compensated Absences**

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide financial statements. The current portion of unpaid compensated absences is recognized upon the occurrence of relevant events such as employee resignation and retirements that occur prior to year-end that have not yet been paid within the fund from which the employees who have accumulated the leave are paid. The liability for this benefit is reported on the government-wide financial statements.

Sick leave is accumulated without limit for each employee based upon negotiated contracts. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulated sick leave. Employees are never paid for any sick leave balance at termination of employment or any other time. Therefore, the value of accumulated sick leave is not recognized as a liability in the District's financial statements. However, retirement credit for unused sick leave is applicable to all classified members who retire after January 1, 1999. At retirement, each member will receive 0.004 year of service credit for each day of unused sick leave. Retirement credit for unused sick leave is applicable to all academic employees and is determined by dividing the number of unused sick days by the number of base service days required to complete the last school year, if employed full time.

### **Debt Premiums**

Debt premiums are amortized over the life of the bonds using the straight-line method, which approximates the effective interest method. All other bond issuance costs are expensed when incurred.

### **Deferred Outflows of Resources and Deferred Inflows of Resources**

In addition to assets, the Statement of Net Position also reports deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and will not be recognized as an expense until then. The District reports deferred outflows of resources related to debt refunding, for OPEB related items, and for pension related items. The deferred outflows of resources related to debt refunding resulted from the difference between the carrying value of the refunded debt and its reacquisition price. The amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The deferred amounts related to OPEB and pension related items are associated with differences between expected and actual earnings on plan investments, changes of assumptions, and other OPEB and pension related changes.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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In addition to liabilities, the Statement of Net Position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The District reports deferred inflows of resources for leases, OPEB and pension related items.

### **Leases**

The District recognizes a lease liability and an intangible right-to-use leased asset in the government-wide financial statements. The District measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The right-to-use leased asset is initially measured as the initial amount of the lease liability, plus certain initial direct costs. Subsequently, the right-to-use leased asset is amortized on a straight-line basis over the shorter of the lease term or the useful life of the underlying asset.

The District recognizes a lease receivable and a deferred inflow of resources in the government-wide financial statements. At the commencement of a lease, the District initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

### **Subscription-based IT Arrangements**

The District recognizes a subscription-based IT arrangement liability and an intangible right-to-use subscription IT asset (subscription IT asset) in the government-wide financial statements. The District measures the subscription-based IT arrangement liability at the present value of payments expected to be made during the subscription term. Subsequently, the subscription-based IT arrangement liability is reduced by the principal portion of subscription payments made. The right-to-use subscription IT asset is initially measured as the initial amount of the subscription-based IT arrangement liability, plus certain initial direct costs. Subsequently, the right-to-use subscription IT asset is amortized on a straight-line basis over the subscription term or useful life of the underlying asset.

### **Pensions**

For purposes of measuring the aggregate net pension liability, deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the California State Teachers Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) plan for schools (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalSTRS and CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Member contributions are recognized in the period in which they are earned. Investments are reported at fair value. The aggregate net pension liability attributable to the governmental activities will be paid by the fund in which the employee worked.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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### **Postemployment Benefits Other Than Pensions (OPEB)**

For purposes of measuring the net OPEB asset or liability, deferred outflows/inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District Plan and the CalSTRS Medicare Premium Payment (MPP) Program and additions to/deductions from the fiduciary net position have been determined on the same basis as they are reported by the District Plan and MPP. For this purpose, the District Plan and the MPP recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost. The total OPEB liability will be paid primarily by the General Fund.

### **Unearned Revenue**

Unearned revenues arise when resources are received by the District before it has a legal claim to them, such as when certain grants are received prior to the occurrence of qualifying expenditures. In the subsequent periods, when the District has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and the revenue is recognized. Unearned revenue is primarily composed of (1) amounts received for tuition and fees prior to the end of the fiscal year that are related to the subsequent fiscal year and (2) amounts received from Federal and State grants received before the eligibility requirements are met.

### **Noncurrent Liabilities**

Noncurrent liabilities include general obligation bonds payable, lease liability, subscription-based IT arrangements, compensated absences, claims liability, net OPEB liability, and the aggregate net pension liability with maturities greater than one year.

### **Net Position**

Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. Net position related to net investment in capital assets consists of capital assets, net of accumulated depreciation and amortization, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The District first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available. The government-wide financial statements report \$259,768,685 of restricted net position, and the fiduciary fund financial statements report \$10,638,714 of restricted net position.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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### Operating and Nonoperating Revenues and Expenses

**Classification of Revenues** - The District has classified its revenues as either operating or nonoperating. Certain significant revenue streams relied upon for operation are classified as nonoperating as defined by GASB. Classifications are as follows:

- **Operating revenues** - Operating revenues include activities that have the characteristics of exchange transactions such as tuition and fees, net of scholarship discounts and allowances, noncapital Federal, State, and local grants and contracts, and sales and services of auxiliary enterprises.
- **Nonoperating revenues** - Nonoperating revenues include activities that have the characteristics of nonexchange transactions such as State apportionments, property taxes, investment income, and other revenue sources defined by GASB.

**Classification of Expenses** - Nearly all of the District's expenses are from exchange transactions and are classified as either operating or nonoperating according to the following criteria:

- **Operating expenses** - Operating expenses are necessary costs to provide the services of the District and include employee salaries and benefits, supplies, operating expenses, and student financial aid.
- **Nonoperating expenses** - Nonoperating expenses include interest expense and other expenses not directly related to the services of the District.

### State Apportionments

Certain current year apportionments from the State are based on financial and statistical information of the previous year. Any corrections due to the recalculation of the apportionment are made in February of the subsequent year. When known and measurable, these recalculations and corrections are accrued in the year in which the FTES are generated.

### Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1. The County Assessor is responsible for assessment of all taxable real property. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of San Bernardino bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when received.

The voters of the District passed General Obligation Bonds in November 2002, February 2008, and November 2018 for the acquisition, construction, and remodeling of certain District property. As a result of the passage of the Bond, property taxes are assessed on the property within the District specifically for the repayment of the debt incurred. The taxes are assessed, billed, and collected as noted above and remitted to the District when collected.



## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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### **Scholarships Discounts and Allowances**

Tuition and fee revenue is reported net of scholarships, discounts, and allowances. Fee waivers approved by the California Community College Board of Governors are included within the scholarship discounts and allowances in the Statement of Revenues, Expenses, and Changes in Net Position. Scholarship discounts and allowances represent the difference between stated charges for enrollment fees and the amount that is paid by students or third parties making payments on the students' behalf.

### **Financial Assistance Programs**

The District participates in federally funded Pell Grants, Supplemental Educational Opportunity Grants (SEOG), and Federal Work-Study programs, as well as other programs funded by the Federal government and State of California. Financial aid provided to the student in the form of cash is reported as an operating expense in the Statement of Revenues, Expenses and Changes in Net Position. Federal financial assistance programs are audited in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

### **Estimates**

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates, and those difference could be material.

### **Interfund Activity**

Interfund receivable and payable balances arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. Interfund activity within the primary government and fiduciary funds has been eliminated respectively in the consolidation process of the basic financial statements. Balances owing between the primary government and the fiduciary funds are not eliminated in the consolidation process.

Operating transfers between funds of the District are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use restricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. Operating transfers within the primary government and fiduciary funds has been eliminated respectively in the consolidation process of the basic financial statements. Balances transferred between the primary government and the fiduciary funds are not eliminated in the consolidation process.

San Bernardino Community College District  
Notes to Financial Statements  
June 30, 2024

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### **Adoption of New Accounting Standard**

#### **Implementation of GASB Statement No. 100**

As of July 1, 2023, the District adopted GASB Statement No. 100, *Accounting Changes and Error Corrections*. The implementation of this standard requires additional presentation and disclosure requirements for accounting changes and error corrections. There was not a significant effect on the District's financial statements as a result of the implementation of the standard.

### **Note 3 - Deposits and Investments**

#### **Policies and Practices**

The District is authorized under California *Government Code* to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

In accordance with the *Budget and Accounting Manual*, the District maintains substantially all of its cash in the County Treasury as part of the common investment pool. The District is considered to be an involuntary participant in an external investment pool. The fair value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**General Authorizations**

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

**Authorized Under Debt Agreements**

Investments of debt proceeds held by bond trustees are governed by provisions of the debt agreements rather than the general provisions of the California *Government Code*. These provisions allow for the acquisition of investment agreements with maturities of up to 30 years.

**Summary of Deposits and Investments**

Deposits and investments as of June 30, 2024, consist of the following:

	Primary Government	Fiduciary Fund
Cash on hand and in banks	\$ 19,905,350	\$ -
Cash in revolving	1,004,336	-
Investments	<u>756,406,920</u>	<u>10,638,714</u>
Total deposits and investments	<u><u>\$ 777,316,606</u></u>	<u><u>\$ 10,638,714</u></u>

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Interest Rate Risk and Credit Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Information about the sensitivity of the fair values of the District's investments to interest rate risk and credit risk is provided by the following schedule that shows the distribution of the District's investment by maturity and credit rating:

Investment Type	Fair Value	Weighted Average Maturity in Days	Credit Rating
U.S. Treasury notes	\$ 31,784,130	32	Aaa
Mutual funds	145,633,533	N/A	N/A
San Bernardino County investment pool	589,627,971	724	AAAf/S1
Total	<u>\$ 767,045,634</u>		

**Custodial Credit Risk****Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk. However, the California *Government Code* requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agency. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105% of the secured deposits. As of June 30, 2024, the District's bank balance of approximately \$17.8 million was fully insured or collateralized with securities, held by the pledging financial institutions trust department in the District's name.

**Investments**

This is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. As of June 30, 2024, the District's investment balance of approximately \$175.9 million was exposed to custodial credit risk because it was uninsured, unregistered and held by the brokerage firm which is also the counterparty for these securities. The District does not have a policy limiting the amount of securities that can be held by counterparties.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Note 4 - Fair Value Measurements**

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

- Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.
- Level 2 - Observable inputs, other than Level 1 prices, such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.
- Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonably available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

The District's fair value measurements are as follows at June 30, 2024:

Investment Type	Fair Value	Level 1 Inputs
U.S. Treasury notes	\$ 31,784,130	\$ 31,784,130
Mutual funds	145,633,533	145,633,533
Total	\$ 177,417,663	\$ 177,417,663

All assets have been valued using a market approach, which uses prices and other relevant information generated by market transactions involving identical or comparable assets or group of assets.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Note 5 - Accounts Receivable**

Accounts receivable at June 30, 2024, consisted of the following:

	<u>Primary Government</u>
Federal Government	
Categorical aid	\$ 1,387,207
State Government	
Apportionment	6,276,123
Categorical aid	5,155,829
Lottery	987,630
Local Sources	
Interest	5,317,598
Other local sources	<u>6,224,702</u>
Total	<u>\$ 25,349,089</u>
Student receivables	\$ 6,502,643
Less: allowance for bad debt	<u>(4,390,500)</u>
Student receivables, net	<u>\$ 2,112,143</u>

**Note 6 - Lease Receivables**

The District has entered into lease agreements with various lessees. The lease receivables are summarized below:

<u>Lease Receivables</u>	<u>Balance, July 1, 2023</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance, June 30, 2024</u>
Leased Cellular Tower Space	\$ 9,151,219	\$ -	\$ (244,088)	\$ 8,907,131
Leased Office Space	<u>28,845,662</u>	<u>15,485,729</u>	<u>(3,681,935)</u>	<u>40,649,456</u>
Total	<u>\$ 37,996,881</u>	<u>\$ 15,485,729</u>	<u>\$ (3,926,023)</u>	<u>\$ 49,556,587</u>

**Cellular Tower Space**

The District leases a portion of its facilities for cellular tower antenna sites and space. These licenses are noncancelable for a period of up to 456 months. The agreements allow for 3.00% annual CPI increases to the lease payments. At termination, lessees must remove all equipment and restore the site to its original state. During the fiscal year, the District recognized \$358,815 in lease revenue and \$476,614 in interest revenue related to these agreements. At June 30, 2024, the District recorded \$8,907,131 in lease receivables and \$5,258,810 in deferred inflows of resources for these arrangements. The District used an interest rate of 5.00%, based on the rates available to finance real estate over the same time periods.

San Bernardino Community College District  
Notes to Financial Statements  
June 30, 2024

### Office Space

The District leases a portion of its facilities for commercial office space under several lease agreements. These leases are noncancelable for a period of up to 120 months. Many of the agreements allow for 3.00% annual CPI increases to the lease payments. At termination, lessees must restore the site to its original state. During the fiscal year, the District recognized \$1,006,458 in lease revenue and \$1,902,574 in interest revenue related to these agreements. At June 30, 2024, the District recorded \$40,649,456 in lease receivables and \$36,594,466 in deferred inflows of resources for these arrangements. The District used an interest rate of 4.09% to 5.10%, based on the rates available to finance real estate over the same time periods.

### Note 7 - Capital Assets

Capital asset activity for the District for the year ended June 30, 2024, was as follows:

	Balance, July 1, 2023	Additions	Deductions	Balance, June 30, 2024
<b>Capital Assets Not Being Depreciated or Amortized</b>				
Land	\$ 11,643,065	\$ 13,905,019	\$ (98,000)	\$ 25,450,084
Construction in progress	88,216,372	102,383,055	(5,941,961)	184,657,466
Total capital assets not being depreciated or amortized	<u>99,859,437</u>	<u>116,288,074</u>	<u>(6,039,961)</u>	<u>210,107,550</u>
<b>Capital Assets Being Depreciated and Amortized</b>				
Land improvements	84,826,321	1,085,470	-	85,911,791
Buildings and improvements	640,695,009	1,829,995	(964,975)	641,560,029
Furniture and equipment	41,282,855	2,860,958	(32,476)	44,111,337
Right-to-use leased real property	2,279,126	-	(999,451)	1,279,675
Right-to-use leased equipment	1,324,296	1,272,534	(26,326)	2,570,504
Right-to-use subscription IT assets	6,605,394	1,280,471	(1,489,447)	6,396,418
Total capital assets being depreciated or amortized	<u>777,013,001</u>	<u>8,329,428</u>	<u>(3,512,675)</u>	<u>781,829,754</u>
<b>Less Accumulated Depreciation and Amortization</b>				
Land improvements	(74,644,922)	(1,271,583)	-	(75,916,505)
Buildings and improvements	(139,920,010)	(12,605,245)	651,858	(151,873,397)
Furniture and equipment	(32,560,640)	(2,145,201)	24,819	(34,681,022)
Right-to-use leased real property	(1,541,129)	(338,759)	888,084	(991,804)
Right-to-use leased equipment	(755,325)	(290,793)	26,326	(1,019,792)
Right-to-use subscription IT assets	(3,034,615)	(2,406,842)	1,489,447	(3,952,010)
Total accumulated depreciation and amortization	<u>(252,456,641)</u>	<u>(19,058,423)</u>	<u>3,080,534</u>	<u>(268,434,530)</u>
Total capital assets, net	<u>\$ 624,415,797</u>	<u>\$ 105,559,079</u>	<u>\$ (6,472,102)</u>	<u>\$ 723,502,774</u>

San Bernardino Community College District  
Notes to Financial Statements  
June 30, 2024

**Note 8 - Long-Term Liabilities other than OPEB and Pensions**

**Summary**

The changes in the District's long-term liabilities other than OPEB and pensions during the year ended June 30, 2024, consisted of the following:

	Balance, July 1, 2023	Additions	Deductions	Balance, June 30, 2024	Due in One Year
General obligation bonds	\$ 852,113,200	\$ 232,245,705	\$ (31,140,000)	\$ 1,053,218,905	\$ 40,860,000
Bond premium	11,752,846	12,451,537	(2,337,245)	21,867,138	-
Compensated absences	5,734,047	-	(275,964)	5,458,083	-
Claims liability	2,194,047	-	(1,505,333)	688,714	-
Lease liability	1,625,466	1,272,534	(868,575)	2,029,425	802,348
Subscription-based IT arrangements	3,824,473	1,280,471	(1,440,180)	3,664,764	1,412,039
<b>Total</b>	<b>\$ 877,244,079</b>	<b>\$ 247,250,247</b>	<b>\$ (37,567,297)</b>	<b>\$ 1,086,927,029</b>	<b>\$ 43,074,387</b>

**Description of Long-Term Liabilities**

Payments on the general obligation bonds are made by the bond interest and redemption fund with local property tax revenues. The compensated absences will be paid by the fund for which the employee worked. The claims liability will be paid by the Internal Service Fund. Lease will be paid from the fund for which the equipment is being used for. Subscription-based IT arrangements will be paid from the fund for which the software is being used for.

**General Obligation Bonds**

**The San Bernardino Community College District Election of 2002**

General obligation bonds were approved by a local election in November 2002. The total amount approved by the voters was \$190,000,000. Interest rates on the bonds range from 6.02% to 6.79%. As of June 30, 2024, \$189,999,797 had been issued, and \$14,905,156 was outstanding.

**The San Bernardino Community College District 2005 Refunding Bonds**

In March 2005, the District issued \$56,562,550 in general obligation bonds to advance refund a portion of 2002 Series A and B Bonds. Interest rates on the bonds range from 3.00% to 5.14%. The proceeds were deposited into an escrow account to pay future principal and interest amounts on the refunded bonds. The assets and liabilities for the defeased bonds are not included on the District's financial statements. As of June 30, 2024, the outstanding balance was paid in full.



## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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### **The San Bernardino Community College District Election of 2008**

General obligation bonds were approved by a local election in February 2008. The total amount approved by the voters was \$500,000,000. Interest rates on the bonds range from 2.00% to 7.63%. As of June 30, 2024, \$500,000,000 had been issued, and \$272,498,749 was outstanding.

### **The San Bernardino Community College District 2013 Refunding Bonds**

In April 2013, the District issued 2013 General Obligation Series A Refunding Bonds for \$198,570,000 to advance refund a portion of the 2008 Series A Bonds. Interest rates on the bonds range from 0.50% to 5.00%. The proceeds from the bonds were deposited into an escrow account to pay future principal and interest amounts on the refunded bonds. The assets and liabilities for the defeased bonds are not included on the District's financial statements. As of June 30, 2024, the outstanding balance for the 2013 General Obligation Series A Refunding Bonds was paid in full.

### **The San Bernardino Community College District 2015 Refunding Bonds**

In September 2015, the District issued \$55,975,000 in general obligation bonds to advance refund the 2002 Series C and a portion of 2005 Refunding Bonds. Interest rates on the bonds range from 2.00% to 5.00%. The proceeds were deposited into an escrow account to pay future principal and interest amounts on the refunded bonds. The assets and liabilities for the defeased bonds are not included on the District's financial statements. As of June 30, 2024, the outstanding balance was \$11,305,000.

### **The San Bernardino Community College District 2017 Refunding (Crossover) Series A Bonds**

In December 2017, the District issued the 2017 General Obligation Refunding (Crossover) Series A Bonds in the amount of \$14,145,000. The bonds will be redeemed at the Crossover date of August 1, 2024; therefore, the refunding is not considered a current refunding. Interest rates on the bonds range from 4.00% to 5.00%. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the Statement of Net Position and are amortized to interest expense over the life of the liability. The net proceeds from the issuance were used to advance refund, on a crossover basis at the crossover date, a portion of the District's outstanding general obligation bonds. As of June 30, 2024, the outstanding balance was \$14,145,000.

### **The San Bernardino Community College District 2017 Refunding (Crossover) Series B Bonds Series**

In December 2017, the District issued the 2017 General Obligation Refunding (Crossover) Series B Bonds in the amount of \$32,070,000. The bonds will be redeemed at the Crossover date of August 1, 2024; therefore, the refunding is not considered a current refunding. Interest rates on the bonds range from 4.00% to 5.00%. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the Statement of Net Position and are amortized to interest expense over the life of the liability. The net proceeds from the issuance were used to advance refund, on a crossover basis at the crossover date, a portion of the District's outstanding general obligation bonds. As of June 30, 2024, the outstanding balance was \$32,070,000.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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### **The San Bernardino Community College District Election of 2018**

General obligation bonds were approved by a local election in November 2018. The total amount approved by the voters was \$470,000,000. Interest rates on the bonds range from 1.754% to 5.00%. As of June 30, 2024, \$470,000,000 had been issued, and \$251,640,000 was outstanding.

### **The San Bernardino Community College District 2019 Refunding Bonds**

In December 2019, the District issued the 2019 General Obligation Refunding Bonds in the amount of \$143,520,000. Interest rates on the bonds range from 1.754% to 3.121%. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the Statement of Net Position and are amortized to interest expense over the life of the liability. The net proceeds from the issuance were used to advance refund a portion of the District's outstanding 2008 Series D General Obligation bonds, a portion of the 2013 Refunding Series A bonds, and a portion of the 2015 Refunding bonds. As of June 30, 2024, the outstanding balance was \$136,730,000.

### **The San Bernardino Community College District 2020 Refunding Bonds**

In July 2020, the District issued the 2020 General Obligation Refunding Bonds in the amount of \$129,400,000. Interest rates on the bonds range from 0.499% to 1.898%. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the Statement of Net Position and are amortized to interest expense over the life of the liability. The net proceeds from the issuance were used to advance refund a portion of the District's outstanding 2008 Series D General Obligation bonds, a portion of the 2013 Refunding Series A bonds, and a portion of the 2015 Refunding bonds. As of June 30, 2024, the outstanding balance was \$119,020,000.

### **The San Bernardino Community College District 2021 Refunding Bonds**

In August 2021, the District issued the 2021 General Obligation Refunding Bonds in the amount of \$214,680,000. Interest rates on the bonds range from 0.225% to 2.856%. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the Statement of Net Position and are amortized to interest expense over the life of the liability. The net proceeds from the issuance were used to advance refund the remaining balance of the District's outstanding 2018 Series A General Obligation bonds. As of June 30, 2024, the outstanding balance was \$200,905,000.

San Bernardino Community College District  
Notes to Financial Statements  
June 30, 2024

## Debt Maturity

### General Obligation Bonds

Issue Series	Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds Outstanding Beginning of Year	Issued	Accreted Interest	Redeemed	Bonds Outstanding End of Year
2002 D Refunding	6/9/2009	8/1/2033	6.02%-6.79%	\$ 4,999,797	\$ 13,811,328	\$ -	\$ 1,093,828	\$ -	\$ 14,905,156
2005	3/22/2005	8/1/2023	3.00%-5.14%	56,562,550	7,221,653	-	433,347	(7,655,000)	-
2008 B	6/9/2009	8/1/2048	2.600%-7.190%	73,102,389	164,298,293	-	9,638,924	(525,000)	173,412,217
2008 C	6/9/2009	8/1/2044	7.430%-7.63%	45,210,000	45,210,000	-	-	-	45,210,000
2008 D	9/22/2015	8/1/2048	2.000%-5.000%	37,536,960	3,141,926	-	79,606	(345,000)	2,876,532
2008 E Refunding	12/28/2023	8/1/2049	4.125%-5.000%	51,000,000	-	51,000,000	-	-	51,000,000
2013 Series A Refunding	4/10/2013	8/1/2033	.500%-5.00%	198,570,000	7,640,000	-	-	(7,640,000)	-
2015 Refunding	9/22/2015	8/1/2031	2.00%-5.00%	55,975,000	11,305,000	-	-	-	11,305,000
2017 Series A Refunding	12/12/2017	8/1/2033	4.00%-5.00%	14,145,000	14,145,000	-	-	-	14,145,000
2017 Series B	12/12/2017	8/1/2034	4.00%-5.00%	32,070,000	32,070,000	-	-	-	32,070,000
2018 A-1	12/12/2019	8/1/2039	1.754-4.000%	100,000,000	85,345,000	-	-	(3,705,000)	81,640,000
2018 B Refunding	12/28/2023	8/1/2049	4.125%-5.000%	170,000,000	-	170,000,000	-	-	170,000,000
2019 Refunding	12/12/2019	8/1/2048	1.754-3.121%	143,520,000	138,045,000	-	-	(1,315,000)	136,730,000
2020 Refunding	7/7/2020	8/1/2030	0.499%-1.898%	129,400,000	121,705,000	-	-	(2,685,000)	119,020,000
2021 Refunding	8/5/2021	8/1/2049	0.225%-2.856%	214,680,000	208,175,000	-	-	(7,270,000)	200,905,000
					<u>\$ 852,113,200</u>	<u>\$ 221,000,000</u>	<u>\$ 11,245,705</u>	<u>\$ (31,140,000)</u>	<u>\$ 1,053,218,905</u>

### Debt Service Requirement to Maturity

The Election 2002 General Obligation Bonds mature through August 1, 2033, as follows:

Fiscal Year	Principal (Including accreted interest to date)	Accreted Interest	Total
2025	\$ 135,906	\$ 4,094	\$ 140,000
2026	228,316	21,684	250,000
2027	308,579	51,421	360,000
2028	377,508	92,492	470,000
2029	447,140	147,860	595,000
2030-2034	<u>13,407,707</u>	<u>13,667,293</u>	<u>27,075,000</u>
Total	<u>\$ 14,905,156</u>	<u>\$ 13,984,844</u>	<u>\$ 28,890,000</u>

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

The Election 2008 General Obligation Bonds mature through August 1, 2049, as follows:

Fiscal Year	Principal (Including accreted interest to date)	Accreted Interest	Current Interest to Maturity	Total
2025	\$ 8,110,066	\$ 39,934	\$ 7,485,753	\$ 15,635,753
2026	3,304,440	140,560	7,283,504	10,728,504
2027	3,956,812	323,188	7,156,377	11,436,377
2028	1,513,638	516,362	7,092,629	9,122,629
2029	1,694,712	760,288	7,092,629	9,547,629
2030-2034	11,764,339	1,695,661	35,149,996	48,609,996
2035-2039	77,503,014	84,826,986	25,507,948	187,837,948
2040-2044	35,605,000	-	13,603,265	49,208,265
2045-2049	106,046,728	313,723,272	6,222,474	425,992,474
2050	23,000,000	-	474,375	23,474,375
Total	\$ 272,498,749	\$ 402,026,251	\$ 117,068,950	\$ 791,593,950

The Election 2018 General Obligation Bonds mature through August 1, 2049, as follows:

Fiscal Year	Principal	Current Interest to Maturity	Total
2025	\$ 3,775,000	\$ 10,511,353	\$ 14,286,353
2026	3,855,000	10,428,673	14,283,673
2027	3,945,000	10,337,272	14,282,272
2028	4,035,000	10,238,725	14,273,725
2029	4,140,000	10,104,682	14,244,682
2030-2034	30,015,000	48,024,880	78,039,880
2035-2039	55,160,000	40,109,685	95,269,685
2040-2044	53,160,000	27,708,582	80,868,582
2045-2049	74,380,000	13,424,130	87,804,130
2050	19,175,000	432,759	19,607,759
Total	\$ 251,640,000	\$ 181,320,741	\$ 432,960,741

The General Obligation Refunding Bonds mature through August 1, 2049, as follows:

Fiscal Year	Principal	Current Interest to Maturity	Total
2025	\$ 28,795,000	\$ 13,298,191	\$ 42,093,191
2026	23,575,000	13,023,697	36,598,697
2027	24,895,000	12,590,720	37,485,720
2028	26,550,000	12,080,870	38,630,870
2029	26,595,000	11,404,059	37,999,059
2030-2034	149,350,000	45,523,275	194,873,275
2035-2039	41,805,000	29,150,971	70,955,971
2040-2044	65,000,000	23,560,871	88,560,871
2045-2049	105,080,000	11,218,283	116,298,283
2050	22,530,000	321,728	22,851,728
Total	\$ 514,175,000	\$ 172,172,665	\$ 686,347,665

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Leases**

The District has entered into agreements to lease various facilities and equipment. The District's liability for lease agreements is summarized below:

<u>Leases</u>	<u>Balance, July 1, 2023</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance, June 30, 2024</u>
Real Property	\$ 1,094,539	\$ -	\$ (574,572)	\$ 519,967
Equipment	530,927	1,272,534	(294,003)	1,509,458
Total	<u>\$ 1,625,466</u>	<u>\$ 1,272,534</u>	<u>\$ (868,575)</u>	<u>\$ 2,029,425</u>

**Real Property Leases**

The District entered into various agreements to lease sites and real property for periods up to 25 years, through the 2032-2033 fiscal year. Under the terms of the leases, the District pays monthly and annual payments, which increase based on a set schedule in the individual lease agreements, which amounted to principal and interest costs of \$620,897 for the 2023-2024 fiscal year. The annual interest rate charged on the leases is 5.0%.

At June 30, 2024, the District has recognized right to use assets, net of accumulated amortization, of \$287,871 and a lease liability of \$519,967 related to these agreements. During the fiscal year, the District recorded \$338,759 in amortization expense and \$46,325 in interest expense for the right to use of the properties.

**Equipment Leases**

The District entered into various agreements to lease copiers and other equipment for period up to 10 years, through the 2027-2028 fiscal year. Under the terms of the leases, the District pays monthly and annual payments, which increase based on a set schedule in the individual lease agreements, which amounted to principal and interest costs of \$311,879. The annual interest rate charged on the leases is 5.0%. At June 30, 2024, the District has recognized right to use assets, net of accumulated amortization, of \$1,550,712 and a lease liability of \$1,509,458 related to these agreements. During the fiscal year, the District recorded \$290,793 in amortization expense and \$17,876 in interest expense for the right to use of the equipment.

The District's liability on lease agreements is summarized below:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 802,348	\$ 71,965	\$ 874,313
2026	576,968	42,801	619,769
2027	463,325	18,717	482,042
2028	49,272	7,960	57,232
2029	28,292	6,229	34,521
2030-2033	109,220	9,691	118,911
Total	<u>\$ 2,029,425</u>	<u>\$ 157,363</u>	<u>\$ 2,186,788</u>

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Subscriptions-Based IT Arrangements (SBITAs)**

The District entered into various SBITAs for the use of technological needs of the District and its students. At June 30, 2024, the District has recognized right-to-use subscriptions IT assets of \$2,444,408, net of accumulated amortization and SBITA liabilities of \$3,664,764 related to these agreement. During the fiscal year, the District recorded \$2,406,842 in amortization expense. The District is required to make total principal and interest payments of \$4,019,586 through May 2033. The subscriptions have an interest rate of 5.0%.

The remaining principal and interest payment requirements for the SBITA obligation debt as of June 30, 2024, are as follows:

Fiscal Year	Principal	Interest	Total
2025	\$ 1,412,039	\$ 176,627	\$ 1,588,666
2026	1,408,823	107,438	1,516,261
2027	401,547	38,480	440,027
2028	232,077	19,554	251,631
2029	173,885	9,116	183,001
2030-2033	36,393	3,607	40,000
Total	<u>\$ 3,664,764</u>	<u>\$ 354,822</u>	<u>\$ 4,019,586</u>

**Note 9 - Aggregate Net Other Postemployment Benefits (OPEB) Asset (Liability)**

For the fiscal year ended June 30, 2024, the District reported an aggregate net OPEB asset (liability), deferred outflows of resources, deferred inflows of resources, and OPEB expense for the following plans:

OPEB Plan	Aggregate Net OPEB Asset (Liability)	Deferred Outflows of Resources	Deferred Inflows of Resources	OPEB Expense
District Plan	\$ 2,656,706	\$ 2,171,305	\$ 6,431,308	\$ (190,507)
Medicare Premium Payment (MPP) Program	<u>(334,259)</u>	<u>-</u>	<u>-</u>	<u>(25,465)</u>
Total	<u>\$ 2,322,447</u>	<u>\$ 2,171,305</u>	<u>\$ 6,431,308</u>	<u>\$ (215,972)</u>

The details of each plan are as follows:

**District Plan****Plan Administration**

The District's governing board administers the Postemployment Benefits Plan (the Plan). The Plan is a single-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB) for eligible retirees and their spouses.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

Management of the Plan is vested in District management. Management of the trust assets is vested with the Benefits Trust Company.

### Plan Membership

At June 30, 2023, the valuation date, the Plan membership consisted of the following:

Inactive employees or beneficiaries currently receiving benefits payments	28
Active employees	669
	<hr/>
Total	697
	<hr/> <hr/>

### San Bernardino Community College District Futuris Trust

The District's Futuris Trust (the Trust) is an irrevocable governmental trust pursuant to Section 115 of the IRC for the purpose of funding certain postemployment benefits other than pensions. The Trust is administered by the San Bernardino Community College District Retirement Board as directed by the investment alternative choice selected by the Board. The District retains the responsibility to oversee the management of the Trust, including the requirement that investments and assets held within the Trust continually adhere to the requirements of the California *Government Code* Section 53600.5 which specifies that the trustee's primary role is to preserve capital, to maintain investment liquidity, and to protect investment yield. As such, the District acts as the fiduciary of the Trust. The financial activity of the Trust has been discretely presented. Separate financial statements are not prepared for the Trust.

### Benefits Provided

The Plan provides medical insurance benefits to eligible retirees and their spouses. Benefits are provided through a third-party insurer, and the full cost of benefits is covered by the Plan. The District's governing board has the authority to establish and amend the benefit terms as contained within the negotiated labor agreements.

### Contributions

The contribution requirements of Plan members and the District are established and may be amended by the District, the California Teachers Association (CTA), the local California Service Employees Association (CSEA), and unrepresented groups. Voluntary contributions are based on projected pay-as-you-go financing requirements, and any additional amounts to prefund benefits as determined annually through the agreements with the District, CTA, CSEA, and the unrepresented groups are based on availability of funds. For the measurement period ended June 30, 2023, the District contributed \$295,647 to the Plan, all of which was used for current year premiums.

San Bernardino Community College District  
Notes to Financial Statements  
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## Investments

### Investment Policy

The Plan's policy in regard to the allocation of invested assets is established and may be amended by the governing board by a majority vote of its members. It is the policy of the District to pursue an investment strategy that reduces risks through the prudent diversification for the portfolio across a broad selection of distinct asset classes. The Plan's investment policy discourages the use of cash equivalents, except for liquidity purposes, and aims to refrain from dramatically shifting asset class allocation over short time spans.

The following was the governing board's adopted asset allocation policy as of June 30, 2023:

<u>Asset Class</u>	<u>Target Allocation</u>
Fixed Income	55%
Real Estate Investment Trusts	4%
Domestic Equities	22%
International Equities	19%

### Rate of Return

For the year ended June 30, 2023, the annual money-weighted rate of return on investments, net of investment expense, was 6.74%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

### Net OPEB Asset of the District

The District's net OPEB asset of \$2,656,706 was measured as of June 30, 2023, and the total OPEB liability used to calculate the net OPEB asset was determined by an actuarial valuation as that date. The components of the net OPEB asset of the District at June 30, 2023, were as follows:

Total OPEB liability	\$ 6,974,216
Plan fiduciary net position	<u>(9,630,922)</u>
Net OPEB asset	<u>\$ (2,656,706)</u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>138.09%</u>



## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Actuarial Assumptions**

The total OPEB liability in the June 30, 2023 actuarial valuation was determined using the following assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary increases	2.75%, average, including inflation
Discount rate	5.60%
Investment rate of return	5.60%, net of OPEB plan investment expense, including inflation
Healthcare cost trend rate	4.00%

The discount rate was based on the assumed long-term expected rate of return on plan assets plus the long term inflation assumption.

Mortality rates were based on the 2020 CalSTRS Mortality Table for certificated employees and the 2021 CalPERS Active Mortality for Miscellaneous Employees Table for classified employees. Mortality rates vary by age and sex. (Unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce service costs, the mortality assumption is not likely to vary from employer to employer.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of an actual experience study as of June 2023.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2023, (see the discussion of the Plan's investment policy) are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed Income	4.25%
Real Estate Investment Trusts	7.25%
Domestic Equities	7.25%
International Equities	7.25%

**Discount Rate**

The discount rate used to measure the total OPEB liability was 5.60%. The projection of cash flows used to determine the discount rate assumed that the District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees.

San Bernardino Community College District  
Notes to Financial Statements  
June 30, 2024

Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

**Changes in the Net OPEB Asset**

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Asset (a) - (b)
Balance, July 1, 2022	\$ 7,759,891	\$ 9,033,446	\$ (1,273,555)
Service cost	477,515	-	477,515
Interest	438,026	-	438,026
Difference between expected and actual experience	(1,207,510)	-	(1,207,510)
Contributions - employer	-	295,647	(295,647)
Investment income	-	676,179	(676,179)
Changes of assumptions	(198,059)	-	(198,059)
Benefit payments	(295,647)	(295,647)	-
Administrative expense	-	(78,703)	78,703
Net change in total OPEB liability	(785,675)	597,476	(1,383,151)
Balance, June 30, 2023	\$ 6,974,216	\$ 9,630,922	\$ (2,656,706)

The District changed the mortality assumptions by applying the 2021 CalPERS Mortality for Miscellaneous and Schools Employees tables from the 2017 CalPERS Mortality for Miscellaneous and Schools Employees since the previous valuation. There were no changed in benefit terms since the pervious valuation.

**Sensitivity of the Net OPEB Asset to Changes in the Discount Rate**

The following presents the net OPEB asset of the District, as well as what the District's net OPEB asset would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net OPEB Asset
1% decrease (4.60%)	\$ 2,124,715
Current discount rate (5.60%)	2,656,706
1% increase (6.60%)	3,150,291

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Sensitivity of the Net OPEB Asset to Changes in the Healthcare Cost Trend Rate**

The following presents the net OPEB asset of the District, as well as what the District's net OPEB asset would be if it were calculated using a healthcare cost trend rate that is one percent lower or higher than the current healthcare cost trend rate:

<u>Healthcare Cost Trend Rate</u>	<u>Net OPEB Asset</u>
1% decrease (3.00%)	\$ 3,371,366
Current healthcare cost trend rate (4.00%)	2,656,706
1% increase (5.00%)	1,826,578

**Deferred Outflows/Inflows of Resources Related to OPEB**

At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB for the following:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
OPEB contributions subsequent to measurement date	\$ 362,540	\$ -
Differences between expected and actual experience	-	6,130,363
Changes of assumptions	960,310	300,945
Net difference between projected and actual earnings on OPEB plan investments	<u>848,455</u>	<u>-</u>
Total	<u>\$ 2,171,305</u>	<u>\$ 6,431,308</u>

The deferred outflows of resources related to OPEB resulting from the District's contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the subsequent fiscal year.

The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on OPEB plan investments will be amortized over a closed five-year period and will be recognized in OPEB expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows/(Inflows) of Resources</u>
2025	\$ 203,613
2026	185,647
2027	493,697
2028	<u>(34,502)</u>
Total	<u>\$ 848,455</u>

## San Bernardino Community College District

Notes to Financial Statements

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The deferred outflows/(inflows) of resources related to differences between expected and actual experience in the measurement of the total OPEB liability and changes of assumptions will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits as of the beginning of the measurement period. The EARSL for the measurement period is 11.6 years and will be recognized in OPEB expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2025	\$ (536,995)
2026	(536,995)
2027	(536,995)
2028	(536,995)
2029	(536,995)
Thereafter	<u>(2,786,023)</u>
Total	<u>\$ (5,470,998)</u>

**Medicare Premium Payment (MPP) Program****Plan Description**

The Medicare Premium Payment (MPP) Program is administered by the California State Teachers' Retirement System (CalSTRS). The MPP Program is a cost-sharing multiple-employer other postemployment benefit plan (OPEB) established pursuant to Chapter 1032, Statutes 2000 (SB 1435). CalSTRS administers the MPP Program through the Teachers' Health Benefits Fund (THBF).

A full description of the MPP Program regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2022 annual actuarial valuation report, Medicare Premium Payment Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

**Benefits Provided**

The MPP Program pays Medicare Part A premiums and Medicare Parts A and B late enrollment surcharges for eligible members of the State Teachers Retirement Plan (STRP) Defined Benefit (DB) Program who were retired or began receiving a disability allowance prior to July 1, 2012 and were not eligible for premium free Medicare Part A. The payments are made directly to the Centers for Medicare and Medicaid Services (CMS) on a monthly basis.

The MPP Program is closed to new entrants as members who retire after July 1, 2012, are not eligible for coverage under the MPP Program.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

The MPP Program is funded on a pay-as-you go basis from a portion of monthly District benefit payments. In accordance with California *Education Code* Section 25930, contributions that would otherwise be credited to the DB Program each month are instead credited to the MPP Program to fund monthly program and administrative costs. Total redirections to the MPP Program are monitored to ensure that total incurred costs do not exceed the amount initially identified as the cost of the program.

### Net OPEB Liability and OPEB Expense

At June 30, 2024, the District reported a liability of \$334,259 for its proportionate share of the net OPEB liability for the MPP Program. The net OPEB liability was measured as of June 30, 2023, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2022. The District's proportion of the net OPEB liability was based on a projection of the District's long-term share of contributions to the OPEB Plan relative to the projected contributions of all participating entities, actuarially determined. The District's proportionate share for the measurement period June 30, 2023 and June 30, 2022, was 0.1102% and 0.1092%, respectively, resulting in a net increase in the proportionate share of 0.0010%.

For the year ended June 30, 2024, the District recognized OPEB expense of (\$25,465).

### Actuarial Methods and Assumptions

The June 30, 2023 total OPEB liability was determined by applying update procedures to the financial reporting actuarial valuation as of June 30, 2022, and rolling forward the total OPEB liability to June 30, 2023, using the assumptions listed in the following table:

Measurement Date	June 30, 2023
Valuation Date	June 30, 2022
Experience Study	July 1, 2015 through June 30, 2018
Actuarial Cost Method	Entry age normal
Investment Rate of Return	3.65%
Medicare Part A Premium Cost Trend Rate	4.50%
Medicare Part B Premium Cost Trend Rate	5.40%

For the valuation as of June 30, 2022, CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among members. The projection scale was set equal to 110% of the ultimate improvement factor from the Mortality Improvement Scale (MP-2019) table, issued by the Society of Actuaries.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

Assumptions were made about future participation (enrollment) into the MPP Program because CalSTRS is unable to determine which members not currently participating meet all eligibility criteria for enrollment in the future. Assumed enrollment rates were derived based on past experience and are stratified by age with the probability of enrollment diminishing as the members' age increases. This estimated enrollment rate was then applied to the population of members who may meet criteria necessary for eligibility and are not currently enrolled in the MPP Program. Based on this, the estimated number of future enrollments used in the financial reporting valuation was 179 or an average of 0.13% of the potentially eligible population (138,780).

The MPP Program is funded on a pay-as-you-go basis with contributions generally being made at the same time and in the same amount as benefit payments and expenses coming due. Any funds within the MPP Program as of June 30, 2023, were to manage differences between estimated and actual amounts to be paid and were invested in the Surplus Money Investment Fund, which is a pooled investment program administered by the State Treasurer.

#### Discount Rate

As the MPP Program is funded on a pay-as-you-go basis, the OPEB plan's fiduciary net position was not projected to be sufficient to make projected future benefit payments. Therefore, the MPP Program used the Bond Buyer's 20-Bond GO Index from Bondbuyer.com as of June 30, 2023, as the discount rate, which was applied to all periods of projected benefit payments to measure the total OPEB liability. The discount rate as of June 30, 2023, was 3.65%, which is an increase of 0.11% from 3.54% as of June 30, 2022.

#### Sensitivity of the District's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net OPEB liability calculated using the current discount rate, as well as what the net OPEB liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

<u>Discount Rate</u>	<u>Net OPEB Liability</u>
1% decrease (2.65%)	\$ 363,271
Current discount rate (3.65%)	334,259
1% increase (4.65%)	309,033

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Sensitivity of the District's Proportionate Share of the Net OPEB Liability to Changes in the Medicare Costs Trend Rates**

The following presents the District's proportionate share of the net OPEB liability calculated using the current Medicare costs trend rates, as well as what the net OPEB liability would be if it were calculated using Medicare costs trend rates that are one percent lower or higher than the current rates:

Medicare Costs Trend Rates	Net OPEB Liability
1% decrease (3.50% Part A and 4.40% Part B)	\$ 307,551
Current Medicare costs trend rates (4.50% Part A and 5.40% Part B)	334,259
1% increase (5.50% Part A and 6.40% Part B)	364,411

**Note 10 - Risk Management****Property and Liability Insurance Coverages**

The District is exposed to various risks of loss related to torts; theft, damage, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year ended June 30, 2024, the District contracted with the Statewide Association for Excess Risks (SAFER) for property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in any of the past three years. There has not been a significant reduction in coverage from the prior year.

**Workers' Compensation**

For fiscal year 2023-2024, the District participated in the Schools Alliance for Workers' Compensation Excess (SAWCX II) Joint Powers Authority (JPA), an insurance purchasing pool. The District is self-insured for the first \$500,000 of each workers' compensation claim. The intent of the JPA is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the JPA. The workers' compensation experience of the participating districts is calculated as one experience, and a common premium rate is applied to all districts in the JPA. Each participant pays its workers' compensation premium based on its individual rate. Total savings are then calculated, and each participant's individual performance is compared to the overall saving. A participant will then either receive money from or be required to contribute to the "equity-pooling fund." This "equity pooling" arrangement ensures that each participant shares equally in the overall performance of the JPA. Participation in the JPA is limited to K-12 and community college districts that can meet the JPA's selection criteria.

Insurance Program / Company Name	Type of Coverage	Limits
Schools Alliance for Workers' Compensation Excess (SAWCX II)	Excess Workers' Compensation	\$ 50,500,000
Schools Association for Excess Risk (SAFER)	Property	\$ 250,000,000
Schools Association for Excess Risk (SAFER)	Liability	\$ 25,000,000

## San Bernardino Community College District

Notes to Financial Statements

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**Claims Liabilities**

The District establishes a liability for both reported and unreported events, which includes estimates of both future payments of losses and related claim adjustment expenses. The following represents the changes in approximate liabilities for the District from July 1, 2022 to June 30, 2024:

	<u>Workers' Compensation</u>
Liability Balance, July 1, 2022	\$ 2,220,900
Claims and changes in estimates	707,412
Claims payments	<u>(734,265)</u>
Liability Balance, June 30, 2023	2,194,047
Claims and changes in estimates	(945,460)
Claims payments	<u>(559,873)</u>
Liability Balance, June 30, 2024	<u>\$ 688,714</u>
Assets available to pay claims at June 30, 2024	<u>\$ 5,961,382</u>

**Note 11 - Employee Retirement Systems**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

For the fiscal year ended June 30, 2024, the District reported its proportionate share of the aggregate net pension liabilities, deferred outflows of resources, deferred inflows of resources, and pension expense for each of the above plans as follows:

<u>Pension Plan</u>	<u>Aggregate Net Pension Liability</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Pension Expense</u>
CalSTRS	\$ 56,720,629	\$ 19,706,536	\$ 7,166,192	\$ 8,388,988
CalPERS	<u>81,951,733</u>	<u>27,307,922</u>	<u>4,749,541</u>	<u>11,370,975</u>
Total	<u>\$ 138,672,362</u>	<u>\$ 47,014,458</u>	<u>\$ 11,915,733</u>	<u>\$ 19,759,963</u>

The details of each plan are as follows:

**California State Teachers' Retirement System (CalSTRS)****Plan Description**

The District contributes to the State Teachers' Retirement Plan (STRP) administered by CalSTRS. STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.



## San Bernardino Community College District

Notes to Financial Statements

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A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2022, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

### Benefits Provided

The STRP provides retirement, disability, and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0% of final compensation for each year of credited service.

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the State is the sponsor of the STRP and obligor of the trust. In addition, the State is both an employer and non-employer contributing entity to the STRP.

The District contributes exclusively to the STRP Defined Benefit Program; thus disclosures are not included for the other plans.

The STRP Defined Benefit Program provisions and benefits in effect at June 30, 2024, are summarized as follows:

Hire date	On or before <u>December 31, 2012</u>	On or after <u>January 1, 2013</u>
Benefit formula	2% at 60	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	60	62
Monthly benefits as a percentage of eligible compensation	2.0% - 2.4%	2.0% - 2.4%
Required employee contribution rate	10.25%	10.205%
Required employer contribution rate	19.10%	19.10%
Required State contribution rate	10.828%	10.828%

### Contributions

Required member, District, and State of California contribution rates are set by the California Legislature and Governor and are detailed in Teachers' Retirement Law. The contribution rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with California Assembly Bill 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1% of applicable member earnings phased over a seven-year period. The contribution rates for each plan for the year ended June 30, 2024, are presented above, and the District's total contributions were \$9,584,804.

San Bernardino Community College District  
Notes to Financial Statements  
June 30, 2024

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**Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

At June 30, 2024, the District reported a net pension liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the District were as follows:

Total net pension liability, including State share:

District's proportionate share of net pension liability	\$ 56,720,629
State's proportionate share of net pension liability associated with the District	<u>27,176,448</u>
Total	<u><u>\$ 83,897,077</u></u>

The net pension liability was measured as of June 30, 2023. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating college districts and the State, actuarially determined. The District's proportionate share for the measurement periods of June 30, 2023 and June 30, 2022, was 0.0745% and 0.0728%, respectively, resulting in a net increase in the proportionate share of 0.0017%.

For the year ended June 30, 2024, the District recognized pension expense of \$8,388,988. In addition, the District recognized pension expense and revenue of \$3,696,748 for support provided by the State. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 9,584,804	\$ -
Change in proportion and differences between contributions made and District's proportionate share of contributions	5,093,205	4,131,350
Differences between projected and actual earnings on pension plan investments	242,787	-
Differences between expected and actual experience in the measurement of the total pension liability	4,457,307	3,034,842
Changes of assumptions	<u>328,433</u>	<u>-</u>
Total	<u><u>\$ 19,706,536</u></u>	<u><u>\$ 7,166,192</u></u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

## San Bernardino Community College District

Notes to Financial Statements

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The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows/(Inflows) of Resources</u>
2025	\$ (1,784,475)
2026	(2,796,584)
2027	4,595,769
2028	<u>228,077</u>
Total	<u>\$ 242,787</u>

The deferred outflows/(inflows) of resources related to the change in proportion and differences between contributions made and District's proportionate share of contributions, differences between expected and actual experience in the measurement of the total pension liability, and changes of assumptions will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the measurement period is seven years and will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows/(Inflows) of Resources</u>
2025	\$ 882,057
2026	840,017
2027	171,219
2028	(422,725)
2029	241,021
Thereafter	<u>1,001,164</u>
Total	<u>\$ 2,712,753</u>

## San Bernardino Community College District

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**Actuarial Methods and Assumptions**

Total pension liability for STRP was determined by applying update procedures to the financial reporting actuarial valuation as of June 30, 2022, and rolling forward the total pension liability to June 30, 2023. The financial reporting actuarial valuation as of June 30, 2022, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2022
Measurement date	June 30, 2023
Experience study	July 1, 2015 through June 30, 2018
Actuarial cost method	Entry age normal
Discount rate	7.10%
Investment rate of return	7.10%
Consumer price inflation	2.75%
Wage growth	3.50%

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set equal to 110% of the ultimate improvement factor from the Mortality Improvement Scale (MP-2019) table, issued by the Society of Actuaries.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant as an input to the process. The actuarial investment rate of return assumption was adopted by the board in January 2020 in conjunction with the most recent experience study. For each current and future valuation, CalSTRS independent consulting actuary (Milliman) reviews the return assumption for reasonableness based on the most current capital market assumptions. Best estimates of expected 20-year geometrically-linked real rates of return and the assumed asset allocation for each major asset class for the year ended June 30, 2023, are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Public equity	38%	5.25%
Real estate	15%	4.05%
Private equity	14%	6.75%
Fixed income	14%	2.45%
Risk mitigating strategies	10%	2.25%
Inflation sensitive	7%	3.65%
Cash/liquidity	2%	0.05%

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Discount Rate**

The discount rate used to measure the total pension liability was 7.10%. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return of 7.10% and assuming that contributions, benefit payments, and administrative expense occurred midyear. Based on these assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

<u>Discount Rate</u>	<u>Net Pension Liability</u>
1% decrease (6.10%)	\$ 95,144,328
Current discount rate (7.10%)	56,720,629
1% increase (8.10%)	24,805,267

**California Public Employees' Retirement System (CalPERS)****Plan Description**

Qualified employees are eligible to participate in the School Employer Pool (SEP) under CalPERS, a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2022, annual actuarial valuation report, Schools Pool Actuarial Valuation. This report and CalPERS audited financial information are publicly available reports that can be found on the CalPERS website under Forms and Publications at: <https://www.calpers.ca.gov/page/forms-publication>.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Benefits Provided**

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor, and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or age 52 for members hired on or after January 1, 2013), and has at least five years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS School Employer Pool provisions and benefits in effect at June 30, 2024, are summarized as follows:

	On or before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits as a percentage of eligible compensation	1.1% - 2.5%	1.0% - 2.5%
Required employee contribution rate	7.00%	8.00%
Required employer contribution rate	26.68%	26.68%

**Contributions**

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on July 1 following notice of a change in the rate. Total plan contributions are calculated through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contribution rates are expressed as a percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2024, are presented above, and the total District contributions were \$11,788,069.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

**Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

As of June 30, 2024, the District reported net pension liability for its proportionate share of the CalPERS net pension liability totaling \$81,951,733. The net pension liability was measured as of June 30, 2023. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating districts, actuarially determined. The District's proportionate share for the measurement periods of June 30, 2023 and June 30, 2022, was 0.2264% and 0.2343%, respectively, resulting in a net decrease in the proportionate share of 0.0079%.

For the year ended June 30, 2024, the District recognized pension expense of \$11,370,975. At June 30, 2024, the District reported deferred outflows of resources, and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 11,788,069	\$ -
Change in proportion and differences between contributions made and District's proportionate share of contributions	102	3,490,883
Differences between projected and actual earnings on pension plan investments	8,753,616	-
Differences between expected and actual experience in the measurement of the total pension liability	2,990,651	1,258,658
Changes in assumptions	<u>3,775,484</u>	<u>-</u>
Total	<u>\$ 27,307,922</u>	<u>\$ 4,749,541</u>

The deferred outflow of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows/(Inflows) of Resources</u>
2025	\$ 1,632,890
2026	967,365
2027	5,880,941
2028	<u>272,420</u>
Total	<u>\$ 8,753,616</u>

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

The deferred outflows/(inflows) of resources related to the change in proportion and differences between contributions made and the District's proportionate share of contributions, differences between expected and actual experience in the measurement of the total pension liability, and changes of assumptions will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the measurement period is 3.8 years and will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows/(Inflows) of Resources</u>
2025	\$ 656,973
2026	897,541
2027	<u>462,182</u>
Total	<u>\$ 2,016,696</u>

**Actuarial Methods and Assumptions**

Total pension liability for the SEP was determined by applying update procedures to the financial reporting actuarial valuation as of June 30, 2022, and rolling forward the total pension liability to June 30, 2023. The financial reporting actuarial valuation as of June 30, 2022, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2022
Measurement date	June 30, 2023
Experience study	July 1, 1997 through June 30, 2015
Actuarial cost method	Entry age normal
Discount rate	6.90%
Investment rate of return	6.90%
Consumer price inflation	2.30%
Wage growth	Varies by entry age and service

The mortality table used was developed based on CalPERS-specific data. The rates incorporate Generational Mortality to capture ongoing mortality improvement using 80% of Scale MP-2020 published by the Society of Actuaries.



## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

In determining the long-term expected rate of return, CalPERS took into account long-term market return expectations as well as the expected pension fund cash flows. Projected returns for all asset classes are estimated and, combined with risk estimates, are used to project compound (geometric) returns over the long term. The discount rate used to discount liabilities was informed by the long-term projected portfolio return. The target asset allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equity - cap-weighted	30%	4.54%
Global equity - non-cap-weighted	12%	3.84%
Private equity	13%	7.28%
Treasury	5%	0.27%
Mortgage-backed securities	5%	0.50%
Investment grade corporates	10%	1.56%
High yield	5%	2.27%
Emerging market debt	5%	2.48%
Private debt	5%	3.57%
Real assets	15%	3.21%
Leverage	(5%)	(0.59%)

**Discount Rate**

The discount rate used to measure the total pension liability was 6.90%. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the School Employer Pool fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on the School Employer Pool investments was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

<u>Discount Rate</u>	<u>Net Pension Liability</u>
1% decrease (5.90%)	\$ 118,481,023
Current discount rate (6.90%)	81,951,733
1% increase (7.90%)	51,761,107

San Bernardino Community College District  
Notes to Financial Statements  
June 30, 2024

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### **CalSTRS/CalPERS Irrevocable Trust**

During the 2017-2018 fiscal year, the District established an IRS Section 115 irrevocable trust through Public Agency Retirement Services (PARS) for the purpose of funding future employer contributions associated with the CalSTRS and CalPERS pension plans. Funds deposited into this trust are not considered “plan assets” for GASB Statement No. 68 reporting; therefore, the balance of the irrevocable trust is not netted against the net pension liability shown on the Statement of Net Position. The balance and activity of the trust is recorded as a special revenue fund of the District. As of June 30, 2024, the balance of the trust was \$105,551,753.

### **On Behalf Payments**

The State of California makes contributions to CalSTRS on behalf of the District. These payments consist of State General Fund contributions to CalSTRS for the fiscal year ended June 30, 2024, which amounted to \$4,346,915 (10.828% of annual payroll). Contributions are no longer appropriated in the annual Budget Act for the legislatively mandated benefits to CalPERS. Under accounting principles generally accepted in the United States of America, these amounts are to be reported as revenues and expenditures. Accordingly, these amounts have been recorded in these financial statements.

### **Note 12 - Participation in Public Entity Risk Pools and Joint Powers Authorities**

The District is a member of several JPAs. The relationship between the District and the JPAs is such that they are not considered component units of the District for financial reporting purposes. The following is summary of these arrangements:

#### **Schools Association for Excess Risk (SAFER)**

SAFER’s excess property and liability insurance program was established in 2002 to meet the needs of California K-12 schools and community college districts. The program provides their members with comprehensive coverage and competitive rates. SAFER’s membership consists of one individual member district and three joint powers authority members, which represent approximately 500 school and college districts. A board comprised of two representatives from each member with an average daily attendance (ADA) of over 100,000, or one representative for ADAs with less than 100,000, governs SAFER. Each member is allowed votes based on a weighted system based on ADA.

#### **Statewide Association of Community Colleges (SWACC)**

SWACC arranges for and provides the broadest possible property and liability protection available to school districts. SWACC’s membership consists of community college districts and two joint powers authority members. A board comprised of one representative from each member governs SWACC. Each member is allowed votes based on a weighted system based on ADA. The board controls the operations of SWACC and elects officers from its members.

## San Bernardino Community College District

Notes to Financial Statements

June 30, 2024

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### **Schools Alliance for Workers' Compensation Excess II Self Joint Powers Authority (SAWCX II)**

SAWCX II arranges for and provides services necessary for members to establish, operate, and maintain a joint program of workers' compensation protection. SAWCX II membership consists of various educational districts and JPAs statewide. A board comprised of one representative from each member governs SAWCX II.

### **California Community College Financing Authority (CCCFA)**

CCCFA provides short-term financing for members. A board of 16 elected voting members, elected alternates, and two ex-officio members governs CCCFA. Membership consists of community college districts throughout California. A board comprised of one representative from each member governs CCCFA.

### **San Bernardino Regional Emergency Training Center (SBRETC)**

SBRETC was formed to establish a live-fire aircraft, rescue, and fire-fighting training facility in Southern California.

Membership consists of the San Bernardino County Consolidated Fire District, the City of San Bernardino, and the San Bernardino Community College District. The governing board is comprised of representatives from each member agency.

## **Note 13 - Commitments and Contingencies**

### **Grants**

The District receives financial assistance from Federal and State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the District. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2024.

### **Litigation**

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2024.

### **Construction Commitments**

As of June 30, 2024, the District had approximately \$406.6 million in commitments with respect to unfinished capital projects. The projects are funded through a combination of general obligation bonds and capital project apportionments from the California State Chancellor's Office.



Required Supplementary Information  
June 30, 2024

# San Bernardino Community College District

**San Bernardino Community College District**  
**Schedule of Changes in the District's Net OPEB Liability/(Asset) and Related Ratios**  
**Year Ended June 30, 2024**

	2024	2023	2022	2021
<b>Total OPEB Liability</b>				
Service cost	\$ 477,515	\$ 464,735	\$ 884,599	\$ 860,924
Interest	438,026	407,067	615,762	568,995
Difference between expected and actual experience	(1,207,510)	(9,735)	(3,925,252)	(88,144)
Changes of assumptions	(198,059)	-	(153,597)	-
Benefit payments	(295,647)	(287,475)	(621,671)	(592,667)
	<u>(785,675)</u>	<u>574,592</u>	<u>(3,200,159)</u>	<u>749,108</u>
Net change in total OPEB liability	(785,675)	574,592	(3,200,159)	749,108
Total OPEB Liability - Beginning	<u>7,759,891</u>	<u>7,185,299</u>	<u>10,385,458</u>	<u>9,636,350</u>
Total OPEB Liability - Ending (a)	<u>\$ 6,974,216</u>	<u>\$ 7,759,891</u>	<u>\$ 7,185,299</u>	<u>\$ 10,385,458</u>
<b>Plan Fiduciary Net Position</b>				
Contributions - employer	\$ 295,647	\$ 287,475	\$ 621,671	\$ 592,667
Expected investment income	676,179	(2,019,559)	2,073,272	512,969
Differences between projected and actual earnings on OPEB plan investments	-	-	-	(89,857)
Benefit payments	(295,647)	(287,475)	(621,671)	(592,667)
Administrative expense	(78,703)	(88,706)	(84,999)	(76,755)
	<u>597,476</u>	<u>(2,108,265)</u>	<u>1,988,273</u>	<u>346,357</u>
Net change in plan fiduciary net position	597,476	(2,108,265)	1,988,273	346,357
Plan Fiduciary Net Position - Beginning	<u>9,033,446</u>	<u>11,141,711</u>	<u>9,153,438</u>	<u>8,807,081</u>
Plan Fiduciary Net Position - Ending (b)	<u>\$ 9,630,922</u>	<u>\$ 9,033,446</u>	<u>\$ 11,141,711</u>	<u>\$ 9,153,438</u>
Net OPEB Liability (Asset) - Ending (a) - (b)	<u>\$ (2,656,706)</u>	<u>\$ (1,273,555)</u>	<u>\$ (3,956,412)</u>	<u>\$ 1,232,020</u>
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	<u>138.09%</u>	<u>116.41%</u>	<u>155.06%</u>	<u>88.14%</u>
Covered Payroll	<u>\$ 88,419,993</u>	<u>\$ 80,987,699</u>	<u>\$ 79,049,841</u>	<u>\$ 81,963,320</u>
Net OPEB Liability (Asset) as a Percentage of Covered Payroll	<u>(3.00%)</u>	<u>(1.57%)</u>	<u>(5.00%)</u>	<u>1.50%</u>
Measurement Date	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020

Note: In the future, as data becomes available, ten years of information will be presented.

**San Bernardino Community College District**  
**Schedule of Changes in the District's Net OPEB Liability/(Asset) and Related Ratios**  
**Year Ended June 30, 2024**

	2020	2019	2018
Total OPEB Liability			
Service cost	\$ 693,805	\$ 666,828	\$ 624,455
Interest	611,659	424,414	519,126
Difference between expected and actual experience	(3,016,752)	-	-
Changes of assumptions	1,531,925	-	-
Benefit payments	<u>(287,288)</u>	<u>(287,288)</u>	<u>(386,897)</u>
Net change in total OPEB liability	(466,651)	803,954	756,684
Total OPEB Liability - Beginning	<u>10,103,001</u>	<u>9,299,047</u>	<u>8,542,363</u>
Total OPEB Liability - Ending (a)	<u>\$ 9,636,350</u>	<u>\$ 10,103,001</u>	<u>\$ 9,299,047</u>
Plan Fiduciary Net Position			
Contributions - employer	\$ 287,288	\$ 436,390	\$ 386,897
Expected investment income	504,803	479,953	749,118
Differences between projected and actual earnings on OPEB plan investments	(74,185)	7,754	-
Benefit payments	(287,288)	(436,390)	(386,897)
Administrative expense	<u>(73,825)</u>	<u>(73,272)</u>	<u>(68,535)</u>
Net change in plan fiduciary net position	356,793	414,435	680,583
Plan Fiduciary Net Position - Beginning	<u>8,450,288</u>	<u>8,035,853</u>	<u>7,355,270</u>
Plan Fiduciary Net Position - Ending (b)	<u>\$ 8,807,081</u>	<u>\$ 8,450,288</u>	<u>\$ 8,035,853</u>
Net OPEB Liability (Asset) - Ending (a) - (b)	<u>\$ 829,269</u>	<u>\$ 1,652,713</u>	<u>\$ 1,263,194</u>
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	<u>91.39%</u>	<u>83.64%</u>	<u>86.42%</u>
Covered Payroll	<u>\$ 76,221,687</u>	<u>\$ 67,303,034</u>	<u>\$ 62,292,241</u>
Net OPEB Liability (Asset) as a Percentage of Covered Payroll	<u>1.09%</u>	<u>2.46%</u>	<u>2.03%</u>
Measurement Date	June 30, 2019	June 30, 2018	June 30, 2017

Note: In the future, as data becomes available, ten years of information will be presented.

San Bernardino Community College District  
 Schedule of OPEB Investment Returns  
 Year Ended June 30, 2024

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	2024	2023	2022	2021	2020
Annual money-weighted rate of return, net of investment expense	6.74%	(18.27%)	22.25%	4.58%	5.12%
Measurement Date	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019
				2019	2018
Annual money-weighted rate of return, net of investment expense				4.22%	9.90%
Measurement Date				June 30, 2018	June 30, 2017

Note: In the future, as data becomes available, ten years of information will be presented.

**San Bernardino Community College District**  
**Schedule of the District's Proportionate Share of the Net OPEB Liability – MPP Program**  
**Year Ended June 30, 2024**

Year ended June 30,	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
Proportion of the net OPEB liability	<u>0.1102%</u>	<u>0.1092%</u>	<u>0.1160%</u>	<u>0.1369%</u>
Proportionate share of the net OPEB liability	<u>\$ 334,259</u>	<u>\$ 359,724</u>	<u>\$ 462,640</u>	<u>\$ 580,056</u>
Covered payroll	<u>N/A<sup>1</sup></u>	<u>N/A<sup>1</sup></u>	<u>N/A<sup>1</sup></u>	<u>N/A<sup>1</sup></u>
Proportionate share of the net OPEB liability as a percentage of it's covered payroll	<u>N/A<sup>1</sup></u>	<u>N/A<sup>1</sup></u>	<u>N/A<sup>1</sup></u>	<u>N/A<sup>1</sup></u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>(0.96%)</u>	<u>(0.94%)</u>	<u>(0.80%)</u>	<u>(0.71%)</u>
Measurement Date	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020
Year ended June 30,	<u>2020</u>	<u>2019</u>	<u>2018</u>	
Proportion of the net OPEB liability	<u>0.1306%</u>	<u>0.1198%</u>	<u>0.1200%</u>	
Proportionate share of the net OPEB liability	<u>\$ 486,224</u>	<u>\$ 458,578</u>	<u>\$ 504,754</u>	
Covered payroll	<u>N/A<sup>1</sup></u>	<u>N/A<sup>1</sup></u>	<u>N/A<sup>1</sup></u>	
Proportionate share of the net OPEB liability as a percentage of it's covered payroll	<u>N/A<sup>1</sup></u>	<u>N/A<sup>1</sup></u>	<u>N/A<sup>1</sup></u>	
Plan fiduciary net position as a percentage of the total OPEB liability	<u>(0.81%)</u>	<u>(0.40%)</u>	<u>0.01%</u>	
Measurement Date	June 30, 2019	June 30, 2018	June 30, 2017	

<sup>1</sup>As of June 30, 2012, active members are no longer eligible for future enrollment in the MPP Program; therefore, the covered payroll disclosure is not applicable.

Note: In the future, as data becomes available, ten years of information will be presented.



**San Bernardino Community College District**  
**Schedule of the District's Proportionate Share of the Net Pension Liability**  
**Year Ended June 30, 2024**

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
<b>CalSTRS</b>					
Proportion of the net pension liability	<u>0.0745%</u>	<u>0.0728%</u>	<u>0.0772%</u>	<u>0.0786%</u>	<u>0.0738%</u>
Proportionate share of the net pension liability	<u>\$ 56,720,629</u>	<u>\$ 50,559,989</u>	<u>\$ 35,115,598</u>	<u>\$ 76,124,802</u>	<u>\$ 66,659,738</u>
State's proportionate share of the net pension liability associated with the District	<u>27,176,448</u>	<u>25,320,245</u>	<u>17,668,807</u>	<u>39,242,344</u>	<u>36,367,337</u>
Total	<u>\$ 83,897,077</u>	<u>\$ 75,880,234</u>	<u>\$ 52,784,405</u>	<u>\$ 115,367,146</u>	<u>\$ 103,027,075</u>
Covered payroll	<u>\$ 47,557,963</u>	<u>\$ 44,303,806</u>	<u>\$ 43,334,372</u>	<u>\$ 45,474,871</u>	<u>\$ 41,214,318</u>
Proportionate share of the net pension liability as a percentage of its covered payroll	<u>119.27%</u>	<u>114.12%</u>	<u>81.03%</u>	<u>167.40%</u>	<u>161.74%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>81%</u>	<u>81%</u>	<u>87%</u>	<u>72%</u>	<u>73%</u>
Measurement Date	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019
<b>CalPERS</b>					
Proportion of the net pension liability	<u>0.2264%</u>	<u>0.2343%</u>	<u>0.2482%</u>	<u>0.2527%</u>	<u>0.2439%</u>
Proportionate share of the net pension liability	<u>\$ 81,951,733</u>	<u>\$ 80,620,049</u>	<u>\$ 50,462,506</u>	<u>\$ 77,523,785</u>	<u>\$ 71,082,778</u>
Covered payroll	<u>\$ 40,862,030</u>	<u>\$ 36,683,893</u>	<u>\$ 35,715,469</u>	<u>\$ 36,488,449</u>	<u>\$ 35,007,369</u>
Proportionate share of the net pension liability as a percentage of its covered payroll	<u>200.56%</u>	<u>219.77%</u>	<u>141.29%</u>	<u>212.46%</u>	<u>203.05%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>70%</u>	<u>70%</u>	<u>81%</u>	<u>70%</u>	<u>70%</u>
Measurement Date	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019

**San Bernardino Community College District**  
**Schedule of the District's Proportionate Share of the Net Pension Liability**  
**Year Ended June 30, 2024**

	2019	2018	2017	2016	2015
<b>CalSTRS</b>					
Proportion of the net pension liability	0.0667%	0.0663%	0.0682%	0.0779%	0.0581%
Proportionate share of the net pension liability	\$ 61,345,890	\$ 61,286,649	\$ 55,196,567	\$ 52,472,482	\$ 33,957,179
State's proportionate share of the net pension liability associated with the District	35,123,391	36,256,664	31,422,421	27,752,159	20,504,811
Total	<u>\$ 96,469,281</u>	<u>\$ 97,543,313</u>	<u>\$ 86,618,988</u>	<u>\$ 80,224,641</u>	<u>\$ 54,461,990</u>
Covered payroll	<u>\$ 37,332,356</u>	<u>\$ 35,577,170</u>	<u>\$ 34,885,918</u>	<u>\$ 33,717,601</u>	<u>\$ 30,941,662</u>
Proportionate share of the net pension liability as a percentage of its covered payroll	164.32%	172.26%	158.22%	155.62%	109.75%
Plan fiduciary net position as a percentage of the total pension liability	71%	69%	70%	74%	77%
Measurement Date	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
<b>CalPERS</b>					
Proportion of the net pension liability	0.2252%	0.2131%	0.2204%	0.1032%	0.1033%
Proportionate share of the net pension liability	\$ 60,052,342	\$ 50,863,523	\$ 21,155,192	\$ 32,474,152	\$ 23,974,911
Covered payroll	<u>\$ 29,970,678</u>	<u>\$ 26,715,071</u>	<u>\$ 27,478,113</u>	<u>\$ 24,617,297</u>	<u>\$ 21,652,411</u>
Proportionate share of the net pension liability as a percentage of its covered payroll	200.37%	190.39%	76.99%	131.92%	110.73%
Plan fiduciary net position as a percentage of the total pension liability	71%	72%	74%	79%	83%
Measurement Date	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014

San Bernardino Community College District  
Schedule of the District Contributions for Pensions  
Year Ended June 30, 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
<b>CalSTRS</b>					
Contractually required contribution	\$ 9,584,804	\$ 9,083,571	\$ 7,496,204	\$ 6,998,501	\$ 7,776,203
Contributions in relation to the contractually required contribution	<u>(9,584,804)</u>	<u>(9,083,571)</u>	<u>(7,496,204)</u>	<u>(6,998,501)</u>	<u>(7,776,203)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	<u>\$ 50,182,220</u>	<u>\$ 47,557,963</u>	<u>\$ 44,303,806</u>	<u>\$ 43,334,372</u>	<u>\$ 45,474,871</u>
Contributions as a percentage of covered payroll	<u>19.10%</u>	<u>19.10%</u>	<u>16.92%</u>	<u>16.15%</u>	<u>17.10%</u>
<b>CalPERS</b>					
Contractually required contribution	\$ 11,788,069	\$ 10,366,697	\$ 8,404,280	\$ 7,393,102	\$ 7,195,887
Contributions in relation to the contractually required contribution	<u>(11,788,069)</u>	<u>(10,366,697)</u>	<u>(8,404,280)</u>	<u>(7,393,102)</u>	<u>(7,195,887)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	<u>\$ 44,183,167</u>	<u>\$ 40,862,030</u>	<u>\$ 36,683,893</u>	<u>\$ 35,715,469</u>	<u>\$ 36,488,449</u>
Contributions as a percentage of covered payroll	<u>26.680%</u>	<u>25.370%</u>	<u>22.910%</u>	<u>20.700%</u>	<u>19.721%</u>

San Bernardino Community College District  
Schedule of the District Contributions for Pensions  
Year Ended June 30, 2024

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
<b>CalSTRS</b>					
Contractually required contribution	\$ 6,709,691	\$ 5,387,059	\$ 4,475,608	\$ 3,743,259	\$ 2,994,123
Contributions in relation to the contractually required contribution	<u>(6,709,691)</u>	<u>(5,387,059)</u>	<u>(4,475,608)</u>	<u>(3,743,259)</u>	<u>(2,994,123)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	<u>\$ 41,214,318</u>	<u>\$ 37,332,356</u>	<u>\$ 35,577,170</u>	<u>\$ 34,885,918</u>	<u>\$ 33,717,601</u>
Contributions as a percentage of covered payroll	<u>16.28%</u>	<u>14.43%</u>	<u>12.58%</u>	<u>10.73%</u>	<u>8.88%</u>
<b>CalPERS</b>					
Contractually required contribution	\$ 6,323,031	\$ 4,654,746	\$ 3,710,189	\$ 3,255,332	\$ 2,897,702
Contributions in relation to the contractually required contribution	<u>(6,323,031)</u>	<u>(4,654,746)</u>	<u>(3,710,189)</u>	<u>(3,255,332)</u>	<u>(2,897,702)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	<u>\$ 35,007,369</u>	<u>\$ 29,970,678</u>	<u>\$ 26,715,071</u>	<u>\$ 27,478,113</u>	<u>\$ 24,617,297</u>
Contributions as a percentage of covered payroll	<u>18.062%</u>	<u>15.531%</u>	<u>13.888%</u>	<u>11.847%</u>	<u>11.771%</u>

San Bernardino Community College District  
Notes to Required Supplementary Information  
June 30, 2024

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## Note 1 - Purpose of Schedules

### Schedule of Changes in the District's Net OPEB Liability/(Asset) and Related Ratios

This schedule presents information on the District's changes in the net OPEB liability/(asset), including beginning and ending balances, the Plan's fiduciary net position, and the net OPEB liability/(asset). In the future, as data becomes available, ten years of information will be presented.

- *Changes in Benefit Terms* – There were no changes in benefit terms since the previous valuation.
- *Changes in Assumptions* - The District changed the mortality assumptions by applying the 2021 CalPERS Mortality for Miscellaneous and Schools Employees tables from the 2017 CalPERS Mortality for Miscellaneous and Schools Employees since the previous valuation.

### Schedule of OPEB Investment Returns

This schedule presents information on the annual money-weighted rate of return on OPEB plan investments. In future years, as data becomes available, ten years of information will be presented.

### Schedule of the District's Proportionate Share of the Net OPEB Liability – MPP Program

This schedule presents information on the District's proportionate share of the net OPEB liability – MPP program and the Plans' fiduciary net position. In the future, as data becomes available, ten years of information will be presented.

- *Changes in Benefit Terms* – There were no changes in the benefit terms since the previous valuation.
- *Changes of Assumptions* – The plan rate of investment return assumption was changed from 3.54% to 3.65% since the previous valuation.

### Schedule of the District's Proportionate Share of the Net Pension Liability

This schedule presents information on the District's proportionate share of the net pension liability (NPL), the plans' fiduciary net positions and, when applicable, the State's proportionate share of the NPL associated with the District.

- *Changes in Benefit Terms* - There were no changes in benefit terms for the CalSTRS or CalPERS plans since the previous valuations.
- *Changes of Assumptions* - There were no changes in economic assumptions for the CalSTRS or CalPERS plans since the previous valuations.

### Schedule of the District's Contributions for Pensions

This schedule presents information on the District's required contribution, the amounts actually contributed, and any excess or deficiency related to the required contribution.



Supplementary Information  
June 30, 2024

# San Bernardino Community College District

## San Bernardino Community College District

District Organization

June 30, 2024

San Bernardino Community College District was established in 1926 and is located in San Bernardino County. There were no changes in the boundaries of the District during the current year. The District's colleges are accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, which is one of six regional associations that accredit public and private schools, colleges, and universities in the United States.

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**Board of Trustees as of June 30, 2024**


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Member	Office	Term Expires
Dr. Stephanie Houston	Chair	2026
Dr. Anne Viricel	Vice Chair	2024
Joseph Williams	Clerk	2026
Dr. Nathan Gonzales	Trustee	2026
Gloria Macias Harrison	Trustee	2024
John Longville	Trustee	2024
Frank Reyes	Trustee	2024
Hadi Natour	Student Trustee, CHC	2024
Nelva Ruiz-Martinez	Student Trustee, SBVC	2024

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**Administration as of June 30, 2024**


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Dr. Diana Rodriguez	Chancellor
Dr. Gilbert Contreras	President - San Bernardino Valley College
Dr. Kevin Horan	President - Crafton Hills College

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**Auxiliary Organizations in Good Standing**


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Crafton Hills College Foundation, established 1987  
 Master Agreement signed 2019  
 Michelle Riggs, Director, Institutional Advancement

San Bernardino Valley College Foundation, established 1973  
 Master Agreement signed 2019  
 Michael Layne, Development Director

Inland Futures Foundation, established 2013  
 Master Agreement signed 2019  
 Jose Torres, Executive Vice Chancellor

San Bernardino Community College District  
Schedule of Expenditures of Federal Awards  
Year Ended June 30, 2024

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. Department of Education			
Student Financial Assistance Cluster			
Federal Pell Grant Program	84.063		\$ 19,988,907
Federal Supplemental Educational Opportunity Grants (FSEOG)	84.007		628,863
Federal Direct Student Loans	84.268		316,708
Federal Work-Study Program	84.033		<u>413,063</u>
Subtotal Student Financial Assistance Cluster			<u>21,347,541</u>
TRIO Cluster			
TRIO Student Support Services	84.042A		<u>243,698</u>
Subtotal TRIO Cluster			<u>243,698</u>
Congressionally Funded Community Projects			
Passed through California Community Colleges Chancellor's Office Career and Technical Education Act (CTEA), Title I, Part C	84.116Z		780,181
Passed through State of California Department of Rehabilitation Workability III Program	84.048A	23-C01-009	668,989
Research and Development Cluster	84.126A	31962	117,013
Passed through University Enterprises Corporation at CSU San Bernardino Title V - Developing Hispanic Serving Institutions: Improving Student Success in Digital Media Disciplines	84.031S	[1]	<u>33,864</u>
Subtotal Research and Development Cluster			<u>33,864</u>
Total U.S. Department of Education			<u>23,191,286</u>
U.S. Department of Commerce			
Passed through California Manufacturers and Technology Consulting (CMTC) Manufacturing Extension Partnership	11.611	70NANB21H146	<u>126,245</u>
U.S. Department of Agriculture			
Passed through California Department of Social Services Child and Adult Care Food Program	10.558	04375-CACFP- 36-CC-CS	<u>207,532</u>
SNAP Cluster			
Passed through Foundation for California Community Colleges State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	00006189	67,973
Passed through California State University, Chico State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	A22-0055-S035	<u>31,331</u>
Subtotal SNAP Cluster			<u>99,304</u>
Total U.S. Department of Agriculture			<u>306,836</u>
U.S. Department of the Treasury			
Passed through California Community Colleges Chancellor's Office COVID-19: Coronavirus State and Local Fiscal Recovery Funds	21.027	[1]	<u>858,399</u>

[1] Pass-Through Entity Identifying Number not available.



San Bernardino Community College District  
Schedule of Expenditures of Federal Awards  
Year Ended June 30, 2024

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. Department of Transportation Aviation Maintenance Technical Workforce Grant Program	20.112		\$ 134,881
U.S. Department of Veterans Affairs Veterans Services	64.117		306
U.S. Department of Health and Human Services Passed through California Community Colleges Chancellor's Office Temporary Assistance for Needy Families (TANF) Foster and Kinship Care Education	93.558 93.658	[1] [1]	87,307 15,703
Child Care and Development Fund (CCDF) Cluster Passed through California Department of Social Services Child Care and Development Block Grant Child Care and Development Block Grant Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.575 93.575 93.596	15136 15554 13609	96,425 2,436 172,889
Passed through Yosemite CCD Child Development Consortium Child Care and Development Block Grant	93.575	23-24-2500SBVC	50,617
Subtotal CCDF Cluster			322,367
Total U.S. Department of Health and Human Services			425,377
Total Federal Financial Assistance			\$ 25,043,330

[1] Pass-Through Entity Identifying Number not available.

San Bernardino Community College District  
Schedule of Expenditures of State Awards  
Year Ended June 30, 2024

Program	Program Revenues				Program Expenditures
	Cash Received	Accounts Receivable	Unearned Revenue	Total Revenue	
3C MEDIA SOLUTIONS	\$ 5,775	\$ -	\$ 5,775	\$ -	\$ -
A2MEND AFRICAN AMERICAN MALE ED	50,398	-	29,689	20,709	20,709
AB104 ADULT ED BLOCK GRANT	2,179,472	-	609,017	1,570,455	1,570,455
AB798 TEXTBOOK AFFORDABILITY	25,435	-	25,435	-	-
ACUTE CARE NURSING - ACNA 2023	-	61,461	-	61,461	61,461
ALTERNATE TEXT PRODUCTION CNTR	600,000	733,898	-	1,333,898	1,333,898
APPRENTICESHIP PATHWAYS DEMO	-	6,260	-	6,260	6,260
BACK 2 WORK PROGRAM	854,634	42,582	-	897,216	897,216
BASIC NEEDS CENTERS & STAFFING	1,305,629	-	967,931	337,698	337,698
BLOCK GRANT FY-98	3,477,718	-	948,223	2,529,495	2,529,495
BUTTE COLLEGE/CA DEPT OF HR	(52,518)	55,314	-	2,796	2,796
C.A.R.E.	845,429	-	473,484	371,945	371,945
CAL ED LEARNING LAB	51,953	-	47,671	4,282	4,282
CAL GRANT B	3,105,406	-	47,393	3,058,013	3,058,013
CALEITC GRANT - FOUNDATION CCC	8,800	-	8,800	-	-
CALFRESH OUTREACH	26,015	-	26,015	-	-
CAL-GRANT	230,000	-	-	230,000	230,000
CALIFORNIA COLLEGE PROMISE	4,595,346	-	2,280,302	2,315,044	2,315,044
CALIFORNIA MEDICINE SCHOLARS PROGRAM	-	12,488	-	12,488	12,488
CALIFORNIA SPACE GRANT	10,200	-	3,700	6,500	6,500
CALIFORNIANS FOR ALL COLLEGE CORPS	-	1,060,749	-	1,060,749	1,060,749
CALTRANS-PAROLEE WORKCREW 7/16	748,711	264,654	194,858	818,507	818,507
CalWORKS	968,125	-	204,312	763,813	763,813
CAMPUS SAFETY & SEXUAL ASSAULT	26,770	-	24,844	1,926	1,926
CAREER READINESS PGM-GOOGLE	27,000	-	-	27,000	27,000
CASCADE III-EL CAMINO CCD	-	536	-	536	536
CCAP INSTR MATERIALS FOR DUAL ENROLL	13,507	-	12,210	1,297	1,297
CCC EQUITABLE PLACEMENT & COMP	1,156,942	-	1,156,733	209	209
CDC AB 131 STIPENDS	81,565	-	30,040	51,525	51,525
CDC QUALITY START SAN BNDO	-	9,570	-	9,570	9,570

San Bernardino Community College District  
Schedule of Expenditures of State Awards  
Year Ended June 30, 2024

Program	Program Revenues				Program Expenditures
	Cash Received	Accounts Receivable	Unearned Revenue	Total Revenue	
CDE COST OF CARE	\$ 222,360	\$ -	\$ 219,361	\$ 2,999	\$ 2,999
CDSS COST OF CARE	63,095	-	50,286	12,809	12,809
CERTIFIED NURSE ASSISTANT PGM	108,974	-	103,495	5,479	5,479
CHC NEW PERFORMING ARTS CENTER BUILDING	5,887,000	-	-	5,887,000	5,887,000
CHILD CARE FOOD PROGRAM	8,683	1,919	-	10,602	10,602
CHILD DEVELOPMENT	1,393,541	-	-	1,393,541	1,393,541
CLASSIFIED PROFESSIONAL	58,359	-	26,970	31,389	31,389
COLLEGE RAPID REHOUSING	1,283,889	-	1,283,889	-	-
COVID-19 RECOVERY BLOCK GRANT	8,314,675	-	-	8,314,675	8,314,675
CRY ROP - CTE TEACH	7,500	-	-	7,500	7,500
CTE DATA UNLOCKED INITIATIVE	27,795	-	27,795	-	-
CULTURALLY COMPETENT FACULTY PD	100,870	-	99,356	1,514	1,514
DREAM RESOURCE LIAISON	252,256	-	77,427	174,829	174,829
DREAMER STUDENTS	37,590	-	37,590	-	-
E.O.P.S.	3,776,475	-	1,137,551	2,638,924	2,638,924
EARLY ACTION EMERGENCY FINANCIAL AID	133,800	-	50,447	83,353	83,353
EARLY ED CA STATE PRESCHOOL	188,902	-	188,902	-	-
ECON DEV FOR DISTRESSED AREAS	1,750,000	-	1,750,000	-	-
EDUCATIONAL PLANNING INITIATIV	70,097	-	70,097	-	-
EEO BEST PRACTICES	308,333	-	228,013	80,320	80,320
EQUAL EMPLOYMENT OPPORTUNITY	278,551	-	224,712	53,839	53,839
ETP #10	-	8,244	-	8,244	8,244
ETP #11	-	11,050	-	11,050	11,050
ETP #9	355,118	68,756	-	423,874	423,874
FINANCIAL AID TECHNOLOGY	188,204	-	53,831	134,373	134,373
FOSTER CARE EDUCATION	109,247	-	10,217	99,030	99,030
FOUNDATION CCC PRE-INSPECTOR	20,574	-	11,487	9,087	9,087
GROWING INLAND ACHIEVEMENT	155,000	-	30,000	125,000	125,000
GUIDED PATHWAYS	1,360,649	-	830,813	529,836	529,836
HANDICAPPED STUDENT PROGRAMS	2,375,757	-	925,632	1,450,125	1,450,125

San Bernardino Community College District  
Schedule of Expenditures of State Awards  
Year Ended June 30, 2024

Program	Program Revenues				Program Expenditures
	Cash Received	Accounts Receivable	Unearned Revenue	Total Revenue	
HARMEYER INFANT CENTER	\$ 16,524	\$ -	\$ 14,781	\$ 1,743	\$ 1,743
HIGH ROAD CONSTRUCTION CAREER (HRCCs)	29,935	-	-	29,935	-
HIGH ROAD CONSTRUCTION CAREERS- LUMINA PHASE 2	51,667	-	43,811	7,856	7,856
HIGH ROAD CONSTRUCTION CAREERS RESILIENT	700,601	42,382	-	742,983	742,983
HIGH ROAD TRAINING PARTNERSHIP	1,929,856	921,129	-	2,850,985	2,850,985
HIGH ROAD TRAINING PARTNERSHIP - H RTP #2	456,249	326,743	-	782,992	782,992
HIGHER ED STUDENT HOUSING GRT	1,240,923	-	584,698	656,225	656,225
HUNGER FREE CAMPUS SUPPORT	36,703	-	25,276	11,427	11,427
ICT CYBERHUB CLOUD BASED TECH	2,256	-	2,256	-	-
IE PRE-APPRENTICESHIP PGM	1,596	-	1,596	-	-
INLAND EMP/DESERT REG CONSORTIUM	44,952	-	-	44,952	44,952
INNOVATION&EFFECTIVENESS GRANT	115,619	-	29,921	85,698	85,698
INSTRUCTIONAL EQUIPMENT ALLOC.	96,005	-	96,005	-	-
KVCR AB-132 BILL	-	-	-	-	1,048,768
LEARNING ALIGNED EMPLOY PGM	4,043,108	-	3,991,684	51,424	51,424
LGBTQ+	274,763	-	232,472	42,291	42,291
LIBRARY SERVICES PLATFORM	12,601	-	12,601	-	-
LOCAL SHARES/SWP	6,489,950	-	4,043,575	2,446,375	2,446,375
MENTAL HEALTH SUPPORT	911,066	-	294,578	616,488	616,488
MESA GRANT	1,459,696	28,000	513,093	974,603	974,603
MIDDLE COLLEGE HIGH SCHOOL	130,449	-	22,410	108,039	108,039
NCAS GRANT	25,000	-	25,000	-	-
NEXTUP FOSTER YOUTH ADVISORY	10,000	-	10,000	-	-
NEXTUP FOSTER YOUTH SUPP. PRG.	912,981	-	342,246	570,735	570,735
NURSING EDUCATION	107,328	-	14,198	93,130	93,130
P48R6 RESPONSIVE TRAINING- PHLEBOTOMY	-	32,625	-	32,625	32,625
P48R6 RESPONSIVE TRAINING RAH	1,084	-	1,084	-	-
P48R6 RESPONSIVE TRAINING- REGISTERED BEHAV TECH	-	29,917	-	29,917	29,917
PHYSICAL PLANT/INST SUP FY2023	1,517,910	-	1,078,537	439,373	439,373

San Bernardino Community College District  
Schedule of Expenditures of State Awards  
Year Ended June 30, 2024

Program	Program Revenues				Program Expenditures
	Cash Received	Accounts Receivable	Unearned Revenue	Total Revenue	
PRISON TO EMPLOYMENT INITIATIVE (P2E)	\$ -	\$ 33,238	\$ -	\$ 33,238	\$ 33,238
PROBATION-ENRICHMENT SERVICES	95,675	-	83,960	11,715	11,715
PROP 30 - EPA	19,233,361	-	-	12,676,235	12,676,235
RCC ACUTE CARE NURSING ASSIST	239	-	239	-	-
RCC-EMP ENGAGEMENT MGR	130,240	48,337	-	178,577	178,577
RCC-FAMILY CHILD CARE AGREEMENT	23,657	-	18,852	4,805	4,805
REGIONAL EQUITY & RECOVERY PAR	71,632	-	35,613	36,019	36,019
REGIONAL SHARES/SWP	624,620	669,693	61,428	1,232,885	1,232,885
REPORT STREAMLINING PGM-CHABOT	238,862	-	238,862	-	-
RIVERSIDE COUNTY REGIONAL TRNG	181	-	181	-	-
SEAMLESS TRANSFER OF ETHNIC ST	97,390	-	97,390	-	-
SFAA-BFAP ADM ALLOWANCE	1,208,438	-	558,611	649,827	649,827
STAFF DEVELOPMENT	248	-	248	-	-
STATE PRESCHOOL GRANT	2,166,937	609,385	-	2,776,322	2,566,695
STUDENT EQUITY& ACHIEVEMENT GRANT	12,130,712	-	3,323,301	8,807,411	8,807,411
STUDENT FOOD AND HOUSING SUPPORT	1,270,033	-	1,035,437	234,596	234,596
STUDENT RETENTION & OUTREACH	1,547,329	-	255,964	1,291,365	1,291,365
STUDENT SUCCESS COMPLETION GRT	6,678,757	-	2,538,771	4,139,986	4,139,986
STUDENT TRANSFER ACHIEVEMENT REFORM	1,130,434	-	1,130,434	-	-
SWP IEDRC P49R6 INNOV&AUTOMATIVE	7,974	-	-	7,974	7,974
SWP REGIONAL REALLOCATED FUNDS	27,725	-	27,725	-	-
SWP-POSITIVE INCENTIVE FUNDING	5,432	-	5,432	-	-
SYSTEMWIDE TECH & DATA	799,194	-	630,988	168,206	168,206
TECHNICAL BLDG REPLACEMENT	15,084,521	72,737	-	15,157,258	15,157,258
TELECOMMUNICATIONS TECHNOLOGY	5,641	-	5,641	-	-
TEMPORARY ASST FOR NEEDY FAMILIES (TANF)	33,065	-	-	33,065	33,065
UNIQUELY ABLED - DEPT OF REHAB	38,018	-	38,018	-	-
VETERANS RESOURCE CENTER	464,421	-	249,896	214,525	214,525
YOUTH EMPOWERMENT STR (FRM ILP)	15,744	4,162	-	19,906	19,906
ZERO TEXTBOOK COST DEGREE	553,500	-	524,334	29,166	29,166
Total state programs	<u>\$ 133,482,408</u>	<u>\$ 5,155,829</u>	<u>\$ 36,775,450</u>	<u>\$ 95,305,661</u>	<u>\$ 96,114,867</u>

**San Bernardino Community College District**  
**Schedule of Workload Measures for State General Apportionment Annual (Actual) Attendance**  
**Year Ended June 30, 2024**

<b>CATEGORIES</b>	<b>**Revised Reported Data</b>	<b>Audit Adjustments</b>	<b>Audited Data</b>
<b>A. Summer Intersession (Summer 2023 only)</b>			
1. Noncredit*	30.93	-	30.93
2. Credit	1,007.88	-	1,007.88
<b>B. Summer Intersession (Summer 2024 - Prior to July 1, 2024)</b>			
1. Noncredit*	-	-	-
2. Credit	705.51	-	705.51
<b>C. Primary Terms (Exclusive of Summer Intersession)</b>			
1. Census Procedure Courses			
(a) Weekly Census Contact Hours	3,837.24	-	3,837.24
(b) Daily Census Contact Hours	924.22	-	924.22
2. Actual Hours of Attendance Procedure Courses			
(a) Noncredit*	279.32	-	279.32
(b) Credit	1,125.63	-	1,125.63
3. Alternative Attendance Accounting Procedures Courses			
(a) Weekly Census Procedure Courses	2,398.92	-	2,398.92
(b) Daily Census Procedure Courses	3,852.48	-	3,852.48
(c) Noncredit Independent Study/Distance Education Courses	-	-	-
<b>D. Total FTES</b>	<b>14,162.13</b>	<b>-</b>	<b>14,162.13</b>
<b>SUPPLEMENTAL INFORMATION (Subset of Above Information)</b>			
<b>E. In-Service Training Courses (FTES)</b>	-	-	-
<b>F. Basic Skills Courses and Immigrant Education</b>			
1. Noncredit*	-	-	-
2. Credit	419.65	-	419.65
<b><u>CCFS-320 Addendum</u></b>			
CDCP Noncredit FTES	45.40	-	45.40

\* Including Career Development and College Preparation (CDCP) FTES

\*\* Annual report revised as of October 15, 2024

San Bernardino Community College District  
Reconciliation of *Education Code* Section 84362 (50% Law) Calculation  
Year Ended June 30, 2024

	Object/TOP Codess	ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799		
		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
<u>Academic Salaries</u>							
Instructional Salaries							
Contract or Regular	1100	\$ 21,509,695	\$ -	\$ 21,509,695	\$ 21,509,695	\$ -	\$ 21,509,695
Other	1300	19,846,360	-	19,846,360	19,846,360	-	19,846,360
Total Instructional Salaries		41,356,055	-	41,356,055	41,356,055	-	41,356,055
Noninstructional Salaries							
Contract or Regular	1200	-	-	-	9,676,527	-	9,676,527
Other	1400	-	-	-	1,362,201	-	1,362,201
Total Noninstructional Salaries		-	-	-	11,038,728	-	11,038,728
Total Academic Salaries		41,356,055	-	41,356,055	52,394,783	-	52,394,783
<u>Classified Salaries</u>							
Noninstructional Salaries							
Regular Status	2100	-	-	-	25,262,568	-	25,262,568
Other	2300	-	-	-	2,442,400	-	2,442,400
Total Noninstructional Salaries		-	-	-	27,704,968	-	27,704,968
Instructional Aides							
Regular Status	2200	2,428,779	-	2,428,779	2,428,779	-	2,428,779
Other	2400	1,099,292	-	1,099,292	1,099,292	-	1,099,292
Total Instructional Aides		3,528,071	-	3,528,071	3,528,071	-	3,528,071
Total Classified Salaries		3,528,071	-	3,528,071	31,233,039	-	31,233,039
Employee Benefits	3000	15,508,598	-	15,508,598	29,922,939	-	29,922,939
Supplies and Material	4000	-	-	-	1,287,300	-	1,287,300
Other Operating Expenses	5000	1,457,699	-	1,457,699	13,331,737	-	13,331,737
Equipment Replacement	6420	-	-	-	293,978	-	293,978
Total Expenditures Prior to Exclusions		61,850,423	-	61,850,423	128,463,776	-	128,463,776

San Bernardino Community College District  
 Reconciliation of *Education Code* Section 84362 (50% Law) Calculation  
 Year Ended June 30, 2024

	Object/TOP Codess	ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799		
		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
<u>Exclusions</u>							
Activities to Exclude							
Instructional Staff - Retirees' Benefits and Retirement Incentives	5900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Health Services Above Amount Collected	6441	-	-	-	-	-	-
Student Transportation	6491	-	-	-	-	-	-
Noninstructional Staff - Retirees' Benefits and Retirement Incentives	6740	-	-	-	-	-	-
Objects to Exclude							
Rents and Leases	5060	-	-	-	1,673,639	-	1,673,639
Lottery Expenditures							
Academic Salaries	1000	-	-	-	-	-	-
Classified Salaries	2000	-	-	-	-	-	-
Employee Benefits	3000	-	-	-	-	-	-
Supplies and Materials	4000	-	-	-	-	-	-
Software	4100	-	-	-	-	-	-
Books, Magazines, and Periodicals	4200	-	-	-	-	-	-
Instructional Supplies and Materials	4300	-	-	-	-	-	-
Noninstructional Supplies and Materials	4400	-	-	-	-	-	-
Total Supplies and Materials		-	-	-	-	-	-



San Bernardino Community College District  
 Reconciliation of *Education Code* Section 84362 (50% Law) Calculation  
 Year Ended June 30, 2024

	ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799			
	Object/TOP Codess	Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
Other Operating Expenses and Services	5000	\$ -	\$ -	\$ -	\$ 3,640,504	\$ -	\$ 3,640,504
Capital Outlay	6000	-	-	-	-	-	-
Library Books	6300	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-
Equipment - Additional	6410	-	-	-	-	-	-
Equipment - Replacement	6420	-	-	-	-	-	-
Total Equipment		-	-	-	-	-	-
Total Capital Outlay		-	-	-	-	-	-
Other Outgo	7000	-	-	-	-	-	-
Total Exclusions		-	-	-	5,314,143	-	5,314,143
Total for ECS 84362, 50% Law		\$ 61,850,423	\$ -	\$ 61,850,423	\$ 123,149,633	\$ -	\$ 123,149,633
% of CEE (Instructional Salary Cost/Total CEE)		50.22%		50.22%	100.00%		100.00%
50% of Current Expense of Education					\$ 61,574,816		\$ 61,574,816

San Bernardino Community College District  
 Proposition 30 Education Protection Account (EPA) Expenditure Report  
 Year Ended June 30, 2024

Activity Classification	Object Code	Unrestricted			
EPA Revenues:	8630				\$ 12,676,235
Activity Classification	Activity Code	Salaries and Benefits (Obj 1000-3000)	Operating Expenses (Obj 4000-5000)	Capital Outlay (Obj 6000)	Total
Instructional Activities	1000-5900	\$ 12,676,235	\$ -	\$ -	\$ 12,676,235
Total Expenditures for EPA		\$ 12,676,235	\$ -	\$ -	\$ 12,676,235
Revenues Less Expenditures					\$ -

San Bernardino Community College District  
Reconciliation of Governmental Funds to the Statement of Net Position  
Year Ended June 30, 2024

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Amounts reported for governmental activities in the Statement of Net Position are different because

Total fund balance and retained earnings		
General Funds	\$ 53,386,942	
Special Revenue Funds	112,777,233	
Capital Project Funds	423,664,090	
Debt Service Funds	87,404,780	
Proprietary Funds	<u>66,109,669</u>	
Total fund balance and retained earnings - all District funds		\$ 743,342,714
Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds.		
The cost of capital assets is	991,937,304	
Accumulated depreciation and amortization is	(268,434,530)	
Less: capital assets already recorded in proprietary funds	<u>(49,268,829)</u>	
Total capital assets, net		674,233,945
The net other postemployment benefits (OPEB) asset results from the difference between annual OPEB cost on the accrual basis and OPEB contributions.		
		2,656,706
Lease receivables and deferred inflows of resources related to leases are reported in the Statement of Net Position, but were not reported on the District's CCFS-311 report.		
Lease receivables	49,556,587	
Deferred inflows of resources related to leases	<u>(41,853,276)</u>	
		7,703,311
Deferred outflows of resources represent a consumption of net position in a future period and is not reported in the District's funds. Deferred outflows of resources at year-end consist of:		
Deferred outflows of resources related to debt refunding	55,839,801	
Deferred outflows of resources related to OPEB	2,171,305	
Deferred outflows of resources related to pensions	<u>47,014,458</u>	
Total deferred outflows of resources		105,025,564
The District has refunded debt liabilities with crossover bonds. These investments are held in an escrow account to pay liabilities remaining on the books at the crossover date.		
		31,784,130
In governmental funds, unmatured interest on long-term liabilities is recognized in the period when it is due. On the government-wide statements, unmatured interest on long-term liabilities is recognized when it is incurred.		
		(13,167,591)

San Bernardino Community College District  
 Reconciliation of Governmental Funds to the Statement of Net Position  
 Year Ended June 30, 2024

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Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported as liabilities in the funds.

Long-term liabilities at year end consist of:

General obligation bonds	\$ (1,014,228,832)
Compensated absences	(5,458,083)
Subscription-based IT arrangements	(3,664,764)
Lease liability	(2,029,425)
Aggregate net other postemployment benefits (OPEB) liability	(334,259)
Net pension liability	(138,672,362)
In addition, the District has issued 'capital appreciation' general obligation bonds. The accretion of interest unmatured on the general obligation bonds to date is	<u>(60,857,211)</u>

Total long-term liabilities		\$ (1,225,244,936)
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Deferred inflows of resources represent an acquisition of net position in a future period and is not reported in the District's funds.

Deferred inflows of resources amount to and related to:

Deferred inflows of resources related to OPEB	(6,431,308)
Deferred inflows of resources related to pensions	<u>(11,915,733)</u>

Total deferred inflows of resources		<u>(18,347,041)</u>
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Total net position		<u><u>\$ 307,986,802</u></u>
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San Bernardino Community College District  
Notes to Supplementary Information  
June 30, 2024

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## Note 1 - Purpose of Schedules

### District Organization

This schedule provides information about the District's governing board members, administration members, and auxiliary organizations in good standing as of June 30, 2024.

### Schedule of Expenditures of Federal Awards

#### Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of the District under programs of the federal government for the year ended June 30, 2024. The information is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position, changes in net position, or cash flows of the District.

#### Summary of Significant Accounting Policies

Expenditures reported in the Schedule are reported on the modified accrual basis of accounting. When applicable, such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. No federal financial assistance has been provided to a subrecipient.

#### Indirect Cost Rate

The District has not elected to use the 10% de minimis cost rate.

### Schedule of Expenditures of State Awards

The accompanying Schedule of Expenditures of State Awards includes the state grant activity of the District and is presented on the modified accrual basis of accounting. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The information in this schedule is presented to comply with reporting requirements of the California State Chancellor's Office.

### Schedule of Workload Measures for State General Apportionment Annual (Actual) Attendance

FTES is a measurement of the number of students attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis for making apportionments of State funds to community college districts. This schedule provides information regarding the attendance of students based on various methods of accumulating attendance data.

### Reconciliation of *Education Code* Section 84362 (50% Law) Calculation

*Education Code* Section 84362 requires the District to expend a minimum of 50% of the unrestricted General Fund monies on salaries of classroom instructors. This is reported annually to the State Chancellor's Office. This schedule provides a reconciliation of the amount reported to the State Chancellor's Office and the impact of any audit adjustments and/or corrections noted during the audit.

San Bernardino Community College District  
Notes to Supplementary Information  
June 30, 2024

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**Proposition 30 Education Protection Account (EPA) Expenditure Report**

This schedule provides information about the District's EPA revenues and summarizes the expenditures of EPA revenues.

**Reconciliation of Governmental Funds to the Statement of Net Position**

This schedule provides a reconciliation of the adjustments necessary to bring the District's internal fund financial statements, prepared on a modified accrual basis, to the government-wide full accrual basis financial statements required under GASB Statements No. 34 and No. 35 business-type activities reporting model.



Independent Auditor's Reports  
June 30, 2024

**San Bernardino Community College  
District**



**Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards**

Board of Trustees  
San Bernardino Community College District  
San Bernardino, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the business-type activities and fiduciary activities of San Bernardino Community College District (the District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements and have issued our report thereon dated December 19, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a certain deficiency in internal control, described in the accompanying Schedule of Findings and Recommendations as item 2024-001 that we consider to be a significant deficiency.



**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**District's Response to Finding**

*Government Auditing Standards* requires the auditor to perform limited procedures on the District's response to the finding identified in our audit and described in the accompanying Schedule of Findings and Recommendations. The District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Rancho Cucamonga, California  
December 19, 2024



**Independent Auditor’s Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance Required by the Uniform Guidance**

Board of Trustees  
San Bernardino Community College District  
San Bernardino, California

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited San Bernardino Community College District’s (the District) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the District’s major federal programs for the year ended June 30, 2024. The District’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, San Bernardino Community College District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District’s compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Other Matters***

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as item 2024-002. Our opinion on each major federal program is not modified with respect to this matters.

*Government Auditing Standards* requires the auditor to perform limited procedures on the District's response to the noncompliance finding identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Report on Internal Control over Compliance**

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify a deficiency in internal control over compliance that we consider to be a significant deficiency.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2024-002 to be a significant deficiency.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

*Government Auditing Standards* requires the auditor to perform limited procedures on the District's response to the internal control over compliance finding identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Rancho Cucamonga, California  
December 19, 2024



## Independent Auditor's Report on State Compliance

Board of Trustees  
San Bernardino Community College District  
San Bernardino, California

### Report on State Compliance

#### ***Opinion on State Compliance***

We have audited San Bernardino Community College District's (the District) compliance with the types of compliance requirements described in the 2023-2024 California Community Colleges Chancellor's Office *Contracted District Audit Manual* applicable to the state laws and regulations identified below for the year ended June 30, 2024.

In our opinion, San Bernardino Community College District complied, in all material respects, with the compliance requirements referred to above that are applicable to the state laws and regulations identified below that were audited for the year ended June 30, 2024.

#### ***Basis for Opinion***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), and the 2023-2024 California Community Colleges Chancellor's Office *Contracted District Audit Manual*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

#### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's compliance with the requirements identified below.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements listed in the table below has occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the 2023-2024 California Community Colleges Chancellor's Office *Contracted District Audit Manual* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements listed in the table below.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the 2023-2024 California Community Colleges Chancellor's Office *Contracted District Audit Manual*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, we express no such opinion.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any material noncompliance that we identify during the audit.

### ***Compliance Requirements Tested***

In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with State laws and regulations applicable to the following:

Section 411	SCFF Data Management Control Environment
Section 412	SCFF Supplemental Allocation Metrics
Section 413	SCFF Success Allocation Metrics
Section 421	Salaries of Classroom Instructors (50 Percent Law)
Section 423	Apportionment for Activities Funded From Other Sources
Section 424	Student Centered Funding Formula Base Allocation: FTES
Section 425	Residency Determination for Credit Courses
Section 426	Students Actively Enrolled
Section 427	Dual Enrollment (CCAP)
Section 430	Scheduled Maintenance Program
Section 431	Gann Limit Calculation
Section 444	Apprenticeship Related and Supplemental Instruction (RSI) Funds
Section 475	Disabled Student Programs and Services (DSPS)
Section 490	Propositions 1D and 51 State Bond Funded Projects
Section 491	Education Protection Account Funds
Section 492	Student Representation Fee
Section 494	State Fiscal Recovery Fund
Section 499	COVID-19 Response Block Grant Expenditures

The District reports no Apprenticeship Related and Supplemental Instruction (RSI) funds; therefore, the compliance tests within this section were not applicable.

The District received no funding for Propositions 1D and 51 State Bond Funded Projects; therefore, the compliance tests within this section were not applicable.

The State Fiscal Recovery Fund was included as a major federal program, as described in the summary of auditor's results; therefore the compliance requirements within this section were not performed.

The final expenditure report for the COVID-19 Response Block Grant was submitted in the prior fiscal year; therefore, the compliance requirements within this section were not performed.

The purpose of this report on state compliance is solely to describe the results of our testing based on the requirements of the 2023-2024 California Community Colleges Chancellor's Office *Contracted District Audit Manual*. Accordingly, this report is not suitable for any other purpose.



Rancho Cucamonga, California  
December 19, 2024



Schedule of Findings and Questioned Costs  
June 30, 2024

# San Bernardino Community College District



## San Bernardino Community College District

Summary of Auditor's Results

Year Ended June 30, 2024

**Financial Statements**

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	Yes
Noncompliance material to financial statements noted?	No

**Federal Awards**

Internal control over major programs:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	Yes
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516(a):	Yes

**Identification of major programs:**

<u>Name of Federal Program or Cluster</u>	<u>Federal Financial Assistance Listing</u>
Student Financial Assistance Cluster	84.007, 84.033, 84.063, 84.268
Congressionally Funded Community Projects	84.116Z
COVID-19: Coronavirus State and Local Fiscal Recovery Funds	21.017
Dollar threshold used to distinguish between type A and type B programs:	\$751,300
Auditee qualified as low-risk auditee?	Yes

**State Compliance**

Type of auditor's report issued on compliance for state programs:	Unmodified
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San Bernardino Community College District  
Financial Statement Findings and Recommendations  
Year Ended June 30, 2024

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The following finding represents a significant deficiency related to the financial statements that is required to be reported in accordance with *Government Auditing Standards*.

**2024-001      Financial Reporting and Closing Process**

**Criteria or Specific Requirements**

The accounting system used to record the financial affairs of any community college district shall be in accordance with the definitions, instructions, and procedures published in the California Community Colleges *Budget and Accounting Manual* (BAM). Community Colleges are also required to present their financial statements in accordance with generally accepted accounting principles (GAAP).

**Condition**

*Significant Deficiency* – An audit adjustment was identified that were related to the improper recognition of expenditures by the District causing an overstatement of operating expenditures and understatement of the prepaid expenditures balance.

**Questioned Costs**

There are no questioned costs associated with this finding.

**Context**

An audit adjustment for \$132,442 was identified during the course of the audit.

**Effect**

Expenditures were overstated in the instance that was identified. This overstatement was not material individually to the financial statement of the District, however was made by Management due to the funding source involved.

**Cause**

The internal controls in place during the closing process, including the review of the expense recognition criteria, were not effective in preventing or detecting potential material misstatements.

**Repeat Finding (Yes or No)**

No.

**San Bernardino Community College District**  
Financial Statement Findings and Recommendations  
Year Ended June 30, 2024

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**Recommendation**

We recommend that all account balances are reconciled and reviewed by appropriate personnel prior to closing the fiscal year ledgers to ensure proper financial reporting. Policies and procedures should be implemented to ensure that these accounts are reconciled and reviewed throughout the year on a regular basis in order to facilitate accurate reporting.

**Views of Responsible Officials and Corrective Action Plan**

The San Bernardino Community College District acknowledges and understands the recommendations associated with the Financial Reporting and Closing Processes audit finding. The District will review, and modify as necessary, internal controls related to the year-end closing process to ensure all account balances are reconciled and reviewed by an appropriate individual for accuracy and compliance with reporting requirements. The District will modify current internal controls to ensure the successful detection and prevention of financial misstatements. The corrective action plan shall be implemented no later than the start of the Fiscal Year 2024-25 closing process.

San Bernardino Community College District  
Federal Awards Findings and Questioned Costs  
Year Ended June 30, 2024

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The following finding represent a significant deficiency and instance of noncompliance including questioned costs that are required to be reported by the Uniform Guidance.

**2024-002      Special Tests and Provisions – Enrollment Reporting**

**Program Name:** Student Financial Assistance Cluster

**Federal Assistance Listing Numbers:** 84.007, 84.033, 84.063, and 84.268

**Federal Agency:** U.S. Department of Education (ED)

Direct funded by the U.S. Department of Education (ED)

**Criteria or Specific Requirements**

OMB Compliance Supplement, OMB No. 1845-0035 – Institutions are required to report enrollment information under the Pell grant and the Direct and Federal Family Education Loan programs to the National Student Loan Data System (NSLDS).

Institutions must review, update, and verify student enrollment statuses, program information, and effective dates that appear on the Enrollment Reporting Roster file or on the Enrollment Maintenance page of the NSLDS Professional Access (NSLDSFAP) website which the financial aid administrator can access for the auditor. The data on the institutions' Enrollment Reporting Roster, or Enrollment Maintenance page, is what NSLDS has as the most recently certified enrollment information. There are two categories of enrollment information: "Campus Level" and "Program Level", both of which need to be reported accurately and have separate record types. The NSLDS Enrollment Reporting Guide provides the requirements and guidance for reporting enrollment details using the NSLDS Enrollment Reporting Process.

**Condition**

*Significant Deficiency in Internal Control over Compliance* – During testing over the NSLDS reporting requirements, 21 of 60 students tested were not reported as having a change in enrollment status and/or withdrawal date to NSLDS (dates of change did not agree to NSLDS). In addition, 2 of the 21 students not reported also did not have their enrolled program reflected in NSLDS.

**Questioned Costs**

There are no questioned costs associated with the noncompliance.

**Context**

A non-statistical sample of 60 students out of 414 students, which had Return to Title IV calculations performed during the 2024 aid year.

**Effect**

The District is not in compliance with the federal enrollment reporting requirements described in the OMB compliance supplement.

San Bernardino Community College District  
Federal Awards Findings and Questioned Costs  
Year Ended June 30, 2024

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**Cause**

The District did not report enrollment information for students under the Pell Grant and Direct Loan Programs to NSLDS timely or accurately.

**Repeat Finding (Yes or No)**

No.

**Recommendation**

The District should implement a process to review, update, and verify student enrollment statuses, program information, and effective dates that appear on the Enrollment Reporting Roster file or on the Enrollment Maintenance page of the NSLDS Professional Access (NSLDSFAP) website.

**Views of Responsible Officials and Corrective Action Plan**

The San Bernardino Community College District acknowledges and understands the recommendations associated with the Special Tests and Provisions – Enrollment Reporting audit finding. The District has examined the elements detailed by the finding and is committed to implementing appropriate controls to prevent future non-compliance. The District will enhance current internal controls, develop and implement new supporting procedures and institute best practices as part of this corrective action. Actions to be taken include: the improved collaboration between District Support Services, the Financial Aid Office, and the Admission and Records Office to ensure accurate enrollment data reporting. District staff shall report to the Financial Aid Office immediately after each submission is completed to the National Clearinghouse. The Financial Aid Office shall utilize NSLDS reports to ensure all records are submitted and modified in a timely manner. Immediate action has taken place to address this deficiency, and collaborative efforts will continue to ensure compliance in this reporting area by the start of the Spring 2025 semester.

San Bernardino Community College District  
State Compliance Findings and Questioned Costs  
Year Ended June 30, 2024

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None reported.

San Bernardino Community College District  
Summary Schedule of Prior Audit Findings  
Year Ended June 30, 2024

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There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.

**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 of Business & Fiscal Services  
**DATE:** January 9, 2025  
**SUBJECT:** Consideration of Approval to Accept Independent Audit of the District's Measure CC General Obligation Bond Program

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the independent audit report of the District's Measure CC General Obligation Bond Program for fiscal year 2023-24.

**OVERVIEW**

Each year the District's bond funds undergo an independent audit, after which the audit firm prepares a written report detailing its financial statements.

**ANALYSIS**

Eide Bailly LLP has conducted the yearly independent audit for the period ending June 30, 2024, and returned the attached report.

**SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

**FINANCIAL IMPLICATIONS**

This Board item has no financial implications.





Financial and Performance Audits  
General Obligation Bond Construction Fund (Measure CC)  
June 30, 2024

# San Bernardino Community College District

San Bernardino Community College District  
 General Obligation Bond Construction Fund (Measure CC)  
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 June 30, 2024

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Financial Audit  
General Obligation Bond Construction Fund (Measure CC)  
June 30, 2024

# San Bernardino Community College District



## Independent Auditor's Report

Board of Trustees and Citizens' Bond Oversight Committee  
 San Bernardino Community College District  
 San Bernardino, California

### Report on the Audit of the Financial Statements

#### ***Opinion***

We have audited the financial statements of the General Obligation Bond Construction Fund (Measure CC) of San Bernardino Community College District (the District), as of and for the year ended June 30, 2024, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the General Obligation Bond Construction Fund (Measure CC) of San Bernardino Community College District, as of June 30, 2024, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Emphasis of Matter***

As discussed in Note 1, the financial statements present only the General Obligation Bond Construction Fund (Measure CC), and do not purport to, and do not, present fairly the financial position of the District, as of June 30, 2024, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2024 on our consideration of the General Obligation Bond Construction Fund (Measure CC) of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the General Obligation Bond Construction Fund (Measure CC) of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the General Obligation Bond Construction Fund (Measure CC) of the District's internal control over financial reporting and compliance.

The image shows a handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California  
December 19, 2024

San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure CC)

Balance Sheet  
June 30, 2024

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Assets	
Investments	\$ 339,004,645
Accounts receivable	2,592,785
Due from other District funds	2,587,496
Prepaid expenditures	<u>154,165</u>
Total assets	<u><u>\$ 344,339,091</u></u>
Liabilities and Fund Balance	
Liabilities	
Accounts payable	\$ 14,023,988
Due to other District funds	<u>9,573</u>
Total liabilities	<u>14,033,561</u>
Fund Balance	
Nonspendable	154,165
Restricted for capital projects	<u>330,151,365</u>
Total fund balance	<u>330,305,530</u>
Total liabilities and fund balance	<u><u>\$ 344,339,091</u></u>

San Bernardino Community College District  
 General Obligation Bond Construction Fund (Measure CC)  
 Statement of Revenues, Expenditures, and Changes in Fund Balance  
 Year ended June 30, 2024

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Revenues	
Interest income	\$ 9,125,846
Change in fair value of investments	<u>2,312,830</u>
Total revenues	<u>11,438,676</u>
Expenditures	
Salaries and benefits	502,306
Supplies, services and other operating expenditures	759,418
Capital outlay	<u>81,338,262</u>
Total expenditures	<u>82,599,986</u>
Deficiency of Revenues over Expenditures	<u>(71,161,310)</u>
Other Financing Sources	
Other sources - proceeds from bond issuance	<u>170,000,000</u>
Net Change in Fund Balance	98,838,690
Fund Balance, Beginning	<u>231,466,840</u>
Fund Balance, Ending	<u><u>\$ 330,305,530</u></u>



San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure CC)

Notes to Financial Statements

June 30, 2024

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**Note 1 - Summary of Significant Accounting Policies**

The accounting policies of San Bernardino Community College District's (the District) General Obligation Bond Construction Fund (Measure CC) conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). The District's General Obligation Bond Construction Fund (Measure CC) accounts for the financial transactions in accordance with the policies and procedures of the California Community Colleges *Budget and Accounting Manual*.

**Financial Reporting Entity**

The financial statements include only the General Obligation Bond Construction Fund of the District used to account for Measure CC projects. This fund was established to account for the receipt of proceeds of general obligation bond issuances and the expenditures of those proceeds under the General Obligation Bond Election of November 6, 2018. These financial statements are not intended to present the financial position and changes in financial position of the District in compliance with accounting principles generally accepted in the United States of America.

**Fund Accounting**

The operations of the General Obligation Bond Construction Fund (Measure CC) are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

**Basis of Accounting**

The General Obligation Bond Construction Fund (Measure CC) is accounted for using a flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources.

**Budgets and Budgetary Accounting**

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. The District's governing board adopts an operating budget in accordance with State law. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements. The Board revises this budget during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure CC)

Notes to Financial Statements

June 30, 2024

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### Encumbrances

The District utilizes an encumbrance accounting system under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid and all outstanding encumbrances lapse at June 30.

### Prepaid Expenditures

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the financial statements. The cost of prepaid items is recorded as an expense when consumed rather than when purchased.

### Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates and those differences could be material.

### Fund Balance

As of June 30, 2024, the fund is classified as follows:

**Nonspendable** - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

**Restricted** - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

## Note 2 - Investments

### Policies and Practices

The District is authorized under California *Government Code* to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure CC)

Notes to Financial Statements

June 30, 2024

### Investment in County Treasury

In accordance with the *Budget and Accounting Manual*, the District maintains substantially all of its cash in the County Treasury as part of the common investment pool. The District is considered to be an involuntary participant in an external investment pool. The fair value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio).

The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis. The District's investment in the County Treasury is measured at fair value on a recurring basis which is determined by the fair value per share of the underlying portfolio determined by the program sponsor. Positions in the investment pool are not required to be categorized within the fair value hierarchy.

### General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

### Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by investing in the San Bernardino County Investment Pool.

San Bernardino Community College District  
 General Obligation Bond Construction Fund (Measure CC)  
 Notes to Financial Statements  
 June 30, 2024

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The District maintains a General Obligation Bond Construction Fund (Measure CC) investment of \$339,004,645 with the San Bernardino County Investment Pool, with a weighted average maturity of 724 days.

**Credit Risk**

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investment in the San Bernardino County Investment Pool is rated at AAf/S1 by Fitch Ratings agency as of June 30, 2024.

**Note 3 - Accounts Receivable**

Receivables at June 30, 2024, consist of the following:

Interest	<u>\$ 2,592,785</u>
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**Note 4 - Accounts Payable**

Accounts payable at June 30, 2024, consist of the following:

Capital Projects	<u>\$ 14,023,988</u>
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**Note 5 - Due To/Due From Other Funds**

The General Obligation Bond Construction Fund (Measure CC) owed the Unrestricted General Fund \$9,573 for employee payroll related benefits related to bond funded projects.

The General Obligation Bond Construction Fund (Measure CC) was owed \$2,346,886 from the Capital Outlay Projects fund and \$240,610 from the General Obligation Bond Construction Fund (Measure M) for reimbursement of costs related to bond funded projects.

**Note 6 - Commitments and Contingencies**

**Construction Commitments**

As of June 30, 2024, the General Obligation Bond Construction Fund (Measure CC) had approximately \$329.2 million in construction commitments with respect to unfinished capital projects.

San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure CC)  
Notes to Financial Statements  
June 30, 2024

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**Litigation**

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the General Obligation Bond Construction Fund (Measure CC) at June 30, 2024.



Independent Auditor's Report  
General Obligation Bond Construction Fund (Measure CC)  
June 30, 2024  
**San Bernardino Community College  
District**



**Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance  
and Other Matters Based on an Audit of Financial Statements Performed in Accordance with  
*Government Auditing Standards***

Board of Trustees and Citizens’ Bond Oversight Committee  
San Bernardino Community College District  
San Bernardino, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of San Bernardino Community College District (the District) General Obligation Bond Construction Fund (Measure CC), as of and for the year ended June 30, 2024, and the related notes to the financial statements, and have issued our report thereon dated December 19, 2024.

**Emphasis of Matter**

As discussed in Note 1, the financial statements present only the General Obligation Bond Construction Fund (Measure CC), and do not purport to, and do not, present fairly the financial position of the District, as of June 30, 2024, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District’s General Obligation Bond Construction Fund (Measure CC) financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's General Obligation Bond Construction Fund (Measure CC) financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Eide Sully LLP".

Rancho Cucamonga, California  
December 19, 2024



San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure CC)  
Financial Statement Findings  
June 30, 2024

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None reported.

San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure CC)  
Summary Schedule of Prior Audit Findings  
June 30, 2024

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There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.



Performance Audit  
General Obligation Bond Construction Fund (Measure CC)  
June 30, 2024

# San Bernardino Community College District



## Independent Auditor's Report on Performance

Board of Trustees and Citizens' Bond Oversight Committee  
 San Bernardino Community College District  
 San Bernardino, California

We were engaged to conduct a performance audit of the General Obligation Bond Construction Fund (Measure CC) of San Bernardino Community College District (the District) for the year ended June 30, 2024.

We conducted this performance audit in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States (*Government Auditing Standards*). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

### Audit Authority/Purpose

The general obligation bonds associated with Measure CC were issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California *Education Code*, and other applicable provisions of law. The Bonds were authorized to be issued by a resolution adopted by the Board of Supervisors of San Bernardino County (the County Resolution), pursuant to a request of the San Bernardino Community College District (the District) made by a resolution adopted by the Board of Trustees of the District (the District Resolution).

The District received authorization at an election held on November 6, 2018, to issue bonds of the District in an aggregate principal amount not to exceed \$470,000,000 to finance construction and modernization of certain District property and facilities, the acquisition of equipment, and to pay the costs of issuance associated with the Bonds. The proposition required approval by at least 55% of the votes cast by eligible voters within the District.

## Purpose

The general obligation bond funds of the District would be used to finance the design, acquisition, installation, restoration, and construction of public schools and school facilities and providing facilities improvements and upgrades, and the acquisition of related facilities costs, including, but not limited to, financing the following: renovation of classrooms and science labs; upgrading of electrical systems and wiring to safely accommodate computers, technology, and other electrical devices; repair and replacement of fixtures and systems. Project costs for expansion of existing facilities may include, but is not limited to, some or all of the following: vocational and technical training programs and to enhance nursing, firefighter, paramedic, public safety, and hi-tech job training. Project costs for furniture and equipment may include, but is not limited to, some or all of the following: desks and tables; window and floor covering; computer, media recording, and presentation equipment; science laboratory equipment; and/or other electronic equipment.

## Authority

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools, and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by the District, “for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities”, upon approval by 55% of the electorate. In addition to reducing the approval threshold from two-thirds to 55%, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in *Education Code* Sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other district operating expenses.
2. The District must list the specific facilities projects to be funded in the ballot measure, and must certify that the governing board has evaluated safety, and information technology needs in developing the project list.
3. Requires the District to appoint a Citizens’ Oversight Committee.
4. Requires the District to conduct an annual independent financial audit and performance audit in accordance with the *Government Auditing Standards* issued by the Comptroller General of the United States of the bond proceeds until all of the proceeds have been expended.
5. Requires the District to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

## Objectives of the Audit

Our audit was limited to the objectives listed below which includes determining the District’s compliance with the performance requirements as referred to in Proposition 39 and outlines in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District compliance with those requirements.

1. Determine whether expenditures charged to the General Obligation Bond Construction Fund (Measure CC) have been made in accordance with the Bond project list approved by the voters through the approval of Measure CC.
2. Determine whether salary transactions, if any, charged to the General Obligation Bond Construction Fund (Measure CC) were in support of Measure CC and not for District general administration or operations.

### **Scope of the Audit**

The scope of our performance audit covered the period of July 1, 2023 through June 30, 2024. The population of expenditures tested included all object and project codes associated with the Bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2024, were not reviewed or included within the scope of our audit or in this report.

In planning and performing our performance audit, we obtained an understanding of the District's internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution but not for the purpose of expressing an opinion of the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

### **Methodology**

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2024, for the General Obligation Bond Construction Fund (Measure CC). Within the fiscal year audited, we obtained the actual invoices, purchase orders, and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution and Measure CC as to the approved Bond projects list. We performed the following procedures:

1. We identified expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.
2. We selected a sample of expenditures using the following criteria:
  - a) We considered all expenditures recorded in all object codes.
  - b) We considered all expenditures recorded in all projects that were funded from July 1, 2023 through June 30, 2024 from Measure CC bond proceeds.
  - c) We selected all expenditures that were individually significant expenditures. Individually significant expenditures were identified based on our assessment of materiality.
  - d) For all items below the individually significant threshold identified in item 2c, judgmentally selected expenditures based on risk assessment and consideration of coverage of all object codes and projects for the period starting July 1, 2023 and ending June 30, 2024.

3. Our sample included transaction totaling \$43,066,796. This represents approximately 52% of the total expenditures of \$82,599,986.
4. We reviewed the actual invoices and other supporting documentation to determine that:
  - a) Expenditures were supported by invoices with evidence of proper approval and documentation of receipting goods or services.
  - b) Expenditures were supported by proper bid documentation, as applicable.
  - c) Expenditures were expended in accordance with the voter-approved bond project list.
  - d) Bond proceeds were not used for salaries of administrators or other operating expenses of the District, except as allowable for administrative oversight on construction projects.
5. We determined that the District has met the compliance requirement of Measure CC if the following conditions were met:
  - a) Supporting documents for expenditures were aligned with the voter-approved bond project list.
  - b) Expenditures were not used for salaries of administrators or other operating expenses of the District, except as allowable for administrative oversight on construction projects.

The results of our tests indicated that the District expended General Obligation Bond Construction Fund (Measure CC) funds only for the specific projects approved by voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution.

#### **Audit Results**

The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures held in the General Obligation Bond Construction Fund (Measure CC) and that such expenditures were made for authorized Bond projects. Further, it was noted that funds held in the General Obligation Bond Fund (Measure CC), and expended by the District, were used for salaries of administrators only to the extent they performed administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004, by the State of California Attorney General.

This report is intended solely for the information and use of the District, Board of Trustees, and Citizens' Bond Oversight Committee, and is not intended to be and should not be used by anyone other than these specified parties.



Rancho Cucamonga, California  
December 19, 2024

San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure CC)  
Findings, Recommendations, and Views of Responsible Officials  
June 30, 2024

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None reported.



**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 of Business & Fiscal Services  
**DATE:** January 9, 2025  
**SUBJECT:** Consideration of Approval to Accept Independent Audit of the District's Measure M General Obligation Bond Program

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the independent audit report of the District's Measure M General Obligation Bond Program for fiscal year 2023-24.

**OVERVIEW**

Each year the District's bond funds undergo an independent audit, after which the audit firm prepares a written report detailing its financial statements.

**ANALYSIS**

Eide Bailly LLP has conducted the yearly independent audit for the period ending June 30, 2024, and returned the attached report.

**SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

**FINANCIAL IMPLICATIONS**

This Board item has no financial implications.



Financial and Performance Audits  
General Obligation Bond Construction Fund (Measure M)  
June 30, 2024

# San Bernardino Community College District

San Bernardino Community College District  
 General Obligation Bond Construction Fund (Measure M)  
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 June 30, 2024

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Financial Audit  
General Obligation Bond Construction Fund (Measure M)  
June 30, 2024

# San Bernardino Community College District



## Independent Auditor's Report

Board of Trustees and Citizens' Bond Oversight Committee  
 San Bernardino Community College District  
 San Bernardino, California

### Report on the Audit of the Financial Statements

#### **Opinion**

We have audited the financial statements of the General Obligation Bond Construction Fund (Measure M) of San Bernardino Community College District (the District), as of and for the year ended June 30, 2024, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the General Obligation Bonds Construction Fund (Measure M) of San Bernardino Community College District, as of June 30, 2024, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Emphasis of Matter**

As discussed in Note 1, the financial statements present only the General Obligation Bond Construction Fund (Measure M), and do not purport to, and do not, present fairly the financial position of the District, as of June 30, 2024, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2024 on our consideration of the General Obligation Bond Construction Fund (Measure M) of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the General Obligation Bond Construction Fund (Measure M) of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the General Obligation Bond Construction Fund (Measure M) of the District's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California  
December 19, 2024

San Bernardino Community College District  
 General Obligation Bond Construction Fund (Measure M)  
 Balance Sheet  
 June 30, 2024

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Assets	
Investments	\$ 79,409,374
Accounts receivable	<u>1,542,705</u>
Total assets	<u><u>\$ 80,952,079</u></u>
Liabilities and Fund Balance	
Liabilities	
Accounts payable	\$ 502,235
Due to other District funds	<u>240,610</u>
Total liabilities	<u>742,845</u>
Fund Balance	
Restricted for capital projects	<u>80,209,234</u>
Total liabilities and fund balance	<u><u>\$ 80,952,079</u></u>



San Bernardino Community College District  
 General Obligation Bond Construction Fund (Measure M)  
 Statement of Revenues, Expenditures, and Changes in Fund Balance  
 Year Ended June 30, 2024

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Revenues	
Interest income	\$ 3,803,235
Local revenues	1,500
Change in fair market value of investments	<u>(367,113)</u>
Total revenues	<u>3,437,622</u>
Expenditures	
Services and other operating expenditures	672,189
Capital outlay	<u>3,308,217</u>
Total expenditures	<u>3,980,406</u>
Deficiency of Revenues over Expenditures	<u>(542,784)</u>
Other Financing Sources	
Other sources - proceeds from bond issuance	<u>51,000,000</u>
Net Change in Fund Balance	50,457,216
Fund Balance, Beginning	<u>29,752,018</u>
Fund Balance, Ending	<u><u>\$ 80,209,234</u></u>

San Bernardino Community College District  
 General Obligation Bond Construction Fund (Measure M)  
 Notes to Financial Statements  
 June 30, 2024

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**Note 1 - Summary of Significant Accounting Policies**

The accounting policies of San Bernardino Community College District's (the District) General Obligation Bond Construction Fund (Measure M) conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). The District's General Obligation Bond Construction Fund (Measure M) accounts for the financial transactions in accordance with the policies and procedures of the California Community Colleges *Budget and Accounting Manual*.

**Financial Reporting Entity**

The financial statements include only the General Obligation Bond Construction Fund of the District used to account for Measure M projects. This fund was established to account for the receipt of proceeds of general obligation bond issuances and the expenditures of those proceeds under the General Obligation Bond Election of February 5, 2008. These financial statements are not intended to present the financial position and changes in financial position of the District in compliance with accounting principles generally accepted in the United States of America.

**Fund Accounting**

The operations of the General Obligation Bond Construction Fund (Measure M) are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

**Basis of Accounting**

The General Obligation Bond Construction Fund (Measure M) is accounted for using a flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources.

**Budgets and Budgetary Accounting**

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. The District's governing board adopts an operating budget in accordance with State law. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements. The Board revises this budget during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

San Bernardino Community College District  
 General Obligation Bond Construction Fund (Measure M)  
 Notes to Financial Statements  
 June 30, 2024

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### Encumbrances

The District utilizes an encumbrance accounting system under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid and all outstanding encumbrances lapse at June 30.

### Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates and those differences could be material.

### Fund Balance

As of June 30, 2024, the fund balance is classified as follows:

**Restricted** - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

## Note 2 - Investments

### Policies and Practices

The District is authorized under California *Government Code* to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

### Investment in County Treasury

In accordance with the *Budget and Accounting Manual*, the District maintains substantially all of its cash in the County Treasury as part of the common investment pool. The District is considered to be an involuntary participant in an external investment pool. The fair value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio).

**San Bernardino Community College District**  
**General Obligation Bond Construction Fund (Measure M)**

Notes to Financial Statements

June 30, 2024

The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis. The District's investment in the County Treasury is measured at fair value on a recurring basis which is determined by the fair value per share of the underlying portfolio determined by the program sponsor. Positions in the investment pool are not required to be categorized within the fair value hierarchy.

### General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

### Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by investing in the San Bernardino County Investment Pool and mutual funds. The District maintains a General Obligation Bond Construction Fund (Measure M) investment of \$50,302,143 with the San Bernardino County Investment Pool, with a weighted average maturity of 724 days. In addition, the District maintains investments of \$29,107,231 in mutual funds.

San Bernardino Community College District  
 General Obligation Bond Construction Fund (Measure M)  
 Notes to Financial Statements  
 June 30, 2024

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### Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investments in the San Bernardino County Investment Pool is rated at AAf/S1 by Fitch Ratings agency and the mutual funds are rated AAA by Standard & Poor's rating agency as of June 30, 2024.

### Note 3 - Fair Value Measurements

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

- Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.
- Level 2 - Observable inputs, other than Level 1 prices, such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.
- Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonably available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

The District's fair value measurements are as follows at June 30, 2024:

Investment Type	Fair Value	Level 1 Inputs
Mutual Funds	\$ 29,107,231	\$ 29,107,231

All assets have been valued using a market approach, which uses prices and other relevant information generated by market transactions involving identical or comparable assets or group of assets.

San Bernardino Community College District  
 General Obligation Bond Construction Fund (Measure M)  
 Notes to Financial Statements  
 June 30, 2024

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**Note 4 - Accounts Receivable**

Receivables at June 30, 2024, consist of the following:

Interest	<u>\$ 1,542,705</u>
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**Note 5 - Accounts Payable**

Accounts payable at June 30, 2024, consist of the following:

Capital Projects	<u>\$ 502,235</u>
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**Note 6 - Due to Other Funds**

The General Obligation Bond Construction Fund (Measure M) owed the General Obligation Bond Construction Fund (Measure CC) \$240,610 for construction expenses related to bond funded projects.

**Note 7 - Commitments and Contingencies**

**Construction Commitments**

As of June 30, 2024, the General Obligation Bond Construction Fund (Measure M) had approximately \$77.3 million in construction commitments with respect to unfinished capital projects.

**Litigation**

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the General Obligation Bond Construction Fund (Measure M) at June 30, 2024.



Independent Auditor's Report  
General Obligation Bond Construction Fund (Measure M)  
June 30, 2024

**San Bernardino Community College  
District**



**Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

Board of Trustees and Citizens’ Bond Oversight Committee  
San Bernardino Community College District  
San Bernardino, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of San Bernardino Community College District (the District) General Obligation Bond Construction Fund (Measure M), as of and for the year ended June 30, 2024, and the related notes to the financial statements, and have issued our report thereon dated December 19, 2024.

**Emphasis of Matter**

As discussed in Note 1, the financial statements present only the General Obligation Bond Construction Fund (Measure M), and do not purport to, and do not, present fairly the financial position of the District, as of June 30, 2024, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District’s General Obligation Construction Fund (Measure M) financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's General Obligation Bond Construction Fund (Measure M) financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Rancho Cucamonga, California  
December 19, 2024

San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure M)  
Financial Statement Findings  
June 30, 2024

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None reported.

San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure M)  
Summary Schedule of Prior Audit Findings  
June 30, 2024

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There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.



Performance Audit  
General Obligation Bond Construction Fund (Measure M)  
June 30, 2024

# San Bernardino Community College District



## Independent Auditor's Report on Performance

Board of Trustees and Citizens' Bond Oversight Committee  
San Bernardino Community College District  
San Bernardino, California

We were engaged to conduct a performance audit of the General Obligation Bond Construction Fund (Measure M) of San Bernardino Community College District (the District) for the year ended June 30, 2024.

We conducted this performance audit in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States (*Government Auditing Standards*). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

### Audit Authority/Purpose

The general obligation bonds associated with Measure M was issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California *Education Code*, and other applicable provisions of law. The Bonds were authorized to be issued by a resolution adopted by the Board of Supervisors of San Bernardino County (the County Resolution), pursuant to a request of the San Bernardino Community College District (the District) made by a resolution adopted by the Board of Trustees of the District (the District Resolution).

The District received authorization at an election held on February 5, 2008, to issue bonds of the District in an aggregate principal amount not to exceed \$500,000,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55% of the votes cast by eligible voters within the District.

### Purpose

The general obligation bond funds of the District would be used to provide vocational and technical training projects, build and upgrade classroom buildings and facilities, health and safety projects, site safety and security projects, and energy efficiency improvement projects.

## Authority

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools, and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by the District, “for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities”, upon approval by 55% of the electorate. In addition to reducing the approval threshold from two-thirds to 55%, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in *Education Code* Sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other district operating expenses.
2. The District must list the specific facilities projects to be funded in the ballot measure and must certify that the governing board has evaluated safety, and information technology needs in developing the project list.
3. Requires the District to appoint a Citizens’ Oversight Committee.
4. Requires the District to conduct an annual independent financial audit and performance audit in accordance with the *Government Auditing Standards* issued by the Comptroller General of the United States of the bond proceeds until all of the proceeds have been expended.
5. Requires the District to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

## Objectives of the Audit

Our audit was limited to the objectives listed below which includes determining the District’s compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District compliance with those requirements.

1. Determine whether expenditures charged to the General Obligation Bond Construction Fund (Measure M) have been made in accordance with the Bond project list approved by the voters through the approval of Measure M.
2. Determine whether salary transactions, if any, charged to the General Obligation Bond Construction Fund (Measure M) were in support of Measure M and not for District general administration or operations.

## Scope of the Audit

The scope of our performance audit covered the period of July 1, 2023 through June 30, 2024. The population of expenditures tested included all object and project codes associated with the Bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2024, were not reviewed or included within the scope of our audit or in this report.

In planning and performing our performance audit, we obtained an understanding of the District's internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution but not for the purpose of expressing an opinion of the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

## Methodology

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2024, for the General Obligation Bond Construction Fund (Measure M). Within the fiscal year audited, we obtained the actual invoices, purchase orders, and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution and Measure M as to the approved Bond projects list. We performed the following procedures:

1. We identified expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.
2. We selected a sample of expenditures using the following criteria:
  - a) We considered all expenditures recorded in all object codes.
  - b) We considered all expenditures recorded in all projects that were funded from July 1, 2023 through June 30, 2024 from Measure M bond proceeds.
  - c) We selected all expenditures that were individually significant expenditures. Individually significant expenditures were identified based on our assessment of materiality.
  - d) For all items below the individually significant threshold identified in item 2c, judgmentally selected expenditures based on risk assessment and consideration of coverage of all object codes and projects for the period starting July 1, 2023 and ending June 30, 2024.
3. Our sample included transaction totaling \$2,959,104. This represents approximately 74% of the total expenditures of \$3,980,406.
4. We reviewed the actual invoices and other supporting documentation to determine that:
  - a) Expenditures were supported by invoices with evidence of proper approval and documentation of receipting goods or services.
  - b) Expenditures were supported by proper bid documentation, as applicable.

- c) Expenditures were expended in accordance with the voter-approved bond project list.
  - d) Bond proceeds were not used for salaries of administrators or other operating expenses of the District.
5. We determined that the District has met the compliance requirement of Measure M if the following conditions were met:
- a) Supporting documents for expenditures were aligned with the voter-approved bond project list.
  - b) Expenditures were not used for salaries of administrators or other operating expenses of the District.

The results of our tests indicated that the District expended General Obligation Bond Construction Fund (Measure M) funds only for the specific projects approved by voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution.

#### **Audit Results**

The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures held in the General Obligation Bond Construction Fund (Measure M) and that such expenditures were made for authorized Bond projects.

This report is intended solely for the information and use of the District, Board of Trustees, and Citizens' Bond Oversight Committee, and is not intended to be and should not be used by anyone other than these specified parties.



Rancho Cucamonga, California  
December 19, 2024



San Bernardino Community College District  
General Obligation Bond Construction Fund (Measure M)  
Findings, Recommendations, and Views of Responsible Officials  
June 30, 2024

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None reported.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

**PREPARED BY:** Leticia Hector, Interim Vice President of Instruction, SBVC  
Dr. Keith Wurtz, Vice President of Instruction, CHC

**DATE:** January 09, 2025

**SUBJECT:** Advisory Committees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Advisory Committee members who serve the various academic programs throughout San Bernardino Valley and Crafton Hills College.

### **OVERVIEW**

According to Title 5, all Career Technical Education programs must have an Advisory Committee. These committees must be presented and approved by the Institution's Board of Trustees.

### **ANALYSIS**

Title 5 of the California Code of Regulations explicitly states that Career Technical Education (CTE) programs serving higher educational facilities must have Advisory Committees. These Advisory Committees are composed of industry leaders, local business, community and faculty, along with other experts in the field who have extensive knowledge, and/or education, of the subject matter in which they are serving as committee members. These committee members offer the most up-to-date knowledge, expertise, and guidance within their chosen field.

### **SBCCD GOALS**

1. Be a Leader and Partner in Addressing Regional Issues

### **FINANCIAL IMPLICATIONS**

None



CHC ADVISORY COMMITTEE EMAIL LIST - Fall 2024				
DIVISION - Office of Instruction				
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	Rasmussen, Jill	Counselor, La Sierra University	2	<a href="https://lasierra.edu/">https://lasierra.edu/</a>
	Williamson, Asia	SBVC Adjunct Faculty	2	<a href="mailto:awilliamson@sbccd.cc.ca.us">awilliamson@sbccd.cc.ca.us</a>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** January 09, 2025

**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.



<b>COURSE MODIFICATION</b>
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COURSE ID	COURSE TITLE
COMMST 178	Mediated Communication and Social Media
REQUISITES:	Departmental Recommendation ENGL C1000
STUDENT LEARNING OUTCOMES:	NEW
RATIONALE:	Six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
FIRET 040A	Fire Inspector 1A – Duties & Administration
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
FIRET 040B	Fire Inspector 1B: Fire and Life Safety
REQUISITES:	Departmental Recommendation: Successful completion of FIRET 040A
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
FIRET 040C	Fire Inspector 1C: Field Inspection
REQUISITE:	Departmental Recommendation: Successful completion of FIRET 040A
STUDENT	No Changes

LEARNING OUTCOMES:	
RATIONALE:	Six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
FIRET 040D	Fire Inspector 1D: Field Inspection- California Specific
REQUISITE:	Departmental Recommendation: Successful completion of FIRET 040A
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
SPAN 019	Spanish for Medical Personnel
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
SPAN 020	Spanish for Medical Personnel II
REQUISITE:	PREREQUISITE: SPAN 019 Spanish for Medical Personnel I
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Six-year revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

<b>COURSE MODIFICATION - INFORMATIONAL</b>
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COURSE ID	COURSE TITLE
ENGL C1000	Academic Reading & Writing
PREREQUISITE:	Placement as determined by the college's multiple measures assessment process.
RATIONALE:	Correction of course prerequisite verbiage for Common Course Numbering. ENGL C1000 was originally sent to board on 11/14/2024.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
ESL/N 602	ESL/N Multilingual Literacy 2
RATIONALE:	ESL/N 601 & ESL/N 607 have an existing Open Entry/Open Exit course model and would like to have the rest of the ESL/N courses the same.
EFFECTIVE:	Spring 2025

COURSE ID	COURSE TITLE
ESL/N 603	ESL/N Multilingual Literacy 3
RATIONALE:	ESL/N 601 & ESL/N 607 have an existing Open Entry/Open Exit course model and would like to have the rest of the ESL/N courses the same.
EFFECTIVE:	Spring 2025

COURSE ID	COURSE TITLE
ESL/N 604	ESL/N Multilingual Literacy 4
RATIONALE:	ESL/N 601 & ESL/N 607 have an existing Open Entry/Open Exit course model and would like to have the rest of the ESL/N courses the same.
EFFECTIVE:	Spring 2025

<b>NEW COURSE</b>
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COURSE ID	COURSE TITLE
DANCE 115A	Beginning Jazz Dance
DISCIPLINE:	Dance
DEPARTMENT:	Fine Arts
CATALOG DESCRIPTION:	This course is an introduction to the beginning techniques of Jazz Dance with a focus on movement vocabulary, placement, centering, balance, alignment, strength, flexibility, and across the floor progressions.
SCHEDULE DESCRIPTION:	This course is an introduction to the beginning techniques of Jazz Dance with a focus on movement vocabulary, placement, centering, balance, alignment, strength, flexibility, and across the floor progressions.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	2
CONTACT HOURS:	96-108
RATIONALE:	Jazz is a fundamental dance form, and it is needed to establish a Dance program within the Performing Arts Department.
EQUATE:	Course Equates with Dance 105A – Beginning Jazz Dance at SBVC
EFFECTIVE:	Fall 2026

COURSE ID	COURSE TITLE
DANCE 115B	Intermediate Jazz Dance
DISCIPLINE:	Dance
DEPARTMENT:	Fine Arts
REQUISITES:	Prerequisite: DANCE 115A or Audition
CATALOG DESCRIPTION:	This course is a continuation and advancement of beginning level techniques with an additional introduction of intermediate techniques. These techniques collectively enable the student to demonstrate an increased ability to execute proper placement, alignment, balance, strength, flexibility, and across the floor progressions of dance movement.
SCHEDULE DESCRIPTION:	This course is a continuation and advancement of beginning level techniques with an additional introduction of intermediate techniques.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	2
CONTACT HOURS:	96-108
RATIONALE:	This course is necessary for the formation of a Dance Program within the

	Performing Arts Department.
EQUATE:	Course equates with Dance 106A – Intermediate Jazz Dance at SBVC
EFFECTIVE:	Fall 2026

COURSE ID	COURSE TITLE
DANCE 116A	Beginning Hip Hop
DISCIPLINE:	Dance
DEPARTMENT:	Fine Arts
CATALOG DESCRIPTION:	Instruction in funk and hip hop dance for beginning students with little or no experience. Development of beginning level skills that will enable students to perform dance steps such as brake, pop style and up-tempo.
SCHEDULE DESCRIPTION:	Instruction in funk and hip hop dance for beginning students with little or no experience. Development of beginning level skills that will enable students to perform dance steps such as brake, pop style and up-tempo.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	2
CONTACT HOURS:	96-108
RATIONALE:	This course is necessary to offer the breadth of instruction in Dance to make a functional program within the Performing Arts Department.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2026

COURSE ID	COURSE TITLE
DANCE 116B	Intermediate Hip Hop
DISCIPLINE:	Dance
DEPARTMENT:	Fine Arts
REQUISITE:	Prerequisite: Dance 116A or Audition
CATALOG DESCRIPTION:	Instruction in funk and hip hop dance for intermediate students with minimal experience. Further development of skills that will enable students to perform dance steps such as brake, pop style and up-tempo.
SCHEDULE DESCRIPTION:	Instruction in funk and hip hop dance for intermediate students with minimal experience. Further development of skills that will enable students to perform dance steps such as brake, pop style and up-tempo.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	2

CONTACT HOURS:	96-108
RATIONALE:	Dance classes in all of their forms are fundamental cornerstones of the Fine Arts.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2026

COURSE ID	COURSE TITLE
DANCE 117A	Beginning Tap
DISCIPLINE:	Dance
DEPARTMENT:	Fine Arts
CATALOG DESCRIPTION:	This is a basic course of instruction in the art of tap dancing. Topics include physical strengthening, rhythmic awareness, execution of basic tap-dancing steps, floor exercises, vocabulary for theatrical presentation of tap choreography, audience awareness and basic acting skills.
SCHEDULE DESCRIPTION:	This is a basic course of instruction in the art of tap dancing. Topics include physical strengthening, rhythmic awareness, execution of basic tap-dancing steps, floor exercises, vocabulary for theatrical presentation of tap choreography, audience awareness and basic acting skills.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	2
CONTACT HOURS:	96-108
RATIONALE:	Tap is one of the foundational disciplines within Dance; Dance is necessary for a complete Performing Arts Department.
EQUATE:	Course equates with Dance 107x2 – Beginning Tap Dance at SBVC
EFFECTIVE:	Fal 2026

COURSE ID	COURSE TITLE
DANCE 117B	Intermediate Tap
DISCIPLINE:	Dance
DEPARTMENT:	Fine Arts
REQUISITE:	Prerequisite: DANCE 117A or Audition
CATALOG DESCRIPTION:	This course is a continuation of instruction in the art of tap dancing. Topics include the mastery of steps and combinations as well as the building of choreography.
SCHEDULE DESCRIPTION:	This course is a continuation of instruction in the art of tap dancing.
STUDENT	NEW

LEARNING OUTCOMES:	
UNITS:	2
CONTACT HOURS:	96-108
RATIONALE:	Tap is one of the foundational disciplines within Dance; Dance is necessary for a complete Performing Arts Department.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2026

COURSE ID	COURSE TITLE
HEALTH 116	Women's Health
DISCIPLINE:	Health Education
DEPARTMENT:	Kinesiology and Health
CATALOG DESCRIPTION:	Introduction and exploration of social institutions and cultural factors' impacts on women's health, including race, ethnicity, sexual orientation, gender identity, reproductive, and sexual health. Emphasis on historical perspectives and social factors. Topics include aging, sexual health and reproduction, exercise and nutrition, substance abuse, mental health, and violence.
SCHEDULE DESCRIPTION:	This course investigates a variety of topics concerning women's health. These include the effect of lifestyle on health, the role of exercise and nutrition in promoting wellness, risk factors for cardiovascular disease, chronic diseases, social influences and work trends that affect women, abusive behaviors, sexual harassment, substance abuse, sexual and reproductive health, and the aging process. Students analyze theoretical and practical information to make healthy lifestyle choices.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	3
CONTACT HOURS:	144-162
RATIONALE:	This course is fundamental to health coverage as it directly applies to women. Students begin to explore communities by examining cultural norms and gender roles. They will culminate their learning by contrasting the cultural norms to present the foundations upon which members of a society differentiate and identify themselves. Students will demonstrate their understanding of concepts related to women's health disparities, including categories such as class, gender, religion, ethnicity, and race, which are formed around variations in cultural feminist symbols, social norms, beliefs, and cultural structures.
EQUATE:	Course equates with HEALTH 104 Women's Health at SBVC
EFFECTIVE:	Fall 2026

COURSE ID	COURSE TITLE
MATH 250E	Single Variable Calculus I Enhanced
DISCIPLINE:	Mathematics
DEPARTMENT:	Mathematics
REQUISITE:	Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of precalculus
CATALOG DESCRIPTION:	This course contains the same content as Math 250 but includes more instruction time to help students who can benefit from additional support. Topics will include an Introduction to differential and integral calculus, including functions, limits, and continuity; techniques and applications of differentiation including derivatives of algebraic and transcendental functions, the chain rule, implicit differentiation, the Mean Value Theorem, curve sketching, extremum problems, and related rates; and an introduction to integration and The Fundamental Theorem of Calculus A review of prerequisite core concepts and college success content will be integrated throughout the course. Active learning techniques involving multiple modalities that include individual and/or group active learning projects/activities and/or student presentations will be used. Students who receive credit for MATH 250E may not receive credit for MATH 250.
SCHEDULE DESCRIPTION:	This course contains the same content as Math 250 but includes more instruction time to help students who can benefit from additional support. Topics will include an Introduction to differential and integral calculus, including functions, limits, and continuity; techniques and applications of differentiation including derivatives of algebraic and transcendental functions, the chain rule, implicit differentiation, the Mean Value Theorem, curve sketching, extremum problems, and related rates; and an introduction to integration and The Fundamental Theorem of Calculus A review of prerequisite core concepts and college success content will be integrated throughout the course. Active learning techniques involving multiple modalities that include individual and/or group active learning projects/activities and/or student presentations will be used. Students who receive credit for MATH 250E may not receive credit for MATH 250.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	4
CONTACT HOURS:	192-216
RATIONALE:	AB1705 requires that registered STEM students who have an overall GPA < 2.6 or have not passed Trigonometry, Precalculus, or Calculus with a C or better, must be placed into a STEM Calculus I course with no more than 2 additional units of support. MATH 250 is the first of a series of three calculus courses, required for degrees in mathematics and many of the sciences. MATH 250 satisfies the associate degree general education requirement for

	<p>computation and analytical thinking.</p> <p>MATH 250 satisfies the IGETC requirement for mathematical concepts and quantitative reasoning and the CSU general education requirement for mathematics.</p> <p>MATH 250 is transferable to CSU</p>
EQUATE:	Course equates with MATH 250 Single Variable Calculus I at SBVC
EFFECTIVE:	Fall 2025

<b>DISTANT EDUCATION</b>
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COURSE ID:	COMMST 178	FULLY ONLINE/PARTIALLY ONLINE/ OPA
COURSE TITLE:	Mediated Communication and Social Media	
RATIONALE:	Six-year revision	
EFFECTIVE:	Fall 2025	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	SPAN 019	FULLY ONLINE/PARTIALLY ONLINE/OPA
COURSE TITLE:	Spanish for Medical Personnel I	
RATIONALE:	Six-year revision	
EFFECTIVE:	Fall 2025	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	SPAN 020	FULLY ONLINE/PARTIALLY ONLINE/OPA
COURSE TITLE:	Spanish for Medical Personnel II	
RATIONALE:	Six-year revision	
EFFECTIVE:	Fall 2025	
EQUATE:	Not currently equated with SBVC	

<b>NEW PROGRAMS</b>
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## **Phlebotomy Technician Certificate of Completion - Certificate of Completion**

CNA/N 651

Phlebotomy Technician I Clinical

40.0

CNA/N 650

Phlebotomy Technician I Theory

84.0

**Total Hours: 124.0**

### **Program Level Outcomes**

perform entry level competencies in phlebotomy as outlined by the California department of Health Services

explain the proper procedure for obtaining and submitting blood samples

perform venipuncture and capillary puncture techniques to obtain blood specimens from a patient by using accepted phlebotomy methods.

### **Program Goals and Objectives**

This program is designed to fulfill the training requirements to become a Certified Phlebotomy Technician I (CPTI) for the State of California. Upon meeting the admission requirements, satisfactorily completing the didactic and externship portions of the program and receiving a passing grade on an approved national certifying exam plus certification from such agency, the student will be able to apply for a CPTI license from the Laboratory Field Services, California Department of Health Services. The class is taught through lectures, class exercises (basic and advanced), and clinical experiences at local externship sites (practical). Students will be trained to perform a variety of blood collection methods using the proper techniques. These methods include the evacuated tube system, syringe collection, winged infusion collection, and capillary puncture on adults, children, and infants.

### **Rationale**

Obtaining a certificate of completion for phlebotomy technician will enable students to take the state examination which is required for certification from Laboratory Field Services California Department of Public Health (CDPH). Completing this program allows the graduate to work in either long term care, care post-acute care, and acute care facilities.

### Catalog Description

This non-credit certificate program is designed to fulfill requirements to become a certified phlebotomy tech I (CPT-I) for the state of California. Upon satisfactory completion of the didactic and intern portions of the program, the student will be able to apply for a CPT-I license from the Laboratory Field Services, California Department of Health Services.

**Effective:** Fall 2025

#### PROGRAM DELETIONS

### ASSOCIATE OF ARTS DEGREE POLITICAL SCIENCE - A.A. Degree Major

#### REQUIRED COURSES

	10.0
POLIT 100 American Politics	3.0
OR POLIT 100H American Politics-Honors	3.0
POLIT 110 Introduction to Political Theory <b>Same as:</b> PHIL 107	3.0
MATH 110 Introduction to Probability and Statistics	4.0
OR MATH 110H Introduction to Probability and Statistics-Honors	4.0
OR PSYCH 120 Statistics for the Social and Behavioral Sciences	4.0
<i>Students must complete at least three units from the following list:</i>	3.0



POLIT 102 California Politics and Culture	3.0
POLIT 104 Introduction to Comparative Politics	3.0
POLIT 106 Introduction to World Politics	3.0
<i>Students must complete at least six additional units from the following list:</i>	
HIST 100 History of the United States to 1877	3.0
OR HIST 100H History of the United States to 1877-Honors	3.0
HIST 101 History of the United States 1865 to Present	3.0
OR HIST 101H History of the United States 1865 to Present-Honors	3.0
HIST 170 World Civilizations (3500 BCE-1500CE)	3.0
OR HIST 170H World Civilizations (3500 BCE-1500CE)-Honors	3.0
HIST 171 World Civilizations (1500 CE to the Present)	3.0
OR HIST 171H World Civilizations (1500 CE to the Present)-Honors	3.0

*Students must complete at least three additional units from the following list:*

	3.0
ECON 100 Introduction to Economics	
	3.0
ECON 200 Principles of Macroeconomics	
	3.0
OR ECON 200H Principles of Macroeconomics-Honors	
	3.0
ECON 201 Principles of Microeconomics	
	3.0
OR ECON 201H Principles of Microeconomics-Honors	
	3.0

#### *RECOMMENDED COURSES*

It is recommended that students complete their general education requirements in physical and biological sciences and mathematics by taking the following courses:

GEOG 110 Physical Geography	3.0
OR GEOG 110H Physical Geography-Honors	
	3.0
GEOG 111 Physical Geography Laboratory	
	1.0
OR GEOG 111H Physical Geography Laboratory-Honors	
	1.0
ANTHRO 106 Biological Anthropology	
	3.0
OR ANTHRO 106H	

Biological Anthropology-Honors 3.0

ANTHRO 116

Biological Anthropology Laboratory 1.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**Total: 23.0**

#### Program Goals and Objectives

An associates degree and/or major in political science at Crafton Hills College will provide the student with the lower division requisite introductory course foundation in the discipline (as well as related requisite coursework from other disciplines) for a bachelor's degree program (particularly at CSU and UC), while also enabling the student to be a proactive citizen of California, the United States, and the world.

Rationale: Use of the transfer degree is favored.

EFFECTIVE: FALL 2025

<b>PROGRAM MODIFICATIONS</b>
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#### Home Health Aide Crafton - Certificate of Completion Program Requirements

CNA/N 624

Home Health Aide Theory 27.0

CNA/N 625

Home Health Aide Skills Lab 24.0

CNA/N 626

Home Health Aide Clinical 48.0

Must be 18 years old or older. Must attend a mandatory information session, once provisionally accepted, must attend a mandatory orientation, meet all health requirements, and clear background check. Must be 18 years or older. No high school or

GED required. Active CA CNA certification is required unless a recent graduate of the Crafton Hills College CNA program (within 1 month).

**Total Hours: 99.0**

#### Program Level Outcomes

1. Explain the Federal and State regulations governing home health aides in California.
2. Deliver basic personal care and nutritional services to clients while improving and adapting to the home environment.
3. Apply theoretical concepts learned to interpret medical and social needs of clients in a home care setting.

#### Program Goals and Objectives

The goal of this certificate is to document that the student has successfully completed the HHA courses that meets the requirements of the California Code of Regulations, Title 22, Division 5, Ch 2.5, and has passed all requirements from the CDPH to receive certification.

#### Rationale

Fix so that new hours in courses are reflected correctly on the certificate.

#### Catalog Description

This program is approved by the California Department of Public Health (CDPH), Licensing and Certification Division. Completion of the program ensures that the student has completed the requirements for certification as a Home Health Aide. Students must successfully complete the non-credit courses HHA 100 and HHA 101 concurrently. A minimum grade of pass in both courses is required.

EFFECTIVE: Fall 2026

## **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:** January 9, 2025

**SUBJECT:** Curriculum – SBVC

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2025-2026 and 2026-2027 College Catalogs.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

None.



**SAN BERNARDINO VALLEY COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL  
January 9, 2025**

**CONTENT REVIEW**

*No Changes to the College Catalog*

ANTHRO 103	ANTHRO 106	ANTHRO 106L	ANTHRO 108	ANTHRO 109	ANTHRO 111
ANTHRO 111H	ANTHRO 125	ANTHRO 222	CHEM 101	ELECTR 111	ELECTR 115
ELECTR 116	ELECTR 155				

**Rationale:** Content Review  
**Effective:** Fall 2025

**NEW COURSE**

*Addition to the 2025-2026 College Catalog*

**Course ID:** **AERO 047**  
**Course Title:** Commercial Pilot Ground School  
**Units:** 3  
**Lecture:** 48 - 54 contact hours per semester  
**Prerequisite:** AERO 022 and AERO 022L and AERO 040 and AERO 041L  
**Prerequisite/Corequisite:** AERO 047L  
**Course Description:** This course examines the fundamentals of commercial flight in the Air Traffic Control (ATC) system and factors that can affect the operation, including aerodynamics, navigation, flight planning, and communication. The content is reinforced by concurrent enrollment in AERO 047L. This course will meet the Federal Aviation Administration (FAA) requirements for the ground instruction portion for a commercial pilot certificate as specified in Federal Aviation Regulations (FAR) 61.56. The student will receive necessary aeronautical knowledge and ground training to meet the prerequisites specified in Appendix D to 14 CFR Part 141 and CFR Part 61.124 to successfully pass the commercial pilot airman knowledge test.

**TOP Code:** 3020.20  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2025

**NEW COURSE**

*Addition to the 2025-2026 College Catalog*

**Course ID:** **AERO 047L**  
**Course Title:** Commercial Pilot Flight Lab  
**Units:** 3  
**Laboratory:** 144 - 162 contact hours per semester  
**Prerequisite:** AERO 041L  
**Limitation on Enrollment:** The student must hold the following prior to enrolling in the flight portion of the commercial pilot certification course: (a) At least a private pilot certificate; and (b) If the course is for a rating in an airplane then the person must: (1) Hold an instrument rating in the aircraft that is appropriate to the aircraft category rating for which the course applies; or (2) Be concurrently enrolled in an instrument rating course that is appropriate to the aircraft category rating for which the course applies, and pass the required instrument rating practical test prior to completing the commercial pilot certification course.

**Course Description:** The student will receive training in the maneuvers and procedures necessary to meet the standards contained in the FAA Commercial Pilot Practical Test Standards. Additionally, the student will receive training in safety awareness, crew resource management, and aeronautical decision-making. At the successful completion of this course, the student will have gained the aeronautical experience necessary to attain the Commercial Pilot Certificate.

**TOP Code:** 3020.20  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2025

**NEW COURSE**

*Addition to the 2025-2026 College Catalog*

**Course ID:** **AERO 072**  
**Course Title:** ATC Phraseology  
**Units:** 2  
**Lecture:** 32 - 36 contact hours per semester  
**Course Description:** This course introduces students to the standard phraseology and communication techniques used in Air Traffic Control (ATC). Students will learn proper radio communication procedures, terminology, and phraseology as outlined by the Federal Aviation Administration (FAA). Emphasis will be placed on effective communication between pilots and air traffic controllers in a variety of flight scenarios, including ground operations, departures, en-route, and arrivals. The course is designed for students pursuing aviation careers, including pilots and future air traffic controllers, and aims to enhance communication, safety and proficiency in airspace management.

**TOP Code:** 3020.30  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2025

**NEW COURSE**

*Addition to the 2025-2026 College Catalog*

**Course ID:** **AERO 073**  
**Course Title:** Terminal Air Traffic Control  
**Units:** 4  
**Lecture:** 64 - 72 contact hours per semester  
**Prerequisite:** AERO 070 and AERO 071 and AERO 072  
**Course Description:** This course provides an in-depth study of terminal air traffic control (ATC) operations, focusing on the skills and knowledge required to manage aircraft safely and efficiently within terminal airspace, including tower and approach control environments. Students will learn the principles of airspace management, radar and non-radar separation standards, communication protocols, and conflict resolution techniques. Emphasis is placed on understanding FAA regulations, standard operating procedures, and the use of surveillance systems in a terminal ATC setting.

**TOP Code:** 3020.30  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2025

## NEW COURSE

### *Addition to the 2026-2027 College Catalog*

<b>Course ID:</b>	<b>ANTHRO 108H</b>
<b>Course Title:</b>	Introduction to Native American Studies - Honors
<b>Units:</b>	3
<b>Lecture:</b>	48 - 54 contact hours per semester
<b>Departmental Advisory:</b>	READ 100
<b>Course Description:</b>	This course provides an introduction to the field of Native American Studies. It emphasizes the agency, struggles, and social justice efforts of Native Americans in the United States. Topics covered include Native cultural and intellectual traditions; racialization and intersectionality; antiracism and decolonization; and the relationship between Western scientific practices and Native American experiences. <b>This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.</b>
<b>TOP Code:</b>	2202.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2026

## NEW COURSE

### *Addition to the 2025-2026 College Catalog*

<b>Course ID:</b>	<b>ART 610</b>
<b>Course Title:</b>	Digital Imaging with Drones
<b>Hours:</b>	48 - 54 hours per semester
<b>Lecture:</b>	48 - 54 hours per semester
<b>Departmental Advisory:</b>	AERO 660
<b>Course Description:</b>	This hands-on noncredit course covers using drones for digital imaging, photography, and cinematography. The course covers safety precautions, team collaboration, mission planning, common video movements, high-resolution image capture, and editing. Students should anticipate participating in one or more field trips. Students must obtain a recreation drone license. The Recreational UAS Safety Test (TRUST) and provide proof of test passage before or during the first two weeks of the course. Students will supply their camera-equipped drones.
<b>TOP Code:</b>	1012.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2025

## NEW COURSE

### *Addition to the 2025-2026 College Catalog*

<b>Course ID:</b>	<b>CIT 610</b>
<b>Course Title:</b>	AI Basics
<b>Hours:</b>	22 - 26 hours per semester
<b>Lecture:</b>	6 - 8 hours per semester
<b>Laboratory:</b>	16 - 18 hours per semester
<b>Course Description:</b>	This course introduces the foundational concepts and applications of Artificial Intelligence (AI), covering topics such as the origins and evolution of AI, its impact on society, and various practical uses. By the end of the course, students will gain a fundamental understanding of AI and be able to apply selected AI tools in real-world contexts.
<b>TOP Code:</b>	0701.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2025



## NEW COURSE

### *Addition to the 2025-2026 College Catalog*

<b>Course ID:</b>	<b>CIT 611</b>
<b>Course Title:</b>	Introduction to AI Tools
<b>Hours:</b>	22 - 26 hours per semester
<b>Lecture:</b>	6 - 8 hours per semester
<b>Laboratory:</b>	16 - 18 hours per semester
<b>Course Description:</b>	This course provides an introduction to foundational Artificial Intelligence (AI) tools and practical techniques for using them effectively. Students will explore various AI platforms, including Generative AI, Axio AI, Perplexity AI, Gemini AI, and ChatGPT, among others. By the end of the course, students will be able to evaluate and select the most suitable AI tool for a range of real-world scenarios.
<b>TOP Code:</b>	0701.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2025

## NEW COURSE

### *Addition to the 2025-2026 College Catalog*

<b>Course ID:</b>	<b>CIT 612</b>
<b>Course Title:</b>	Machine Learning (ML) Basics
<b>Hours:</b>	22 - 26 hours per semester
<b>Lecture:</b>	6 - 8 hours per semester
<b>Laboratory:</b>	16 - 18 hours per semester
<b>Course Description:</b>	This course introduces the foundational concepts and applications of Machine Learning (ML), covering topics such as the origins and evolution of ML, its impact on society, and various practical uses. By the end of the course, students will gain a fundamental understanding of ML and be able to apply selected ML tools in real-world contexts.
<b>TOP Code:</b>	0701.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2025

## NEW COURSE

### *Addition to the 2025-2026 College Catalog*

<b>Course ID:</b>	<b>CIT 613</b>
<b>Course Title:</b>	Artificial Intelligence (AI) in Action
<b>Hours:</b>	22 - 26 hours per semester
<b>Lecture:</b>	6 - 8 hours per semester
<b>Laboratory:</b>	16 - 18 hours per semester
<b>Course Description:</b>	This course offers a comprehensive introduction to the practical application of Artificial Intelligence (AI) tools and techniques in real-world business scenarios. Students will gain hands-on experience with a variety of cutting-edge AI platforms, developing the skills to leverage these technologies effectively across diverse business domains.
<b>TOP Code:</b>	0701.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2025

## NEW COURSE

### *Addition to the 2025-2026 College Catalog*

<b>Course ID:</b>	<b>FTVM 604</b>
<b>Course Title:</b>	Grip and Lighting for Film and Media
<b>Hours:</b>	64 - 72 hours per semester
<b>Lecture:</b>	16 - 18 hours per semester
<b>Laboratory:</b>	48 - 54 hours per semester
<b>Course Description:</b>	This hands-on, non-credit course provides an introduction to the essential skills and techniques of lighting and grip work in film and media production. Students will learn the fundamentals of setting up and manipulating lighting to create mood, tone, and visual style for a variety of projects. The course also covers grip techniques, including rigging, camera support, and safely handling equipment on set. Designed for beginners and those looking to enhance their technical skills, this course is ideal for students interested in behind-the-scenes roles in film, television, and digital media production.
<b>TOP Code:</b>	0640.20
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2025

## COURSE MODIFICATION

### *Changes to the 2025-2026 College Catalog*

COURSE ID	COURSE TITLE
ANTHRO 106H	BIOLOGICAL ANTHROPOLOGY - HONORS

<b>Departmental Advisory:</b>	ENGL C1000 or ENGL C1000H
<b>Equate:</b>	ANTHRO 106 at CHC.
<b>Rationale:</b>	Updating advisory, outcomes, and textbooks.
<b>Effective:</b>	Fall 2025

## COURSE MODIFICATION

### *Changes to the 2026-2027 College Catalog*

COURSE ID	COURSE TITLE
AUTO 064	AUTO/TRUCK ELECTRICAL SYSTEMS

<b>Course Description:</b>	This course covers basic electrical theory, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and trucks. Emphasis is placed on use of digital multimeter for troubleshooting and diagnosis of starting systems, charging systems, and electrical circuits.
<b>Equate:</b>	Course not offered at CHC.
<b>Rationale:</b>	Updating description, outcomes, objectives, content, assignments, and textbooks.
<b>Effective:</b>	Fall 2025

## COURSE MODIFICATION

### *Changes to the 2026-2027 College Catalog*

COURSE ID	COURSE TITLE
AUTO 065	ELECTRICAL SYSTEMS DIAGNOSIS AND REPAIR

<b>Course Title:</b>	Advanced Automotive Electrical Systems
<b>Prerequisite:</b>	AUTO 064
<b>Course Description:</b>	This course provides students with the knowledge necessary to diagnose and repair automotive electrical malfunctions. Topics include theory of operations and service of automotive electrical systems. Emphasis on reading wiring diagrams and use of test equipment to diagnose and troubleshoot electrical/electronic systems, such as start-stop and ADAS systems. This course prepares students for the ASE A6 certification exam.
<b>Equate:</b>	Course not offered at CHC.
<b>Rationale:</b>	Updating title, description, prerequisite, outcomes, content, assignments, and textbooks.
<b>Effective:</b>	Fall 2026

## COURSE MODIFICATION

### *Changes to the 2025-2026 College Catalog*

COURSE ID	COURSE TITLE
ELECTR 230	SEMICONDUCTOR DEVICES

<b>Course Description:</b>	This course is a study of semiconductor devices including the chemistry and physics of the structure of the atom and of the semiconductor material and the operation of semiconductor devices based on energy level analysis.
<b>Equate:</b>	Course not offered at CHC.
<b>Rationale:</b>	Updating description, outcomes, objectives, assignments, and textbooks.
<b>Effective:</b>	Fall 2025

## COURSE MODIFICATION

### *Changes to the 2025-2026 College Catalog*

COURSE ID	COURSE TITLE
ELECTR 265	DIGITAL LOGIC DESIGN

<b>Course Description:</b>	This course covers combinational logic utilizing Boolean algebra and the binary numbering system. Topics include Karnaugh maps, truth tables, coding, switching circuits, converters, logic circuit elements, Flip Flops, Shift Registers, timers, Counters, digital-to-analog and analog-to-digital conversions, decoders, multiplexers, demultiplexers, and displays.
<b>Equate:</b>	Course not offered at CHC.
<b>Rationale:</b>	Updating description, outcomes, objectives, content, assignments, and textbooks.
<b>Effective:</b>	Fall 2025

## COURSE MODIFICATION

### *Changes to the 2025-2026 College Catalog*

COURSE ID	COURSE TITLE
ELECTR 266	MICROPROCESSOR TECHNOLOGY WITH ASSEMBLY LANGUAGE

<b>Course Description:</b>	This course covers the fundamental principles of microprocessors and microcontrollers. The architecture of the Atmel AT328 series microcontroller is highlighted along with its' operation and applications in embedded systems. Students make use of assembly language and C language to interface with both analog and digital circuitry. Software simulation tools and microcontroller trainer boards are used in lab exercises and a final project.
<b>Equate:</b>	Course not offered at CHC.
<b>Rationale:</b>	Updating description, outcomes, content, assignments, and course materials.
<b>Effective:</b>	Fall 2025

## COURSE MODIFICATION

### *Changes to the 2025-2026 College Catalog*

COURSE ID	COURSE TITLE
ELECTR 270	LINEAR INTEGRATED CIRCUIT ANALYSIS

<b>Course Description:</b>	This course is a review of bipolar transistor fundamentals and differential amplifiers with emphasis on inner connections and circuit designs using integrated circuit operational amplifiers (OP AMPS), phase-lock loops, and current differentiating amplifiers. Oscillators, wave generators, Scaler, integrator, differentiator, voltage summing, differential amplifier, and active filter circuits with various responses utilizing Operational Amplifiers are covered, including breadboarding and evaluation of various types of active linear and pulse circuits involving operational amplifiers and phase-lock loops.
<b>Equate:</b>	Course not offered at CHC.
<b>Rationale:</b>	Updating description, outcomes, content, and textbooks.
<b>Effective:</b>	Fall 2025

## COURSE INACTIVATION

ANTHRO 223

<b>Rationale:</b>	Course no longer offered.
<b>Effective:</b>	Fall 2025

## DISTANCE EDUCATION

ANTHRO 103	ANTHRO 106	ANTHRO 106H	ANTHRO 106L	ANTHRO 108
ANTHRO 108H	ANTHRO 109	ANTHRO 111	ANTHRO 111H	ANTHRO 125
ANTHRO 222	ART 610	AUTO 064	AUTO 065	CHEM 101
CIT 610	CIT 611	CIT 612	CIT 613	ELECTR 111
ELECTR 115	ELECTR 116	ELECTR 155	ELECTR 230	ELECTR 265
ELECTR 266	ELECTR 270			

**Rationale: Distance Education Delivery**

One of the planning themes and goals of San Bernardino Valley College (SBVC) is student access. The faculty and curriculum committee have worked to examine course delivery and make curricular adjustments to meet the necessary demand for distance education. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.

**Effective:** Fall 2025

**NEW CERTIFICATE****Artificial Intelligence (AI) Essential Skills - Certificate of Completion**

This noncredit certificate provides an introduction to practical applications of Artificial Intelligence (AI) and Machine Learning (ML) tools in business contexts. The participant demonstrated proficiency in understanding fundamental AI and ML concepts and their real-world applications, navigating and utilizing various AI and ML platforms, applying AI and ML solutions to real-world business scenarios.

**REQUIRED COURSES:**

CIT 610	AI Basics	22.0-26.0
CIT 611	Introduction to AI Tools	22.0-26.0
CIT 612	Machine Learning (ML) Basics	22.0-26.0
CIT 613	Artificial Intelligence (AI) in Action	22.0-26.0

**Total Hours: 88.0 – 104.0**

**Effective:** Fall 2025

**NEW CERTIFICATE****Flight Operations - Professional Pilot - Certificate of Achievement**

The Flight Operations - Professional Pilot certificate program at San Bernardino Valley College prepares students for a dynamic career in aviation, providing comprehensive flight training, and ground school instruction in aerodynamics, navigation and aviation regulations. This certificate program is designed for students aspiring to become professional pilots, offering a strong foundation in both the technical and practical aspects of flight operations. Through state-of-the-art simulators and real-world flight training, students will gain the skills and knowledge necessary to pursue FAA certification as commercial pilots. Graduates will be equipped to enter the aviation industry with the qualifications needed to succeed in various flight operations roles, including positions with airlines, corporate flight departments, and other aviation enterprises.

**REQUIRED COURSES:**

AERO 022	Private Pilot Ground School	6.0
AERO 022L	Private Pilot Flight Lab	1.0
AERO 040	Instrument Ground School	4.0
AERO 041L	Instrument Pilot Flight Lab	1.0
AERO 047	Commercial Pilot Ground School	3.0
AERO 047L	Commercial Pilot Flight Lab	3.0
AERO 070	Introduction to Air Traffic Control (ATC)	3.0
AERO 046	Aviation Weather	3.0

**Total: 24.0**

**Effective:** Fall 2025

## CERTIFICATE MODIFICATION

### **Business Workplace Essential Skills - Certificate of Completion**

*When we think about training in the workplace, soft skills can often be overlooked because they're not as tangible as 'hard skills' like coding or advanced Excel skills. But developing soft skill training for employees is just as important as technical skills.* So much has changed with Covid-19 and soft skills training is more important now than ever before. Small business owners if they can reopen have been hit hard and need quality staff to bounce back, staff with great soft skills like customer service, teamwork, problem-solving and empathy will be in high demand. Young adults will find it the hardest getting through that interview without the experiences of full-time work in the past, they more than anyone will need to develop soft skills training for their resume and practice them so they can have the confidence when under pressure in the interview to set that great first impression. The Business Workplace Essential Skills Certificate will ensure that you, and your staff, are equipped with the right soft skills to set yourselves up for success in your given roles. Competencies like communication, conflict resolution, and problem solving underpin almost every facet of your business operations. Across every organization, in every business unit and employee role, soft skills are crucial for gaining new clients, improving customer service metrics, and building a stronger team dynamic.

#### **REQUIRED COURSES:**

BUSAD 611	Skills for Leaders/Managers	16.0-18.0
BUSAD 612	Time Management Skills	16.0-18.0
BUSAD 613	Dealing with Difficult People	16.0-18.0
BUSAD 614	Listening Skills	16.0-18.0
BUSAD 615	Quality Customer Service	16.0-18.0
BUSAD 616	Everyday Essential Business Math Skills	16.0-18.0
<b>Total Hours:</b>	<b>96.0-108.0</b>	

**Rationale:** Adding BUSAD 616 to course list.  
**Effective:** Fall 2025

## NEW DEGREE

### **Flight Operations - Professional Pilot - A.S. Degree**

The Flight Operations - Professional Pilot Associate in Science Degree prepares students for a dynamic career in aviation, providing comprehensive flight training, and ground school instruction in aerodynamics, navigation and aviation regulations. This degree is designed for students aspiring to become professional pilots, offering a strong foundation in both the technical and practical aspects of flight operations. Through state-of-the-art simulators and real-world flight training, students will gain the skills and knowledge necessary to pursue FAA certification as commercial pilots. Graduates will be equipped to enter the aviation industry with the qualifications needed to succeed in various flight operations roles, including positions with airlines, corporate flight departments, and other aviation enterprises.

#### **REQUIRED COURSES:**

AERO 022	Private Pilot Ground School	6.0
AERO 022L	Private Pilot Flight Lab	1.0
AERO 040	Instrument Ground School	4.0
AERO 041L	Instrument Pilot Flight Lab	1.0
AERO 047	Commercial Pilot Ground School	3.0
AERO 047L	Commercial Pilot Flight Lab	3.0
AERO 046	Aviation Weather	3.0
AERO 070	Introduction to Air Traffic Control (ATC)	3.0
<b>Total:</b>	<b>24.0</b>	

**Effective:** Fall 2025

**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:** January 9, 2025

**SUBJECT:** Consideration of Approval of Adjunct and Substitute Academic Employees

**RECOMMENDATION**

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

**OVERVIEW**

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

**ANALYSIS**

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

**SBCCD GOALS**

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

**FINANCIAL IMPLICATIONS**

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





# Adjunct and Substitute Academic Employees

## Presented for Information January 9, 2025

[v.12.16.2024.p.2]2]

### 2024 – 2025 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Allen, Matthew	CHC	Political Science	Political Science
Barrie, Trinette	CHC	Counseling	Counseling
Bogh, Debbie	CHC	Counseling	Counseling
Brossia, Karen	CHC	Counseling	Counseling
Clement, Brooke	CHC	Counseling	Counseling
Delmonico, Shana	CHC	Counseling	Counseling
Donally, Kristen	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
Farley, Diana	CHC	Counseling	Counseling
Garcia, Claudia	CHC	Counseling	Counseling
Gonzales, Robin	CHC	Counseling	Counseling
Grabow, James	CHC	Counseling	Counseling
Henry, Jaquelyn	CHC	Counseling	Counseling
Hoehn, Marisela	CHC	Counseling	Counseling
Hussain, Danielle S.	CHC	Counseling	Counseling
Ibarra, Rosa	CHC	Counseling	Counseling
Kusko, Vaughn	CHC	Counseling	Counseling
Limoges, Kevin	CHC	Computer Information Systems	Computer Information Systems
Macamay, Mariana	CHC	Counseling	Counseling
Martinez, Santos	CHC	Counseling	Counseling
McAtee, Robert	CHC	Counseling	Counseling
Muller, Katherine	CHC	Counseling	Counseling
Rivera, Desiree	CHC	Counseling	Counseling
Rivera, Ernesto	CHC	Counseling	Counseling
Scott, Shella	CHC	Counseling	Counseling
Shum, Chang	CHC	Counseling	Counseling
Sosa, Sara	CHC	Counseling	Counseling
Tait, Bradley	CHC	Mathematics	Mathematics
Wilson, Debbie	CHC	Counseling	Counseling
Xayaphanthong, Soutsakone	CHC	Counseling	Counseling
Adams, Kathy	SBVC	Child Development	Child Development
Pugh, Michelle	SBVC	Child Development	Child Development
Jackson, Jade	SBVC	Child Development	Child Development



## **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:** January 9, 2025

**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.





## Appointment of District Employees

### Submitted for Board Approval January 9, 2025

[v.12.20.2024.p.1|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Acevedo, Christina</b> Athletic Trainer SBVC Athletics	01/13/25	Classified 50C	New	General Fund	TBD <sup>†</sup>
<b>Aldana, Jacob</b> Laboratory Assistant II- Welding SBVC Applied Technology	01/13/25	Classified 42B	New	General Fund	08/27/24
<b>Arps-Bumbera, Natalie</b> Assistant Professor, English SBVC English	01/14/25	Academic TBD*	Dolores Moreno	General Fund	TBD <sup>†</sup>
<b>Cardenas, Jorge</b> Human Resources Generalist DSO Human Resources	01/13/25	Confidential/Supervisory 15A	Christine Ayala	Human Resources General Fund	12/10/24
<b>Domon, Lacey</b> Development Coordinator SBVC Foundation	01/01/25	Classified 45A	New	San Manuel Band of Mission Indians Fund	TBD <sup>†</sup>
<b>Frias, Mayra</b> Assistant Professor, English SBVC English	01/14/25	Academic TBD*	Joel Lamore	General Fund	11/16/15
<b>Laskowski, Benjamin</b> Assistant Professor, HVAC SBVC Applied Technology	01/14/25	Academic TBD*	Johnny Roberts	General Fund	07/28/24

<sup>†</sup>Live Scan clearance pending; employee will not start without clearance.

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



## Appointment of District Employees

### Submitted for Board Approval January 9, 2025

[v.12.20.2024.p.2|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Mulhall, Eve</b> Development Coordinator SBVC Foundation	01/01/25	Classified 45A	New	San Manuel Band of Mission Indians Fund	TBD <sup>†</sup>
<b>Ortiz, Edgar</b> Athletic Trainer SBVC Athletics	01/13/25	Classified 50C	Ashley Watson	General Fund	TBD <sup>†</sup>
<b>Peterkin, Natalie</b> Assistant Professor, English SBVC English	01/14/25	Academic TBD*	Diane Hunter	General Fund	TBD <sup>†</sup>

<sup>†</sup>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:** January 9, 2025

**SUBJECT:** Consideration to Rescind the Approval to Appoint Interim Managers

### **RECOMMENDATION**

It is recommended that the Board of Trustees rescind the approval of appointment of the interim manager on the attached list and rescind the corresponding interim employment contract.

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





# Appointment of Interim Managers - Rescind

## Submitted for Board Approval January 9, 2025

[v.12.11.2024.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Keebler, Joel</b> Interim Divison Dean SBVC Science	11/25/24 to 06/30/25	23F	Peter John Stanskas	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:** January 9, 2025

**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 employees on the attached list.

### **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 the employee is included in the appropriate 2024-2025 budgets.





## Appointment of Interim Managers

Submitted for Board Approval January 9, 2025

[v.12.17.2024.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Burham, Lorrie</b> Interim Division Dean SBVC Science	01/06/25 to 06/30/25	23F	Peter John Stanskas	General Fund	06/01/98
<b>Hector, Leticia</b> Interim Vice President of Instruction SBVC Instruction <i>Ratification: Start date is prior to Board approval due to an immediate need in the department.</i>	12/16/24 to 06/30/25	26F	Dina Humble	General Fund	07/18/01
<b>Thaimas, Yusoff</b> Interim Police Lieutenant DSO Police Department	01/01/25 to 06/30/25	21A	New	General Fund	08/15/22

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

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** 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:** January 9, 2025

**SUBJECT:** Consideration of Approval to Appoint Temporary Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of temporary academic employees per the attached list.

### **OVERVIEW**

The employees on the attached list are submitted for approval.

### **ANALYSIS**

It is essential that each position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

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







# Appointment of Temporary Academic Employees

Submitted for Board Approval January 9, 2025

[v.12.20.2024.p.1|1]

Employee Name Location Assignment & Department	From	To	Range & Step	Fund	Live Scan Clearance
<b>Antoncew, Skylar</b> CHC Assistant Professor, EMS	01/13/25	06/30/25	TBD*	General Funds	03/29/23
<b>Carbajal, Clarisse</b> Assistant Professor, Nursing SBVC Nursing	01/13/25	06/30/25	TBD*	H RTP Health Grant	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:** January 9, 2025

**SUBJECT:** Consideration of Approval of Classification Advancement for Academic Employees

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

The financial implications resulting from these reclassifications will be an additional cost to the appropriate 2025-2026 budgets.





# Classification Advancement for Academic Employees

Submitted for Board Approval on January 9, 2025

[v.12.11.2024.p.2|2]

Employee Name Location Assignment Department	From Column	To Column	Days of Service	Effective Date
<b>Bailes, Brandi</b> Professor, Mathematics CHC Mathematics	D	E	175	07/01/25

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

**REVIEWED BY:** Diana Z. Rodriguez, Chancellor

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

**DATE:** January 9, 2025

**SUBJECT:** Consideration of Approval of Granting Sabbatical Leave for the  
 2025-2026 Academic Year

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the granting of sabbatical leave for the 2025-2026 academic year.

**OVERVIEW**

These employees are being recommended for Sabbatical Leave for the 2025-2026 academic year and exercise the option under Education Code Section 87770 to waive the furnishing of a bond and pay employees on Sabbatical Leave in the same manner as though a bond is furnished; if the employee executes an agreement containing terms and conditions that protect the interests of the District.

- Michael Torrez, Fall 2025
- Kenneth George, Fall 2025
- Gwendolyn Diponio, Fall 2025
- Matthew Robles, Spring 2026

**ANALYSIS**

On September 12, 2024, the Board of Trustees granted two full year sabbatical leaves districtwide for the 2025-2026 academic year. Sabbatical Leave Committees at each campus reviewed any applications received and forwarded their recommendations to the District. The District Sabbatical Leave Committee reviewed the requests and forwarded their recommendations to the Chancellor.

**SBCCD GOALS**

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

**FINANCIAL IMPLICATIONS**

The cost for the District is the replacement for the instructor’s classes and is included in the appropriate 2025-2026 budgets.



## **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:** January 9, 2025

**SUBJECT:** Consideration of Approval of Employee Promotions

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

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





## Employee Promotions

Submitted for Board Approval January 9, 2025

[v.12.20.2024.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
<b>Dale, April</b>	SBVC Admission & Records <b>Director, Admission &amp; Records</b> Management Salary Schedule Range 18, Step H	SBVC Student Services <b>Associate Dean, Student Support Services</b> Management Salary Schedule Range 21, Step G	Sharaf Williams	General Funds	01/10/25
<b>Romo, Maria S.</b>	SBVC Admissions & Records <b>Admissions &amp; Records Specialist</b> Classified Salary Schedule Range 38, Step F	SBVC Admissions & Records <b>Admissions &amp; Records Evaluator</b> Classified Salary Schedule Range 42, Step E	Linda Molina	General Funds	01/10/25
<b>Villa, Raquel</b>	SBVC Admissions & Records <b>Admissions &amp; Records Technician</b> Classified Salary Schedule Range 33, Step F	SBVC Admissions & Records <b>Admissions &amp; Records Evaluator</b> Classified Salary Schedule Range 42, Step C	Sophin Im	General Funds	01/10/25

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

**DATE:** January 9, 2025

**SUBJECT:** Consideration of Approval of Management Job Descriptions and Revision to the Management Salary Schedule

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the new Management job descriptions as presented and place them at the appropriate range on the Management salary schedule.

1. Job Description
  - Director of Enterprise Application Systems
  - Director, Library & Learning Support Services
2. Revised Management Salary Schedule

**OVERVIEW**

The job descriptions are necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services. The job descriptions have been created and reviewed to accurately reflect the intent and nature of the positions.

**ANALYSIS**

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

**SBCCD GOALS**

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

**FINANCIAL IMPLICATIONS**

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





## ~~Business Systems Administrator~~ Director of Enterprise Application Systems

~~Management Range: 1517~~

~~Board Approved: 06/08/2023~~ Pending Board Approval 01/09/25

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

### **SUMMARY DESCRIPTION**

---

~~Under the general direction of the Chief Technology Officer, the Director plans, manages, and coordinates the District's financial systems, websites, and web applications. The role involves leading the design, troubleshooting, and ongoing maintenance of these systems, managing complex business and systems analyses, and collaborating with administrators, managers, and IT staff to develop system capabilities that support operational and service strategies. Additionally, the Director oversees the printing services function, coordinating duplicating, and print production while estimating costs and recommending equipment purchases to ensure efficient service delivery.~~

~~Under the general direction of an appropriate administrator, plans, manages, and coordinates the District's financial system, website, and web applications; manages application planning, design, troubleshooting, and ongoing maintenance of designated systems; manages project plans, oversees, and performs complex business and systems analyses; collaborates with administrators, managers, and Information Technology staff to ensure development of system capabilities to achieve operational and service strategies.~~

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

- ~~1. Oversees complex functional analyses across multiple departments, including mapping, modeling, testing, and resolving issues related to designated systems. Utilizes in-depth functional analysis to evaluate third-party software and ensure it meets organizational needs; collaborates with staff and IT to ensure development of system capabilities to achieve operational and service strategies. Leads the strategic planning process for the IT department, aligning IT goals with the District's overall objectives, while overseeing the design, development, and implementation of enhancements to the District's financial system, ensuring compliance with programming procedures and change controls.~~
- ~~2. Reviews and evaluates system enhancement requests, addressing user needs and proposing solutions, while providing regular updates to senior administrators regarding initiatives and activities.~~
- ~~3. Develops and enforces IT policies and procedures to ensure compliance with regulatory requirements and industry best practices.~~
- ~~4. Identifies and mitigates risks associated with IT projects and operations; develops and implements change management strategies to ensure smooth transitions during system upgrades and new implementations~~
- ~~5. Ensures that users and technical groups maintain open communication; effectively communicates complex technology issues to non-technical parties verbally or in writing.~~
- ~~6. Conducts workshops and in-services on a regular basis; coordinates and participates in user training.~~
- ~~7. Provides technical support, supervision, coordination, and leadership for district-wide software applications, such as enterprise resource planning, content management systems (CMS), analytics, and reporting.~~





## Business Systems Administrator Director of Enterprise Application Systems

**Management Range: 1517**

~~Board Approved: 06/08/2023~~ Pending Board Approval 01/09/25

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8. Manages system development projects; establishes objectives, timelines, assigns resources, and coordinates work activities.
- ~~1.~~
- ~~2.9.~~ Manages a team of web developers and oversees projects to ensure efficient and effective completion.
- ~~3.10.~~ Maintains relationships with clients and stakeholders; plans and oversees website development projects; monitors system performance.
- ~~4.11.~~ Consults cross-divisionally, develops process modifications and strategic solutions; analyzes business mandates and proposes policies and project direction.
12. Plans, organizes, and leads application testing and upgrades, participates in impact analysis, evaluates system upgrades, tests new releases, and reviews vendor documentation to identify processes and integration issues.
- ~~5. Analyzes and evaluates system upgrades, tests new releases, and reviews vendor documentation to identify processes and assess integration issues.~~
- ~~6.13.~~ Maintains security and confidentiality of data, and monitors system security and access; sets up user security profiles.
- ~~7.14.~~ Establishes and integrates data connections between financial systems and regulatory bodies.
- ~~8.15.~~ Provides technical support and expertise for assigned applications; troubleshoots and resolves application or database problems; reviews and analyzes system problems including system documentation and production output, to identify solutions; recommends changes as needed; confers with vendors to solve complex procedural, operational, and technical problems.
- ~~9.16.~~ Interacts, coordinates, communicates, and serves as liaison between IT, business areas, and external vendors.
- ~~10.17.~~ Participates in IT audits of information systems, data, networks, and IT security.
- ~~11.18.~~ Develops documentation and provides training to district-side staff; develops procedures and user manuals.
- ~~12.19.~~ Contributes to the development of strategic, long-range enterprise resource planning system acquisition and implementation.
- ~~13.20.~~ Develops plans and strategies, including capital ~~budgets~~ budgeting, ~~for to ensure~~ hardware and software systems ~~appropriate for meet~~ the District's current needs.
21. Manages the development and implementation of the District's technology systems, including selecting the appropriate technology and overseeing the customization and integration of systems.
22. Oversees the planning, coordination, and supervision of printing services operations, including production, duplicating, and online ordering systems.
- ~~14.23.~~ Establishes and manages production schedules to ensure timely delivery of materials; analyzes and evaluates costs and makes recommendations for equipment purchases. Ensures compliance with safety regulations and prioritizes employee safety in print operations.
- ~~15.24.~~ Provides supervision and evaluation of staff as needed. Participates in the selection, supervision, training, and evaluation of assigned staff.



## **Business Systems Administrator Director of Enterprise Application Systems**

**Management Range: 1517**

**Board Approved: 06/08/2023—Pending Board Approval 01/09/25**

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16-25. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

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

#### **Knowledge of:**

- Principles, techniques, and application of system development, design, database, and programming that are applicable in the course of ERP system implementation and maintenance.
- Principles and practices of administration, supervision, training, and performance evaluation.
- Principles and practices of budget preparation and administration.
- Basic principles and operational practices of printing services, including scheduling, production management workflows, and project coordination.
- Overview of graphic design and high-speed digital printing technologies, with a focus on process management and vendor coordination.
- Awareness of safety practices, policies, and regulations as they relate to printing operations, including chemical handling and press operation safety
- The role of online print ordering systems in managing high-volume print requests and coordinating cross-departmental projects.

#### **Ability to:**

- Plan and organize all functions related to the designated systems areas that produces effective and efficient results.
- Work independently and exercise sound judgement in identifying and resolving system issues.
- Develop cooperative working relationships in a highly diverse environment.
- Manage a complex information technology organization.
- Communicate effectively both orally and in writing.
- Develop and administer policies and procedures for assigned area.
- Oversee, direct, and coordinate the work of lower-level staff.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to campus technology functions and operations.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**



# ~~Business Systems Administrator~~ Director of Enterprise Application Systems

**Management Range: ~~1517~~**

~~Board Approved: 06/08/2023~~ Pending Board Approval 01/09/25

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- A Bachelor’s degree from an accredited college or university with major coursework in computer science, management information systems, or a related field of Completion of sixty (60) unities fom an accredited college or university and at least four (4) years of experience in programming, modern technology, and systems analysis can be used in the absence of a bachelor’s degree.

**Required Experience:**

- Four (4) years of increasingly responsible experience in programming, modern technology, and systems analysis.
- Experience that indicates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning and disabilities.

**Certificate, License or Registration:**

- ~~Possession of, or ability to obtain, a valid California Driver’s License by time of appointment and proof of a good driving record.~~

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Employees work in an office environment that is exposed to loud noise levels, cold temperatures, dust and allergens. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures. This is primarily a sedentary office classification although standing and walking between work areas may be required.

**Physical:** Most possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate stand office equipment. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



## Director, Library & Learning Support Services

Management Range: I7

~~Board Approved: 03/28/2013~~

Pending Board Approval 01/09/25

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

### SUMMARY DESCRIPTION

---

Under the direction of the appropriate area Administrator, the Director of the Library and Learning Support Services supervises staff, curriculum, facilities, budgets and related functions for assigned programs. The Director of Library and Learning Support Services provides administrative supervision for various programs and services for the Library and Learning Support Services, including tutoring. The Director directs-oversees and coordinates facility use of the services for the Library and Learning Support Services and is the primary spokesperson for these segments of the College.

This position provides direct supervision of faculty and classified staff assigned to the Library and Learning Support Services Department(s) and other designated programs, and is responsible for the overall functioning of the areas to which assigned.

### REPRESENTATIVE DUTIES

---

*The following duties are typical for this classification.*

1. Directs all Library and Learning Support Services programs and services, including facility use, individualized instruction, tutoring services, and other designated programs and services.
2. Provides leadership in developing access to electronic information resources and multimedia products, and otherwise working with faculty to augment materials and informational services that support the teaching/learning functions of the College.
3. Coordinates the introduction of technological advances in information access into the Library and Learning Support Services and supervises ongoing programs to instruct faculty, students and the public in such use.
4. Ensures that the Library and Learning Support Services practices are consistent with District policy, local, state and federal laws, and other contracts or agreements.

#### ~~5.—Staffing:~~

- ~~•—Recommends the establishment of faculty and classified positions in assigned areas of responsibility.~~
- ~~•—Participates in the development of faculty and classified position descriptions and announcements.~~
- ~~•—Participates in search and selection process for faculty and classified staff.~~
- ~~•—Ensures conformity with District employment policies, regulations and procedures.~~
- ~~•—Submits staffing recommendations to the Vice President of Student Services.~~
- ~~•—Responsible for the supervision and evaluation of assigned faculty and staff.~~
- ~~•—Informs and counsels faculty on matters related to the improvement of teaching, learning and librarianship.~~



# Director, Library & Learning Support Services

Management Range: I7

~~Board Approved: 03/28/2013~~

Pending Board Approval 01/09/25

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- ~~• Approves and submits requests for and reports on faculty and staff absences and leaves. Participates in hiring processes; supervises and evaluates assigned staff; provides guidance to faculty on teaching and learning improvements.~~

## 6. ~~Scheduling:~~

- ~~• Assesses enrollment data and develops recommendations for schedules of library classes.~~
- ~~• Works with faculty in developing schedule of courses which complies with District requirements.~~
- ~~• Submits all scheduling information for courses in a timely and accurate manner.~~
- ~~• Analyzes enrollment data and collaborates with faculty to develop course schedules and instructional support plans, including coordinating embedded tutoring and supplemental instruction across disciplines to maximize impact and efficiency, while ensuring compliance with district requirements.~~

## 7. ~~Budget:~~

- ~~• Assists in planning the College budget by organizing and submitting the Library and Learning Support Services budget to the Vice President of Student Services Office.~~
- ~~• Assists department heads and Coordinators in budget planning and implementation.~~
- ~~• Manages all budgets within the area(s) of responsibility and oversees the maintenance of unit budget records and files.~~
- ~~• Supervises and approves all appropriate expenditures.~~
- ~~• Manages assigned budgets, oversees maintenance of budget records, and approves expenditures; collaborates on college budget planning; supports department heads and coordinators with budget planning and implementation; participates and assists faculty and staff with program review and resource request development.~~

~~5. Attends meetings of specific student services groups and serves on college committees and task forces as required or assigned.~~

~~6. Represents the college and district in contacts with governmental agencies, community groups, and various business, professional, and educational organizations.~~

~~7. Provides a high level of customer service by effectively working with the public, vendors, students, and staff, including individuals of various ages, socioeconomic, religious, and ethnic groups.~~

~~8. Demonstrates inclusive and reflective leadership skills; fosters a collaborative and inclusive work environment that supports staff growth and effectiveness.~~

~~9. Serves in additional librarian capacities (reference and orientation) or faculty tutor capacities, as needed.~~

~~10. Prepares and maintains statistics, reports, and surveys for state and federal agencies. Prepares and submits reports, proposals, and other documentation as required by the college, district, or external agencies.~~

~~11. Evaluates the effectiveness of library services, tutoring, and learning support programs through data collection analysis, and reporting; identifies and implements improvements based on assessment results and evolving student needs.~~



# Director, Library & Learning Support Services

Management Range: I7

~~Board Approved: 03/28/2013~~

Pending Board Approval 01/09/25

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~~11-12. Analyzes enrollment and usage data to develop effective scheduling of library services, tutoring sessions, and learning support services. Develops, plans, coordinates, and prioritizes workload and work areas to ensure smooth workflow.~~

~~12-13. Responsible for safety and security issues of Library and Learning Support Services building(s). Operates and monitors high-tech security systems. Keeps security codes ~~current, and~~current and maintains inventory of the Digital Library's security access codes. Monitors Alarm Activity Reports to ensure the security of the building.~~

~~13-14. Maintains policies, procedures, and records for the Library and Learning Support Services Department(s).~~

~~14. Prepares or participates in written performance evaluations of Library and Learning Support Services faculty and classified staff, in accordance with the Board Policy and Collective Bargaining Agreements.~~

15. Through continued study and participation in professional organizations, maintains an understanding of the current ideas, research, and practices pertaining to the areas of responsibility for this position through continued study participation in professional organizations.

16. Communicates with District personnel to provide assistance and information regarding Library and Learning Support Services Department(s) policies and procedures.

17. Performs related duties as ~~required~~assigned.

## MINIMUM QUALIFICATIONS

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

### Knowledge of:

- Operational characteristics, services, and activities of the library, learning and information technologies program.
- Principles and practices of library and information technology including but not limited to best practices regarding academic library collection management, electronic resources, databases, and eBook collections.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations relating to Education Code and Title 5.
- Current and developing trends in the library, publishing, and higher education fields.
- Values and priorities of a community college library and learning support services center.
- Effective management and leadership principles and practices.

### Ability to:

- Oversee and participate in the management of a comprehensive library, learning and information technologies program.
- Oversee, direct and coordinate the work of ~~lower level~~staff.



## Director, Library & Learning Support Services

Management Range: I7

~~Board Approved: 03/28/2013~~

Pending Board Approval 01/09/25

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- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area(s).
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear, oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state and local policies, laws and regulations as it relates to the position.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to library, learning and information technologies functions and operations.
- Perform consistently under the pressure of deadlines and other administrative demands.
- Communicate clearly and concisely, both orally and in writing.
- Implement oral and written directives and instructions effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education and Experience:**

- A Master's degree in ~~Library Science or Library Information Science (MLS/MLIS)~~ from an accredited college or university, ~~by the American Library Association.~~

### **Required Experience:**

- Three (3) years of increasingly responsible experience overseeing one or more library functional areas (e.g. Reference, Instructions, Public Services, Technical Services, etc.) in a college/university or similar library setting, including one year of supervisory experience. Or
- Three (3) years of increasingly responsible experience overseeing one or more learning support services functional areas (e.g. faculty tutor experience, support services coordination, etc.) in a college/university or similar support services setting, including one year of supervisory experience.
- Possession of an appropriate, valid California driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement



## Director, Library & Learning Support Services

Management Range: I7

~~Board Approved: 03/28/2013~~

Pending Board Approval 01/09/25

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and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



RANGE	POSITION	STEP										
		A	B	C	D	E	F	G	H	I	J	
1												
2												
3												
4												
5												
6	<ul style="list-style-type: none"> <li>▪ Assistant Manager, Workforce Development</li> <li>▪ Caltrans Work Crew Supervisor</li> <li>▪ Tool Room Supervisor</li> </ul>	\$ 70,599	\$ 72,717	\$ 74,899	\$ 77,146	\$ 79,461	\$ 81,844	\$ 84,300	\$ 86,829	\$ 91,171	\$ 95,729	
7		\$ 74,131	\$ 76,355	\$ 78,646	\$ 81,005	\$ 83,435	\$ 85,938	\$ 88,516	\$ 91,171	\$ 95,729	\$ 100,515	
8	<ul style="list-style-type: none"> <li>▪ Circulation Supervisor</li> <li>▪ Custodial Supervisor</li> </ul>	\$ 77,836	\$ 80,171	\$ 82,577	\$ 85,055	\$ 87,607	\$ 90,235	\$ 92,941	\$ 95,729	\$ 100,515	\$ 105,541	
9	<ul style="list-style-type: none"> <li>▪ Printing &amp; Graphic Services</li> </ul>	\$ 81,728	\$ 84,180	\$ 86,706	\$ 89,307	\$ 91,986	\$ 94,746	\$ 97,588	\$ 100,516	\$ 105,542	\$ 110,819	
10	<ul style="list-style-type: none"> <li>▪ Apprenticeship Program Administrator</li> <li>▪ Aquatics Director</li> <li>▪ Braille Program Manager</li> <li>▪ College Corps Program Manager</li> <li>▪ Food Services Supervisor</li> <li>▪ Community Engagement Manager, KVCR</li> <li>▪ Maintenance &amp; Grounds Supervisor</li> <li>▪ Manager, Workforce Development</li> </ul>	\$ 85,814	\$ 88,389	\$ 91,040	\$ 93,772	\$ 96,585	\$ 99,483	\$ 102,467	\$ 105,542	\$ 110,819	\$ 116,360	
11	<ul style="list-style-type: none"> <li>▪ Project Administrator, Career Education</li> </ul>	\$ 90,106	\$ 92,810	\$ 95,593	\$ 98,461	\$ 101,415	\$ 104,457	\$ 107,591	\$ 110,819	\$ 116,360	\$ 122,177	
12	<ul style="list-style-type: none"> <li>▪ Assistant Director of Development</li> </ul>	\$ 94,610	\$ 97,448	\$ 100,372	\$ 103,384	\$ 106,486	\$ 109,680	\$ 112,971	\$ 116,360	\$ 122,177	\$ 128,286	
13	<ul style="list-style-type: none"> <li>▪ Manager, Marketing and Media</li> <li>▪ Manager, Regional Employer Engagement</li> </ul>	\$ 99,342	\$ 102,322	\$ 105,391	\$ 108,554	\$ 111,810	\$ 115,164	\$ 118,619	\$ 122,177	\$ 128,286	\$ 134,701	
14	<ul style="list-style-type: none"> <li>▪ Business Services Administrator</li> <li>▪ Director, Child Development Center</li> <li>▪ Director, Workforce Development</li> <li>▪ Environmental Health &amp; Safety Administrator</li> <li>▪ Manager, CalWORKs &amp; Workforce Development</li> <li>▪ Manager, Production</li> <li>▪ Payroll Manager</li> </ul>	\$ 104,309	\$ 107,439	\$ 110,661	\$ 113,981	\$ 117,401	\$ 120,922	\$ 124,549	\$ 128,286	\$ 134,701	\$ 141,436	
15	<ul style="list-style-type: none"> <li>▪ <del>Business Systems Administrator</del></li> <li>▪ Director, Adult Education Block Grant (AEBG)</li> </ul>	\$ 109,523	\$ 112,809	\$ 116,194	\$ 119,680	\$ 123,270	\$ 126,969	\$ 130,778	\$ 134,701	\$ 141,436	\$ 148,507	
16	<ul style="list-style-type: none"> <li>▪ Police Sergeant</li> </ul>	\$ 115,001	\$ 118,451	\$ 122,004	\$ 125,663	\$ 129,434	\$ 133,317	\$ 137,316	\$ 141,436	\$ 148,507	\$ 155,933	

RANGE	POSITION	STEP										
		A	B	C	D	E	F	G	H	I	J	
17	<ul style="list-style-type: none"> <li>▪ Associate Director, Fiscal Services</li> <li>▪ Associate Director, Employee Health &amp; Wellness, Compliance, and College Support Services</li> <li>▪ Associate Director, Human Resources</li> <li>▪ Associate Director of Legislative &amp; Community Relations</li> <li>▪ Campus Director of Marketing, Creative Services &amp; Public Affairs</li> <li>▪ Campus Project Manager</li> <li>▪ Director, Alternative Text Production Center</li> <li>▪ Director, Economic Development Corporate Training</li> <li>▪ Director, Library and Learning Support Services</li> <li>▪ Director, Police Academy</li> <li>▪ Director, Television</li> <li>▪ Director, Workforce Development DSN ICT</li> <li>▪ Director of Audits and Analysis</li> <li>▪ Director of Enterprise Application Systems</li> <li>▪ Facilities Project Manager</li> <li>▪ Manager, Programming – KVCR TV/FM</li> <li>▪ Local Business Outreach Administrator - Measure CC</li> </ul>	\$ 120,750	\$ 124,372	\$ 128,102	\$ 131,946	\$ 135,904	\$ 139,982	\$ 144,182	\$ 148,507	\$ 155,933	\$ 163,730	
18	<ul style="list-style-type: none"> <li>▪ Development Director</li> <li>▪ Director of Athletics</li> <li>▪ Director of Operations</li> <li>▪ Director, Admissions &amp; Records</li> <li>▪ Director, Development &amp; Strategic Relations - KVCR</li> <li>▪ Director, EOPS &amp; CARE, SBVC</li> <li>▪ Director, Financial Aid and Scholarships</li> <li>▪ Director, MESA</li> <li>▪ Director, Outreach &amp; Educational Partnerships</li> <li>▪ Director, Secondary Educational Partnerships (SBVC)</li> <li>▪ Director, STEM-MESA</li> <li>▪ College Director, Technology Services</li> </ul>	\$ 126,788	\$ 130,592	\$ 134,509	\$ 138,544	\$ 142,700	\$ 146,981	\$ 151,391	\$ 155,933	\$ 163,730	\$ 171,916	

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
19	<ul style="list-style-type: none"> <li>•Associate Director of Bond Program Planning and Construction</li> <li>•Associate Director of Facilities Planning, Sustainability &amp; Construction</li> <li>▪ Director, Corporate &amp; Strategic Relations - KVCR</li> <li>▪ Director, Development &amp; Community Relations</li> <li>▪ Director, Facilities, Maintenance &amp; Operations</li> <li>▪ Director of Institutional Advancement</li> <li>▪ Director, KVCR Broadcast Media Systems</li> <li>▪ Director, Security and User Services</li> <li>▪ Director, Student Accessibility Services (SAS) - SBVC</li> <li>▪ Director, Student Accessibility Services and Health &amp; Wellness Center - CHC</li> <li>▪ Director, Student Life</li> <li>▪ District, Director of Grants</li> </ul>	\$ 133,127	\$ 137,121	\$ 141,234	\$ 145,471	\$ 149,835	\$ 154,330	\$ 158,960	\$ 163,729	\$ 171,915	\$ 180,511
20	<ul style="list-style-type: none"> <li>▪ Director of Administrative Application Systems</li> <li>▪ District Director, Technology Services</li> </ul>	\$ 139,782	\$ 143,976	\$ 148,295	\$ 152,743	\$ 157,326	\$ 162,046	\$ 166,907	\$ 171,915	\$ 180,511	\$ 189,537
21	<ul style="list-style-type: none"> <li>▪ Associate Dean, Student Health and Wellness</li> <li>▪ Associate Dean, Health Services and Director of Nursing</li> <li>•Associate Dean, Student Support Services</li> <li>•Associate Dean, Public Safety/Allied Health (CHC)</li> <li>▪ Business Manager</li> <li>▪ Director, Fiscal Services</li> <li>▪ District Director of Research, Planning &amp; Institutional Effectiveness</li> <li>▪ Director, Human Resources, and Labor Relations</li> <li>▪ Police Lieutenant</li> </ul>	\$ 146,772	\$ 151,176	\$ 155,711	\$ 160,382	\$ 165,194	\$ 170,149	\$ 175,254	\$ 180,511	\$ 189,537	\$ 199,014
22		\$ 154,110	\$ 158,733	\$ 163,495	\$ 168,401	\$ 173,452	\$ 178,656	\$ 184,016	\$ 189,537	\$ 199,014	\$ 208,964

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
23	<ul style="list-style-type: none"> <li>▪ Chief of Police</li> <li>▪ Dean, Student Services</li> <li>▪ Dean of Academic Success, Grants and Learning Services (SBVC)</li> <li>▪ Dean of Research, Planning, &amp; Institutional Effectiveness</li> <li>▪ Dean of Research, Planning, &amp; Institutional Effectiveness with Grants Oversight</li> <li>▪ District Dean, Educational and Student Support Services</li> <li>▪ District Director, Diversity, EEO, Employee Wellness, and Compliance</li> <li>▪ District Director, Human Resources, Environmental Health &amp; Safety Administration, and Police Services</li> <li>▪ District Director, Human Resources, Retirement, and Payroll Services</li> <li>▪ Division Dean (Instructional)</li> <li>▪ Division Dean (Non-Instructional)</li> <li>▪ Executive Development Director</li> <li>▪ Executive Director, Institutional Advancement and Foundation</li> </ul>	\$ 161,818	\$ 166,672	\$ 171,673	\$ 176,822	\$ 182,127	\$ 187,591	\$ 193,218	\$ 199,015	\$ 208,966	\$ 219,413
24		\$ 169,908	\$ 175,005	\$ 180,255	\$ 185,663	\$ 191,233	\$ 196,970	\$ 202,879	\$ 208,966	\$ 219,413	\$ 230,384
25	<ul style="list-style-type: none"> <li>▪ Executive Director, Business and Fiscal Services</li> <li>▪ Executive Director, Economic Development &amp; Corporate Training</li> <li>▪ Executive Director, Facilities, Planning, Sustainability &amp; Construction</li> <li>▪ Executive Director, Research Planning Institutional Effectiveness</li> <li>▪ Executive Director, KVCR</li> </ul>	\$ 178,403	\$ 183,756	\$ 189,268	\$ 194,947	\$ 200,796	\$ 206,819	\$ 213,023	\$ 219,413	\$ 230,384	\$ 241,903
26	<ul style="list-style-type: none"> <li>▪ Chief Technology Officer</li> <li>▪ Vice President, Administrative Services</li> <li>▪ Vice President, Instruction</li> <li>▪ Vice President, Student Services</li> </ul>	\$ 187,324	\$ 192,944	\$ 198,732	\$ 204,694	\$ 210,834	\$ 217,159	\$ 223,674	\$ 230,384	\$ 241,903	\$ 253,998

**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:** January 9, 2025

**SUBJECT:** Consideration of Approval of Management Tuition Reimbursement

**RECOMMENDATION**

It is recommended that the Board of Trustees approve tuition reimbursements for the following management employees:

- Karla Bonnet to pursue a Master of Public Administration, with a concentration in Public Financial Management degree from California State University, San Bernardino.
- Stacy Holloway to pursue a Master of Public Administration, with a concentration in Leadership degree from California State University, San Bernardino.

**OVERVIEW**

Karla Bonnet is the Director, Human Resources & Payroll in the Human Resources Department at District Support Operations and plans to start this program January 17, 2025.

Stacy Holloway is the Associate Director, Human Resources in the Human Resources Department at District Support Operations and plans to start this program January 17, 2025.

**ANALYSIS**

This request is in compliance with Administrative Procedure 7260 which allows that Classified Supervisors shall be eligible for tuition cost reimbursement from an accredited institution and that all courses for which a manager is seeking reimbursement be approved by the Board of Trustees.

**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 this reimbursement will be covered by the appropriate 2024-2025 General Fund budget.



## **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:** January 9, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

As of July 1, 2023, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was Board approved April 11, 2024.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success

### **FINANCIAL IMPLICATIONS**

The cost of the non-instructional pay is included in the appropriate 2024-2025 budgets.





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.1|11]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Barger, Heather</b> Strong Workforce	CHC	01/21/25	06/30/25	\$57.89	50	\$2,894.50	Entrepreneurship Program
<b>Barrie, Trinette</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	15	\$1,062.60	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Barrie, Trinette</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	35	\$2,479.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Blanco, Glenn</b> MESA Grant	CHC	01/21/25	06/30/25	\$57.89	74	\$4,283.86	STEM Faculty
<b>Bogh, Debbie</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	15	\$1,062.60	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Brossia, Karen</b> California College Promise	CHC	01/14/25	05/23/25	\$68.59	250	\$17,147.50	Adjunct Counselor provide Dual Enrollment counseling
<b>Cannon, Judy</b> Honors Program General Fund	CHC	01/01/25	06/30/25	\$57.89	460	\$26,629.40	Honors Coordinator <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.2|11]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Clement, Brooke</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	51	\$3,612.84	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Clement, Brooke</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	289	\$20,472.46	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Davila, Rosa</b> MESA Grant	CHC	01/21/25	06/30/25	\$57.89	82	\$4,746.98	STEM Faculty
<b>Delmonico, Shana</b> California College Promise	CHC	01/14/25	05/23/25	\$70.84	250	\$17,710.00	Adjunct Counselor provide Dual Enrollment counseling
<b>Dillon, Andrea</b> MESA Grant	CHC	01/21/25	06/30/25	\$57.89	80	\$4,631.20	STEM Faculty
<b>Dugan, Jonathan</b> MESA Grant	CHC	01/21/25	06/30/25	\$57.89	74	\$4,283.86	STEM Faculty
<b>Farley, Diana</b> California College Promise	CHC	01/14/25	05/23/25	\$70.84	150	\$10,626.00	Adjunct Counselor provide Dual Enrollment counseling
<b>Gallegos, Maria de Jesus</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$64.09	51	\$3,268.59	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.3|11]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Gallegos, Maria de Jesus</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$64.09	289	\$18,522.01	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Garcia, Claudia</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	12	\$850.08	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Garcia, Claudia</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	68	\$4,817.12	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Gonzales, Robin</b> California College Promise	CHC	01/14/25	05/23/25	\$66.34	150	\$9,951.00	Adjunct Counselor provide Dual Enrollment counseling
<b>Grabow, James</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	15	\$1,062.60	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Grabow, James</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	35	\$2,479.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Haro, Michael</b> MESA Grant	CHC	01/21/25	06/30/25	\$57.89	106	\$6,136.34	STEM Faculty



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.4|11]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Henry, Jaquelyn</b> California College Promise	CHC	01/14/25	05/23/25	\$66.34	150	\$9,951.00	Adjunct Counselor provide Dual Enrollment counseling
<b>Hoehn, Marisela</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	45	\$3,187.80	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Hoehn, Marisela</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	255	\$18,064.20	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Kusko, Vaughn</b> California College Promise	CHC	01/14/25	05/23/25	\$70.84	150	\$10,626.00	Adjunct Counselor provide Dual Enrollment counseling
<b>Macamay, Mariana</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	15	\$1,062.60	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Macamay, Mariana</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	35	\$2,479.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Martinez, Santos</b> Veterans Resource Center	CHC	01/14/25	05/23/25	\$64.09	150	\$9,613.50	Adjunct Counselor provide Veterans counseling



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.5|11]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Mattson, Haly</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$68.59	12	\$823.08	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Mattson, Haly</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$68.59	68	\$4,664.12	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>McAtee, Robert</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	15	\$1,062.60	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>McAtee, Robert</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	15	\$1,062.60	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Mulder, Katheryn</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$68.59	30	\$2,057.70	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Mulder, Katheryn</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$68.59	170	\$11,660.30	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.6|11]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Reitsma, Adelina</b> MESA Grant	CHC	01/21/25	06/30/25	\$57.89	74	\$4,283.86	STEM Faculty
<b>Rivera, Desiree</b> California College Promise	CHC	01/14/25	05/23/25	\$64.09	150	\$9,613.50	Adjunct Counselor provide Dual Enrollment counseling
<b>Rivera, Ernesto</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	15	\$1,062.60	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Rivera, Ernesto</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	35	\$2,479.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Romasanta, Justine</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$64.09	51	\$3,268.59	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Romasanta, Justine</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$64.09	289	\$18,522.01	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Sadiq, Fahima</b> MESA Grant	CHC	01/21/25	06/30/25	\$57.89	98	\$5,673.22	STEM Faculty
<b>Sanderman, Linda</b> MESA Grant	CHC	01/21/25	06/30/25	\$57.89	42	\$2,431.38	STEM Faculty



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.7|11]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Scott, Shella</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	39	\$2,762.76	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Scott, Shella</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	221	\$15,655.64	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Shum, Chang</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	48	\$3,400.32	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Shum, Chang</b>	CHC	01/21/25	05/23/25	\$70.84	272	\$19,268.48	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Uribe, Evelyn</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$64.09	51	\$3,268.59	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Uribe, Evelyn</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$64.09	289	\$18,522.01	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.8|11]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>VanAken, Cameron</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$64.09	51	\$3,268.59	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>VanAken, Cameron</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$64.09	289	\$18,522.01	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Xayaphanthong, Soutsakone</b> Student Equity and Achievement	CHC	01/02/25	01/17/25	\$70.84	15	\$1,062.60	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Xayaphanthong, Soutsakone</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	35	\$2,479.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Bogh, Debbie</b> Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	35	\$2,479.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
<b>Hussain, Danielle Kennelly</b> Disabled Students Program- DSPS Categorical Fund	CHC	01/06/24	06/30/25	\$66.34	150	\$9,951.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, SAS <i>Ratification: Department was not able to meet prior to submission deadline.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.9|11]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Ibara, Rosa</b> Disabled Students Program- DSPS Categorical Fund	CHC	01/06/24	06/30/25	\$66.34	150	\$9,951.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, SAS <i>Ratification: Department was not able to meet prior to submission deadline.</i>
<b>Berry, Thomas</b> AB 1111: Common Course Numbering Categorical Funds	SBVC	01/11/25	05/23/25	\$57.89	100	\$5,789.00	AB 1111: Common Course Numbering
<b>Deam, Phylicia</b> California College Promise Categorical	SBVC	01/02/25	05/23/25	\$68.59	410	\$28,121.90	Adjunct Counseling <i>Ratification: Item was not submitted in time for December board approval.</i>
<b>Deam, Phylicia</b> California College Promise Categorical	SBVC	05/27/25	06/30/25	\$68.59	120	\$8,230.80	Adjunct Counseling
<b>Fierro, Marie</b> Student Equity Categorical	SBVC	01/02/25	05/23/25	\$70.84	410	\$29,044.40	Adjunct Counseling <i>Ratification: Item was not submitted in time for December board approval.</i>
<b>Fierro, Marie</b> Student Equity Categorical	SBVC	05/27/25	06/30/25	\$70.84	120	\$8,500.80	Adjunct Counseling
<b>Hunt, SynToia</b> California College Promise Categorical	SBVC	01/02/25	05/23/25	\$64.09	410	\$26,276.90	Adjunct Counseling <i>Ratification: Item was not submitted in time for December board approval.</i>
<b>Hunt, SynToia</b> California College Promise Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Jones, Frederick</b> Umoja Tumaini	SBVC	01/02/25	05/23/25	\$57.89	90	\$5,210.10	Adjunct Counseling <i>Ratification: Item was not submitted in time for December board approval.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.10|11]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Jones, Frederick</b> Umoja Tumaini	SBVC	05/27/25	06/30/25	\$57.89	60	\$3,473.40	Adjunct Counseling
<b>Luke, Craig</b> EEO Funds	SBVC	12/02/24	12/02/24	\$57.89	8	\$463.12	Recruitment: Associate Dean, Student Services <i>Ratification: Paperwork received late by department.</i>
<b>Maestre, Joanne</b> Instruction Office General Funds	SBVC	01/10/25	06/30/25	\$57.89	201	\$11,635.89	Writing Center Extended Hour Faculty Oversight
<b>Orozco, Brenda</b> Student Equity Categorical	SBVC	01/02/25	05/23/25	\$64.09	410	\$26,276.90	Adjunct Counseling <i>Ratification: Item was not submitted in time for December board approval.</i>
<b>Orozco, Brenda</b> Student Equity Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Rivera, Yvette</b> Instruction Office General Funds	SBVC	01/10/25	06/30/25	\$57.89	201	\$11,635.89	Writing Center Extended Hour Faculty Oversight
<b>Samar, Kasouha</b> STEM-MESA General Fund	SBVC	01/21/25	05/22/25	\$57.89	408	\$23,619.12	STEM-MESA
<b>Valenzuela, Jennifer</b> California College Promise Categorical	SBVC	01/02/25	05/23/25	\$64.09	410	\$26,276.90	Adjunct Counseling <i>Ratification: Item was not submitted in time for December board approval.</i>
<b>Valenzuela, Jennifer</b> California College Promise Categorical	SBVC	05/27/25	06/30/25	\$64.09	120	\$7,690.80	Adjunct Counseling
<b>Wilkins, Janice</b> AB 1111: Common Course Numbering Categorical Funds	SBVC	01/11/25	05/23/25	\$57.89	100	\$5,789.00	AB 1111: Common Course Numbering





# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval January 9, 2024

[v.12.17.2024.p.11|11]

**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:** January 9, 2025

**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 January 9, 2025

[v.12.18.2024.p.2|4]

### Head Coach 11/23/24 (1 day)

*Ratification: Teams went to State Championship games on November 23, 2024. Per the Head Coach contract, employee to be paid a playoff stipend if the teams advance.*

Employee Name	Location Assignment	Department	Stipend
<b>Ratigan, James</b>	SBVC	Athletics/Men's Cross Country	\$1,800.00
<b>Sanchez, Ricardo</b>	SBVC	Athletics/Women's Cross Country	\$1,800.00

### Head Coach 11/26/24 (1 day)

*Ratification: Team went to a playoff game on November 26, 2024. Per the Head Coach contract, employee to be paid a playoff stipend if the team advances.*

Employee Name	Location Assignment	Department	Stipend
<b>Brown, Joshua</b>	SBVC	Athletics/Men's Soccer	\$600.00

### Head Coach 11/26/24 – 11/30/24

*Ratification: Team went to playoff games on November 23, 26, and 30, 2024. Per the Head Coach contract, employee to be paid a playoff stipend if the team advances.*

Employee Name	Location Assignment	Department	Stipend
<b>Vansant, Robert</b>	SBVC	Athletics/Volleyball	\$1,800.00

### Head Coach 01/09/25 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
<b>Kounas, Jason</b>	SBVC	Athletics/Baseball	\$7,000.00
<b>Lawler, Kenneth</b>	SBVC	Athletics/Men's Track & Field	\$7,000.00
<b>Ratigan, James</b>	SBVC	Athletics/Women's Track & Field	\$7,000.00
<b>Sandoval-Colon, Ashley</b>	SBVC	Athletics/Softball	\$7,000.00

### Head Coach 01/21/25 – 06/01/25

Employee Name	Location Assignment	Department	Stipend
<b>Eads, Courtney</b>	CHC	Athletics/Swimming	\$7,000.00



## Payment of Stipends

Submitted for Board Approval January 9, 2025

[v.12.18.2024.p.3|4]

### Assistant Coach 01/09/25 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
Aldama, Edward	SBVC	Athletics/Baseball	\$2,000.00
Goss, Curtis	SBVC	Athletics/Men's Track & Field	\$5,000.00
Ho, Stephen Kaito	SBVC	Athletics/Baseball	\$3,000.00
Macdonald, Patrick	SBVC	Athletics/Baseball	\$4,000.00
Mendoza, Kendra	SBVC	Athletics/Softball	\$5,000.00
Paramo, Patrick	SBVC	Athletics/Baseball	\$3,500.00
Ramirez, Michael	SBVC	Athletics/Women's Track & Field	\$3,750.00
Sanchez, Ricardo	SBVC	Athletics/Women's Track & Field	\$3,750.00

### Assistant Coach 01/21/25 – 06/01/25

Employee Name	Location Assignment	Department	Stipend
Ketcherside, Kailyn	CHC	Athletics/Womens Swimming	\$5,000.00
Tovar, Alejandro	CHC	Athletics/Mens Swimming	\$5,000.00

### Other 07/01/24 – 12/31/24

Region 9 Rising Faculty Mentorship Program 2024-2025 to help lead SBCCD toward creating a culture of equity.

*Ratification: Employees were inadvertently missed in prior month's submissions.*

Employee Name	Location Assignment	Department	Stipend
Grabow, James	CHC	Counseling	\$375.00
Schoenfeld, Racquel	CHC	Counseling	\$375.00

### Other 01/01/25 – 06/30/25

Region 9 Rising Faculty Mentorship Program 2024-2025 to help lead SBCCD toward creating a culture of equity.

*Ratification: Employees were inadvertently missed in prior month's submissions.*

Employee Name	Location Assignment	Department	Stipend
Grabow, James	CHC	Counseling	\$375.00
Orozco, Debbie	SBVC	Counseling	\$375.00



# Payment of Stipends

Submitted for Board Approval January 9, 2025

[v.12.18.2024.p.4|4]

**Other 01/01/25 – 06/30/25**

**Region 9 Rising Faculty Mentorship Program 2024-2025 to help lead SBCCD toward creating a culture of equity.**

*Ratification: Employees were inadvertently missed in prior month's submissions.*

Employee Name	Location Assignment	Department	Stipend
Schoenfeld, Racquel	SBVC	Counseling	\$375.00

## **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:** January 9, 2025

**SUBJECT:** Consideration of Approval for the Reorganization of an Employee

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the reorganization of the employee as indicated in the attached.

### **OVERVIEW**

SBCCD is reorganizing the Institutional Advancement Department at Crafton Hills College. The effects of the personnel implications were negotiated with CSEA and agreed upon via an MOU between the SBCCD and CSEA.

### **ANALYSIS**

Both parties mutually agree upon the reorganization on the attached list.

### **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 this reclassification will be an additional cost to the appropriate 2024-25 budgets.





# Employee Reorganization

Submitted for Board Approval January 9, 2025

[v.12.17.2024.p.1|1]

Employee Name Location Assignment & Department	From	To	Effective Date
<b>Audet, Carrie</b> CHC Institutional Advancement	Development Coordinator Classified Schedule Range 45, Step F	Assistant Director of Development Management Schedule Range 12, Step A	01/01/25

**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:** January 9, 2025

**SUBJECT:** Consideration of Approval of Amendment 001 to the Community Benefits Agreement (CBA)

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 001 to the Community Benefits Agreement with the San Bernardino/Riverside Counties Building and Construction Trades Council, AFL-CIO, and the signatory Craft Unions extending the term date by five years to December 31, 2029.

**OVERVIEW**

In November of 2019, the Board of Trustees approved a Community Benefits Agreement for all Measures M and CC new construction, rehabilitation, and renovation projects with a total cost of \$1,000,000 or more.

It is the purpose and intent of the CBA to make every cooperative effort to achieve the timely, safe, and economical construction of these projects, to provide the opportunities and programs for local residents and businesses to participate, and to ensure compliance with the established prevailing wages, benefits, and working conditions affecting the craft employees employed.

**ANALYSIS**

Since its inception in January 2020, the CBA, in accordance with SBCCD Board Policy 6610, established goals for local businesses and local hire, which is tracked through three lenses: head count of the workers on site, hours performed by workers on site, and payments made to workers. As of Fall 2024, local businesses have been awarded \$163 million in contracts, including services for architecture & engineering, civil survey engineering, commissioning, geotechnical survey, hazardous material assessment, special inspections and materials testing, landscape architects, mechanical electrical plumbing, construction, environmental consulting, environmental monitoring, and construction management.





In terms of meeting SBCCD Board Policy 6610 goals, bond construction projects have exceeded the following goals to date:

- Local Hire Goal of 50%
  - 51% Head Count
  - 60% Hours
  - 59% Worker Payment
  
- Local Business Goal of 25%
  - 39% Local Business Payment

Attached is further specific project information on the local hire figures. By hiring local workers and businesses, bond dollars are funneled back into the local economy, directly benefiting our community. This helps create jobs and strengthen local businesses, amplifying the economic impact of our bond measures.

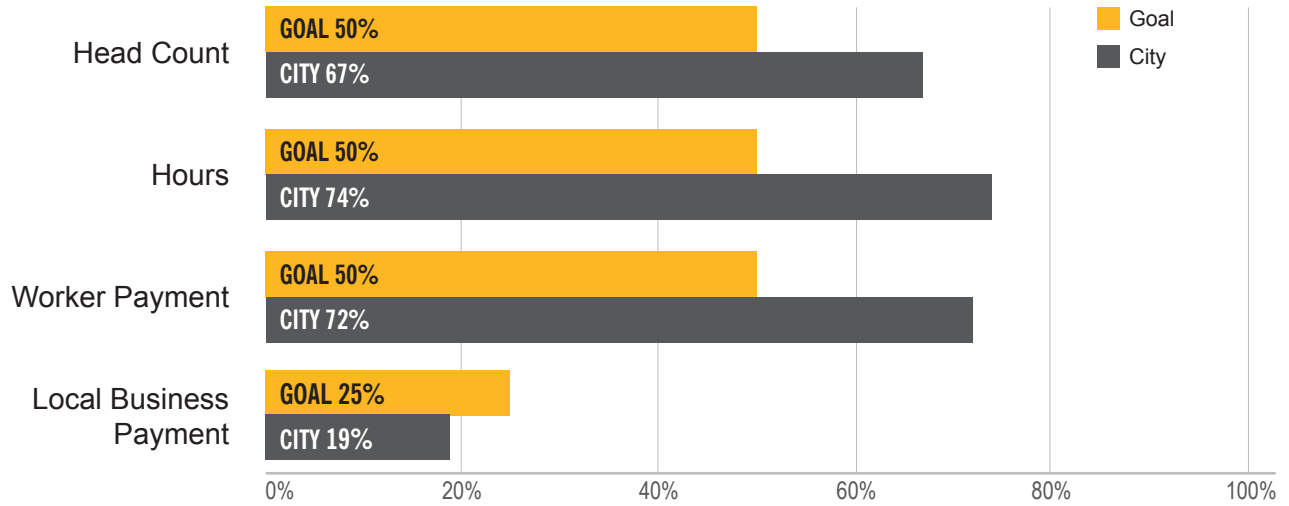
### **SBCCD GOALS**

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 costs associated with this board item, however, a CBA would need to be managed by an outside vendor, the cost of which would be paid for by bond measure proceeds.

# CHC GYM DEMOLITION LOCAL HIRE, CBA



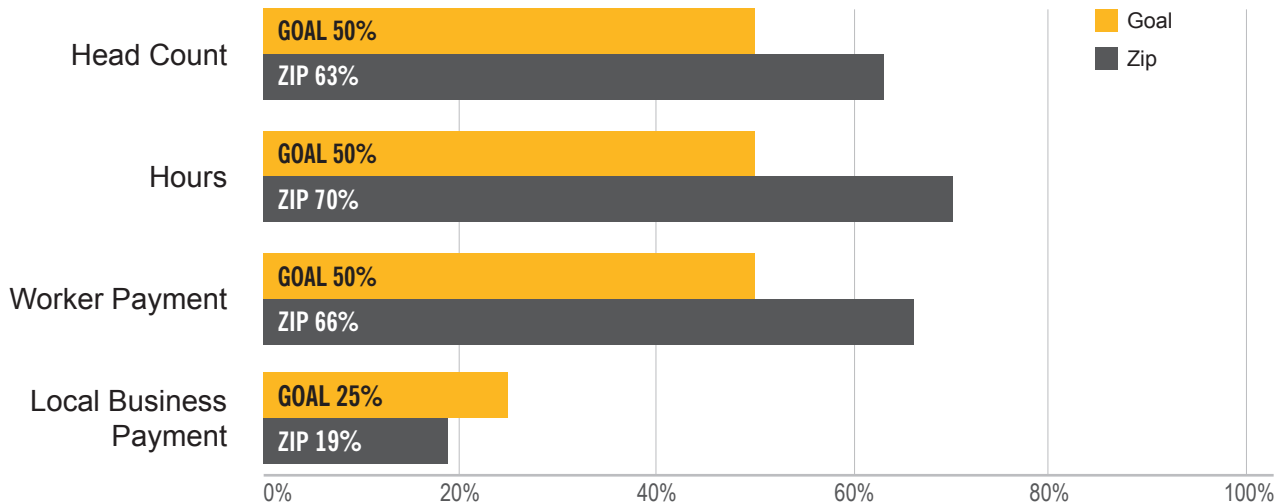
**43**  
**LOCAL WORKERS**

BY CITY			
	Total	Local	
Head Count	64	43	67%
Hours	4,222.64	3,144.14	74%
Payment	\$184,513.29	\$133,028.99	72%

## LOCAL WORKERS & CITIES

- |                       |                          |                        |
|-----------------------|--------------------------|------------------------|
| 1 ····· Banning       | 1 ····· Highland         | 2 ····· Redlands       |
| 1 ····· Beaumont      | 2 ····· Montclair        | 2 ····· Rialto         |
| 2 ····· Corona        | 3 ····· Moreno Valley    | 5 ····· Riverside      |
| 5 ····· Fontana       | 2 ····· Ontario          | 5 ····· San Bernardino |
| 1 ····· Grand Terrace | 4 ····· Pomona           | 1 ····· Victorville    |
| 3 ····· Hesperia      | 2 ····· Rancho Cucamonga | 1 ····· Yucaipa        |

# SBVC NEW SOFTBALL FIELD LOCAL HIRE, CBA



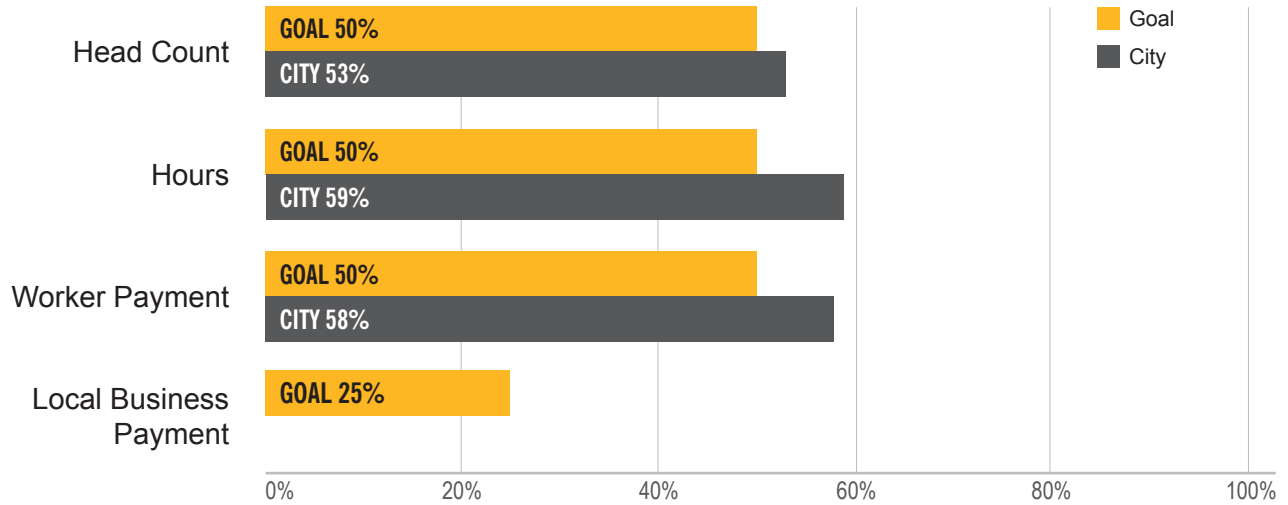
**48**  
**LOCAL WORKERS**

BY ZIP			
	Total	Local	
Head Count	76	48	70%
Hours	5,166.28	3,672.95	71%
Payment	\$272,300.45	\$182,240.27	67%

## LOCAL WORKERS & CITIES

- |            |               |            |               |
|------------|---------------|------------|---------------|
| 4. . . . . | Beaumont      | 4. . . . . | Moreno Valley |
| 1. . . . . | Bloomington   | 1. . . . . | Murrieta      |
| 3. . . . . | Colton        | 3. . . . . | Ontario       |
| 3. . . . . | Corona        | 1. . . . . | Redlands      |
| 4. . . . . | Fontana       | 9. . . . . | Riverside     |
| 4. . . . . | Hesperia      | 3. . . . . | Temecula      |
| 2. . . . . | Highland      | 2. . . . . | Victorville   |
| 2. . . . . | Lake Elsinore | 2. . . . . | Yucaipa       |

# SBVC NEW TECHNICAL BUILDING LOCAL HIRE, CBA



 **584**  
**LOCAL WORKERS**

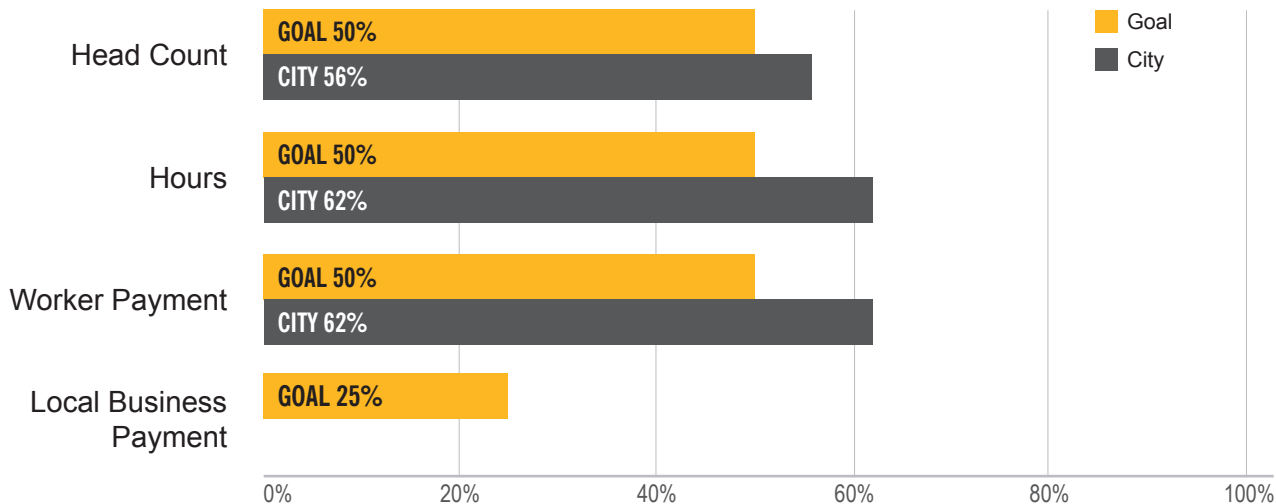
BY CITY			
	Total	Local	
Head Count	1099	584	53%
Hours	160,858.81	94,311.1	59%
Payment	\$7,537,587.96	\$4,374,695.17	58%

## LOCAL WORKERS & CITIES

- |                       |                        |                           |
|-----------------------|------------------------|---------------------------|
| 1 ····· Banning       | 12 ····· Highland      | 24 ····· Pomona           |
| 12 ····· Beaumont     | 4 ····· Lake Elsinore  | 19 ····· Rancho Cucamonga |
| 17 ····· Bloomington  | 1 ····· Loma Linda     | 9 ····· Redlands          |
| 4 ····· Calimesa      | 2 ····· Mentone        | 29 ····· Rialto           |
| 9 ····· Chino         | 6 ····· Montclair      | 75 ····· Riverside        |
| 18 ····· Colton       | 30 ····· Moreno Valley | 76 ····· San Bernardino   |
| 15 ····· Corona       | 6 ····· Murrieta       | 3 ····· Temecula          |
| 73 ····· Fontana      | 6 ····· Norco          | 15 ····· Upland           |
| 3 ····· Grand Terrace | 28 ····· Ontario       | 39 ····· Victorville      |
| 39 ····· Hesperia     | 1 ····· Palm Desert    | 8 ····· Yucaipa           |

# CHC CHILD DEVELOPMENT CENTER

## LOCAL HIRE, CBA



**97**  
**LOCAL WORKERS**

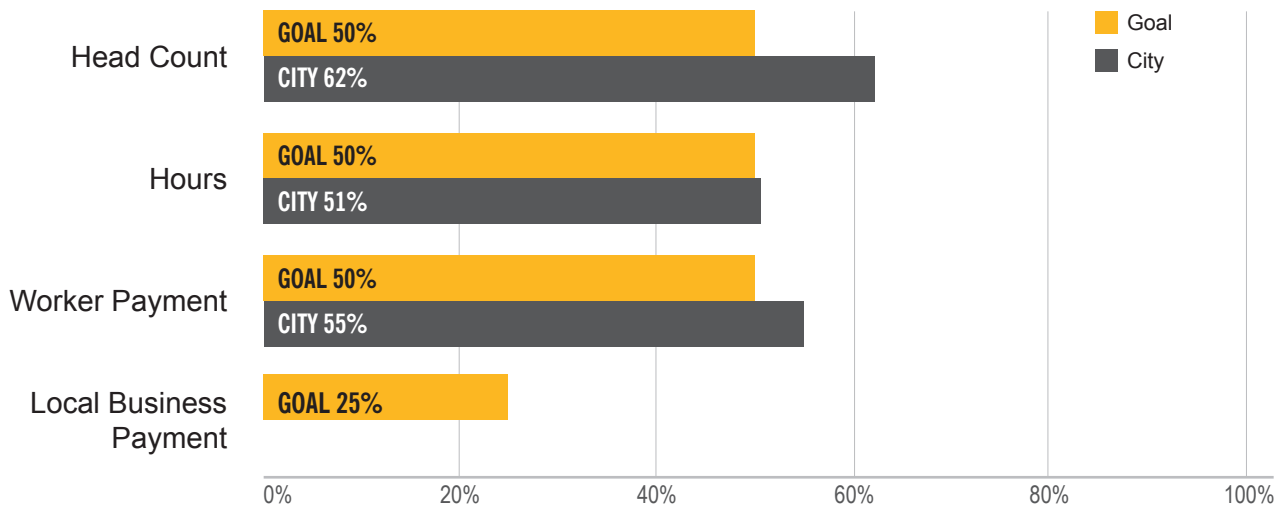
BY CITY			
	Total	Local	
Head Count	172	97	56%
Hours	5,589.98	3,475.48	62%
Payment	\$257,647.87	\$159,888.86	62%

### LOCAL WORKERS & CITIES

- |                       |                          |                         |
|-----------------------|--------------------------|-------------------------|
| 1 ····· Beaumont      | 2 ····· Highland         | 3 ····· Rialto          |
| 1 ····· Bloomington   | 3 ····· Lake Elsinore    | 18 ····· Riverside      |
| 1 ····· Chino         | 1 ····· Montclair        | 11 ····· San Bernardino |
| 1 ····· Colton        | 9 ····· Moreno Valley    | 4 ····· Upland          |
| 1 ····· Corona        | 5 ····· Ontario          | 5 ····· Victorville     |
| 2 ····· Grand Terrace | 3 ····· Pomona           | 3 ····· Yucaipa         |
| 13 ····· Fontana      | 2 ····· Rancho Cucamonga |                         |
| 6 ····· Hesperia      | 2 ····· Redlands         |                         |

# CHC SITE IMPROVEMENTS AND ACCESSIBILITY UPGRADES

## LOCAL HIRE, NO CBA



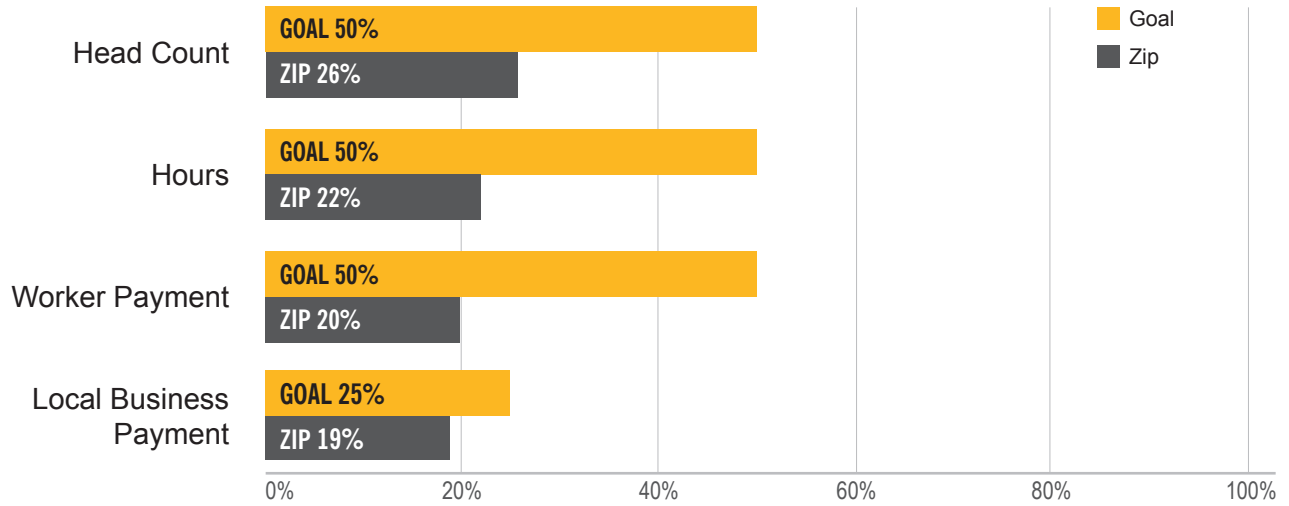
**49**  
**LOCAL WORKERS**

BY CITY			
	Total	Local	
Head Count	79	49	62%
Hours	3,337.49	1,711.5	51%
Payment	\$133,484.16	\$73,707.28	55%

### LOCAL WORKERS & CITIES

- |                       |                          |                        |
|-----------------------|--------------------------|------------------------|
| 1 ····· Banning       | 1 ····· Montclair        | 11 ····· Riverside     |
| 3 ····· Chino         | 4 ····· Moreno Valley    | 1 ····· San Bernardino |
| 3 ····· Corona        | 2 ····· Murrieta         | 1 ····· Upland         |
| 3 ····· Fontana       | 6 ····· Ontario          | 4 ····· Victorville    |
| 3 ····· Grand Terrace | 1 ····· Rancho Cucamonga | 1 ····· Yucaipa        |
| 1 ····· Hesperia      | 1 ····· Redlands         |                        |
| 1 ····· Lake Elsinore | 1 ····· Rialto           |                        |

# SBVC P/S FUME HOOD UPGRADES LOCAL HIRE, CBA



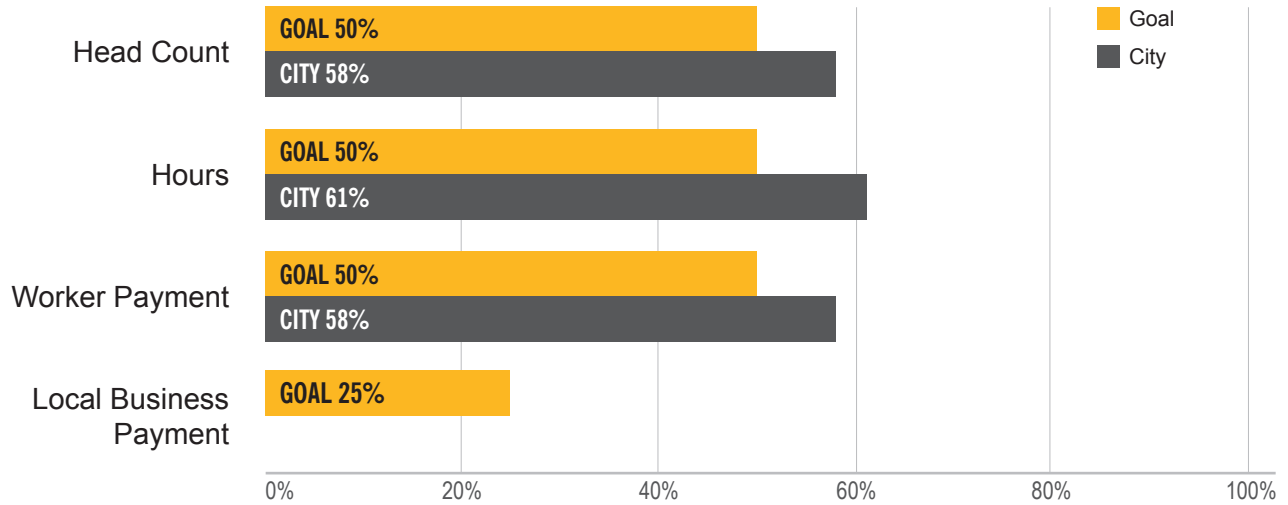
**5**  
**LOCAL WORKERS**

BY CITY			
	Total	Local	
Head Count	19	5	26%
Hours	719	157	22%
Payment	\$53,571	\$10,945	20%

## LOCAL WORKERS & CITIES

- 1..... Chino
- 1..... Colton
- 1..... Corona
- 1..... Montclair
- 1..... Riverside

# CHC PERFORMING ARTS CENTER LOCAL HIRE, CBA



 **225**  
**LOCAL WORKERS**

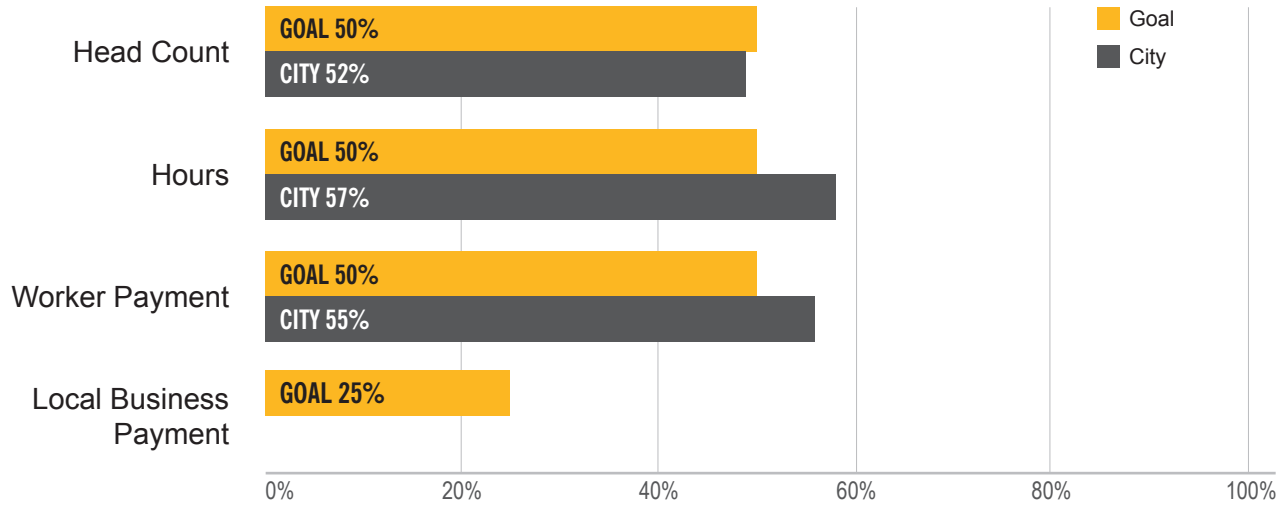
BY CITY			
	Total	Local	
Head Count	387	225	58%
Hours	32,142.03	19,507.46	61%
Payment	\$1,630,195.50	\$951,440.78	58%

## LOCAL WORKERS & CITIES

- |                     |                        |                          |
|---------------------|------------------------|--------------------------|
| 3 ····· Banning     | 10 ····· Highland      | 4 ····· Rancho Cucamonga |
| 10 ····· Beaumont   | 5 ····· Lake Elsinore  | 8 ····· Redlands         |
| 4 ····· Bloomington | 3 ····· Mentone        | 11 ····· Rialto          |
| 4 ····· Calimesa    | 2 ····· Montclair      | 23 ····· Riverside       |
| 3 ····· Chino       | 12 ····· Moreno Valley | 2 ····· Running Springs  |
| 7 ····· Colton      | 3 ····· Murrieta       | 38 ····· San Bernardino  |
| 5 ····· Corona      | 2 ····· Norco          | 7 ····· Upland           |
| 16 ····· Fontana    | 8 ····· Ontario        | 14 ····· Victorville     |
| 7 ····· Hesperia    | 5 ····· Pomona         | 9 ····· Yucaipa          |



# SBVC EAST WING MECHANICAL UPGRADE LOCAL HIRE, CBA



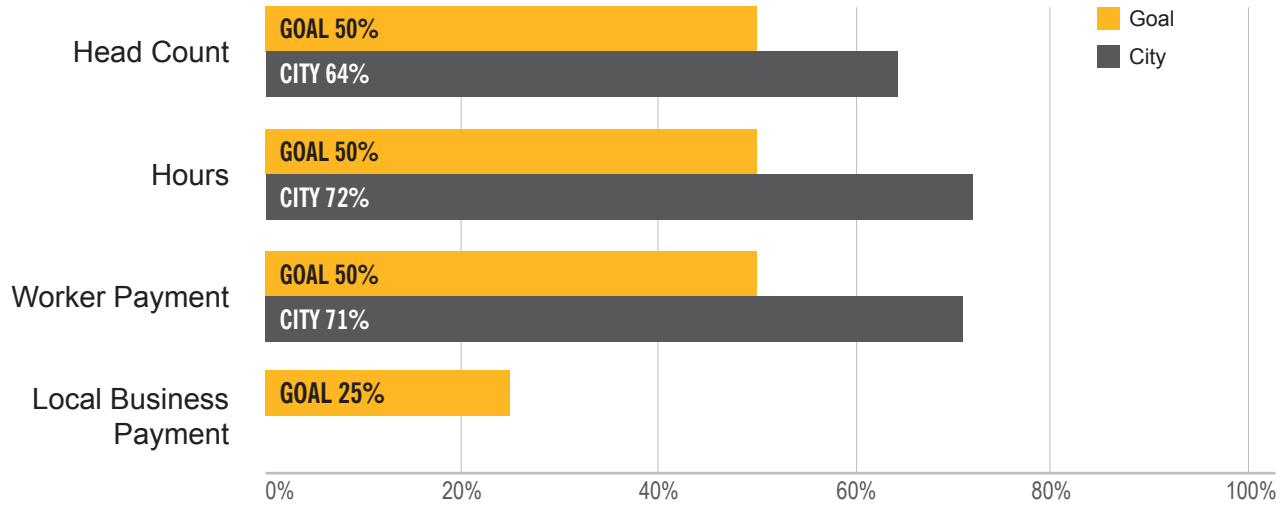
 **118**  
**LOCAL WORKERS**

BY CITY			
	Total	Local	
Head Count	228	118	52%
Hours	15,180.80	8,610.98	57%
Payment	\$746,046.02	\$408,999.65	55%

## LOCAL WORKERS & CITIES

- |                     |                       |                          |
|---------------------|-----------------------|--------------------------|
| 1 ····· Banning     | 6 ····· Hesperia      | 5 ····· Rancho Cucamonga |
| 3 ····· Beaumont    | 1 ····· Lake Elsinore | 3 ····· Redlands         |
| 3 ····· Bloomington | 4 ····· Montclair     | 8 ····· Rialto           |
| 1 ····· Calimesa    | 9 ····· Moreno Valley | 10 ····· Riverside       |
| 3 ····· Chino       | 1 ····· Murrieta      | 16 ····· San Bernardino  |
| 3 ····· Colton      | 2 ····· Norco         | 5 ····· Upland           |
| 4 ····· Corona      | 5 ····· Ontario       | 7 ····· Victorville      |
| 10 ····· Fontana    | 5 ····· Pomona        | 3 ····· Yucaipa          |

# CHC PUBLIC SAFETY TRAINING CENTER LOCAL HIRE, CBA



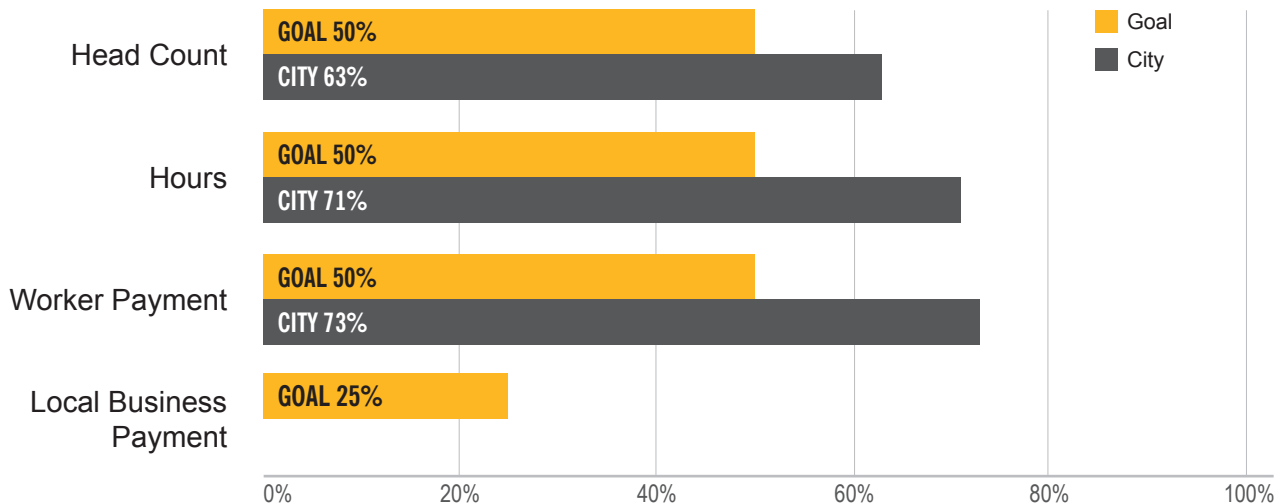
 **209**  
**LOCAL WORKERS**

BY CITY			
	Total	Local	
Head Count	329	209	64%
Hours	18,090.4	13,020.75	72%
Payment	\$852,736.90	\$606,891.61	71%

## LOCAL WORKERS & CITIES

- |                     |                          |                         |
|---------------------|--------------------------|-------------------------|
| 1 ····· Barstow     | 2 ····· Lake Elsinore    | 4 ····· Redlands        |
| 3 ····· Beaumont    | 1 ····· Loma Linda       | 9 ····· Rialto          |
| 4 ····· Bloomington | 2 ····· Mentone          | 28 ····· Riverside      |
| 1 ····· Calimesa    | 2 ····· Montclair        | 23 ····· San Bernardino |
| 8 ····· Chino       | 20 ····· Moreno Valley   | 1 ····· Temecula        |
| 4 ····· Colton      | 3 ····· Murrieta         | 4 ····· Upland          |
| 4 ····· Corona      | 1 ····· Norco            | 6 ····· Victorville     |
| 25 ····· Fontana    | 13 ····· Ontario         | 7 ····· Yucaipa         |
| 16 ····· Hesperia   | 7 ····· Pomona           |                         |
| 6 ····· Highland    | 4 ····· Rancho Cucamonga |                         |

# SBVC BIO GARDEN EXPANSION LOCAL HIRE, CBA



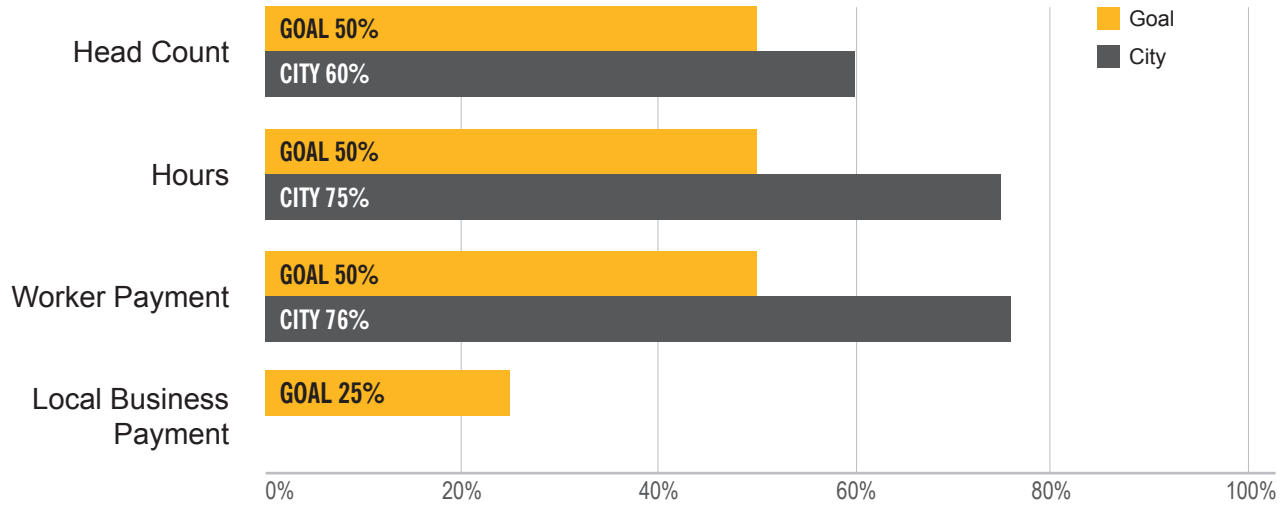
**17**  
**LOCAL WORKERS**

BY CITY			
	Total	Local	
Head Count	27	17	63%
Hours	2,397	1,709	71%
Payment	\$102,737.24	\$74,690.221	73%

## LOCAL WORKERS & CITIES

- 1 · · · · · Colton
- 2 · · · · · Fontana
- 2 · · · · · Highland
- 4 · · · · · Moreno Valley
- 1 · · · · · Redlands
- 4 · · · · · Riverside
- 2 · · · · · San Bernardino
- 1 · · · · · Victorville

# CHC SOLAR PV LOCAL HIRE, CBA



 **34**  
**LOCAL WORKERS**

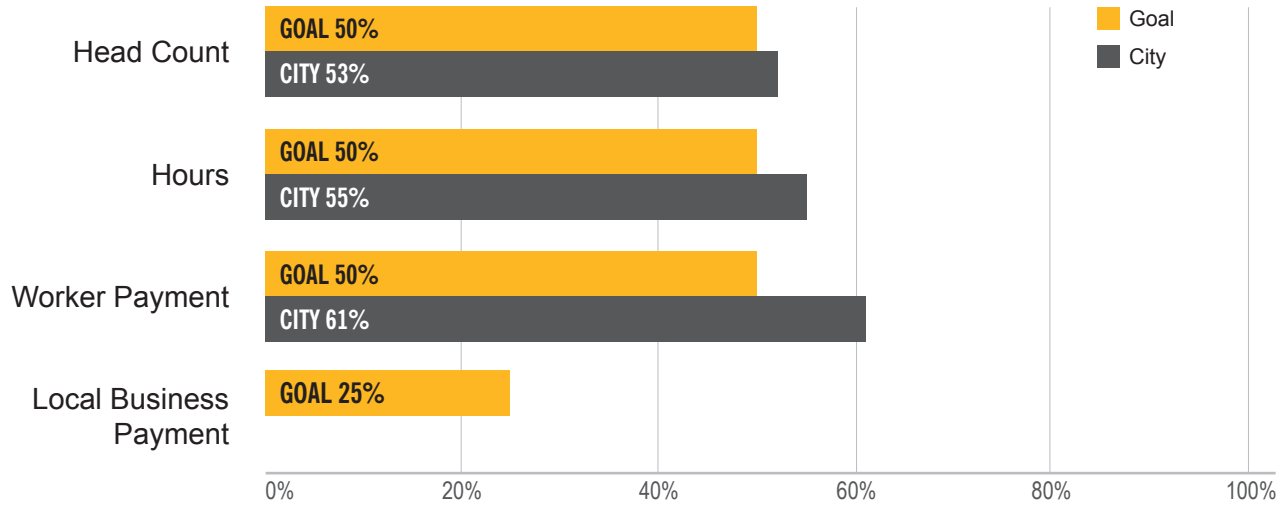
	BY CITY		
	Total	Local	
Head Count	57	34	60%
Hours	14,931.5	11,210.5	75%
Payment	\$840,278.61	\$636,267.16	76%

## LOCAL WORKERS & CITIES

- 1 ····· Beaumont
- 1 ····· Bloomington
- 1 ····· Calimesa
- 3 ····· Fontana
- 2 ····· Hesperia
- 1 ····· Highland
- 1 ····· Moreno Valley
- 1 ····· Norco
- 1 ····· Ontario
- 1 ····· Pomona
- 1 ····· Rancho Cucamonga
- 1 ····· Redlands
- 2 ····· Rialto
- 7 ····· Riverside
- 4 ····· San Bernardino
- 4 ····· Victorville

# CHC CENTRAL COMPLEX 2 RENOVATION

## LOCAL HIRE, CBA



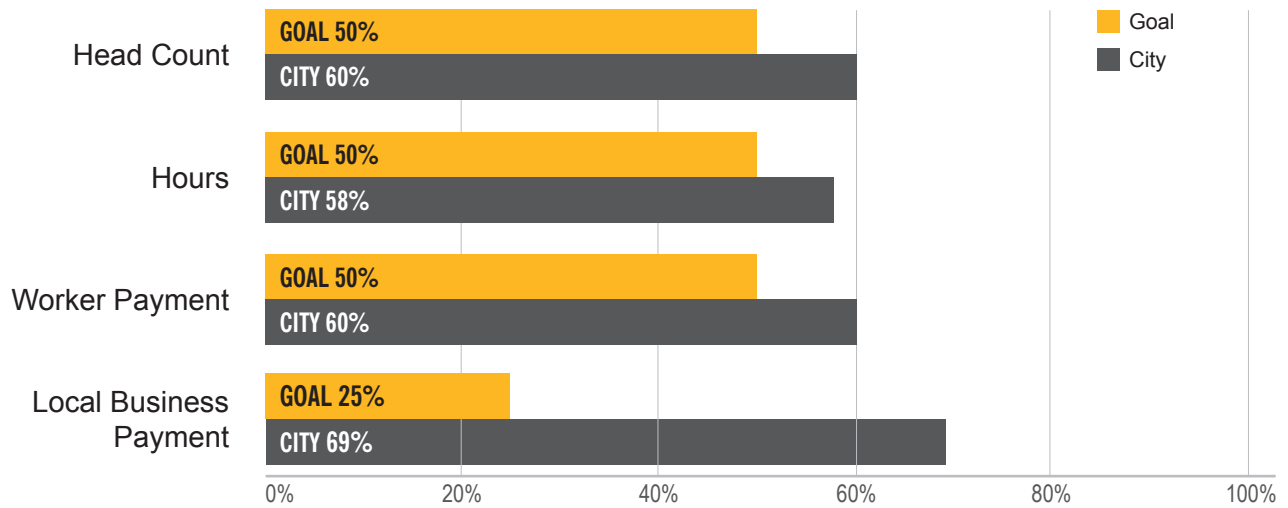
**39**  
LOCAL WORKERS

	BY CITY		
	Total	Local	
Head Count	73	39	53%
Hours	6,290.17	3,450.17	55%
Payment	\$399,104.45	\$606,891.61	71%

### LOCAL WORKERS & CITIES

- 1 ······ Beaumont
- 1 ······ Bloomington
- 3 ······ Chino
- 1 ······ Colton
- 7 ······ Fontana
- 1 ······ Hesperia
- 1 ······ Highland
- 2 ······ Montclair
- 5 ······ Moreno Valley
- 6 ······ Ontario
- 4 ······ Pomona
- 1 ······ Redlands
- 1 ······ Rialto
- 5 ······ Riverside

# CHC REPLACEMENT OF EXISTING COOLING TOWERS LOCAL HIRE, CBA



**21**  
**LOCAL WORKERS**

BY CITY			
	Total	Local	
Head Count	35	21	60%
Hours	1,782.5	1,032.5	58%
Payment	\$98,011.17	\$59,097.80	60%

## LOCAL WORKERS & CITIES

- 1 ····· Chino
- 1 ····· Colton
- 4 ····· Fontana
- 1 ····· Hesperia
- 1 ····· Lake Elsinore
- 1 ····· Loma Linda
- 1 ····· Moreno Valley
- 2 ····· Norco
- 3 ····· Ontario
- 1 ····· Redlands
- 2 ····· Riverside
- 1 ····· Temecula
- 2 ····· Victorville

**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:** Dr. Gilbert J. Contreras, President, SBVC  
Steven J. Sutorus, Executive Director of Business and Fiscal Services

**DATE:** January 9, 2025

**SUBJECT:** Consideration of Approval to Serve Alcoholic Beverages at a Campus Event

**RECOMMENDATION**

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

Event & Location	Sponsoring Group	Date & Time	Type of Alcohol
2025 Black Art Expo	SBCCD Black Faculty Staff Association	2/22/2025 4pm – 8pm	Beer, Wine, and Spirits

**OVERVIEW**

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

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

**ANALYSIS**

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

**SBCCD GOALS**

- 4. Ensure Fiscal Accountability/Sustainability

**FINANCIAL IMPLICATIONS**

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



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** January 9, 2025

**SUBJECT:** Consideration of Approval to Award Request for Proposal 2025-01 and Contract to Wet Dog Glass, LLC of Greensboro NC

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Request for Proposal (RFP) and Contract for RFP 2025-01 SBVC Glassblowing Program Equipment to Wet Dog Glass, LLC of Greensboro, NC. The cost for this equipment is not to exceed \$210,000.

### **OVERVIEW**

SBVC is in need of a vendor to supply various glassblowing equipment for use during the instruction of students in the Art Department. The new equipment will increase the efficiency of the glass blowing studio by reducing the amount of carbon fuels being utilized.

### **ANALYSIS**

The District received and evaluated one proposal. Due to the highly specialized nature of this equipment, the review committee evaluated this proposal based on its own merit. The committee determined that Wet Dog Glass, LLC has met the requirements of this solicitation and will meet the needs of SBCCD.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success

### **FINANCIAL IMPLICATIONS**

Included in the 2025 SBVC categorical budget.





## **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:** January 9, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

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





**Contracts At or Above \$114,500**  
Submitted for Ratification January 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
23608	<b>TSG Enterprises Inc dba Solis Group, The</b>	Amendment 04	SBCCD	Facilities	\$ 1,372,160.00		\$ 24,768.00
RFP CC03-0002-1.11 - Administration of the Community Benefits Agreement; this is to approve Amednment 04 to increase funding by \$24,768							
23791	<b>HMC Architects</b>	Amendment 20	SBCCD	Facilities	\$ 5,666,534.80		\$ 31,824.00
RFQP CC01.3601; Architectural and Engineering Services; this is to approve Amendment 20 to increase funding by \$31,824							

## **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. Madole, Administrative Officer

**DATE:** January 9, 2025

**SUBJECT:** Consideration of Approval of Individual Memberships

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of individual memberships.

### **OVERVIEW**

The County of San Bernardino District Financial Services Division requires certification of Board minutes, that are in accordance with provisions of legal codes for the State of California, to pay invoices for memberships. Whenever possible, SBCCD purchases institutional memberships to be used districtwide. The individual requesting membership has reviewed, and confirms, the District does not currently subscribe to an institutional membership and the association to which they are requesting membership only offers Individual memberships. The memberships requested are related to job duties and functions to promote and advance our institutions and students.

### **ANALYSIS**

Education Code Section 35172 (d) Subscribe for membership for any school under its jurisdiction in any society, association, or organization which has for its purpose the promotion and advancement of public or private education. (e) Subscribe for membership in, or otherwise become a member of, any national, state, or local organization of governing boards of school districts or members thereof which has for its purposes the promotion and advancement of public education through research and investigation, and the cooperation with persons and associations whose interests and purposes are the betterment of the educational opportunities of the children of the state.

Education Code Section 35160.1 (a) The Legislature finds and declares that school districts, county boards of education, and county superintendents of schools have diverse needs unique to their individual communities and programs. Moreover, in addressing their needs, common as well as unique, school districts, county boards of education, and county superintendents of schools should have the flexibility to create their own unique solutions. (b) In enacting Section 35160, it is the intent of the Legislature to give school districts, county boards of education, and



county superintendents of schools broad authority to carry on activities and programs, including the expenditure of funds for programs and activities which, in the determination of the governing board of the school district, the county board of education, or the county superintendent of schools are necessary or desirable in meeting their needs and are not inconsistent with the purposes for which the funds were appropriated. It is the intent of the Legislature that Section 35160 be liberally construed to affect this objective. (c) The Legislature further declares that the adoption of this section is a clarification of existing law under Section 35160.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

Membership associated with this board item are included in the funding source as attached.



# Individual Memberships

## Submitted for Approval January 9, 2025

[v.1.6.2025.p.1|1]

SITE, INDIVIDUALS, AND AMOUNT	MEMBERSHIP AND FUNDING SOURCE
<p><b>CHC</b>                      Ryan Harold                      \$50.00</p>	<p><b>San Bernardino County Fire Chief's Association</b>                      General Fund - Fire Science, Fire Technology</p>
<p><b>CHC</b>                      Larry Aycock                      \$500.00</p>	<p><b>California Association of Community College Registrars &amp; Admissions Officers (CACRAO)</b>                      General Fund – Admissions &amp; Records</p>
<p><b>DSO</b>                      Farrah Farzaneh                      Abel Favela                      Yash Patel                      \$180.00 (each)</p>	<p><b>Construction Management Association of America</b>                      General Fund – Facilities Planning &amp; Construction</p>

## **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 of Business & Fiscal Services

**DATE:** January 9, 2025

**SUBJECT:** Consideration of Approval of the Revised Authorized Signature List for Fiscal Year 2024-25

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Revised Authorized Signature List for Fiscal Year 2024-25, as attached.

### **OVERVIEW**

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

### **ANALYSIS**

The Authorized Signature List for Fiscal Year 2024-25 is being revised to reflect the two new Associate Directors of Fiscal Services.

### **SBCCD GOALS**

4. Ensure Financial Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

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





## Revised Authorized Signature List for Fiscal Year 2024-25

### Submitted for Board Approval January 9, 2025

[v.12.17.2024.p.1|2]

#

AUTHORITY	NAMED AGENT(S)
Contracts, Agreements, and Memos of Understanding	<ul style="list-style-type: none"> <li>▪ Diana Z. Rodriguez, Chancellor</li> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Steven J. Sutorus, Executive Director, Business &amp; Fiscal Services</li> <li>▪ Jorge Andrade, Director of Fiscal Services</li> <li>▪ (Employment Only) Kristina Hannon, Vice Chancellor, Human Resources</li> </ul>
Revenue Clearing Bank Accounts, SBCCD Commercial Property Bank Account & Lockbox	<ul style="list-style-type: none"> <li>▪ Diana Z. Rodriguez, Chancellor</li> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Steven J. Sutorus, Executive Director, Business &amp; Fiscal Services</li> <li>▪ Jorge Andrade, Director of Fiscal Services</li> <li>▪ Lindsey Mathewson, <del>Interim</del> Associate Director, Fiscal Services</li> <li>▪ <b>Josue R. Varela, Associate Director, Fiscal Services</b></li> </ul>
Revolving Cash Bank Account	<ul style="list-style-type: none"> <li>▪ Custodian: Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Steven J. Sutorus, Executive Director, Business &amp; Fiscal Services</li> <li>▪ Jorge Andrade, Director of Fiscal Services</li> <li>▪ Lindsey Mathewson, <del>Interim</del> Associate Director, Fiscal Services</li> <li>▪ <b>Josue R. Varela, Associate Director, Fiscal Services</b></li> </ul>
Inland Futures Foundation Bank Account	<ul style="list-style-type: none"> <li>▪ Diana Z. Rodriguez, Chancellor</li> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Steven J. Sutorus, Executive Director, Business &amp; Fiscal Services</li> <li>▪ Jorge Andrade, Director of Fiscal Services</li> </ul>
Safe Deposit Box	<ul style="list-style-type: none"> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Steven J. Sutorus, Executive Director, Business &amp; Fiscal Services</li> <li>▪ Jorge Andrade, Director of Fiscal Services</li> </ul>
Cafeteria; ASB-Clubs/Trusts-Student Rep; and Scholarship & Loan Bank Accounts	<ul style="list-style-type: none"> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Steven J. Sutorus, Executive Director, Business &amp; Fiscal Services</li> <li>▪ Jorge Andrade, Director of Fiscal Services</li> <li>▪ Lindsey Mathewson, <del>Interim</del> Associate Director, Fiscal Services</li> <li>▪ <b>Josue R. Varela, Associate Director, Fiscal Services</b></li> </ul>



# Revised Authorized Signature List for Fiscal Year 2024-25

## Submitted for Board Approval January 9, 2025

[v.12.17.2024.p.2|2]

AUTHORITY	NAMED AGENT(S)
Financial Aid Bank Accounts	<ul style="list-style-type: none"> <li>▪ Diana Z. Rodriguez, Chancellor</li> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Steven J. Sutorus, Executive Director, Business &amp; Fiscal Services</li> <li>▪ Jorge Andrade, Director of Fiscal Services</li> <li>▪ Lindsey Mathewson, <del>Interim</del> Associate Director, Fiscal Services</li> <li>▪ <b>Josue R. Varela, Associate Director, Fiscal Services</b></li> </ul>
Commercial Warrants and Related Journal Entries	<ul style="list-style-type: none"> <li>▪ Diana Z. Rodriguez, Chancellor</li> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> </ul>
Payroll Orders and Related Journal Entries, and Voluntary Payroll Deductions (PAY620)	<ul style="list-style-type: none"> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Jorge Andrade, Director of Fiscal Services</li> <li>▪ <b>Josue R. Varela, Associate Director, Fiscal Services</b></li> </ul>
Notices of Employment for Certificated, Classified, Student and Temporary Employees	<ul style="list-style-type: none"> <li>▪ Diana Z. Rodriguez, Chancellor</li> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Kristina Hannon, Vice Chancellor, Human Resources</li> <li>▪ Karla Bonnet, Director, Human Resources</li> <li>▪ Stacy Holloway, Associate Director, Human Resources</li> </ul>
Purchase Orders (no monetary limit)	<ul style="list-style-type: none"> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Steven J. Sutorus, Executive Director, Business &amp; Fiscal Services</li> </ul>
Journal Entries (not authorized by District or Payroll Orders), Interfund Transactions, & Budget Transfers	<ul style="list-style-type: none"> <li>▪ Jose F. Torres, Executive Vice Chancellor</li> <li>▪ Jorge Andrade, Director of Fiscal Services</li> <li>▪ Lindsey Mathewson, <del>Interim</del> Associate Director, Fiscal Services</li> <li>▪ <b>Josue R. Varela, Associate Director, Fiscal Services</b></li> </ul>
Certify/Attest to Board Action	<ul style="list-style-type: none"> <li>▪ Dr. Cherise Betters, Clerk of the Board</li> <li>▪ Diana Z. Rodriguez, Chancellor</li> </ul>
Access to San Bernardino County Schools Computer Consortium System with Secure I.D. Token	<ul style="list-style-type: none"> <li>▪ Steven J. Sutorus, Executive Director, Business &amp; Fiscal Services</li> <li>▪ Jorge Andrade, Director of Fiscal Services</li> <li>▪ Lindsey Mathewson, <del>Interim</del> Associate Director, Fiscal Services</li> <li>▪ <b>Josue R. Varela, Associate Director, Fiscal Services</b></li> </ul>

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## **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 and Fiscal

**DATE:** January 9, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

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



Fixed Assets Surplus Report  
January 9, 2025

Asset #	Date Retired	Description	Initial Value	Current Value
24024	12/4/2024	POWEREDGE BASE	\$2,020.31	\$0.00
25768	12/4/2024	Hitachi LCD Projector CP-X1200	\$3,181.86	\$0.00
25788	12/4/2024	Hitachi CPX1200SER	\$3,181.86	\$0.00
26095	12/4/2024	HITACHI CPX345SER Projector	\$1,583.92	\$0.00
26796	12/4/2024	Backup Appliance	\$4,629.00	\$0.00
27406	12/4/2024	Computer	\$3,522.73	\$0.00
27407	12/4/2024	Computer	\$3,522.73	\$0.00
31122	12/4/2024	iMac 20-inch	\$875.80	\$0.00
31197	12/4/2024	Latitude E6500 Black	\$2,650.01	\$0.00
31207	12/4/2024	Latitude E6500 Black	\$1,468.56	\$0.00
33239	12/4/2024	Computer	\$1,270.05	\$0.00
33268	12/4/2024	Computer	\$1,270.05	\$0.00
33293	12/4/2024	Computer	\$1,270.05	\$0.00
34325	12/4/2024	Dell Latitude E5420	\$1,008.11	\$0.00
34682	12/4/2024	OptiPlex 9010 AIO	\$1,153.98	\$0.00
35885	12/4/2024	OptiPlex 9020	\$1,228.75	\$0.00
36171	12/4/2024	OptiPlex 9030 AIO CTO	\$1,291.09	\$0.00
36172	12/4/2024	OptiPlex 9030 AIO CTO	\$1,291.09	\$0.00
36173	12/4/2024	OptiPlex 9030 AIO CTO	\$1,291.09	\$0.00
36174	12/4/2024	OptiPlex 9030 AIO CTO	\$1,291.09	\$0.00
36178	12/4/2024	OptiPlex 9030 AIO CTO	\$1,291.09	\$0.00
36547	12/4/2024	OptiPlex 9020	\$1,228.75	\$0.00
36548	12/4/2024	OptiPlex 9020	\$1,228.75	\$0.00
36553	12/4/2024	OptiPlex 9020	\$1,228.75	\$0.00
36554	12/4/2024	OptiPlex 9020	\$1,228.75	\$0.00
36567	12/4/2024	OptiPlex 3030	\$1,006.74	\$0.00
36617	12/4/2024	OptiPlex 9020	\$1,228.75	\$0.00
36620	12/4/2024	OptiPlex 9020	\$1,228.75	\$0.00
36771	12/4/2024	OptiPlex 9020	\$1,324.86	\$0.00
36820	12/4/2024	IPAD 2 WI-FI 16GB	\$430.92	\$0.00
36853	12/4/2024	OptiPlex 9020 Computers	\$1,209.24	\$0.00
36891	12/4/2024	OptiPlex 9020	\$1,309.44	\$0.00
36894	12/4/2024	OptiPlex 9020	\$1,309.44	\$0.00
38691	12/4/2024	CPU	\$1,540.73	\$0.00
39927	12/4/2024	Dell Latitude E5570	\$1,504.60	\$0.00
39941	12/4/2024	Dell Latitude E5570	\$1,504.60	\$0.00

Non-Fixed Assets Surplus Report  
January 9, 2025

Description	Quantity (ea)
Xerox Phaser	2
Chromebook	153
300 Computer	3
Projector	4
Recorder	1
Scanner	3
Monitor	15
Network Hub	12
iMac	3
Phone	3
iPad	11
Latitude Computer	17
Optiplex Computer	55
Power Edge	5
Hard Drive	2
Hot Spot	17
Surface Computer	4
Switch	45

## **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, Sustainability, and Sustainability

**DATE:** January 9, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

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

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

### **ANALYSIS**



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

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

The costs will be included in the Bond Construction budget.



# Master Services Agreements & Task Orders for Bond Construction

## Submitted for Ratification January 9, 2025

[v.12.2.2024.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
*DLR Group Riverside, CA	Architecture and Engineering Services 12/12/2021	\$37,500.00	SBVC	Career Pathways 2	CC03-3640.03 (TO#02-058.3) Architecture and Engineering Services	11/26/2024

\*Issued as a supplement to an existing Task Order.



## ▼ ACCOMPLISHED KEY RESULTS ▼

### GOAL 1

ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS

#### EXPANDING ACCESS FOR HIGH SCHOOL STUDENTS:

SBCCD increased its CCAP sections from 138 to 210 (52%) and its FTES from 174 to 349 (100%).

#### INCREASE IN BLACK/AFRICAN AMERICAN STUDENTS:

Black/African American student enrollments increased by 9.2%, from 1,982 to 2,164.

#### RECONNECTING STUDENTS TO EDUCATION:

164 students re-enrolled through the California Reconnect initiative.

#### FLEXIBLE LEARNING OPTIONS:

11 new fully online degree pathways introduced for remote learners.



▼ ACCOMPLISHED KEY RESULTS ▼

# GOAL 2

BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION

## ADVANCING DEIA THROUGH CURRICULUM:

Increased ethnic studies sections from 9 in 2021-2022 to 88 in 2024-2025, reflecting an 878% growth (n = 79).

## SUPPORTING FAMILIES:

Over 26,000 diapers and 20,000 pounds of produce were distributed to 1,130 families in need.

## DIRECT AID:

The Lumina Grant provided 20 justice impacted students with a \$1,000 stipend and a \$200 resource card.

## AFFORDABLE EDUCATION:

SBCCD now offers a Zero Textbook Cost Certificate in Library Studies, potentially saving students over \$400 in textbook expenses.

# GOAL 3

BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES

## CAREER TRAINING:

Worked with the County Path Builder Program to train 100 students in high demand fields like logistics and office administration.

## INDIGENOUS HERITAGE RECOGNIZED:

Integrated Indigenous history into the Facilities Master Plan.

## PROMOTING WELLNESS AND INCLUSION:

674 students attended the inaugural Accessibility and Mental Health Fair.

## SUPPORTING SECOND CHANCES:

SBCCD supported 60 justice-involved individuals through the CDCR work crew program, with 57 (95%) completing it and 31 (52%) securing full-time employment. The program boasts a 3% recidivism rate, compared to the 47% state average.

# GOAL 4

ENSURE FISCAL ACCOUNTABILITY/ SUSTAINABILITY

## ENHANCED CYBERSECURITY:

Implemented 14 new policies to safeguard SBCCD's data and systems.

## STRENGTHENING COMMUNITIES THROUGH GRANT PARTNERSHIPS:

Awarded 22 grants to support programs that benefit the community totaling \$2.8 million.

## STRENGTHENING SBCCD'S FINANCIAL RESILIENCE:

Established new budgetary guidelines, enhanced financial forecasting models, and have grown endowments to \$15.4 million.

## SOLAR POWER LEADERSHIP:

Upgraded solar farm to supply 95% of campus electricity saving SBCCD \$10.5 million over 25 years.



## **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. Madole, Administrative Officer

**DATE:** January 9, 2025

**SUBJECT:** Board Master Planning Action Calendar

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

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

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



# BOARD MASTER PLANNING ACTION CALENDAR\*

Presented for Information January 9, 2025

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

## JANUARY

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

## FEBRUARY

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

## MARCH

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

**BOARD MASTER PLANNING ACTION CALENDAR\***

Presented for Information January 9, 2025

**APRIL**

- Trustee Handbook
- Student Trustee Privileges (by 5/15)
- P&Ps: 2100 (every two years on even election years),
- 2022-2027 Strategic Plan Update (Goal 3)
- 4/10 Alternate Summer Work Schedule MOU

**MAY**

- Recognition of Outgoing Student Trustees
- P&Ps: 6320 (annual; last approved 4/2023); 4235 (every three years; last approved 5/13/21)
- 2022-2027 Strategic Plan Update (Goal 4)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P2
- Preliminary Budget & Presentation (optional strategy session)
- Resolution: Interfund Transfers for Next Fiscal Year

**JUNE**

- Presentation: Administer Oath of Office to New Student Trustees
- New Student Trustee Orientation Information
- Executive Summary of Goals 1-4 (Board Retreat)
- Presentation: DEIA (HR)
- Employment Contracts for Academic and Classified Managers
- Employment Contract for Chancellor
- Salary Placement for Executive Management (3-year placement)
- Adopt Tentative Budget (by 7/1)
- Authorized Signature List for Next Fiscal Year
- Resolution: Expenditures of Prop 30 EPA Funds
- Resolution: Signature Authorizations for State of CA Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services
- Resolution: GANN Limit
- Sole Source Suppliers for Fiscal Year
- 2023-2028 CHC & SBVC Educational Master Plan
- 2023-2028 DSO Plan
- District Bank Accounts
- Resolution: Increase Board Compensation and Approve Excused Absences
- Fiscal Year Meals, Refreshments on District and College Expenses
- Quarterly Financial Status Report (Jan-Mar)
- Quarterly Investment & Deposit Report (Jan-Mar)
- Five-Year Construction Plan (CCCCO annual requirement)

## BOARD MASTER PLANNING ACTION CALENDAR\*

Presented for Information January 9, 2025

### JULY

- Resolution: Transfer of Appropriations for the Fiscal Year
- 2020-2023 District Technology Strategic Plan (2020)

### AUGUST

- P&Ps: 2745, 2435, 1100, 1200
- Reaffirm Mission, Vision, Values (2022)
- 2022-2027 Strategic Plan (begin renewal mid-year for approval in August)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P3
- Final Budget Presentation (strategy session last Thursday)

### SEPTEMBER

- Accreditation Midterm Report (due 10/15/24)
- Accreditation Comprehensive Review Occurs Fall 2027
- Prior Year Final Enrollment Fee Revenue Due (CCFS-323 by 9/15)
- Approval of Districtwide Sabbaticals (notice required to employees by 10/1)
- § 53004. EEO Plan Analyses and Annual Report to CCCCC
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

### OCTOBER

- P&Ps: Review Schedule
- Academic Calendar
- Emergency Operations Plan
- Annual Security Report
- Initial Proposals to Reopen Negotiations with CSEA/CTA
- Sabbatical Completion Reports (from prior academic year)

### NOVEMBER

- § 72000 (c)(2)(A); Board to select date and time of annual meeting and notify the county superintendent of schools. Note: Within 15 days of the annual meeting, written notice must be sent to members and members-elect notifying them of the date and time of the annual meeting.
- Full-Time Faculty Obligation Report (110/FFO due by 11/30)

**BOARD MASTER PLANNING ACTION CALENDAR\***

Presented for Information January 9, 2025

**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)
- New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)
- Apportionment Attendance and FTES Calculation Report (CCFS 320 by 1/15) P1
- Audit Reports: District, CBOC, KVCR (by 12/31)
- Quarterly Financial Status Report, Jul-Sep
- Quarterly Investment & Deposit Report, Jul-Sep

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Dr. 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, and Health & Safety Administration

**DATE:** January 9, 2025

**SUBJECT:** Consideration of Board Policies for First Reading

### **RECOMMENDATION**

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

### **OVERVIEW**

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

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

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

### **ANALYSIS**

The following policies and procedures are being forwarded to the Board today for first reading. All have undergone SBCCD’s process for Board Policies & Administrative Procedures as outlined in AP 2410. As necessary, they have been reviewed by the Board Policies and Procedures Ad Hoc Committee. Any proposed changes are indicated in the attached recommendations. It is anticipated that these items will appear for second read and final approval on next month’s Board agenda.



Policies & Procedures Presented for First Reading
4010 Academic Calendar
4230 Grading and Academic Record Symbols
5012 International Students
5020 Nonresident Tuition
5035 Withholding of Student Records
5055 Enrollment Priorities
5530 Student Rights and Grievances
7232 Classification Review
7600 District Police Department

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

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

# BP 4010 Academic Calendar



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> FYI Only: No Changes

## Level 3 Review Schedule

- 10/06/2024 ♦ Recommendation Received
- 10/17/2024 ♦ PPAC Approves Review Level
- 10/18/2024 ♦ Level 2 to Constituents and AS for Feedback
- 11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 12/04/2024 ♦ AS Reviews Level 3 for Final Input
- 12/12/2024 ♦ PPAC Reviews Final AS Input
- 01/09/2025 ♦ BOT 1st Read
- 02/13/2025 ♦ BOT Final Approval

### Begin Recommendation for BP 4010 Academic Calendar

The Chancellor shall, in consultation with the appropriate groups, develop an annual academic calendar.

**Reference:**

Education Code Section 70902(b)(12)

### End Recommendation for BP 4010 Academic Calendar



# AP 4010 Academic Calendar



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Legal Update 44 - Updated to identify optional language pursuant to changes in the Education Code.

## Begin Recommendation for AP 4010 Academic Calendar

The **traditional** academic calendar is composed of at least 175 scheduled days of instruction and evaluation. Mandated holidays are determined by the State Chancellor's Office. The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists.

A districtwide subcommittee meets to coordinate the academic calendar for the District. The deliberations from this subcommittee are shared with the Academic Senates for both colleges before they are reported to the Institutional Effectiveness Advisory Committee (IEAC). The IEAC will review recommendations and submit to the Chancellor's Council and Chancellor for approval followed by Board action.

Holidays include:

New Year's Day (January 1)  
 Dr. Martin Luther King, Jr. Day (third Monday in January)  
 Lincoln Day (February 12 or see note below)  
 Washington Day (third Monday in February)  
 Memorial Day (last Monday in May)  
 Juneteenth (June 19)  
 Independence Day (July 4)  
 Labor Day (first Monday in September)  
 Veterans Day (November 11)  
 Thanksgiving Day (fourth Thursday in November)  
 Christmas Day (December 25)

The following are local options if collectively bargained (Education Code Sections 79020 subdivision (k); 79020 subdivision (l), 79020 subdivision (m), and 79020 subdivision (n):

- Cesar Chavez Day ~~and~~
- Native American Day
- Genocide Remembrance Day (April 24)
- Lunar New Year

Lincoln Day is selected from the dates provided by the State Chancellor's Office.

**Other Holidays**—The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists. (These holidays traditionally have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.)

### References:

Education Code Sections 79020; ~~and 88203~~;  
 Title 5 Sections 55700 et seq. and Section 58142

# AP 4010 Academic Calendar



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

**End Recommendation for AP 4010 Academic Calendar**



## 4230 Grading and Academic Record Symbols



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

### Reasons for Review

> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.  
 > 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 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. (2022-23 carryover)

### Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level

*Regarding 4230, Keith questioned the need for the SP grade which isn't being used. Joe Cabrales thought this was possibly mandated language; he will research and bring back to the 11/21/2024 PPAC.*

10/18/2024 ♦ Level 2 to Constituents and AS for Feedback

11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

12/04/2024 ♦ AS Reviews Level 3 for Final Input

12/12/2024 ♦ PPAC Reviews Final AS Input

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

### Begin Recommendation for BP 4230 Grading and Academic Record Symbols

~~(Replaces current SBCCD BP 4230, BP 4232, and BP 4233)~~

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalogs and made available to students.

#### ~~Withdrawal/Military Withdrawal~~

~~The grading symbols used in the District shall include Withdrawal. The Chancellor is responsible for establishing administrative procedures to implement this policy specifying when it may be assigned.~~

#### Reference:

Title 5 Section 55023 [and 55050 et seq.](#)

### End Recommendation for BP 4230 Grading and Academic Record Symbols

# AP 4230 Grading and Academic Record Symbols



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.  
 > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.  
 > 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)

## Begin Recommendation for AP 4230 Grading and Academic Record Symbols

*(Replaces current SBCCD AP 4230, AP 4232, and AP 4233)*

Grade assignments can only be made by an instructor. Grades assigned are final except in cases of mistake, fraud, bad faith, or incompetence. No grade will be changed for any reason or under any circumstance after three (3) years from the end of the term in which the grade was assigned. The following evaluative and non-evaluative symbols shall be used to denote a student's academic progress.

1.

### Evaluative Symbols

Symbol	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than Satisfactory	1
F	Failing	0
FW	Failing Withdrawal	0
P	Passing (at least Satisfactory) - units awarded not counted in GPA	0
NP	No Pass (less than Satisfactory, or failing – units not counted in GPA)	0
<del>SP</del>	<del>Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)</del>	<del>0</del>
<u>SP</u>	<u>Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)</u>	

### ~~2. Non-Evaluative Symbols~~

Symbol	Definition
<del>I</del>	<del>Incomplete</del>
<del>W</del>	<del>Withdrawal</del>
<del>MW</del>	<del>Military Withdrawal</del>
<del>IP</del>	<del>In Progress</del>
<del>RD</del>	<del>Report Delayed</del>



# 4230 Grading and Academic Record Symbols



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Incomplete

The grading symbols used in the District shall include Incomplete. The Chancellor is responsible for establishing administrative regulations to implement this policy specifying when it may be assigned and how it may be removed.

## **Failing Withdrawal**

The use of the "FW" grade symbol to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).

## Non-Evaluative Symbols

I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points.

### a. Assignment of Grade

The Incomplete grade may be assigned at the discretion of the instructor when a substantial portion of the class work has been completed by the student but some part of student's work remains to be completed at the end of the term.

### b. Removal of Grade

In order to have the Incomplete removed from his/her their record, a student must complete the work as prescribed by the instructor of record within one year of the end of the term in which it was assigned.

### c. Conditions for Removal of Grade

Each instructor shall provide an Incomplete Grade Report form for each student whose work is incomplete. The instructor will indicate what the student must do to complete the course and what grade the student will receive if the work is not completed in the time prescribed by this procedure.

### d. Records Requirement

The Records Office will notify students of an incomplete grade and will keep a copy of the form on file. The instructor will also keep a copy of the form on file.

IP – In Progress: The "IP" symbol shall be used only in courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.

RD – Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W – Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

MW – Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW – Excused Withdrawal: The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

AP

# 4230 Grading and Academic Record Symbols



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Refer to Administrative Procedure 5075 Course add, drops, and withdrawals for more information.

## CPL- Credit for Prior Learning

The "CPL" symbol may be used to denote credit earned through successful completion of International Baccalaureate (IB), College Level Examination Program (CLEP), Advanced Placement (AP) examinations, or other prior learning experiences, in accordance with Title 5 Section 55052.5. The district shall ensure that students' academic records clearly annotate credit earned through these experiences. The same academic record symbol, "CPL", shall be used for all prior learning credits to maintain consistency.

### A. Assignment of Grade

The Incomplete grade may be assigned at the discretion of the instructor when a substantial portion of the class work has been completed by the student but some part of student's work remains to be completed at the end of the term.

### B. Removal of Grade

In order to have the Incomplete removed from his/her their record, a student must complete the work as prescribed by the instructor of record within one year of the end of the term in which it was assigned.

### C. Conditions for Removal of Grade

Each instructor shall provide an Incomplete Grade Report form for each student whose work is incomplete. The instructor will indicate what the student must do to complete the course and what grade the student will receive if the work is not completed in the time prescribed by this procedure.

### D. Records Requirement

The Records Office will notify students of an incomplete grade and will keep a copy of the form on file. The instructor will also keep a copy of the form on file.

**Reference:** Title 5 Section 55023, [55024](#), [55051](#), [55052](#), and [55052.5](#).

**End Recommendation for AP 4230 Grading and Academic Record Symbols**

# BP 5012 International Students



10+1 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Chapter Lead recommendation to adopt.

## Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level

10/18/2024 ♦ Level 2 to Constituents and AS for Feedback

11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

12/04/2024 ♦ AS Reviews Level 3 for Final Input

12/12/2024 ♦ PPAC Reviews Final AS Input

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 5012 International Students

The District admits international students in approved study programs in accordance with regulations established by the United States Bureau of Citizenship and Immigration Service. The District will maintain specific admission criteria, requirements, and procedures that govern the selection of international student applicants for admission.

## End Recommendation for AP 5012 International Students

# AP 5012 International Students



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted.

## Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level

10/18/2024 ♦ Level 2 to Constituents and AS for Feedback

11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

12/04/2024 ♦ AS Reviews Level 3 for Final Input

12/12/2024 ♦ PPAC Reviews Final AS Input

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 5012 International Students

### Enrollment Process for Prospective International (F-1) Students

Prospective students shall submit an international application package that includes the following documents:

- High School diploma, or proof of high school graduation.
- Submit a district application via CCCApply and an International Student Application which includes a processing fee.
- California Department of Health Tuberculosis Risk Assessment. Submit TB Risk Assessment and TB test result (dated within the past 6 months) or get tested at the campus Student Health Services.
- If the student's home country's official language is not English, applicants must provide of English language proficiency demonstrated by the Test of English as a Foreign Language (TOEFL) score of 45-46 on the internet-based exam or by the International Testing System (IELTS) band score of 5.0.
- English proficiency may also be demonstrated through the following proficiency waivers: 1) High/Secondary school completion in countries where English is the primary language of Instruction. 2) Completion of 3+ years at an international high/secondary school where English is the primary language of instruction. 3) Completed college-level English at a College or University where English is the primary of Instruction.
- Official transcript(s) or official academic records from high school and college/university attended, accompanied by a notarized translation if the originals are not in English. Applicants with higher education need to have a minimum of C grade average from college/university in order to be considered for admission.
- Financial documents and bank certification letter showing proof of sufficient funds to cover a minimum of one year of studies. This includes the financial ability to obtain housing.
- Affidavit of Support Form (for sponsors outside of the US to complete).



# AP 5012 International Students



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

- I-134/Affidavit of Support and Instructions for Form I-134 (for sponsors in the US to complete)

## Additional requirements:

- Applicants applying for Admissions who currently hold an F-1 visa are considered “Transfer” International Students. In addition to the requirements stated for prospective applicants, international transfer students must provide a copy of current passport, Visa with an I-94 stamp and current Form I-20.
- Students who will be attending pursuant to an F-1 visa, submission of paperwork to substantiate issuance by the District of Form I-20.
- Exemptions from nonresident tuition as authorized by Education Code Section 76140 subdivision (a)(2) for financial need.
- Students must complete the college’s general application through CCC Apply.

If an applicant is admitted to the college, a letter of acceptance and an I-20 Form (used to apply for a student visa in an American embassy) will be mailed to the applicant.

## International student program rules:

- Must enroll in a minimum of twelve (12) units per semester (Spring and Fall semesters) to maintain full-time status for their F-1 visa but may choose to enroll in more than twelve (12) units at current non-resident rate per unit. Enrolling in summer courses is optional.
- Must maintain a minimum of a 2.0 GPA at all times.
- Maintain a current passport valid for at least six months into the future at all times.
- Request authorization from the Designated School Official before dropping below full-time enrollment.
- Report all address changes within 10 days.
- Report a change in program of study to the Designated School Official and request a new I-20.
- Request transferring to another accredited school as soon as possible.
- Request travel signature before you depart the US.
- Request an I-20 Extension at least two weeks before the program end date.
- Maintain valid medical insurance during your attendance at the college.

## International Student Employment

F-1 Students may not work off campus during the first academic year but may accept on-campus employment subject to certain conditions and restrictions. After the first academic year, F-1 students may engage in three types of, off campus employment:

- Curricular Practical Training (CPT)
- Optional Practical Training (OPT) (pre-completion)
- Science, Technology, Engineering, Mathematics (STEM) Optional Practical Training Extension (OPT)

F-1 students may also be eligible to work off campus on a case-by-case result of special situations such as severe economic hardship or special student relief.

## Fee Assessment:

- Nonresident Tuition: All international students will be charged nonresident tuition for each unit of credit coursework they enroll in.
- Capital Outlay fee may also be charged to cover infrastructure costs. This fee shall not exceed 50% of the nonresident tuition fee in accordance with Education Code Section 76141
- Student Services fee: international students are required to pay all regular college fees applicable to non-resident students, including health services, student representation and technology fees, as outlined in AP 5030 (Fees)
- Health Insurance: international students must purchase a medical insurance plan that is approved by the District and maintain this insurance throughout their period of study.

# AP 5012 International Students



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Exemptions: International students will be exempt from paying international student application fee in case of demonstrated economic hardship, as defined by the California Education Code section 76142. Additionally, students exempt from paying nonresident tuition as per Education Code section 76140 will also be exempt from paying the international student application fee.

**References:**

- Education Code Sections 76141 and 76142;
- Title 5 Section 54045;
- Title 8 U.S. Code Sections 1101 et seq.

## End Recommendation for AP 5012 International Students

# BP 5020 Nonresident Tuition



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> 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.

## Level 2 Review Schedule

10/21/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level

11/22/2024 ♦ Level 2 to Constituents and AS for Feedback

12/04/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

12/12/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 5020 Nonresident Tuition

*(Replaces current SBCCD BP 5020)*

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than March 1 of each year, the Chancellor shall bring to the Board of Trustees for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor is responsible for establishing procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a capital outlay fee, in an amount established by the board to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.

Additionally, students who would otherwise be charged nonresident tuition fees for credit English as a Second Language courses shall be exempt if they demonstrate they are a recent immigrant, a recent refugee, or a person who has been granted asylum by the United States. This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year.

# BP 5020 Nonresident Tuition



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## References:

Education Code Sections 68050, 68051, 68052, 68130, 68130.5, and [76140, and 76141](#);  
Title 5 Section 54045.5

**End Recommendation for BP 5020 Nonresident Tuition**

# AP 5020 Nonresident Tuition



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## Reasons for Review

> 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.

## Begin Recommendation for AP 5020 Nonresident Tuition

*(Replaces current SBCCD-AP 5020)*

### A. Status Defined

Students who do not establish residence in this State for more than one year immediately preceding the residence determination date prescribed below are classified as "nonresident students." "International students" are students who are citizens and residents of a foreign country.

### B. Authority to Determine Residence

The College President or designee shall make the determination of residence status. The Office of County Counsel shall act as the reviewing authority if differences arise.

### C. Resident Determination Date

The "resident determination date" is the day preceding the first day of instruction of the semester or term during which the student proposes to enroll.

### D. Residency Reclassification –

In order to establish residency, it is necessary that there be a union of act and intent. To establish residency, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

1. A student seeking reclassification as a resident, who was classified as a non- resident in the preceding term, shall be determined financially independent or dependent in accordance with Ed Code 68044.
2. One-Year Waiting Period – The one year residence period which a student must meet to be classified as a resident does not begin until the student is both present in California and has manifested a clear intent, as delineated on the College's approved residency determination form, to become a California resident.
3. Reestablished Residence – If a student or the parents of a minor student relinquish California residence after moving from the state, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence for tuition purposes, except as provide in Ed Code section 68070.
4. Physical Presence – A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student. Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.
5. Intent – Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling. Objective manifestations of intent to establish California residence include but are not limited to (1) ownership of residential property or continuous occupancy of rented Property in California, (2) registering to vote and voting in California, (3) licensing from California for professional practice, (4) active membership in service or social clubs, (5) presence of spouse, children or other close relative in the state, (6) showing California as home address on federal income tax form, (7) payment of California state income tax as resident, (8) possessing California motor vehicle license plates, (9) possessing a California driver's license, (10) maintaining permanent military address or home of record in California while in armed forces.

### E. Tuition

The Board shall determine the nonresident tuition fee prior to March 1 each year. Fees are due and payable upon completion of the course registration process.

### F. Admission Errors

Nonresident students subject to payment of nonresident fees, who have been admitted to a class in error without payment of tuition, shall

# AP 5020 Nonresident Tuition



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

be excluded from attendance until fees have been paid.

## G. Falsification of Residence

Nonresident students, who have been admitted to a class without the payment of the nonresident fees based on the submission of incomplete or falsified information either by or for them, are subject to immediate exclusion.

## H. Exemptions, including:

1. Students who are concurrently enrolled in K-12 classes are exempt from nonresident tuition.
2. Students who are members of the military services are exempt from nonresident tuition for one year after their date of assignment in California. After that period, they must take steps to establish residency or pay the nonresident tuition.
3. "Covered individuals" who meet the eligibility criteria as defined in VACA are exempt from nonresident tuition.

### Veterans Access, Choice, and Accountability Act (VACA H.R. 3230)

In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 ("VACA Act"), into law (Public Law No.: 113-146). Section 702 of the VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill-Active Duty (MGIB-AD) and Post-9/11 GI Bill education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents ("covered individuals") tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015. A "covered individual" is defined in the VACA Act as:

- a. A Veteran who lives in the state in which the institution of higher learning is located (regardless of ~~his/her~~ their formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
  - b. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of ~~his/her~~ their formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
  - c. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of ~~his/her~~ /their formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
  - d. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.
4. Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
    - a. either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
    - b. graduation from a California high school or attainment of the equivalent thereof;
    - c. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
    - d. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
    - e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize ~~his/her~~ their immigration status, or will file an application as soon as ~~he/she~~ they are eligible

# AP 5020 Nonresident Tuition



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

to do so.

- f. Any students who meet the following requirements:
  - i. demonstrates financial need;
  - ii. has a parent who has been deported or was permitted to depart voluntarily;
  - iii. moved abroad as a result of that deportation or voluntary departure;
  - iv. lived in California immediately before moving abroad;
  - v. attended a public or private secondary school in the state for three or more years; and
  - vi. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
- g. Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:
  - i. high school attendance in California for three or more years;
  - ii. graduation from a California high school or attainment of the equivalent thereof;
  - iii. registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
  - iv. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.
- h. [A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101\(15\)\(a\), participating in a College and Career Access Pathways \(CCAP\) partnership program and enrolled in no more than 15 units per term.](#)
- i. [A nonresident student who enrolls in a credit English as a Second Language course at the district and who is any of the following:](#)
  - [A recent immigrant, as defined in 8 U.S. Code Section 1101\(a\)\(15\);](#)
  - [A recent refugee, as defined in 8 U.S. Code Section 1101\(a\)\(42\); or](#)
  - [A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.](#)

[This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.](#)
- j. A requirement that the nonresident tuition fee be set not later than March 1 of each year
- k. A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual
- l. Exemptions, if any, due to reciprocity with bordering states
- m. Processing fees, if any, for international students
- n. A requirement that the calculation include the expense of education in the preceding fiscal year
- o. A requirement that the calculation reflect fees in contiguous Districts
- p. A requirement that the calculation provide for students enrolled in more or less than 15 units per term
- q. A requirement that a notice listing persons exempt from paying nonresident tuition be posted on the District's website.

## I. Refunds

Refunds are subject to conditions set forth in the Refund Policy.

# AP 5020 Nonresident Tuition



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

## References:

Education Code Sections 68075.65, 68130.5 and 76140 et seq.;  
Title 5 Section 54045.5

**End Recommendation for AP 5020 Nonresident Tuition**





# 5035 Withholding of Student Records



10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

- > 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.
- > Bullets added per PPAC Feedback to increase clarity.

## Level 3 Review Schedule

- 10/06/2024 ♦ Recommendation Received
- 10/17/2024 ♦ PPAC Approves Review Level
- 10/18/2024 ♦ Level 2 to Constituents and AS for Feedback
- 11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 12/04/2024 ♦ AS Reviews Level 3 for Final Input
- 12/12/2024 ♦ PPAC Reviews Final AS Input
- 01/09/2025 ♦ BOT 1st Read
- 02/13/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 5035 Withholding of Student Records

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation may have registration privileges withheld until the outstanding obligation is paid or otherwise settled.

District must provide a student or former student with written notice that they have failed to pay a proper financial obligation due to the District before the District commences any activity to collect the debt.

- The District MAY NOT withhold grades or transcripts for a student or former student as a consequence of:
  - a the student's outstanding proper financial obligation to the District, or
  - defaulting on a loan or loans under the Federal Family Education Loan Program only.
- The District MAY withhold diplomas as a consequence for a student or former student as a consequence of defaulting on a loan.

### Reference:

Education Code Section 66022:

Title 5 Section 59410

## End Recommendation for BP 5035 Withholding of Student Records

**AP****5035 Withholding of Student Records**

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

**Reasons for Review**

&gt; Bullets added per PPAC Feedback to increase clarity.

**Begin Recommendation for AP 5035 Withholding of Student Records**

The Director of Admissions & Records or designee may withhold registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to:

- student fees;
- obligations incurred through the use of facilities, equipment or materials;
- library fines;
- unreturned library books;
- materials remaining improperly in the possession of the student; and/or
- any other unpaid obligation a student or former student owes to the District.

A proper financial obligation does not include any unpaid obligation to a student organization. For additional information see Board Policy/Administrative Procedure 5030 Fees or visit the campus websites.

**Reference:**

Title 5 Section 59410

**End Recommendation for AP 5035 Withholding of Student Records**



## 5055 Enrollment Priorities



10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

### Reasons for Review

> FYI only to support Legal Update 43 review of AP.

### Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level

10/18/2024 ♦ Level 2 to Constituents and AS for Feedback

11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

12/04/2024 ♦ AS Reviews Level 3 for Final Input

12/12/2024 ♦ PPAC Reviews Final AS Input

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

### Begin Recommendation for BP 5055 Enrollment Priorities

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor is responsible for establishing procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

#### References:

Title 5, Sections 51006, 58106; and 58108

### End Recommendation for BP 5055 Enrollment Priorities

# AP 5055 Enrollment Priorities



10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

- > Legal Update 43: The Service updated this procedure to align with revised Title 5 regulations
- > 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.

## Begin Recommendation for AP 5055 Enrollment Priorities

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites.)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8;
- A foster youth, former foster youth, or homeless youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for Student Accessibility Services or Extended Opportunity Programs and Services; **and**
- A student who is receiving services through CalWORKS;
- **A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student; and**
- **A verified homeless youth or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Education Code Section 66025.9.**

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans.  
Continuing students, who has not lost registration priority, as defined in these policies and procedures.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

# AP 5055 Enrollment Priorities



10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Vice President of Instruction.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority.

The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

## Appeal of Loss of Enrollment Priority

~~Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Director of Admission and Records or his/her designee will determine the appeal in his/her sole discretion.~~

~~[Note: Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Administrative Procedure 4250].~~

## Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. The appeal will be determined by the appropriate authority designated by the college.

Additionally, students who have demonstrated significant academic improvement may appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Administrative Procedure 4250. The appeals process for academic improvement will follow the same procedure as for extenuating circumstances, with the decision made by the designated authority at each college.

These mandated enrollment priorities will be effective in the Fall, 2014 term. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.:

- Limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- In the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- Limiting enrollment to any selection procedure expressly authorized by statute; **and**
- Limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

**AP****5055 Enrollment Priorities**

10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP &amp; AP Exist

**A. General Access**

Every course for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established in compliance with Title V 5 of the California Administrative Code.

**B. Priorities for Enrollment**

Each college shall establish procedures that set priorities for enrollment and publish them in their Class Schedules. Such procedures shall be made available to students during the registration process.

Priority for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty.

**C. Matriculation**

All students shall be subject to the requirements of the matriculation process at each college. Recommendations for class enrollment based upon testing and evaluation shall be strongly recommended to students but shall be advisory only.

**References:**

Education Code Sections 66025.8 and 66025.9;  
Title 5 Sections 58106 and 58108

**End Recommendation for AP 5055 Enrollment Priorities**



# 5530 Student Rights and Grievances



10+1 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Chapter Lead Recommendation

## Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level

10/18/2024 ♦ Level 2 to Constituents and AS for Feedback

11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

12/04/2024 ♦ AS Reviews Level 3 for Final Input

12/12/2024 ♦ PPAC Reviews Final AS Input

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 5530 Student Rights and Grievances

~~Students may initiate grievance proceedings against a district employee under the procedures provided by the Chancellor.~~

It is the policy of the District that there shall be an appeal process by which a dispute in the assigned final grade received by a student may be resolved in a fair and efficient manner according to State law. (See BP and AP 4231 titled Grade Changes).

### References:

Education Code Section 76224(a);

Title 5 Section 55025

Title IX, Education Amendments of 1972

## End Recommendation for BP 5530 Student Rights and Grievances



# 5530 Student Rights and Grievances



10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

## Reasons for Review

> Chapter Lead Recommendation

### Begin Recommendation for AP 5530 Student Rights and Grievances

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action by an instructor, college official, or by another student has adversely affected their status, rights, or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- **Academic Grievances:** When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency shall be final (Education Code Section 76224). If a student files a grievance relative to grade, he/she/they must prove that "mistake, fraud, bad faith, or incompetency" as the reason for the grade assignment.
- **Non-Academic Grievances:** Grounds for a non-academic grievance include, but are not limited to:
  - Any act or threat of intimidation;
  - Any act or threat of physical aggression;
  - Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the Education Code, Board Policies, and/or Administrative Procedures;
  - **Course Repetition, Withdrawals, and Enrollment Fees:** Students may file complaints related to course repetition, withdrawals or enrollment fees based on evidence of extenuating circumstances. Students should use the Petition for Exceptional Action form and provide supporting documentation. Action will be taken by the appropriate administrator or by the Board of Appeals. Petition for Exceptional Action forms can be found in the offices of Counseling, Admissions and Records, and Student Life. Petitions may be submitted through the Office of the Dean, Student Services for review by the Board of Appeals;
- ~~For grievances related to sexual harassment, sexual assault, or illegal discrimination~~ **Discrimination Complaints:** (i.e. age, ancestry, citizenship status, color, disability, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status), students should contact the Human Resources Department and/or the San Bernardino Community College Police. Staff members in those areas will assist students with the correct processes for resolution. Complaint and investigation procedures related to harassment and discrimination (including sexual assault, sexual violence, dating violence, stalking, and domestic violence) can be found in Administrative Procedure 3435.
- **Financial Aid Challenge:** Financial aid students wishing to file a complaint regarding the financial aid process and/or determination should refer to ~~(see AP 5130 Financial Aid for appeals~~ **appeals** relating to financial aid);
- ~~Course grades, to the extent permitted by Education Code Section 76224(a) (see AP 4231 Grade Changes for appeals relating to course grades)~~
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

In addition to San Bernardino Community College District Procedures, a student may address a grievance directly to the California Community Colleges Chancellor's Office by accessing the following website:

<https://www.cccco.edu/complaint-process-notice>

This procedure does not apply to:

- Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.





# 5530 Student Rights and Grievances



10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

## Definitions of Terms

**Party** – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

**Chancellor/President** – The Chancellor/President or a designated representative of the Chancellor/President.

**Grievant** – A student who has filed a Grievance.

**Student** – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

**Respondent** – Any person claimed by a grievant to be responsible for the alleged grievance.

**Business Day** – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

## Informal Resolution

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college District administration.

Deans of Student Services shall assist students in seeking resolution by informal means. This person shall also be known as the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a Grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

## Formal Process

If informal resolution through discussion or mediation does not resolve the conflict, the student shall have the right to request a grievance hearing, in writing, to the Vice president of Student Services. The request for a hearing must be made within 180 calendar days of the incident being grieved.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.



## 5530 Student Rights and Grievances



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If the grievance does not meet each of the requirements, the Vice president of Student Services shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within five days of the date the decision is made.

If the Request for Grievance Hearing satisfies each of the requirements, the Vice president of Student Services shall schedule a grievance hearing. The hearing will begin within ten days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than five days notice of the date, time and place of the hearing.

### Grievance Hearing

The formal grievance hearing will be scheduled within 10 days (during which the college is in session) of receipt of the request. The grievance hearing committee will be composed of the following:

- One student appointed by the Student Senate president.
- One faculty member appointed by the Academic Senate president if the grievance is against a faculty member.
- One staff member appointed by the Classified Senate president if the grievance is against a staff member.
- Vice president of Student Services, who will chair the committee if the grievance is non-academic, or the Vice president of Instruction if the grievance is academic.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner.

Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the chair, who shall determine whether cause for disqualification has been shown. If the chair feels that sufficient ground for removal of a member of the committee has been presented, they shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

The chair will conduct the hearing. Possible protective measures that may be utilized include, but are not limited to, no-contact orders, remote participation during the hearing (telephone, videoconferencing, use of a privacy screen, etc.), separate waiting areas during hearing, safety escorts, and prohibitions against retaliation.

The members of the grievance hearing committee will be provided a copy of the grievance and any written response to the grievance.

Each party to the grievance may call witnesses and introduce oral and written testimony. ~~Witnesses unable to be present may submit written statements.~~ All witnesses must testify under oath; the Grievance Hearing Committee Chair will administer the oath. The Grievance Hearing Committee will only admit written statements of witnesses under penalty of perjury if the witness is unavailable to testify. A witness who refuses to be tape-recorded shall be considered to be unavailable.

Although the hearing is formal, rules of evidence do not apply as they would in a court of law.

Each party to the grievance will be permitted to make an opening statement; thereafter, the grievant will present evidence followed by the respondent.

The student may bring an advocate or attorney to the hearing provided the Vice President of Student Services is notified at least five calendar days in advance of the hearing. In the event the student serves notification that they will have representation, the respondent has the right to legal counsel and a right to receive notification that the student will have counsel present.

The hearing will be recorded, and the recording shall remain in the custody of the Vice president of Student Services. Any party to the grievance may request a copy of the recording.

Hearings shall be closed and confidential unless all parties request that they be open to the public. Any such request must be made no less than three calendar days prior to the date of the hearing. In a closed hearing, witnesses will testify and be excused.



## 5530 Student Rights and Grievances



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The grievance hearing committee will recommend a resolution of the grievance after listening to all of the participants. The committee will inform the student and the respondent in writing about its recommendation within 10 days of the hearing. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Within five days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the **President Chancellor** a written ~~decision~~ **recommendation**. The recommendation shall include specific factual findings regarding the grievance. The recommendation shall also include ~~relief afforded to the student, if any~~ a specific recommendation regarding the relief for the Grievant, if any. The Grievance Hearing Committee will base its recommendation only on the record of the hearing, and not on matter outside of that record. The record consists of the original Grievance, any written response, and the oral and written evidence produced at the hearing.

~~Within five days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the President shall send to all parties their written decision, together with the Hearing Committee's decision and recommendations. The Chancellor may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the President does not accept the decision or a finding or recommendation of the Hearing Committee, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final, subject only to appeal as provided below~~

### Appeals

The student may appeal the recommendation of the grievance hearing committee by writing to the president within 10 calendar days of being notified of the grievance hearing committee's recommendation. The president will send the student a final decision in writing within 10 calendar days of receiving the appeal.

Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the president within five days of that decision. The president shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Chancellor's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Any party to the grievance may appeal the decision of the president after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation. Any such appeal shall be submitted in writing within five days following receipt of the Chancellor's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.

The Chancellor or designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the Chancellor's designee, if any, shall make a written recommendation to the Chancellor regarding the outcome of the appeal.

~~The Chancellor's Decision Within five days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Chancellor shall send to all Parties his/her/their written decision, together with the Hearing Committee's decision and recommendations. The Chancellor may accept or reject the findings, decisions, and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the Chancellor does not accept the decision or a finding or recommendation of the Hearing Committee, the Chancellor shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Chancellor shall be final.~~

### Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

AP

# 5530 Student Rights and Grievances



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**References:**

Education Code Section 76224 subdivision (a);  
ACCJC Accreditation Eligibility Requirement 20;  
ACCJC Accreditation Standard 4

**End Recommendation for AP 5530 Student Rights and Grievances**

# AP 7232 Classification Review



Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Hannon ♦ No Matching BP or AP Exists

## Reasons for Review

> Chapter Lead recommendation

## Level 2 Review Schedule

11/06/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level

11/22/2024 ♦ Level 2 to Constituents and AS for Feedback

12/04/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

12/12/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

## Begin Recommendation for AP 7232 Classification Review

Every position in the classified service in the District shall be assigned a classification.

These classifications will determine the salary levels that shall be applied to these positions.

Review of class specifications shall be undertaken every four years to revise and update the duties and/or responsibilities of positions in the classified service.

### Definitions

"Classification" means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties (job description) required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.

"Reclassification" means upgrading a position to a higher classification due to the gradual increase in the duties being performed by the incumbent in that position.

"Reorganization" is any change in administrative structure that affects the duties assigned to a position since the last time it was studied, the creation of a new assignment for the unit member, or an increase or decrease in staffing that causes a change in the assignment of a unit member.

"Range Reallocation" is a change made to an existing classification's salary schedule range placement.

"Downgrade" means the downgrading of a position to a lower classification as a result of the current classification no longer matching the classification description of the duties being performed by the incumbent in that position.

# AP 7232 Classification Review



Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Hannon ♦ No Matching BP or AP Exists

## References:

Education Code Sections 88001 and 88009

**End Recommendation for AP 7232 Classification Review**

# BP 7600 District Police Department



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

## Reasons for Review

- > Legal Update 43: The Service updated this policy to clarify that Chief(s) of Police need not report to the CEO.
- > 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.
- > 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.
- > 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)
- > Legal Updates 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

## Level 2 Review Schedule

- 11/06/2024 ♦ Recommendation Received
- 11/21/2024 ♦ PPAC Approves Review Level
- 11/22/2024 ♦ Level 2 to Constituents and AS for Feedback
- 12/04/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 12/12/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 01/09/2025 ♦ BOT 1st Read
- 02/13/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 7600 District Police Department

### DISTRICT POLICE DEPARTMENT

The Board of Trustees has established a District Police Department under the supervision of a Chief of Police, who shall report directly to the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor. The purpose of the District Police Department is to enforce the law on or near the campus and other grounds or properties owned, operated, controlled, or administered by the District or by the State acting on behalf of the District.

Public safety services must adhere to principles of diversity, equity, inclusion, and accessibility. Public safety services must advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive campus environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm.

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830 et seq.

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor shall establish minimum qualifications of employment for the Chief of Police and all campus public safety personnel, including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training.

The Chancellor shall ensure that every member of the District Police Department first employed by the District before July 1, 1999 satisfies the requirements of state law regarding qualifications for continued employment.

Every member of the District Police Department shall be issued a suitable identification card and badge bearing the words "San Bernardino Community College District Police Department."

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the District Police Department.

### Use of Military Equipment



# 7600 District Police Department



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor will develop procedures to ensure the Chief of Police obtains approval from the Board of Trustees of a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment as defined in the Government Code.

## Campus Policing and Student Success Public Safety Compact

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor will develop procedures to ensure the District develops a "Public Safety Compact" with District stakeholders, including college police officers. The Public Safety Compact will establish the District's requirements for the delivery of public safety-related services on campus, including the respective roles and responsibilities of administrators, faculty, college police officers, mental health and social services workers, crisis counselors, community non-profits, and other related service providers in responding to the public safety needs of the District. college.

## Public Safety Advisory Committee

The District will establish a "Public Safety Advisory" committee to make recommendations to the District Board of Trustees governing board related to District policies governing college public safety services.

The Public Advisory committees shall be composed of campus stakeholder representatives, and the District shall engage in active efforts to recruit advisory committee members from historically underserved communities.

The District will engage in active efforts to recruit advisory committee members from historically underserved communities.

## Policing Data

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor will develop procedures to ensure the Chief of Police will record policing data metrics, including key performance indicators, track data related to traffic stops and other officer-initiated contacts, and conduct stakeholder climate surveys focused on college public safety services.

## Use of Force

The Board of Trustees directs the Chief [s] of Police to establish operational guidelines regarding reasonable use of force for District college police officers. The Board of Trustees expects every District college police officer to carry out their duties, including the use of force, in a fair and unbiased manner and to use reasonable force in any situation and make decisions in a professional, impartial, and reasonable manner and to use of de-escalation techniques whenever possible. ]

## Report Regarding Complaints

The Chief [s] of Police shall provide the Board of Trustees, when requested, with a report regarding complaints against the District P police Department and college police officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board of Trustees.

## References:

Education Code Sections 72330 et seq.;  
Government Code Sections 3300 et seq and 7070 et. seq.;  
Penal Code Sections 830 et seq.  
Title 5 Sections 51028, 51100, 51102, and 59700 et seq.

**End Recommendation for BP 7600 District Police Department**



# AP 7600 District Police Department



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ AP 7600 District Police Department

## Reasons for Review

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

## Begin Recommendation for AP 7600 District Police Department

### DISTRICT POLICE DEPARTMENT

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor is delegated the responsibility to establish minimum qualifications of employment for the Chief of Police and all campus public safety personnel including but not limited to prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training. The employment of campus-public safety personnel will be subject to the equal employment opportunity regulations.

The District Police Department must participate in Peace Officer Standards and Training Commission programs. All college police officers must be certified by the Commission. college police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830 et seq. The District requires in the hiring, retention, and promotion of college police officers that officers demonstrate a commitment to policing with a "guardian" rather than a "warrior" mindset. college police officers must adhere to community policing principles and evidence-based policing practices as defined in the applicable Title 5 regulations.

Every member of the District Police Department first employed by the District before July 1, 1999 must satisfy the requirements of state law regarding qualifications for continued employment, in order to retain his/her employment, meet the requirements of Education Code Section 72330.2, including but not limited to:

- Submission of one copy of his/her fingerprints which shall be forwarded to the Federal Bureau of Investigation
- A determination that the employee is not a person prohibited from employment by a California community college district, and
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.

Every member of the District Police Department shall be supplied with, and authorized to wear, a badge bearing the words "San Bernardino Community College District Police Department." Every member of the District Police Department shall be issued a suitable identification card.

Salaries for District Police Department employees shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, salaries shall be recommended by the Vice Chancellor Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator of HR and Police Services.

The Chancellor in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the District Police Department.

- Schedules and shifts
- Call back procedures

# AP 7600 District Police Department



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ AP 7600 District Police Department

- ~~Weapons practices, especially drawing weapons~~
- ~~Use of vehicles~~
- ~~Pursuit practices~~
- ~~Discipline procedures~~
- ~~Training~~

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor, in cooperation with the Chief of Police, shall issue protocol guidelines for the administration of the District Police Department. These protocols will be listed in the District SBCCD Police Department Policy Manual. The specific instructions will describe guidelines and limitations for District Police Department, including but not limited to:

- Schedules and shifts;
- Call back procedures;
- Weapons practices, especially drawing weapons;
- Use of vehicles;
- Pursuit practices;
- Use of force;
- Discipline procedures;
- Responsibilities to coordinate with local law enforcement;and
- Training

College police officers must participate in regular training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation. College police officers shall receive community college-specific training as required by the law, and as made available by the commission. The District must provide college police officers routine mental health services and prompt referral to crisis counseling following any critical incident.

The District Police Department shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault;
- Geographical boundaries of the operational responsibilities; and
- Mutual aid procedures

[The following language is Optional.]

### [Report Regarding Complaints

The Chief(s) of Police shall provide the Board, when requested, with a report regarding complaints against the police department and police officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board.]

### Use of Military Equipment

The Chief of Police will work with the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor to ensure the Board of Trustees approves a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment as defined in the Government Code. The Chief of Police shall submit the proposed military equipment policy to the Board of Trustees through the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor and make those documents available on

# AP 7600 District Police Department



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ AP 7600 District Police Department

the police department website at least 30 days prior to any public hearing concerning the military equipment at issue.

If the District Police Department receives approval for the military equipment use policy, it shall submit to the Board of Trustees an annual military equipment report for each type of military equipment approved by the Board of Trustees within one year of approval, and annually thereafter for as long as the military equipment is available for use. The District Police Department shall also make each annual military equipment report available on its internet website for as long as the military equipment is available for use. The Board of Trustees shall annually review the policy and either disapprove a renewal of the authorization of the military equipment use policy or amend the policy if it determines that the military equipment does not comply with the standards set forth state law.

The Board of Trustees prohibits auxiliary organizations from purchasing military equipment, unless authorized by the Board of Trustees following standards required by law for the purchase of equipment for police agencies made with public funds.

### **Campus Policing and Student Success**

College police officers are required to offer contact information to individuals they stop or otherwise subject to a police officer-initiated interaction, except where doing so would pose a safety risk.

The District encourages individuals who have interacted with college public safety personnel to submit to the District a response related to the interaction. The Chief of Police will establish a process to encourage individuals to submit a response.

The District requires college police officers to attend and participate in campus activities not involving a “police response” or other formal public safety-related activities, such as participating in student events when invited, in town halls, convocations, and other similar events where informal or social interactions with other campus stakeholders is possible.

### **Public Safety Data**

The Chief of Police shall record policing data metrics, including key performance indicators, track data related to traffic stops and other officer-initiated contacts; and conduct stakeholder climate surveys focused on campus public safety services. The Chief of Police will establish a process to solicit responses regarding the individual's perception of the interaction and the District's public safety practices, via an accessible method for all individuals to provide responses. Such responses shall be permitted to be anonymous. The Chief of Police shall provide to the Public Safety Advisory Board an aggregated summary or otherwise anonymized version of the responses received. Retaliation against anyone responding, including the use of a response in a disciplinary proceeding against the responder, is prohibited. This process is separate from any disciplinary or personnel proceeding, and information, data, and records developed under this process shall not be maintained in any personnel file.

### **References:**

Education Code Section 72330;  
 Government Code Sections 3300 et seq. [and 7070 et seq.](#)  
[Penal Code Sections 830 et seq.](#)  
[Title 5, Sections 59700 et seq.](#)

**End Recommendation for AP 7600 District Police Department**

## **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 of Business and Fiscal

**DATE:** January 9, 2025

**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 November 12, 2024. As of that date, SBCCD was 37.0% through the fiscal year and had spent and/or encumbered approximately 36.7% 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 11/12/24

[v.12.11.2024.p.1|2]

### 37.0% of Fiscal Year Elapsed

FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund - Unrestricted	143,959,350	30,696,087	21.3%	143,900,470	52,800,915	36.7%	Expenditures are consistent with the needs of the fund given the current climate.
01 General Fund - Restricted	108,021,646	53,270,268	49.3%	108,021,646	39,629,196	36.7%	Prior year grant carryover funds posted in November.
21 Bond Interest & Redemption	55,000,000	2,270,056	4.1%	55,000,000	56,029,911	101.9%	Taxes are determined and collected by the County for bond measures.
41 Capital Outlay	3,714,676	297,707	8.0%	8,573,383	2,860,286	33.4%	Revenues are posted in arrears.
42 Measure M	800,000	233,447	29.2%	11,538,428	8,699,290	75.4%	Purchase orders covering expenses for the entire fiscal year are created early in the year. Q2 interest will be posted in January.
44 Measure CC	6,000,000	7,024	0.1%	297,489,492	77,881,198	26.2%	Posting of Interest for Q1 in process.
59 Investment Properties	5,201,007	1,343,181	25.8%	6,922,803	898,631	13.0%	Revenue and expenditure activity posted one month in arrears. Posting in progress for October activity.
68 Retiree Benefit	371,000	1	0.0%	2,871,000	140,929	4.9%	Revenues are posted in arrears.
71 OPEB Trust	1,000,000	652,604	65.3%	82,000	22,330	27.2%	Investment earnings for Q1 were higher than estimated. Q2 interest will be posted in January.
72 Child Development	5,236,304	2,505,436	47.8%	5,236,304	1,433,780	27.4%	
73 Student Body Center Fee	346,950	0	0.0%	346,950	73,813	21.3%	Revenues are posted in arrears. Expenditures are consistent with the needs of the fund.
74 KVCRC	9,635,612	3,187,525	33.1%	9,616,392	3,927,723	40.8%	
77 PARS Trust	5,400,000	6,545,185	121.2%	5,202,000	4,058,278	78.0%	Investment earnings for Q1 were higher than estimated. Annual withdrawal posted in November.
78 Self Insurance-Liability	1,200,000	1,200,000	100.0%	1,200,000	1,127,009	93.9%	Revenues transferred in full at the beginning of the fiscal year. Insurance premiums paid early in the year.
79 Inland Futures Foundation	1,483,453	495,150	33.4%	1,483,453	265,897	17.9%	Expenditures are consistent with the needs of the fund.
84 Workers Compensation	2,444,920	121,326	5.0%	2,986,865	2,140,433	71.7%	Purchase order covering the entire year is created early in the year. Revenues are posted in arrears.
<b>Total (All Funds)</b>	<b>349,814,918</b>	<b>102,824,999</b>	<b>29.4%</b>	<b>660,471,186</b>	<b>251,989,618</b>	<b>38.2%</b>	

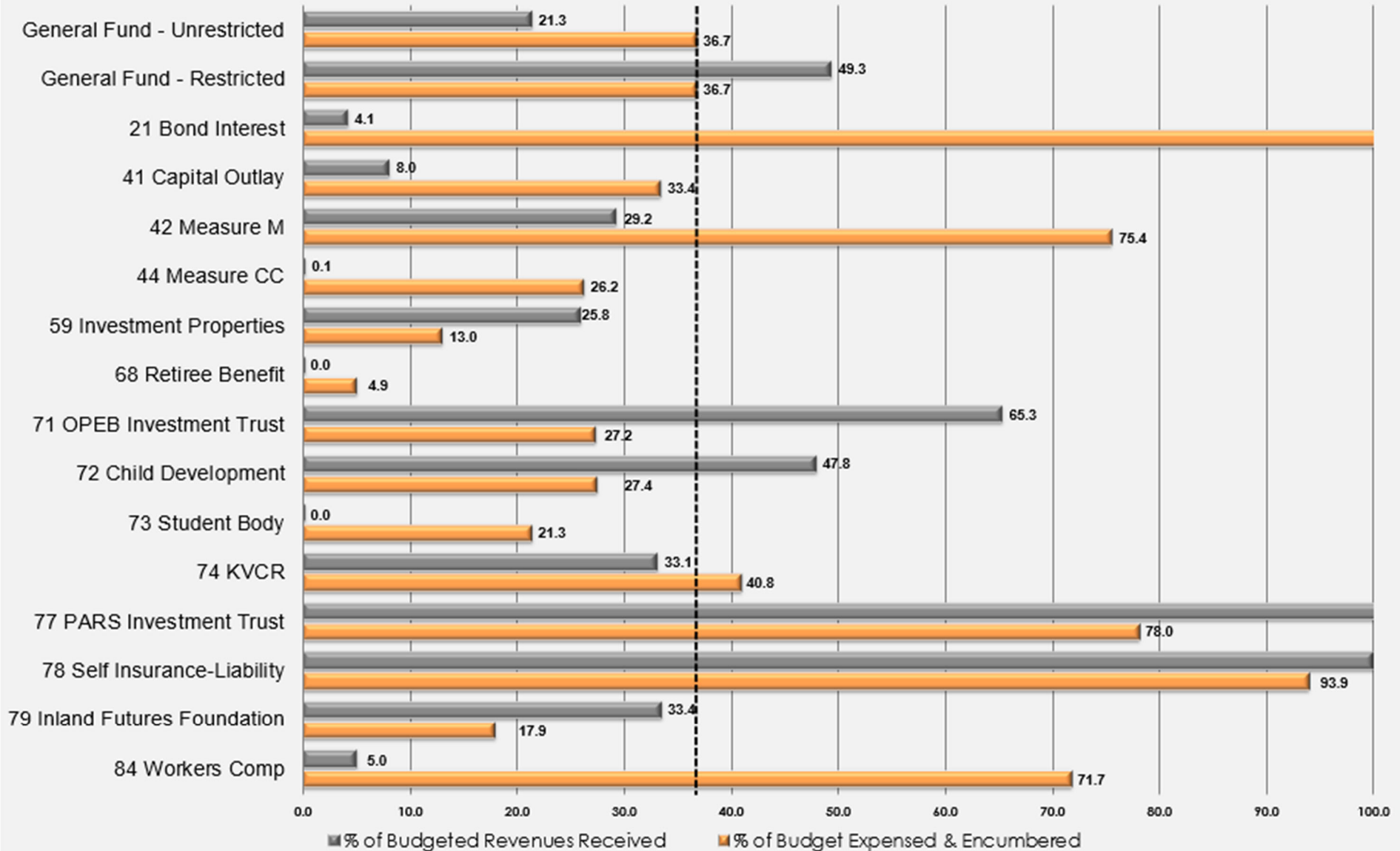


# Budget Revenue & Expenditure Summary

Year to Date 11/12/24

[v.12.11.2024.p.2]2]

Fiscal Year Elapsed - 37.0%



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: January 9, 2025  
 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 %
\$304,504,703	\$5,283,191	1.74

SBCCD GOALS

- 4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate construction budget.





**SBCCD  
CONSTRUCTION CHANGE ORDER SUMMARY**

Campus	Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	\$177,049,056.80	\$4,386,095.18	<b>\$181,435,151.98</b>	2.48%
CC02-2000 : Crafton Hills College	\$127,269,146.13	\$892,284.19	<b>\$128,161,430.32</b>	0.70%
CC03-3000 : San Bernardino Community College District Wide	\$186,500.17	\$4,812.02	<b>\$191,312.19</b>	2.58%
<b>TOTAL FOR CHANGE ORDERS</b>	<b>\$304,504,703.10</b>	<b>\$5,283,191.39</b>	<b>\$309,787,894.49</b>	<b>1.74%</b>





**SBCCD**  
**CONSTRUCTION CHANGE ORDER SUMMARY**  
**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	\$3,178,756.30	\$73,011,380.30	4.55%
CC01-3605 : Softball Field	\$7,687,500.00	\$644,968.37	\$8,332,468.37	8.39%
CC01-3606 : Student Services Building (New Construction)	\$79,979,313.00	\$0	\$79,979,313.00	-
CC01-3608 : Career Pathways Phase 2 (PDB)	\$4,870,412.92	\$0	\$4,870,412.92	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	\$14,679,206.88	\$562,370.51	\$15,241,577.39	3.83%
<b>CC01-1000 : San Bernardino Valley College Total</b>	<b>\$177,049,056.80</b>	<b>\$4,386,095.18</b>	<b>\$181,435,151.98</b>	<b>2.48%</b>

**CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date**

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Change Order #0005*	\$4,100,000.00	\$82,418.37	\$287,218.37	\$4,387,218.37	2.01%	7.01%	20-Aug-24	09-Jan-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0045	\$69,832,624.00	\$50,566.00	\$3,178,756.30	\$73,011,380.30	0.07%	4.55%	21-Nov-24	09-Jan-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0044	\$69,832,624.00	\$95,421.00	\$3,128,190.30	\$72,960,814.30	0.14%	4.48%	20-Nov-24	09-Jan-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0043	\$69,832,624.00	\$66,466.00	\$3,032,769.30	\$72,865,393.30	0.095%	4.34%	20-Nov-24	09-Jan-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0042	\$69,832,624.00	\$24,759.00	\$2,966,303.30	\$72,798,927.30	0.04%	4.25%	20-Nov-24	09-Jan-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0041	\$69,832,624.00	\$88,309.00	\$2,941,544.30	\$72,774,168.30	0.13%	4.21%	10-Oct-24	09-Jan-25
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0111*	\$1,866,000.00	\$13,340.16	\$105,963.00	\$1,971,963.00	0.71%	5.68%	30-Sep-24	14-Nov-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0040	\$69,832,624.00	-\$500,000.00	\$2,853,235.30	\$72,685,859.30	-0.72%	4.09%	25-Sep-24	14-Nov-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0039	\$69,832,624.00	\$53,051.00	\$3,353,235.30	\$73,185,859.30	0.08%	4.80%	25-Sep-24	14-Nov-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0038	\$69,832,624.00	\$143,983.00	\$3,300,184.30	\$73,132,808.30	0.21%	4.73%	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	\$3,156,201.30	\$72,988,825.30	0.20%	4.52%	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	\$189,732.00	\$3,014,655.30	\$72,847,279.30	0.27%	4.32%	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	-\$60,937.98	\$1,312,062.02	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	-\$88,993.85	\$1,284,006.15	-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	\$429,644.00	\$8,012,329.00	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	\$2,824,923.30	\$72,657,547.30	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	\$2,689,447.30	\$72,522,071.30	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	\$2,546,937.30	\$72,379,561.30	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	\$2,430,100.30	\$72,262,724.30	-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	\$3,180,100.30	\$73,012,724.30	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	\$3,015,849.30	\$72,848,473.30	0.17%	4.32%	17-Jun-24	08-Aug-24

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0004	\$4,100,000.00	\$88,153.86	\$204,800.00	\$4,304,800.00	2.15%	5.00%	05-Jun-24	08-Aug-24
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0003	\$4,100,000.00	\$103,355.51	\$116,646.14	\$4,216,646.14	2.52%	2.85%	24-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	\$13,290.63	\$4,113,290.63	0.23%	0.32%	22-Apr-24	13-Jun-24
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0001	\$4,100,000.00	\$3,724.63	\$3,724.63	\$4,103,724.63	0.09%	0.09%	22-Apr-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	\$2,898,791.30	\$72,731,415.30	0.26%	4.15%	02-May-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0028	\$69,832,624.00	\$190,385.00	\$2,713,792.30	\$72,546,416.30	0.27%	3.89%	02-May-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	\$2,523,407.30	\$72,356,031.30	0.28%	3.61%	29-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	\$2,327,463.30	\$72,160,087.30	0.15%	3.33%	26-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	\$2,225,639.30	\$72,058,263.30	0.08%	3.19%	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	\$2,172,411.30	\$72,005,035.30	0.19%	3.11%	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	\$2,037,837.30	\$71,870,461.30	0.09%	2.92%	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	\$1,973,259.30	\$71,805,883.30	0.14%	2.83%	22-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	\$1,876,770.30	\$71,709,394.30	0.34%	2.69%	22-Apr-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 #0022	\$7,582,685.00	\$76,530.00	\$345,758.00	\$7,928,443.00	1.01%	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 #0021	\$7,582,685.00	\$85,213.00	\$269,228.00	\$7,851,913.00	1.12%	3.55%	08-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	\$1,636,319.30	\$71,468,943.30	0.13%	2.34%	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	\$1,548,347.30	\$71,380,971.30	0.26%	2.22%	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	\$1,368,879.30	\$71,201,503.30	0.06%	1.96%	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	\$1,326,618.30	\$71,159,242.30	0.19%	1.90%	26-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	\$1,191,019.30	\$71,023,643.30	0.11%	1.71%	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 #0009	\$1,866,000.00	\$40,734.50	\$92,622.84	\$1,958,622.84	2.18%	4.96%	14-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	\$51,888.34	\$1,917,888.34	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 #0008	\$1,866,000.00	-\$29,607.16	\$34,015.85	\$1,900,015.85	-1.59%	1.82%	13-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	-\$17,661.75	\$810,783.13	-2.13%	-2.13%	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 #0020	\$7,582,685.00	\$127,661.00	\$184,015.00	\$7,766,700.00	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 #0019	\$7,582,684.00	-\$270,000.00	\$56,354.00	\$7,639,038.00	-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 #0018	\$7,582,683.00	\$173,322.00	\$326,354.00	\$7,909,037.00	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 #0017	\$7,582,683.00	\$51,602.00	\$153,032.00	\$7,735,715.00	0.68%	2.02%	02-Feb-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	\$101,430.00	\$7,684,113.00	-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 #0015	\$7,582,683.00	\$16,013.00	\$341,430.00	\$7,924,113.00	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 #0014	\$7,582,683.00	\$151,147.00	\$325,417.00	\$7,908,100.00	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 #0013	\$7,582,683.00	\$133,348.00	\$174,270.00	\$7,756,953.00	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 #0012	\$7,582,683.00	-\$240,000.00	\$40,922.00	\$7,623,605.00	-3.17%	0.54%	16-Jan-24	14-Mar-24

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
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	\$15,609.34	\$742,329.34	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	\$1,117,225.30	\$70,949,849.30	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	\$280,922.00	\$7,863,605.00	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	\$248,766.00	\$7,831,449.00	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	\$235,221.00	\$7,817,904.00	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	\$230,452.00	\$7,813,135.00	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	\$1,106,109.30	\$70,938,733.30	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	\$1,037,676.30	\$70,870,300.30	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	\$125,721.00	\$7,708,404.00	0.20%	1.66%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0006	\$7,582,683.00	\$4,500.00	\$110,905.00	\$7,693,588.00	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	\$106,405.00	\$7,689,088.00	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	\$90,851.00	\$7,673,534.00	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	\$69,726.00	\$7,652,409.00	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	\$41,419.75	\$536,649.75	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	\$10,804.55	\$737,524.55	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	\$1,014,402.30	\$70,847,026.30	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	\$1,014,402.30	\$70,847,026.30	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	\$1,014,402.30	\$70,847,026.30	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	\$1,014,402.30	\$70,847,026.30	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	\$63,623.01	\$1,929,623.01	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	\$36,366.48	\$531,596.48	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	\$19,223.96	\$190,723.96	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	\$33,728.00	\$7,616,411.00	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	\$30,099.00	\$7,612,782.00	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	\$0.00	\$495,230.00	-	-	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	\$757,637.00	\$70,590,261.00	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	\$747,113.00	\$70,579,737.00	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	\$16,000.00	\$340,089.00	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	\$59,504.78	\$1,926,104.78	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	\$57,898.45	\$1,924,498.45	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	\$726,016.00	\$70,558,640.00	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	\$560,923.00	\$70,393,547.00	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	\$441,645.00	\$70,274,269.00	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	\$197,145.00	\$70,029,769.00	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	\$73,485.00	\$69,906,109.00	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	\$45,037.12	\$1,911,637.12	1.38%	2.41%	01-Feb-23	09-Mar-23

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0004	\$1,866,600.00	\$1,643.34	\$19,197.91	\$1,885,797.91	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	\$17,554.57	\$1,884,154.57	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	\$10,670.11	\$1,877,270.11	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	\$71,728.00	\$69,904,352.00	0.10%	0.10%	22-Nov-22	12-Jan-23
CC01-3605 : Softball Field	Green Contractor Studio Construction	Green Contractor Studio, Inc	\$3,587,500.00	\$357,750.00	\$357,750.00	\$3,945,250.00	9.97%	9.97%	09-Sep-22	08-Sep-22
CC01-3610 : Campus-Wide	C.I. Services Construction Agreement -	C.I. Services - Change Order #02*	\$398,000.00	\$23,512.86	\$37,450.59	\$435,450.59	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide	C.I. Services Construction Agreement -	C.I. Services - Change Order #01	\$398,000.00	\$13,937.73	\$13,937.73	\$411,937.73	3.50%	3.50%	04-May-22	09-Jun-22
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction Inc. CO#003	\$483,000.00	-\$10,000.00	-\$24,340.40	\$458,659.60	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change	\$483,000.00	\$0	-\$14,340.40	\$468,659.60	-	-2.97%	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change	\$483,000.00	-\$14,340.40	-\$14,340.40	\$468,659.60	-2.97%	-2.97%	28-Oct-20	14-Jan-21
<b>CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date</b>				<b>\$4,386,095.18</b>						

\* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

\*\* Change order greater than \$250,000

\*\*\* Change order is above the 10% threshold and is being submitted to the Board of Trustees for approval



**SBCCD**  
**CONSTRUCTION AMENDMENT SUMMARY**  
**CC01-1000 : San Bernardino Valley College**

**CC01-1000 : San Bernardino Valley College**

**CC01-1000 : San Bernardino Valley College - Contract Amendments**

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #02 - Swing Space - Preconstruction & Design Services	\$79,028,832.00	\$190,000.00	\$760,481.00	\$79,979,313.00	13-Nov-23	09-Nov-23
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #01 - Design/Preconstruction Time Extension	\$79,028,832.00	\$0	\$190,000.00	\$79,218,832.00	13-Nov-23	09-Nov-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #04 - Credit for Termination for Convenience	\$65,436,634.00	\$147,974.00	-\$60,714,195.08	\$4,870,412.92	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #03 - Design / Preconstruction Time Extension	\$65,436,634.00	\$70,000.00	\$77,974.00	\$65,584,608.00	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #02 - Programming Scope & Time	\$65,436,634.00	\$0	\$70,000.00	\$65,506,634.00	04-Mar-22	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #01 - Insurance Language	\$65,436,634.00	\$0	\$0	\$65,436,634.00	10-Jan-22	12-May-22



**SBCCD**  
**CONSTRUCTION CHANGE ORDER SUMMARY**  
**CC02-2000 : Crafton Hills College**

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3621 : Crafton Hall Renovation (DBB)	\$6,380,000.00	\$0	\$6,380,000.00	-
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)	\$12,815,585.95	\$187,731.50	\$13,003,317.45	1.46%
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	-\$92,671.77	\$9,416,474.23	-0.97%
CC02-3634 : Child Development Center Renovation (DBB)	\$2,023,008.00	\$58,862.86	\$2,081,870.86	2.91%
CC02-3635 : New Performing Arts Center (DBB)	\$45,899,000.00	\$672,991.00	\$46,571,991.00	1.47%
<b>CC02-2000 : Crafton Hills College Total</b>	<b>\$127,269,146.13</b>	<b>\$892,284.19</b>	<b>\$128,161,430.32</b>	<b>0.70%</b>

**CC02-2000 : Crafton Hills College - Executed Change Orders To Date**

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
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 #003	\$9,509,146.00	-\$138,996.77	-\$92,671.77	\$9,416,474.23	-1.46%	-0.97%	28-Oct-24	13-Dec-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #006	\$45,899,000.00	\$176,861.00	\$672,991.00	\$46,571,991.00	0.39%	1.47%	28-Oct-24	13-Dec-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #005	\$45,899,000.00	\$0	\$496,130.00	\$46,395,130.00	-	1.08%	15-Oct-24	13-Dec-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #004	\$45,899,000.00	\$91,785.00	\$496,130.00	\$46,395,130.00	0.20%	1.08%	20-Sep-24	14-Nov-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #003R*	\$835,134.45	\$35,341.73	\$44,889.39	\$880,023.84	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 - Phase 2	J.A. Urban, Inc. Change Order #0002	\$1,002,371.50	-\$12,097.52	\$33,411.83	\$1,035,783.33	-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	\$58,862.86	\$2,081,870.86	-2.21%	2.91%	03-Sep-24	10-Oct-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #003	\$45,899,000.00	\$207,539.00	\$404,345.00	\$46,303,345.00	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	\$46,325.00	\$9,555,471.00	-	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	\$46,325.00	\$9,555,471.00	0.49%	0.49%	22-Jul-24	12-Sep-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #002	\$45,899,000.00	\$86,215.00	\$196,806.00	\$46,095,806.00	0.19%	0.43%	20-Jun-24	08-Aug-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #001	\$45,899,000.00	\$110,591.00	\$110,591.00	\$46,009,591.00	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	-\$30,976.59	\$8,470,140.41	-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	\$45,509.35	\$1,047,880.85	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	-\$10,278.00	\$8,490,839.00	-0.12%	-0.12%	12-Oct-23	11-Jan-24
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	\$9,547.66	\$844,682.11	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	\$8,697.66	\$843,832.11	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	\$103,481.51	\$2,126,489.51	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	\$98,252.47	\$2,121,260.47	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	-\$721.70	\$7,307,706.30	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	-\$17,891.20	\$7,290,536.80	-0.24%	-0.24%	10-Oct-22	10-Nov-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	\$686,675.00	-\$19,592.00	-\$19,592.00	\$667,083.00	-2.85%	-2.85%	17-Mar-22	12-May-22

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
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	\$21,730.11	\$413,943.11	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	\$10,641.88	\$402,854.88	2.71%	2.71%	01-Nov-21	13-Jan-22
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #03*	\$1,074,000.00	\$49,449.22	\$88,717.62	\$1,162,717.62	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	\$7,629.57	\$85,184.57	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	\$41,166.00	\$476,758.00	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	\$66,847.87	\$901,747.87	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	\$39,268.40	\$1,113,268.40	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	\$4,367.00	\$839,267.00	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	\$4,511.03	\$1,078,511.03	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	\$0	\$435,592.00	-	-	16-Feb-21	08-Apr-21
<b>CC02-2000 : Crafton Hills College - Executed Change Orders To Date</b>				<b>\$892,284.19</b>						

\* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

\*\* Change order greater than \$250,000

\*\*\* Change order is subject to the limitations determined by SBCCD's Uniform Construction Cost Accounting Procedures program for construction contracts between \$60,000 and \$200,000



**SBCCD**  
**CONSTRUCTION AMENDMENT SUMMARY**  
**CC02-2000 : Crafton Hills College**

**CC02-2000 : Crafton Hills College**

**CC02-2000 : Crafton Hills College - Contract Amendments**

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC02-3631 : 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 Wide**

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%
<b>CC03-3000 : San Bernardino Community College District Wide</b>	<b>\$186,500.17</b>	<b>\$4,812.02</b>	<b>\$191,312.19</b>	<b>2.58%</b>

**CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date**

Child Development Center Ref	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
<b>CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date</b>				<b>\$4,812.02</b>				

**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:** January 9, 2025

**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 January 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30469	Props AV LLC	Services	CHC	Student Services	\$ 21,500.00		
30470	Control Air Enterprises LLC	Building Improvement	SBVC	Maintenance	\$ 18,250.00		
30471	NeoGov	Software/Licensing	SBCCD	Human Resources	\$ 2,311.43		
30472	H&L Charter Co Inc	Bus Rental	SBVC	Athletics	\$ 3,035.00		
30473	H&L Charter Co Inc	Bus Rental	SBVC	Athletics	\$ 2,155.00		
30474	H&L Charter Co Inc	Bus Rental	SBVC	Athletics	\$ 2,355.00		
30475	H&L Charter Co Inc	Bus Rental	SBVC	Athletics	\$ 2,355.00		
30476	Course Key Inc	Software/Licensing	SBVC	Nursing	\$ 16,000.00		
30477	Frame.IO Inc	Software/Licensing	KVCR	KVCR	\$ 5,000.00		



**Contracts Below \$114,500**  
Presented for Information January 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30478	Studio 19 Photo Booth	Rental	SBCCD	Chancellor	\$ 500.00		
30479	Parrish, Christian	Speaker Agreement	SBVC	Library	\$ 7,000.00		
30480	Sysco Riverside Inc	Equipment	SBVC	Culinary Arts	\$ 33,423.44		
30481	Tel Set Communications Inc	Repairs	SBCCD	TESS	\$ 862.11		
30482	Whiteshield, Jessica	Performer	SBVC	Student Services	\$ 1,000.00		
30483	Roc Software Systems Inc	Software/Licensing	DSO	TESS	\$ 2,322.00		
30484	Undocuprofessionals Network LLC	Speaker Agreement	SBVC	First Year	\$ 400.00		
30485	Collins, Alyssa	Speaker Agreement	CHC	Language Arts	\$ 850.00		
30486	Almaraz, Iris	Services	SBVC	RTVF	\$ 500.00		



**Contracts Below \$114,500**  
Presented for Information January 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30487	Victor Valley CCD	Subgrantee Agreement	SBCCD	EDCT	\$ 30,000.00		
30488	SCEYFL - AAU Football & Cheer	Income - Facilities Use	SBVC	Facilities		\$ 2,449.32	
30489	Sable Media	Income - Facilities Use	CHC	Facilities		\$ 7,000.00	
30490	Redlands, University of	Income - Facilities Use	CHC	Facilities		\$ 5,000.00	
30491	Riverside CCD	Income - Participation Agreement	SBCCD	EDCT		\$ 481,818.00	
30492	CCC Board of Governors	Income - Grant	SBVC	Middle College		\$ 395,510.00	
30493	MVP Security Systems Inc	Maintenance Agreement	CHC	Facilities	\$ 17,700.00		
30494	H&L Charter Co Inc	Bus Rental	SBCCD	Fiscal	\$ 2,477.50		
30495	Glinder, Bob	Broadcasting Rights	KVCR	KVCR	No Cost		



**Contracts Below \$114,500**  
Presented for Information January 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30496	California, State of - Dept of Forestry and Fire Protection	Income - Grant	SBCCD	EDCT		\$ 692,351.30	
30497	Naumann Hobbs Material Handling	Repairs	CHC	Facilities	\$ 3,000.00		
30498	IPQualityScore LLC	Software/Licensing	DSO	TESS	\$ 23,344.00		
30499	PRX Inc	Broadcasting Rights	KVCR	KVCR	\$ 49,320.00		
30500	Harik Construction Inc	Building Improvement	SBCCD	Facilities	\$ 30,000.00		
30501	Ellucian Company LP	Consultants	DSO	TESS	\$ 79,256.00		
30502	California State University - San Bernardino	MOU	CHC	Counseling	No Cost		
24217	California, State of - Workforce Development Board	Income - Amendment 01	SBCCD	EDCT			term extension
30504	Swift River Online Learning LLC	Software/Licensing	SBVC	Allied Health	\$ 3,410.00		



**Contracts Below \$114,500**  
Presented for Information January 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30505	ASSI Security	Services	DSO	TESS	\$ 48,750.00		
30506	Inland Empire Community Foundation	Sponsorship	DSO	Chancellor	\$ 5,000.00		
24009	University Enterprise Corp at Cal State San Bernardino	Income - Amendment 02	SBVC	Grants		\$ 107,603.00	Increase by \$35,534 and term extension
30508	Southern California Edison Company	Income	DSO	Facilities		\$ 135,000.00	
30508	Southern California Edison Company	Income - Amendment 01	DSO	Facilities			term extension
30510	H&L Charter Co Inc	Bus Rental	SBVC	Athletics	\$ 1,972.00		
30511	Wrap Factory, The	Services	SBVC	Automotive	\$ 10,969.26		
30512	Avalon Transportation LLC	Bus Rental	SBVC	MESA	\$ 1,415.92		
30513	Event Pixie	Services	SBVC	First Year	\$ 2,600.00		



**Contracts Below \$114,500**  
Presented for Information January 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30514	Yucaipa-Calimesa Joint USD	Income - Facilities Use	CHC	Facilities		\$ 59,000.00	
30515	Economic Modeling LLC	Software/Licensing	SBVC	Academic Success	\$ 15,000.00		
30516	Audacy Operations Inc	Advertising	KVCR	KVCR	\$ 3,970.00		
30517	Party Plus Rentals	Rental	SBVC	Marketing	\$ 1,192.65		
30518	Inland Empire Stages LTD	Bus Rental	SBVC	Athletics	\$ 1,674.71		
30519	Kone Inc	Repairs	CHC	Facilities	\$ 30,000.00		
30520	Party Plus Rentals	Rental	SBVC	Student Services	\$ 893.27		
30521	Golf Cars of Riverside	Repairs	SBCCD	District Police	\$ 2,500.00		
30522	G/M Business Interiors	Services	CHC	CTE	\$ 2,623.56		





**Contracts Below \$114,500**  
Presented for Information January 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30523	Redlands, University of	Rental	SBVC	EOPS	\$ 4,750.00		
30524	Vital Records Control	Software/Licensing	SBVC	Nursing	\$ 1,154.12		
30525	Books in Common Inc	Speaker Agreement	CHC	Language Arts	\$ 4,900.00		
30526	Avidex Industries LLC	Services	DSO	TESS	\$ 2,237.26		
30527	Entrinsic Inc	Software/Licensing	DSO	TESS	\$ 11,676.00		
30528	Datanetiix Solutions Inc	Services	DSO	TESS	\$ 8,550.00		
30529	R Dependable Construction Inc	Building Improvement	SBVC	Child Center	\$ 19,990.00		
30532	CCC Chancellor Office	Income - Grant	SBCCD	Government Relations		\$ 99,000.00	
30532	CCC Chancellor Office	Income - Amendment 01	SBCCD	Government Relations			term extension



**Contracts Below \$114,500**  
Presented for Information January 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30534	Lapizco, Mariana Jahayra Pineda	On Demand Services	KVCR	KVCR	\$ 27,000.00		
30535	Emdin Support Services LLC	Speaker Agreement	SBVC	Student Services	\$ 27,500.00		
30536	Aument, Madison	On Demand Services	KVCR	KVCR	\$ 34,830.00		
30537	Wrap Factory, The	Services	SBVC	Automotive	\$ 10,556.50		
30538	Fred Rogers Company, The	Income - Grant	KVCR	KVCR		\$ 10,000.00	
30539	States Logistics Services Inc	Income - Training Agreement	SBCCD	EDCT		\$ 25,000.00	
30540	PCH Architects Inc	Income - Training Agreement	SBCCD	EDCT		\$ 25,000.00	
30541	NFI PC 293	Income - Training Agreement	SBCCD	EDCT		\$ 25,000.00	
30542	Geodis Logistics	Income - Training Agreement	SBCCD	EDCT		\$ 25,000.00	



**Contracts Below \$114,500**  
Presented for Information January 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30543	Bob's Discount Furniture LLC	Income - Training Agreement	SBCCD	EDCT		\$ 25,000.00	
30544	Inland Empire Community Foundation	Income - Grant	KVCR	KVCR		\$ 20,000.00	

## 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:** January 9, 2025

**SUBJECT:** Districtwide Grant Submissions and Awards

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Between July 1, 2024, and December 20, 2024, the San Bernardino Community College District (SBCCD), in collaboration with the Economic Development & Corporate Training Center, Crafton Hills College, San Bernardino Valley College, and KVCR, has actively pursued multiple grants to advance our educational mission towards student success.

By securing external funding through these grant applications, SBCCD is committed to ensuring fiscal sustainability while providing vital resources to support the implementation of SBCCD's 2022-2027 strategic plan and the colleges' master plans.

### **ANALYSIS**

- **Grant Application Period:** 26 applications were submitted districtwide from July 1, 2024, through December 20, 2024.
- **Total Grant Funding Applied:** \$11,178,958.20 collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.
- **Grants Awarded:** Grants awarded totaling \$2,037,017
- **Grants Awaiting Awards:** 10 grants pending for a total of \$9,591,341.20 in fiscal year 2024-25
- **Thank You to Funding Partner:**
  - Foundation for California Community Colleges: (2) \$10,000 awards
  - Inland Empire Community Foundation (Black Voices): \$20,000
  - The Governor's Office of Planning and Research: 449,400
  - California Community College Chancellor's Office (Nursing) \$179,053
  - California Community College Chancellor's Office (MC/HS) \$131,142
  - Fred Rogers Inc.: \$10,000
  - Inland Empire Community Foundation (Journalism Hub+): \$25,000



- California Endowment: \$50,000
- Edison SBVC (STEM): \$25,000
- Edison SBVC (Clean Energy) \$50,000
- SoCal Gas \$20,000
- Amazon: \$10,000
- CSUSB Local Subaward: \$35,534
- Chico State Subaward: \$171,888
- CA Department of Healthcare Access and Information: \$810,000
- Edison CHC \$25,000 (STEM)
- Edison CHC \$25,000 (Fire Academy)

**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.



**Date:** January 9, 2025

**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:** **FY 2024-25 Grant Updates**

### Executive Summary:

- **Grant Applications Submitted:** SBCCD, EDCT, CHC, SBVC and KVCR have collectively applied for 26 grants in FY 24/25 totaling \$11,178,958.20
- **Total Grants Awarded:** \$ 2,037,017
- **Strategic Alignment:** All grants align with SBCCD's strategic directions and the colleges' educational master plans.

### 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** – **Awarded \$20,000**

#### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.

- **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### 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 –** Awarded \$449,400

#### **Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

## Nursing Enrollment Growth and Retention Grant

**Purpose:** The Nursing Enrollment Growth and Retention program grants awarded to selected California Community Colleges are intended for the expansion of nursing program cohorts, reduce attrition, and increase completion.

- **Grantor:** CCCCCO
- **Lead Entity –** SBVC
- **Application Amount:** \$179,053
- **Application Status –** AWARDED

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

## Middle College High School Grant

**Purpose:** The goal of this program is to select at-promise high school pupils who are performing below their academic potential and place them in an alternative high school located on a community college campus to reduce the likely hood they will drop out of school prior to graduation.

- **Grantor:** CCCCCO
- **Lead Entity –** SBVC
- **Application Amount:** \$131,142
- **Application Status –** AWARDED

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment



- **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

## Be My Neighbor Grant

**Purpose:** This grant was written to support our KVCR PBS Kids Camp in April of 2025.

- **Grantor:** Fred Rogers Productions
- **Application Amount:** \$10,000
- **Lead Entity:** KVCR
- **Submitted:** November 2023
- **Application Status:** Awarded \$10,000

### **Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographic.

## Journalism Hub+

**Purpose:** This grant provides support for KVCR to work with other media organizations to increase news coverage and cross-share stories, training and editing.

- **Grantor:** Inland Empire Community Foundation
- **Application Amount:** \$25,000
- **Lead Entity:** KVCR
- **Submitted:** October 2024
- **Application Status:** Awarded \$25,000

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

## CA Endowment Grant

**Purpose:** This grant provides money to work with local high schools to create short documentaries and learn about filming, lighting and creating stories. This exposes them to multiple areas of film and television career pathways.

- **Grantor:** CA Endowment
- **Application Amount:** \$50,000
- **Lead Entity:** KVCR
- **Application Status:** Awarded \$50,000

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographic.

### Foundation for CA Community Colleges Line Fire Grant - CHCF

**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.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

### Foundation for CA Community Colleges Line Fire Grant - SBVCF

**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.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

**Edison Foundation – SBVC STEM Scholarships Grant**

**Purpose:** This grant provides STEM scholarships for students at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** SBVC Foundation
- **Application Amount:** \$25,000
- **Application Submitted –** 9/24
- **Application Status -** AWARDED

**Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
    - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
    - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
  - ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
  - ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
  - ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - **Supporting Action 1:** Strengthen a culture of inclusion.
-

## Edison Foundation – SBVC Clean Energy/EV Tech Grant

**Purpose:** This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** SBVC Foundation
- **Application Amount:** \$50,000
- **Application Submitted –** 9/24
- **Application Status -** AWARDED

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

## SoCal Gas Company - Clean Energy/EV Tech Grant

**Purpose:** This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** SoCal Gas Company Foundation
- **Lead Entity –** SBVC Foundation
- **Application Amount:** \$20,000
- **Application Submitted –** 9/24
- **Application Status -** AWARDED

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and

- Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
  - ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
  - ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - **Supporting Action 1:** Strengthen a culture of inclusion.

### Amazon Foundation Clean Energy/EV Tech Grant

**Purpose:** This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** Amazon
- **Lead Entity –** SBVC Foundation
- **Application Amount:** \$10,000
- **Application Submitted –** 9/24
- **Application Status -** AWARDED

#### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

## Pathways to Success Grant

**Purpose:** This grant creates opportunities in the fields of Arts and Humanities. It is a sub-award from CSUSB and provides stipends to students for projects that they have undertaken. Stipends to faculty are also provided through this grant for mentoring, workshops and experiential learning opportunities.

- **Grantor:** CSUSB Sub-Award
- **Lead Entity** – SBVC
- **Application Amount:** \$35,534
- **Application Status** - AWARDED

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

## CalFresh Grant

**Purpose:** This grant is a reimbursable grant to support basic needs services and is a 3-year allocation.

- **Grantor:** Chico State Sub-Award
- **Lead Entity** – SBVC
- **Application Amount:** \$171,888
- **Application Status** - AWARDED

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups

- and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### Song-Brown Healthcare Grant

**Purpose:** This grant provides funding for the training of RN's in areas of unmet need, aiming to empower nursing students with the tools, support and resources necessary to excel in their academic pursuits and professional endeavors.

- **Grantor:** California Department of Healthcare Access and Information
- **Lead Entity –** SBVC
- **Application Amount:** \$810,000
- **Application Status -** AWARDED

#### **Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
    - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
    - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
  - ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
  - ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
  - ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - **Supporting Action 1:** Strengthen a culture of inclusion.
-



## Edison Foundation – CHC STEM Scholarships Grant

**Purpose:** This grant provides STEM scholarships for students at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** CHC Foundation
- **Application Amount:** \$25,000
- **Application Submitted –** 9/24
- **Application Status -** AWARDED

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

## Edison Foundation – CHC Fire Academy Grant

**Purpose:** This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** CHC Foundation
- **Application Amount:** \$25,000
- **Application Submitted –** 9/24
- **Application Status -** AWARDED

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.

- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

## TRIO Student Support Services

**Purpose:** The TRIO Student Support Services Grant is a 5-year cycle. DOE adjusts funding year by year.

- **Grantor:** US Department of Education
- **Lead Entity –** SBVC
- **Application Amount:** \$361,922 for year 1
- **Application Submitted:** 7/15/24
- **Application Status –** Waiting on Announcement

### **Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

## 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.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
  - **Supporting Action 1:** Increase industry/non-industry internships for students.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

## 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.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student

- employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

### 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.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

### CA Humanities Grant

**Purpose:** This grant is for the development of a documentary entitled “Lopez vs

Seccombe.” This documentary tells the story of San Bernardino and how the Mexican community began a civil rights movement to desegregate public and recreational spaces.

- **Grantor:** California Humanities
- **Application Amount:** \$50,000
- **Lead Entity** – KVCR
- **Application Submitted** – October, 2024
- **Application Status** – Waiting on Announcement

#### **Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### Thrive Inland SoCal Catalyst Fund

#### **Purpose:**

This grant would provide for the expansion of the a new 5-person work crew program into Rialto with associated equipment and transportation.

- **Grantor:** Thrive
- **Application Amount:** \$931,451.20
- **Lead Entity** – EDCT
- **Application Submitted** – October 18, 2024
- **Application Status** – Waiting on Announcement

#### **Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
-

- **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

### Public Works and Economic Adjustment Assistance Grant

#### Purpose:

This grant would provide for additional classroom space and infrastructure improvements at the EDCT campus site.

- **Grantor:** US EDA
- **Application Amount:** \$6,125,000
- **Lead Entity –** EDCT
- **Application Submitted –** November 15, 2024
- **Application Status –** Waiting on Announcement

#### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

## Regional Activity Fund – AI Bootcamp

### Purpose:

This grant was written in partnership with San Bernardino Valley College, Crafton Hills College and Copper Mountain College to provide for an AI Bootcamp with certification for campus instructors, administrators and students.

- **Grantor:** Inland Empire Desert Regional Consortium
- **Application Amount:** \$50,000
- **Lead Entity –** SBCCD
- **Application Submitted –** December 10, 2024
- **Application Status –** Waiting on Announcement

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

## Foster Youth College Access Demonstration Grant – SBVC

**Purpose:** This grant fosters partnerships with local high schools to facilitate dual enrollment and pathways into community colleges for foster care youth.

- **Grantor:** CCCCCO
  - **Application Amount:** \$180,000
  - **Lead Entity –** San Bernardino Valley College
  - **Application Submitted –** December 20, 2024
  - **Application Status –** Waiting on Announcement
-

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### Foster Youth College Access Demonstration Grant – CHC

**Purpose:** This grant fosters partnerships with local high schools to facilitate dual enrollment and pathways into community colleges for foster care youth.

- **Grantor:** CCCCCO
- **Application Amount:** \$180,000
- **Lead Entity** – Crafton Hills College
- **Application Submitted** – December 20, 2024
- **Application Status** – Waiting on Announcement

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

**REVIEWED BY:** Dr. Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Dr. Nohemy Ornelas, Vice Chancellor

**DATE:** January 09, 2025

**SUBJECT:** Dual Enrollment Plan

### **RECOMMENDATION**

The Dual Enrollment Plan is submitted to the Board of Trustees as information only.

### **OVERVIEW**

The San Bernardino Community College District (SBCCD) is committed to fostering an inclusive and accessible educational environment. The dual enrollment program provides a critical component, offering students from San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) a head start on their college education. This comprehensive plan integrates the District's strategic goals to enhance educational access and success.

### **ANALYSIS**

SBCCD serves a diverse community spanning urban, suburban, and rural areas. This wide-reaching service area benefits from our commitment to making higher education accessible to all, regardless of socioeconomic background or geographical location. Our mission emphasizes educational equity and lifelong learning, guiding our efforts to reduce educational barriers and open pathways to success for every student.

In line with our mission, our strategic directions for dual enrollment are designed to strengthen connections between high schools and higher education. With a focus on creating seamless student transitions through initiatives like the College and Career Access Pathways (CCAP) agreements, which facilitate dual credit opportunities that prepare students for the workforce or further education. These efforts are supported by ongoing collaborations with local school districts, which ensure that our dual enrollment courses meet the needs and aspirations of the communities we serve, promoting college readiness and success.

This comprehensive plan outlines our continued commitment to enhancing educational access and success, effectively bridging the gap between high school and college education.

### **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.



SAN BERNARDINO  
COMMUNITY COLLEGE  
DISTRICT

# DUAL ENROLLMENT PLAN



2024 - 2025



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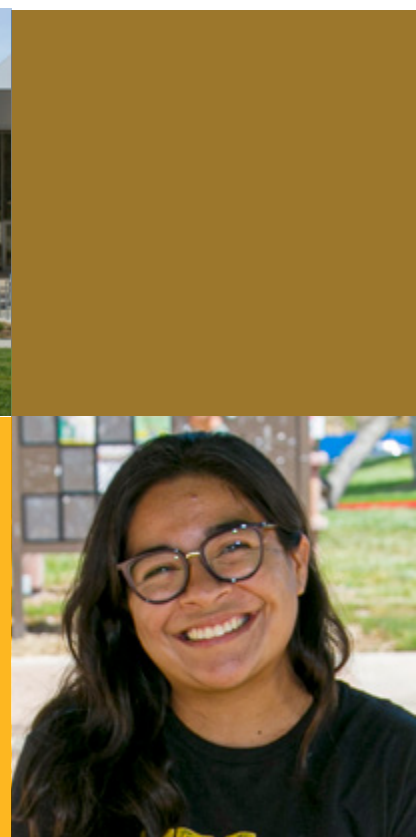
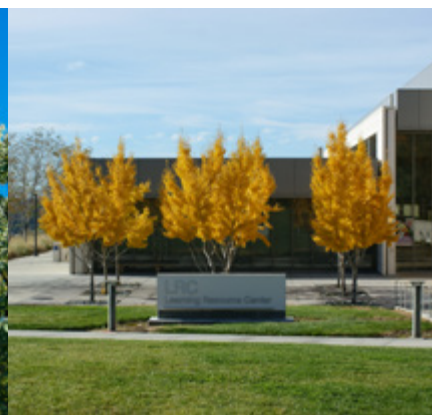
# INTRODUCTION

The San Bernardino Community College District (SBCCD) is committed to fostering an inclusive and accessible educational environment. The dual enrollment program provides a critical component, offering students from San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) a head start on their college education. This comprehensive plan integrates the District's strategic goals to enhance educational access and success.

SBCCD serves a diverse community spanning urban, suburban, and rural areas. This wide-reaching service area benefits from our commitment to making higher education accessible to all, regardless of socioeconomic background or geographical location. Our mission emphasizes educational equity and lifelong learning, guiding our efforts to reduce educational barriers and open pathways to success for every student.

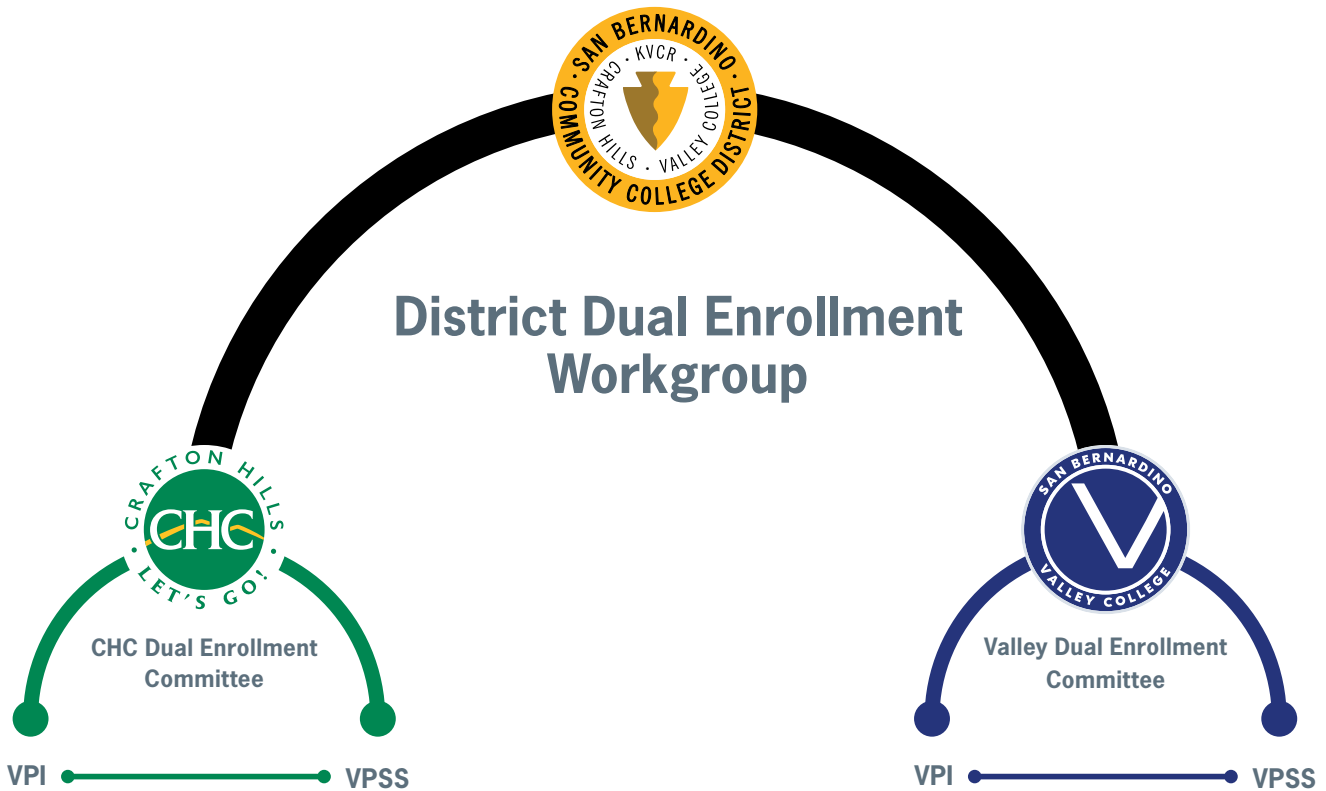
In line with our mission, our strategic directions for dual enrollment are designed to strengthen connections between high schools and higher education. With a focus on creating seamless student transitions through initiatives like the College and Career Access Pathways (CCAP) agreements, which facilitate dual credit opportunities that prepare students for the workforce or further education. These efforts are supported by ongoing collaborations with local school districts, which ensure that our dual enrollment courses meet the needs and aspirations of the communities we serve, promoting college readiness and success.

This comprehensive plan outlines our continued commitment to enhancing educational access and success, effectively bridging the gap between high school and college education.



## 2. DUAL ENROLLMENT GOVERNANCE: BUILDING PATHWAYS TO SUCCESS

The San Bernardino Community College District (SBCCD) is establishing a dedicated leadership and coordination team to facilitate and enhance our dual and concurrent enrollment programs. This team will be instrumental in implementing strategic measures to ensure the effectiveness and accessibility of dual enrollment opportunities for students from San Bernardino Valley College (SBVC) and Crafton Hills College (CHC). The SBCCD planning team will work collaboratively with key individuals to ensure the broader goals of the district are being fulfilled. Each college has established teams that work towards meeting their campus dual enrollment goals.



**Process and Structure:** SBCCD is developing a structured approach that involves comprehensive planning, ongoing assessment, and continuous improvement to address the growing needs of dual enrollment. This will begin with formulating clear policies and collaborative frameworks involving key district and partner high school stakeholders. Our process will emphasize creating streamlined pathways for students that align with their educational goals and labor market needs, ensuring relevance and rigor.

**Supporting the Development of Dual Enrollment Offerings:** The District will provide resources and coordination to assist colleges in refining and optimizing their dual enrollment programs. This support focuses on enhancing quality and ensuring effective implementation while recognizing that decisions regarding course content, curriculum, and academic standards fall within the purview of each college.

**Supporting Admission and Enrollment Processes:** The District will provide resources and support to help colleges streamline the admission and enrollment processes, ensuring they are equitable and accessible.

**Evaluating Program Impact on Student Success:** The District will provide supportive tools, such as data analytics, to assist the colleges in tracking key metrics, including enrollment, completion rates, and student demographics. Each college, through its Institutional Research departments, will continue to lead regular evaluations of the dual enrollment program.

**Dual Enrollment Workgroup Roles and Contributions:** SBCCD will establish workgroups that are integral to developing and executing the SBCCD Dual Enrollment Plan. These workgroups will focus on student services and data analytics, aligning with strategic initiatives like 'Vision for Success.' They will consist of representatives from each college, District, and K-12 partners to ensure diverse perspectives are considered. The role of these workgroups will be supportive—emphasizing communication, providing data support, and enhancing operational coordination.

**Composition:** The Dual Enrollment Leadership and Coordination Team will comprise faculty members, administrative staff, and counseling professionals from SBVC and CHC. The team will also include representatives from local high schools to facilitate seamless communication and program alignment. This collaborative group will be tasked with the following to review the goals and work towards improving practices and processes to support, expand, and enhance dual enrollment programs. The list below contains the composition of the team.



**District:**

- Vice Chancellor of Educational & Student Support Services
- District Dean of Educational & Student Support Services
- Executive Director of Research, Planning & Institutional Effectiveness

**San Bernardino Valley College:**

- Vice President of Instruction
- Vice President of Student Services
- Dean of Academic Success & Learning Services Division
- Associate Dean - Outreach, Recruitment & Educational Partnerships, Admissions & Records
- Dean of Research & Planning
- Dean of Counseling & Matriculation
- Dean of Student Equity & Success
- Director of Secondary Educational Partnerships
- Instructional Faculty Representative (General Education)
- Instructional Faculty Representative (Career Technical Education - CTE)

**Crafton Hills College:**

- Vice President of Instruction
- Vice President of Student Services
- Dean of Student Services
- Dean of Counseling & Matriculation
- Dean of Research & Planning
- Coordinator of Outreach and Relations with Schools
- Director of Admissions & Records
- Counselor Chair
- Instructional Faculty Representative (General Education)
- Instructional Faculty Representative (Career Technical Education - CTE)





# 3. STRATEGIC FOUNDATIONS

## FOR DUAL ENROLLMENT

At San Bernardino Community College District (SBCCD), our commitment to equity, access, and student success is at the heart of our dual enrollment program. San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) are integral to this mission. They provide critical pathways for all students, especially those from historically marginalized communities, to access higher education and achieve their academic and career aspirations.

Our dual enrollment initiative is designed to seamlessly bridge the educational journey from high school to college, reducing barriers and demystifying the college experience. By integrating the resources and expertise of SBVC and CHC, we ensure that higher education is more attainable and less intimidating, opening doors to new possibilities for students and their families.

### **DUAL ENROLLMENT DEFINITIONS:**

**Dual Enrollment:** : Refers to the opportunities for high school, adult school students, or other eligible students to enroll in community college courses as a special admit student and receive college credit while obtaining credit for the enrollment at the student’s high school or adult school.

**College and Career Access Pathways (CCAP) Dual Enrollment:** Describes dual enrollment opportunities created by the passage of AB288\*, whereupon Community College Districts enter into partnerships with public schools to offer dual credit opportunities that promote seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates or helping high school students achieve college and career readiness.

**Standard Dual Enrollment:** Refers to dual enrollment in courses not affiliated with a College and Career Access Pathways agreement; this may include Concurrent Enrollment, Middle College High School, Early College High School, and Adult Dual Enrollment programs.

\* California AB-288 Public schools: College and Career Access Pathways partnerships. (2015-2016) Under Assembly Bill (AB) 288, high school students can enroll in up to 15 units per term at community college as part of their designated partnership programs, provided certain conditions are met. This legislation also enables community college districts to waive specified fees for these students, whether they are enrolled part-time or full-time, up to the 15-unit limit per term.



## 4. PLAN OBJECTIVES & STRATEGIES

The primary objective of the San Bernardino Community College District's (SBCCD) dual enrollment plan is to provide tailored educational strategies that meet high school students' unique demographic and educational needs. This initiative facilitates the creation of pathways to San Bernardino Valley College (SBVC) and Crafton Hills College (CHC), enriching students' educational experiences while still in high school and smoothing their transition into higher education environments.

### OBJECTIVES OF THE DUAL ENROLLMENT PLAN:

**Expand Dual Enrollment:** Expand dual enrollment opportunities to include more K-12 partners and students within the SBCCD service area while considering each college's resource capacity. This objective will be supported by a data-informed approach, including a review of five-year data trends, sections offered, FTES, course success, and degree and certificate earners to determine where growth is feasible for each college. **Capacity assessments will guide this process to ensure increased enrollments align with each college's ability to provide quality support and instruction.**

**Diversify Course Offerings:** Increase the diversity and relevance of dual enrollment courses to align with student interests, Career Technical Education (CTE) opportunities, and emerging workforce demands, making the educational experience engaging and practical. This includes expanding CTE course offerings to provide students with skills directly applicable to in-demand career fields. The District will collaborate with both colleges to ensure a wide variety of courses are available, including those that support technical, vocational, and academic pathways. This balance of offerings will cater to diverse student needs and interests, ensuring equitable access to career-oriented and educational opportunities.

**Enhance Support Services:** Ensure that dual enrollment participants have access to comprehensive resources and guidance to foster academic success and college readiness. This includes targeted tutoring, academic advising, mental health resources, and workshops on college preparedness and financial literacy. Data-driven evaluations will assess the effectiveness of these support services, enabling informed adjustments to better serve students' needs and to close equity gaps in student achievement.



## **STRATEGIES TO SUPPORT TRANSITION TO COLLEGE:**

**Strengthen High School Partnerships:** Enhance collaboration with local high schools through regular communication and joint planning sessions. These partnerships help tailor dual enrollment offerings to the specific needs and contexts of the schools, ensuring a seamless educational continuum for students.

**Targeted Outreach and Recruitment:** Implement outreach initiatives aimed at underrepresented student populations to ensure that all potential students are aware of and feel welcomed into the dual enrollment program. This inclusivity helps demystify the college-going process for families new to higher education.

**Comprehensive Student Support Services:** Offer robust support services, including academic advising, tutoring, and college readiness workshops. These services are crucial for helping students acclimate to the demands of college-level courses and develop the study skills necessary for academic success.

These strategies collectively foster a nurturing environment that prepares students for the academic rigors of college and builds their confidence as they transition into college students. By aligning high school learning with college expectations, the dual enrollment program effectively bridges the educational gap, making pursuing higher education a more attainable and less intimidating goal for high school students.



# 5. PROPOSED STRATEGIC ACTION PLAN

## FOR IMPLEMENTATION

To effectively implement the dual enrollment program, SBCCD will execute a comprehensive strategic action plan that integrates our institutional goals with practical, on-ground activities. This plan is designed to facilitate seamless transitions for high school students into post-secondary education and align closely with SBCCD's Vision.

### **PARTNERSHIP DEVELOPMENT:**

**Formal Agreements:** Establish and maintain formal partnerships with high schools, clearly defining roles, responsibilities, and mutual goals. This includes both CCAP and Standard agreements. The District will support the colleges by working collaboratively to develop CCAP template agreements that both SBVC and CHC can use. These templates will streamline establishing partnerships, ensure compliance with state regulations, and provide a consistent framework for dual enrollment programs.

**CCAP Agreements:** Focus on creating CCAP agreements that allow high school campuses to host college courses, facilitating a direct pathway into higher education and relevant career fields. These agreements will be crafted to comply with state regulations and match SBCCD's strategic goals, emphasizing equitable access.

**Standard Agreements:** Support the expansion of Standard dual enrollment opportunities, enabling high school students to enroll in college courses offered by San Bernardino Valley College and Crafton Hills College. These courses may be taken on campus or online, providing flexible options for various student needs and learning preferences.

**Develop Guidelines:** Collaborate with SBVC and CHC to support the development of guidelines and processes for Standard dual enrollment, including student eligibility criteria and enrollment procedures. The District will assist in gathering data, providing templates, and facilitating discussions to promote Standard dual enrollment as an additional pathway for students to engage in college-level coursework and explore different academic and career interests.



## TIMELINE FOR ACTION

### **SHORT-TERM GOALS**

**(2024-2025):**

The colleges have successfully finalized partnership agreements and launched initial CCAP and Standard dual enrollment courses. With these foundational steps completed, the focus now shifts to leveraging the available data from the past five years. This review will inform program adaptations to better address the specific needs of each high school, laying a strong groundwork for targeted program expansion and continuous improvement. This foundational work provides a solid basis for assessing the impact of these initiatives, allowing for informed decisions on expanding dual enrollment opportunities further. Immediate steps include finalizing all partnership agreements and launching initial CCAP and Standard courses.

### **MID-TERM GOALS**

**(2026-2027):**

Focus on assessing the impact of K-12 partnerships and refining the course offerings based on feedback from students and faculty. Data-driven insights will guide adjustments to ensure programs are meeting community and student needs effectively.

### **LONG-TERM GOALS**

**(2028 AND BEYOND):**

Continual evaluation of partnership efficacy and student outcomes, with adjustments to enhance and expand dual enrollment opportunities. Data will continue to inform decisions, ensuring that long-term strategies remain responsive to evolving educational landscapes and the needs of students.

## **INTEGRATION WITH DISTRICT STRATEGY:**

The dual enrollment plan will be integral to SBCCD's broader educational strategy, reflecting our commitment to student success and community engagement. By aligning this plan with the District's strategic goals, we ensure that it contributes to a cohesive and comprehensive approach to education.

This plan is dynamic and will be reviewed in meetings to ensure it remains aligned with district goals and responsive to the needs of our students and community. Regular updates on progress and adaptations will be presented, ensuring transparency and ongoing dialogue with all stakeholders.

## **EXPAND MARKETING STRATEGY:**

Roll out an innovative marketing campaign focusing on community outreach and digital engagement to increase program visibility by Fall 2025.

## **ENHANCED SUPPORT SERVICES:**

The District will assist in identifying specific support gaps, such as technology access, and facilitate resource sharing between campuses to address these needs.

# 6. DUAL ENROLLMENT DATA OVERVIEW:

## ENROLLMENT, DEMOGRAPHICS, AND EDUCATIONAL GOALS

**Commitment to Equitable Dual Enrollment Growth:** Aiming for consistent growth in dual enrollment participation, with a particular emphasis on increasing access for underrepresented groups. The District will provide data-driven insights to help each college identify opportunities for growth.

**Enrollment Overview:** SBCCD employs data-driven insights to refine and adapt dual enrollment strategies, ensuring responsiveness to evolving educational demands. The enrollment metrics below demonstrate the continued increase in participation across both San Bernardino Valley College (SBVC) and Crafton Hills College (CHC).

Academic Year	SBVC	CHC	Total
2023-2024 (2023FA, 2024SP)	1,478	651	2,129
2024 Fall	1,768	975	2,743

The current data indicates a steady increase in enrollment over the past year, reflecting the growing popularity and recognition of the program's value.

**Demographic Overview:** SBCCD analyzes dual enrollment demographics to ensure equitable access, emphasizing participation across diverse racial/ethnic groups, gender, and age categories. This data guides outreach efforts, ensuring we provide targeted support to underrepresented populations

Demographic Group	2023-2024 AY		2024 Fall	
	Count	%	Count	%
<b>Race/Ethnicity</b>				
African American	138	6.5	166	6.1
American Indian or Alaskan Native	4	0.2	6	0.2
Asian (incl. Filipino)	102	4.8	148	5.4
Hispanic	1,508	70.8	1,845	67.3
Multiracial	77	3.6	105	3.8
Pacific Islander or Hawaiian Native	7	0.3	6	0.2
White	278	13.1	431	15.7
Unreported	15	0.7	36	1.3
<b>Gender</b>				
Females	1,353	63.6	1,642	59.9
Males	734	34.5	1,049	38.2
Unreported	42	1.97	52	1.9
<b>Age</b>				
18	588	27.6	89	3.2
17	801	37.6	1,011	36.9
16	467	21.9	809	29.5
15	267	12.5	475	17.3
14	5	0.2	352	12.8

**Course Completion Overview:** The data indicates that dual enrollment students consistently demonstrate strong course completion rates, often exceeding the rates of traditional college students. The following completion metrics reflect student commitment and program effectiveness:

**Educational Goals:** Understanding the educational aspirations of dual enrollment students helps tailor support services and academic guidance. The table below captures the diverse goals of our students:

	2023-2024 AY		2024 Fall	
	Count	%	Count	%
Undecided Goal	782	36.7	894	32.6
BA Degree after Associate	636	29.9	920	33.5
BA degree without an Associate	110	5.2	144	5.2
Assoc. Degree without transfer	95	4.5	97	3.5
Vocational Certificate without transfer	10	0.5	22	0.8
Career Exploration	39	1.8	42	1.5
Acquire and Update Job Skills	42	2	58	2.1
Maintain Certificate/License	10	0.5	7	0.3
Educational Development	83	3.9	121	4.4
Basic Skills	23	1.1	27	1
High School Diploma/GED	287	13.5	395	14.4
4-year students taking classes	11	0.5	13	0.5
Non-credit to credit	1		3	0.1

This data-driven evaluation framework ensures that SBCCD's dual enrollment program remains aligned with our strategic goals of equitable access, quality education, and responsive community support. By analyzing key metrics—such as enrollment, demographics, course completion rates, and educational goals—we continue to refine our program to meet the evolving needs of our students and our community.



# 7. EQUITY MEASURES EMBEDDED IN DUAL ENROLLMENT STRATEGY

Equity measures have been integrated into the plan and ongoing operations of the dual enrollment program at San Bernardino Community College District (SBCCD) to ensure that efforts to provide equal opportunities permeate every aspect of the program. The District providing all dual enrollment data by July 1 each year, disaggregated by college.

**Targeted Outreach and Inclusion:** Outreach strategies are developed and refined to specifically address the needs and potential of students from underrepresented groups. This includes producing bilingual materials and culturally relevant messaging in regular communications and outreach efforts. Ensuring these strategies are integrated with marketing and recruitment plans allows for effective engagement with a broader and more diverse student population. The District will support these efforts by collaborating on outreach materials, providing media resources, and creating YouTube videos aimed at both parents and students to emphasize the benefits of dual enrollment, including its cost-free nature. These initiatives will include a specific focus on disproportionately impacted (DI) groups identified in the data, with targeted action plans to improve their participation.

- **Comprehensive Resource Accessibility:** It is vital to ensure that every dual enrollment student has access to necessary resources, including textbooks, technology, and transportation. This access is fundamental to the enrollment strategy, ensuring all students can participate fully regardless of their financial background.
- **Support for Diverse Learners:** Student support services include specialized support services for English language learners, students with disabilities, and other groups with unique needs. This integration ensures that these supports are not isolated interventions but part of the fabric of student services, enhancing all participants' educational experience and success rates.

**Continuous Equity Assessments:** Regular assessments of program data are part of a continuous improvement effort. These assessments help identify disparities in access, participation, or outcomes, guiding enhancements in student support services. The District will continue to provide data support and facilitate collaboration between colleges to ensure consistent alignment with equity goals.

By embedding these equity measures directly into strategic actions and making them a core component of the dual enrollment program's operations, the District aims to create a more inclusive, accessible, successful program that genuinely reflects its commitment to equity.





# 8. DUAL ENROLLMENT SUPPORT RESOURCES

## STAFFING

The colleges are responsible for developing Dual Enrollment Programs to support the needs of its surrounding communities. The District will support the colleges by collaborating to identify funding opportunities and offering resources that may help enhance counseling services. The District's role will focus on facilitating and convening the Dual Enrollment Leadership and Coordination Team. In addition, to make connections with potential funding sources and provide guidance to align resources with the unique needs of dual enrollment students at SBVC and CHC.

The District may assist in assessing the needs for additional support staff, such as administrative or technical positions, to streamline dual enrollment processes. The colleges will make staffing decisions, with the District offering coordination support, such as facilitating training opportunities and providing access to shared technology resources.

## FUNDING

The District will work collaboratively with colleges to explore and support opportunities for providing technology resources to reduce technological barriers and promote equitable student opportunities.

The District will continue to support access to Learning Management Systems, such as Canvas and Starfish, that facilitate online learning, communication, and student engagement. These platforms are crucial for tracking student progress and providing timely interventions through early alert systems to support dual enrollment student success.



## 9. OUTCOMES

### COMMITMENT TO EQUITABLE DUAL ENROLLMENT GROWTH

Aiming for consistent growth in dual enrollment participation, with a particular emphasis on increasing access for underrepresented groups. The District will provide data-driven insights to help each college identify opportunities for growth while respecting their resource limitations.

**Enrollment increased by 48.3% from 2012 to 2024, with a focus on increasing access for Hispanic and underrepresented groups.**

### IMPROVED ACADEMIC PERFORMANCE

Focus on increasing the course success rates for dual enrollment students, particularly in foundational subjects like math and English. Success will be measured by students passing their courses with grades that reflect mastery, avoiding the pitfalls of D/F grades. Enhanced support structures and resource sharing will help achieve these goals. **Math and English course completion rates are consistently above 95%, reflecting the program's commitment to academic rigor and student support.**

### PATHWAY COMPLETION

Supporting students in completing their academic pathways, whether that means transferring to a four-year institution, earning a certificate, or gaining career-ready skills. The District will assist in providing necessary data to track students along these pathways, allowing for targeted improvements that align with student needs and college resources. **The program supports academic pathways, with students earning program awards, including Associate's Degrees.**

### STRENGTHENING COMMUNITY TIES

Establish stronger connections with local high schools and community organizations to support educational pathways. **Partnerships with local high schools have expanded access, with 67.3% of dual-enrolled students identifying as Hispanic, demonstrating stronger ties with the community.**



# 10. APPENDICES

## APPENDIX A

List of High Schools Served by San Bernardino Valley College and Crafton Hills College.

### A. SAN BERNARDINO VALLEY COLLEGE:

#### **Bear Valley Unified School District**

Big Bear High School

#### **Colton Joint Unified School District**

Bloomington High School

Colton High School

Grand Terrace High School

Slover Mountain High School

#### **Rialto Unified School District**

Eisenhower High School

Rialto High School

Wilmer Amina Carter High School

Chavez/Huerta Center

Milor High School

#### **Rim of the World School District**

Rim of the World High School

#### **San Bernardino City Unified School District**

Arroyo Valley High School

Cajon High School

Indian Springs High School

Middle College

Pacific High School

San Andreas High School

San Bernardino High School

San Gorgonio High School

SBCUSD Virtual Learning Academy

Sierra High School

#### **Charters**

Entrepreneur Charter Academy

Excelsior Charter Academy

FLABOB Airport Preparatory Academy

Learn4Life Charter Academy

Norton Science and Language Academy

Options for Youth

PAL Charter Academy

#### **Adult Schools**

Colton Adult

Inland Career Education Center

Rialto Adult

### B. CRAFTON HILLS COLLEGE:

#### **Redlands Unified School District**

Redlands High School

Redlands East Valley High School

Citrus Valley High School

Orangewood High School

#### **Yucaipa-Calimesa Joint Unified**

Yucaipa High School

Green Valley High School

Oak View High School

#### **Charters**

The Grove School

Sage Oak

#### **Adult Schools**

Redlands

Yucaipa



SAN BERNARDINO  
COMMUNITY COLLEGE  
DISTRICT



**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 of Business & Fiscal Services

**DATE:** January 9, 2025

**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 for June 30, 2025, decreased by \$18,140 to \$83,379,169 from the previous estimate of \$83,397,309. The cash balance remained relatively consistent with the previously projected amount with a small decrease caused by normal cash fluctuations.

**SBCCD GOALS**

- 4. Ensure Fiscal Accountability/Sustainability

**FINANCIAL IMPLICATIONS**

This analysis is an important part of ensuring sufficient cash is available to meet District needs.





# General Fund Cash Flow Analysis – Restricted & Unrestricted Fiscal Year 2024-2025

(as of December 5, 2024, rounded to the nearest \$1,000)

	PROJECTED												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Estimated Beginning Cash Balance	82,796	88,219	77,997	82,313	77,846	71,827	87,862	82,598	105,550	104,770	101,695	99,443		
<b>Receipts</b>														
Federal		186	4	5	53	59	268	985	178	-5	101	220		2,054
State	13,261	8,157	13,652	7,282	7,800	9,738	7,417	53,955	15,504	9,282	8,493	4,043		158,585
Local	6,309	699	4,522	1,189	-932	23,008	5,615	2,655	388	6,476	7,130	470		57,528
Interfund Transfer & Sale of Assets					3,253	2		5,407			354	3,625		12,642
Accounts Receivable/Accruals	-3,045	438	3,090	5,345	1,337	-3	-685	671	-65	-154	-505	659		7,082
<b>Total Receipts</b>	<b>16,525</b>	<b>9,480</b>	<b>21,268</b>	<b>13,821</b>	<b>11,511</b>	<b>32,805</b>	<b>12,615</b>	<b>63,673</b>	<b>16,006</b>	<b>15,598</b>	<b>15,573</b>	<b>9,018</b>		<b>237,892</b>
<b>Disbursements</b>														
Academic Salaries	10	5,227	5,071	5,905	5,912	5,837	5,779	5,016	5,761	5,820	5,888	10,434		66,660
Classified Salaries	3,304	3,643	3,690	4,149	4,000	4,047	3,864	3,730	4,043	4,993	4,233	4,827		48,523
Benefits	1,699	3,102	3,189	3,419	3,583	3,629	3,750	3,567	2,481	4,163	3,140	3,840		39,563
Supplies & Materials	136	195	119	262	216	146	180	161	209	606	363	488		3,082
Other Operating Exp	2,486	1,221	2,374	2,580	2,026	1,860	2,651	2,812	3,187	1,677	2,001	5,711		30,584
Capital Outlay	521	-45	768	212	277	373	363	143	362	455	661	444		4,533
Other Outgo	1,099	589	2,054	1,833	1,794	928	1,322	1,959	792	892	1,558	5,566		20,385
Longterm Post-Employment Benefits	-5	-7	-7	-7	-7	-8	-8	17	-8	-8	31	5		-12
Accounts Payable/Accruals	1,853	5,778	-306	-64	-271	-42	-24	23,316	-41	73	-48	-6,234		23,991
<b>Total Disbursements</b>	<b>11,103</b>	<b>19,702</b>	<b>16,953</b>	<b>18,288</b>	<b>17,529</b>	<b>16,770</b>	<b>17,878</b>	<b>40,721</b>	<b>16,786</b>	<b>18,673</b>	<b>17,826</b>	<b>25,081</b>		<b>237,310</b>
Increase / (Decrease) in Cash Balance	5,423	-10,222	4,316	-4,467	-6,018	16,034	-5,263	22,952	-780	-3,075	-2,253	-16,063		
Estimated Ending Cash Balance	88,219	77,997	82,313	77,846	71,827	87,862	82,598	105,550	104,770	101,695	99,443	83,379		

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

**REVIEWED BY:** Dir. Dana Z. Rodriguez, Chancellor

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

**DATE:** January 9, 2025

**SUBJECT:** Lexipol Policy and Procedure: 1010 Personnel Complaints

### **RECOMMENDATION**

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

### **OVERVIEW**

The Lexipol Policy and Procedure: 1010 Personnel Complaints is being submitted to the Board of Trustees for their perusal.

### **ANALYSIS**

The Lexipol Policy and Procedure: 1010 Personnel Complaints will provide a ready reference of rules, procedures, and guidelines for all SBCCD Police Personnel to assist them in the proper procedures of their duties and responsibilities.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Personnel Complaints

### 1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the San Bernardino Community College District Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

### 1010.2 POLICY

The San Bernardino Community College District Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this Department to ensure that the community can report misconduct without concern for reprisal or retaliation.

### 1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of Department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate Department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

#### 1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be handled in one of the following manners:

**Informal** - A matter in which the Watch Commander is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

**Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to an outside investigator (e.g., District's Human Resources Department, third party attorney and/or investigator, etc.), depending on the nature, seriousness, and complexity of the investigation.

A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation must be further investigated regardless of the seriousness of the complaint and the availability of sufficient information so that the investigation may be completed.



# San Bernardino Community College District Police Department

## Policy Manual

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### *Personnel Complaints*

#### 1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any Department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.

#### **1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**

##### 1010.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the Department website. Forms may also be available at other District facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

##### 1010.4.2 ACCEPTANCE

All complaints will be courteously accepted by any Department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, or physical evidence may be obtained as necessary.

A complainant shall be provided with a copy of the complaining party's statement at the time it is filed with the Department (Penal Code § 832.7).

##### 1010.4.3 AVAILABILITY OF WRITTEN PROCEDURES

The Department shall make available to the public a written description of the investigation procedures for complaints (Penal Code § 832.5).

##### 1010.4.4 HATE COMPLAINTS AGAINST PEACE OFFICERS

Internal complaints or complaints from the public shall be accepted and investigated in accordance with this policy where it is alleged with sufficient particularity to investigate the matter that an officer has in the previous seven years, and since 18 years of age, engaged in membership

# San Bernardino Community College District Police Department

## Policy Manual

### *Personnel Complaints*

in a hate group, participated in a hate group activity, or advocated any public expression of hate (Penal Code § 13682).

#### **1010.5 DOCUMENTATION**

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

#### **1010.6 ADMINISTRATIVE INVESTIGATIONS**

Allegations of misconduct will be administratively investigated as follows.

##### 1010.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint. Under certain circumstances, the investigation shall be conducted by an outsider investigator (see 1010.3.1 above).

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation after such steps have been approved by the District's Human Resources Department.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that upon receiving or initiating any complaint, a complaint form is completed.
  1. The original complaint form will be directed to the Watch Commander of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation, in accordance with this policy
- (b) Responding to all complainants in a courteous and professional manner. (c) Resolving those personnel complaints that can be resolved immediately.
  1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
  2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Watch Commander.
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Watch Commander, the Chief of Police, and the District's Human Resources Department are notified via the chain of command as soon as practicable.

# San Bernardino Community College District Police Department

## Policy Manual

### *Personnel Complaints*

- (e) Promptly contacting the District's Human Resources Department and the Watch Commander for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.
- (f) Forwarding personnel complaints which are not resolved immediately to the Chief of Police or designee, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Informing the complainant of the investigator's name and the complaint number as soon as practicable after assignment.
- (h) Investigating a complaint as follows:
  1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
  2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the procedural rights of the accused member are followed (Government Code § 3300 et seq.).
- (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

#### 1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

All administrative investigations concerning peace officers shall be conducted pursuant to the Public Safety Officers Procedural Bill of Rights Act (POBR) (Government Code § 3300) regardless of who is conducting the investigation:

#### 1010.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

**Introduction** - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

**Synopsis** - Provide a brief summary of the facts giving rise to the investigation.

**Summary** - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

**Evidence** - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

**Conclusion** - A recommendation regarding further action or disposition should be provided.

**Exhibits** - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

# San Bernardino Community College District Police Department

## Policy Manual

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### *Personnel Complaints*

#### 1010.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

**Unfounded** - Means that an investigation clearly establishes that the allegation is not true (Penal Code § 832.8 (c)). Complaints that are determined to be frivolous will fall within the classification of unfounded.

**Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

**Not sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

**Sustained** - A final determination by an investigating agency, commission, board, hearing officer, or arbitrator, as applicable, following an investigation and opportunity for an administrative appeal pursuant to Government Code § 3304 and Government Code § 3304.5 that the actions of an officer were found to violate law or Department policy (Penal Code § 832.8(b)).

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

#### 1010.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation (Government Code § 3304).

In the event that an investigation cannot be completed within one year of discovery, the assigned investigator or supervisor shall seek a voluntary waiver from the involved officer or shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d).

#### 1010.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

### **1010.7 ADMINISTRATIVE SEARCHES**

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Lockers and storage spaces may only be administratively searched in the member's presence, with the member's consent, with a valid search warrant or where the member has been given reasonable notice that the search will take place (Government Code § 3309).

All areas, except for lockers and storage spaces, may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment. Lockers and storage spaces may only be searched by a supervisor for non-

# San Bernardino Community College District Police Department

## Policy Manual

### *Personnel Complaints*

investigative purposes in exigent circumstances and shall be subject to the same provisions in Government Code § 3309 referenced above.

#### 1010.7.1 DISCLOSURE OF FINANCIAL INFORMATION

An employee may be compelled to disclose personal financial information under the following circumstances (Government Code § 3308):

- (a) Pursuant to a state law or proper legal process
- (b) Information exists that tends to indicate a conflict of interest with respect to the performance of official duties. or
- (c) If the employee is being considered for a specialized unit in which there is a strong possibility that bribes or other improper inducement may be offered.

#### 1010.8 ADMINISTRATIVE LEAVE

The Vice Chancellor of Human Resources or designee may, upon written notice, place a member on Paid Administrative Leave when investigating allegation(s) of misconduct, wrongdoing, illegal act(s), or for the safety or for the protection of the public, district, or individual. The member shall remain on paid administrative leave while the investigation is being conducted, a decision is rendered, and subsequent action is taken. All of the aforementioned shall be conducted in a timely and expeditious manner. Paid Administrative Leave shall mean that the member shall not report to work but shall receive all pay and benefits and shall be accessible to the DISTRICT during all scheduled working hours. Any member placed on administrative leave:

- (a) May be required to relinquish any Department badge, identification, assigned weapons and any other Department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The member shall be required to remain available for contact at all times during such shift, and will report as ordered.

#### 1010.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, an outside law enforcement agency shall investigate the criminal allegations. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct.

A member accused of criminal conduct shall be advised of his/her constitutional rights (Government Code § 3303(h)) prior to any questioning in the administrative investigation. The member shall not be administratively ordered to provide any information in the criminal investigation.

# San Bernardino Community College District Police Department

## Policy Manual

### *Personnel Complaints*

The San Bernardino Community College District Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

### **1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES**

Upon completion of an investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. The Chief of Police shall provide a recommendation for disciplinary action.

#### 1010.10.1 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the supervisor for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall recommend the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the District's Human Resources Department shall provide the member with a predisciplinary procedural due process hearing (*Skelly*) by providing written notice of the charges, proposed action and reasons for the proposed action. The District's Human Resources Department shall also provide the member with:

- (a) Access to all of the materials considered by the Vice Chancellor of Human Resources of designee in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Vice Chancellor of Human Resources of designee. A written response or a request to respond orally must be received by the District's Human Resources Department within five (5) days of receiving the notice.
  1. Upon a showing of good cause by the member, the Vice Chancellor of Human Resources or designee may grant a reasonable extension of time for the member to respond.

Once the member has completed his/her response or if the member has elected to waive any such response, the Vice Chancellor of Human Resources or designee shall consider all information received in regard to the recommended discipline. The Vice Chancellor of Human Resources or designee shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Vice Chancellor of Human Resources or designee has issued a written decision, the discipline shall become effective.

#### 1010.10.2 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee shall ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint within thirty (30) days of the final disposition (Penal Code § 832.7(f)). This notice shall not include what discipline, if any, was imposed.

# San Bernardino Community College District Police Department

## Policy Manual

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### *Personnel Complaints*

#### **1010.11 PRE-DISCIPLINE EMPLOYEE RESPONSE**

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Vice Chancellor of Human Resources or designee after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Vice Chancellor of Human Resources or designee to consider.
- (d) In the event that the Vice Chancellor of Human Resources or designee elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Vice Chancellor of Human Resources or designee on the limited issues of information raised in any subsequent materials.

#### **1010.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE**

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline (Penal Code § 13510.8).

#### **1010.13 POST-DISCIPLINE APPEAL RIGHTS**

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any collective bargaining agreement, Memorandum of Understanding and/or personnel rules.

In the event of punitive action against an employee covered by the POBR, the appeal process shall be in compliance with Government Code § 3304 and Government Code § 3304.5.

During any administrative appeal, evidence that an officer has been placed on a *Brady* list or is otherwise subject to *Brady* restrictions may not be introduced unless the underlying allegations of misconduct have been independently established. Thereafter, such *Brady* evidence shall be limited to determining the appropriateness of the penalty (Government Code § 3305.5).

#### **1010.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS**

At-will and probationary employees and those members other than non-probationary employees may be released from employment for non-disciplinary reasons (e.g., failure to meet standards) without adherence to the procedures set forth in this policy or any right to appeal. However, any probationary officer subjected to an investigation into allegations of misconduct shall be entitled

# San Bernardino Community College District Police Department

## Policy Manual

### *Personnel Complaints*

to those procedural rights, as applicable, set forth in the POBR (Government Code § 3303; Government Code § 3304).

At-will, probationary employees and those other than non-probationary employees subjected to discipline or termination as a result of allegations of misconduct shall not be deemed to have acquired a property interest in their position, but shall be given the opportunity to appear before the Vice Chancellor of Human Resources or designee for a non-evidentiary hearing for the sole purpose of attempting to clear their name or liberty interest. There shall be no further opportunity for appeal beyond the liberty interest hearing and the decision of the Vice Chancellor of Human Resources or designee shall be final.

### **1010.15 RETENTION OF PERSONNEL INVESTIGATION FILES**

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

### **1010.16 REQUIRED REPORTING TO POST**

The Chief of Police or the authorized designee shall notify POST on the appropriate POST form within ten (10) days of certain officer personnel events, including but not limited to (Penal Code § 13510.9):

- (a) Termination or separation from employment or appointment. Separation from employment or appointment includes any involuntary termination, resignation, or retirement.
  1. A POST affidavit-of-separation form shall be executed and maintained by the Department and submitted to POST as required by Penal Code § 13510.9 and 11 CCR 1003.
- (b) Events that could affect an officer's POST certification, such as:
  1. Complaints, charges, or allegations of serious misconduct (as defined by Penal Code § 13510.8).
  2. Findings of civilian review boards.
  3. Final dispositions of any investigations.
  4. Civil judgments or court findings based on conduct, or settlement of a civil claim against an officer or the San Bernardino Community College District Police Department based on allegations of conduct by an officer.

The Chief of Police or the authorized designee shall be responsible for providing POST access to or duplication of investigation documentation (e.g., physical or documentary evidence, witness statements, analysis, conclusions) for up to two (2) years after reporting of the disposition of the investigation (Penal Code § 13510.9).

#### **1010.16.1 NOTIFICATIONS TO POST FOR SERIOUS MISCONDUCT**

The Chief of Police or the authorized designee shall report allegations of serious misconduct by an officer to POST and the report shall include the following (11 CCR 1207):

- (a) Name of the Department



# San Bernardino Community College District Police Department

## Policy Manual

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### *Personnel Complaints*

- (b) Administrative case number
- (c) Name, current address, and phone number of the complainant, if available
- (d) Name, POST ID, current address, and phone number of the involved officer
- (e) A summary of the alleged misconduct including:
  - 1. A narrative of the allegations
  - 2. Date and time of incidents
  - 3. Location of occurrence
  - 4. Any witness information, if available
  - 5. Summary of arrest or indictment of involved officer
- (f) A change in employment status of the involved officer (e.g., administrative leave, suspension, termination)
- (g) Name and contact information of the assigned investigator

The Chief of Police or the authorized designee shall provide updates of the investigation to POST every ninety (90) days until the final disposition in the method designated by POST (11 CCR 1207).

Upon completion of the investigation, the Chief of Police or the authorized designee shall submit to POST the final disposition of the investigation as well as investigation materials and the officer's service record as provided by 11 CCR 1207.

#### 1010.16.2 ADDITIONAL NOTIFICATIONS TO POST FOR SERIOUS MISCONDUCT

Additional notification shall be made to POST (11 CCR 1207):

- (a) If the imposed disciplinary action is pending appeal or other review through an administrative or judicial proceeding:
  - 1. The Department shall provide the name of the body conducting the proceeding.
  - 2. The status of the proceeding, if known.
- (b) If criminal charges are pending:
  - 1. The name of the court having jurisdiction over the criminal charges against the officer.
  - 2. The status of the criminal case, if known.

## **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:** January 9, 2025

**SUBJECT:** MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

The cost associated with an MOU is included in the appropriate budgets, where applicable.



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

**December 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 District is reorganizing the Institutional Advancement Department at Crafton Hills College. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

- 1. Effective January 1, 2025, Carrie Audet, Development Coordinator, Range 45 Step F, 8 hours/260-day work year in the Institutional Department at CHC, will be reorganized into the classification of Assistant Director of Development, Range 12 Step A, 8 hours/260-day work year. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

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


  
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Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

For CSEA

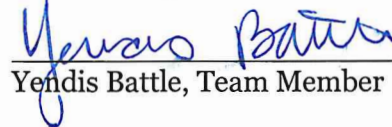
  
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Ernest Guillen, President CSEA #291

  
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Cameron Kroetz, CSEA LRR

  
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Noah Snyder, CSEA LRR

  
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Diana Vaichis, Team Member

  
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Kevin Limoges, Team Member

  
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Yendis Battle, 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**

**December 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 District is reorganizing the Institutional Advancement Department at Crafton Hills College. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:


1. It is agreed and understood that the District would increase the FTE hours for (1) one occupied Account Technician position (**PCN: C237805**).
2. The increase in FTE hours is based on the department's operational needs and workload.
3. The (1) one occupied Account Technician position will be increased to 1.0 FTE from .475 FTE to 40 hours per workweek from 19 hours per workweek, working 260 days per year.
  - a. Incumbent, Cinthia Calderon Cruz's work schedule will be changed as follows:  
From: Monday-Thursday, 11:45 a.m. to 4:30 p.m.  
To: Monday – Friday, 8:30 a.m. to 5:00 p.m.
4. The Parties agree that the note above will be effective Wednesday, January 1, 2025.

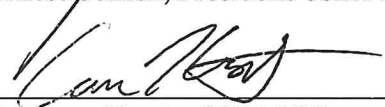
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

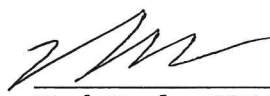
For the District


  
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 Kristina Hannon, SBCCD  
 Vice-Chancellor, Human Resources,  
 Payroll & Police Services

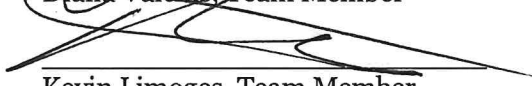
For CSEA

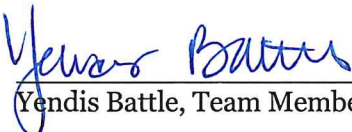
  
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 Ernest Guillen, President CSEA #291

  
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 Cameron Kroetz, CSEA LRR

  
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 Noah Snyder, CSEA LRR

  
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 Diana Vaichis, Team Member

  
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 Kevin Limoges, Team Member

  
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 Yendis Battle, 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:** January 9, 2025

**SUBJECT:** Professional Expert, Short-Term, and Substitute Employees

**RECOMMENDATION**

This item is for information only.

**OVERVIEW**

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

**ANALYSIS**

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.



**SBCCD GOALS**

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

**FINANCIAL IMPLICATIONS**

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



# Professional Expert, Short-Term & Substitute Employees

## Presented for Information on January 9, 2025

[v.12.11.2024.p.1|2]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Harmon, Sean T</b> CHC Fire Technology	State Fire Training Instructor	12/01/24	06/30/25	\$55.00
<b>Mulder, Travis J</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/ EMS Specialist	12/06/24	06/30/25	\$20.00/ \$25.00/ \$30.00
<b>Rendon Jr, Ramon</b> DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	11/26/24	06/30/25	\$22.50
<b>Montez, Shilita K</b> SBVC English	Tutor III	12/04/24	06/30/25	\$20.00
<b>Romano, Jacqueline</b> SBVC English	Tutor III	11/25/24	06/30/25	\$20.00
<b>Macias, Leonardo</b> SBVC STEM-MESA	Tutor I	12/05/24	06/30/25	\$17.00
<b>Romo-Ornelas, Christopher</b> SBVC STEM-MESA	Tutor I	12/09/24	06/30/25	\$17.00
<b>Williams, Joseph</b> SBVC STEM-MESA	Tutor I	12/04/24	06/30/25	\$17.00
<b>Loera, Andrew J</b> SBVC Student Health Services	Licensed Mental Health Clinician III	01/17/25	06/30/25	\$80.00
<b>Sandoval, Carolina</b> SBVC Student Health Services	Nurse Practitioner	01/13/25	06/30/25	\$85.00

### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Solis, Juan</b> CHC Facilities <i>Ext: Vacancy</i>	Grounds Caretaker	11/01/24	12/31/24	\$23.00
<b>Neal, Jennifer</b> CHC Tutoring Center <i>New: LOA</i>	Academic Support Specialist	11/05/24	12/31/24	\$30.95
<b>Larry, Nathaniel</b> DIST Facilities <i>Ext: Sick/Vacation Coverage</i>	Custodian	10/14/24	12/13/24	\$22.47
<b>Rivera, Linda</b> DIST Fiscal Services <i>Ext: LOA</i>	Account Technician	10/28/24	12/27/24	\$25.38



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on January 9, 2025

[v.12.11.2024.p.2]2]

## Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Bender, Mary</b> DIST KVCR <i>Ext: Vacancy</i>	Administrative Coordinator	09/01/24	10/31/24	\$33.33
<b>Bender, Mary</b> DIST KVCR <i>Ext: Vacancy</i>	Administrative Coordinator	11/01/24	11/30/24	\$33.33
<b>Galindo, Richard</b> SBVC Custodial <i>Sick/Vacation/LOA: Extension</i>	Custodian	11/01/24	12/31/24	\$22.47
<b>George, Billy</b> SBVC Custodial <i>Sick/Vacation/LOA: Extension</i>	Custodian	11/01/24	12/31/24	\$22.47
<b>Martinez, Luis</b> SBVC Custodial <i>Sick/Vacation/LOA: Extension</i>	Custodian	11/01/24	12/31/24	\$22.47
<b>Badillo, Amanda</b> SBVC Student Health Services <i>Vacancy: Extension</i>	Administrative Assistant II	11/25/24	01/25/25	\$27.34



## **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:** January 9, 2025

**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 11/12/2024 – 12/4/2024 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The attached purchase orders are included in the appropriate budgets.



Purchase Order Report  
January 9, 2025

PO#	Supplier Name	Amount
PO2502293	WIRZ & COMPANY PRINTING INC	386.61
PO2502294	NEXT LEVEL RESOURCE PARTNERS	5,441.76
PO2502298	PANERA LLC	1,734.84
PO2502299	COVOC CORPORATION	4,512.12
PO2502300	AMERICAN ASSOCIATION OF UNIVERSITY WOMEN INC	250.00
PO2502301	IE GOURMET FOOD TRUCKS LLC	5,542.99
PO2502303	ROCKMORE, EDMAN	850.00
PO2502304	BROOKS, GLENDALE DELVON	850.00
PO2502305	CRUZ, LEONARDO	850.00
PO2502306	MILLER, PAUL	850.00
PO2502307	STAPLES BUSINESS ADVANTAGE	279.16
PO2502308	STAPLES BUSINESS ADVANTAGE	66.41
PO2502309	STAPLES BUSINESS ADVANTAGE	680.62
PO2502310	SCHILLER AMERICAS INC	3,160.06
PO2502316	SAN BERNARDINO COUNTY FIRE CHIEFS' ASSOCIATION	100.00
PO2502317	MARTINEZ, DIAMOND	468.00
PO2502318	CIMINO, JOSEPHINE	468.00
PO2502319	RUIZ-MARTINEZ, NELVA	468.00
PO2502320	RUIZ-MARTINEZ, DYAMI	468.00
PO2502321	GUEVARA, RICARDO	468.00
PO2502322	SID TOOL INC	314.15
PO2502323	GRAINGER INC	495.94
PO2502324	STAPLES BUSINESS ADVANTAGE	127.93
PO2502325	STAPLES BUSINESS ADVANTAGE	95.04
PO2502326	STAPLES BUSINESS ADVANTAGE	134.59
PO2502327	STAPLES BUSINESS ADVANTAGE	814.54
PO2502330	FISHER SCIENTIFIC COMPANY LLC	1,414.12
PO2502331	EKC ENTERPRISES INC.	98,273.25
PO2502332	CDW LLC	4,538.14
PO2502333	CDW LLC	25,510.34
PO2502334	SAN BERNARDINO CCD	531.24
PO2502335	MONOPRICE INC	2,251.37
PO2502336	WORKRITE ERGONOMICS LLC	78,943.50
PO2502338	FOLLETT CORPORATION	5,300.00
PO2502339	SYMBIOSIS INC	520.00
PO2502340	FARM FRESH TO YOU LLC	11,675.48
PO2502342	ASSOCIATION OF CA COMMUNITY COLLEGE ADMINISTRATORS	655.00
PO2502343	HOLLIS, PATRICE	250.00
PO2502344	DE LOERA, PRISCILLA	250.00
PO2502345	NEOGOV	2,311.43
PO2502347	STAPLES BUSINESS ADVANTAGE	59.38
PO2502348	STAPLES BUSINESS ADVANTAGE	128.39
PO2502349	STAPLES BUSINESS ADVANTAGE	420.29
PO2502350	CAROLINA BIOLOGICAL SUPPLY CO	652.42
PO2502351	gTHANK YOU LLC	12,500.00

Purchase Order Report  
January 9, 2025

PO#	Supplier Name	Amount
PO2502352	CAROLINA BIOLOGICAL SUPPLY CO	1,115.12
PO2502353	STATE CENTER COMMUNITY COLLEGE DISTRICT	40.00
PO2502354	SAN BERNARDINO CCD	402.38
PO2502355	ROTARY CLUB OF YUCAIPA	180.00
PO2502357	FRAME.IO INC	5,000.00
PO2502358	STAPLES BUSINESS ADVANTAGE	2,376.79
PO2502359	STAPLES BUSINESS ADVANTAGE	486.47
PO2502362	GRAPHIC AFFECT	9,156.06
PO2502363	BERNASCONI, ISABELLA	92.00
PO2502364	MAYA, SEBASTIAN	92.00
PO2502365	CARABES, ANDREW	92.00
PO2502366	OBERLE, IAN	92.00
PO2502367	SYSCO RIVERSIDE INC	33,423.44
PO2502368	STITCHMANIA	842.31
PO2502369	SAN BERNARDINO CCD	476.75
PO2502370	SAN BERNARDINO CCD	476.75
PO2502371	SAN BERNARDINO CCD	476.75
PO2502372	ESPINOZA MARKET	1,527.52
PO2502373	SAN BERNARDINO CCD	476.75
PO2502374	SAN BERNARDINO CCD	713.88
PO2502375	SAN BERNARDINO CCD	597.25
PO2502377	SAN BERNARDINO CCD	1,967.71
PO2502378	SAN BERNARDINO CCD	1,967.71
PO2502379	SAN BERNARDINO CCD	476.75
PO2502380	ANATOMY WAREHOUSE	4,263.00
PO2502381	SAN BERNARDINO CCD	500.00
PO2502382	SCANTRON CORPORATION	86.38
PO2502383	GUISADOS LA MORENITA	870.00
PO2502384	STAPLES BUSINESS ADVANTAGE	305.27
PO2502385	STAPLES BUSINESS ADVANTAGE	195.16
PO2502386	STAPLES BUSINESS ADVANTAGE	409.66
PO2502387	STAPLES BUSINESS ADVANTAGE	1,475.09
PO2502394	ROC SOFTWARE SYSTEMS INC	2,322.00
PO2502400	STAPLES BUSINESS ADVANTAGE	451.01
PO2502401	STAPLES BUSINESS ADVANTAGE	385.95
PO2502402	STAPLES BUSINESS ADVANTAGE	329.67
PO2502404	ABR IMAGERY	1,727.24
PO2502406	SOUTH CAROLINA, UNIVERSITY OF, NATIONAL RESOURCE CENTER	5,200.00
PO2502407	DELL MARKETING LP	71,582.35
PO2502408	CORONA CLAY COMPANY	1,793.02
PO2502409	FISHER SCIENTIFIC COMPANY LLC	547.55
PO2502410	CARDIO PARTNERS INC	242.60
PO2502411	VERATHON INC	1,645.25
PO2502412	SAN BERNARDINO CCD	5,223.00
PO2502413	SAN BERNARDINO CCD	359.69

Purchase Order Report  
January 9, 2025

PO#	Supplier Name	Amount
PO2502415	FOLLETT CORPORATION	2,000.00
PO2502417	SAN BERNARDINO CCD	243.81
PO2502419	CDW LLC	271.88
PO2502420	CA COMMUNITY COLLEGE BASEBALL COACHES ASSOCIATION	115.00
PO2502421	CDW LLC	1,212.39
PO2502422	DOOLEY ENTERPRISES INC	1,331.75
PO2502424	K-K WOODWORKING	420.32
PO2502425	SAN BERNARDINO CCD	1,059.65
PO2502428	DICKEYS BARBECUE PIT	545.71
PO2502429	VICTOR VALLEY COMMUNITY COLLEGE DISTRICT	30,000.00
PO2502430	LEXIPOL LLC	4,910.07
PO2502431	CDW LLC	2,424.78
PO2502433	GREENWOOD ENTERPRISES LLC	4,286.98
PO2502434	GREGCO PAINTING INC	7,880.00
PO2502436	RIVERSIDE COMMUNITY COLLEGE DISTRICT	500.00
PO2502437	VWR INTERNATIONAL LLC	2,530.85
PO2502438	ALLIED 100 LLC	226.20
PO2502439	SAN BERNARDINO CCD	18,000.00
PO2502440	SAN BERNARDINO CCD	10,800.00
PO2502441	SAN BERNARDINO CCD	7,500.00
PO2502442	XGRAPHIX LLC	537.49
PO2502443	ALLIED 100 LLC	135.94
PO2502444	G/M BUSINESS INTERIORS	1,686.34
PO2502445	CDW LLC	9,812.08
PO2502446	VOICE TALENT LLC	1,850.00
PO2502449	CCT TECHNOLOGIES	3,300.00
PO2502450	SMARTYSTREETS LLC	432.00
PO2502451	VWR INTERNATIONAL LLC	2,573.28
PO2502453	STAPLES BUSINESS ADVANTAGE	172.92
PO2502455	AISPURO, CARLOS RAMON	850.00
PO2502456	ALVARADO JR, EDUARDO	850.00
PO2502457	BLACKHAWK NETWORK INC	20,000.00
PO2502458	BLACKHAWK NETWORK INC	20,000.00
PO2502459	SAN BERNARDINO CCD	13,000.00
PO2502460	CALIFORNIA STUDENT AID COMMISSION	1,648.00
PO2502461	IPQUALITYSCORE LLC	25,344.00
PO2502462	STAPLES BUSINESS ADVANTAGE	384.13
PO2502463	STAPLES BUSINESS ADVANTAGE	184.71
PO2502465	STAPLES BUSINESS ADVANTAGE	545.04
PO2502484	JOHNSTONE SUPPLY	140.72
PO2502486	JOHNSTONE SUPPLY	1,326.47
PO2502487	JOHNSTONE SUPPLY	448.17
PO2502488	R.E. MICHEL COMPANY	2,490.81
PO2502490	GALPIN FORD	102,114.08
PO2502491	SPIRAL ARTS	11,967.94

Purchase Order Report  
January 9, 2025

PO#	Supplier Name	Amount
PO2502492	SAN BERNARDINO CCD	2,620.00
PO2502493	SAN BERNARDINO CCD	1,695.63
PO2502494	SAN BERNARDINO CCD	1,769.03
PO2502495	JOHNSTONE SUPPLY	1,549.43
PO2502496	TRIANGLE ENGINEERING INC	2,258.08
PO2502497	JOYNER, LISA	1,218.91
PO2502498	SAN BERNARDINO, COUNTY OF	576.00
PO2502499	GET NOTICED PROMOS LLC	492.38
PO2502500	PANERA LLC	350.00
PO2502501	CONSTRUCTION MANAGEMENT ASSOCIATION OF AMERICA	540.00
PO2502502	BERNASCONI, ISABELLA	138.69
PO2502503	CARABES, ANDREW	138.69
PO2502504	MAYA, SEBASTIAN	138.69
PO2502505	OBERLE, IAN	138.69
PO2502507	POCKET NURSE ENTERPRISES INC	1,523.60
PO2502508	CANELA, YNEZ	1,000.00
PO2502509	SAN BERNARDINO CCD	646.19
PO2502510	WAGONER-NEILSON, AIDAN	2,250.00
PO2502512	CA ORGANIZATION OF ASSOCIATE DEGREE NURSING-SOUTH	150.00
PO2502515	STAPLES BUSINESS ADVANTAGE	262.05
PO2502516	STAPLES BUSINESS ADVANTAGE	93.46
PO2502517	STAPLES BUSINESS ADVANTAGE	118.55
PO2502518	PROPHET CORPORATION, THE	642.19
PO2502519	PSI SERVICES INC	2,300.00
PO2502520	SAN BERNARDINO CCD	532.00
PO2502522	DAILY JOURNAL CORPORATION	3,000.00
PO2502523	ACCUCUT	4,763.25
PO2502525	CREATION ENGINE INC	1,350.00
PO2502526	AXXESS DOOR CORP	6,000.00
PO2502528	BIG TIME DESIGN	1,895.20
PO2502530	NATOUR, HADI	99.13
PO2502531	RIDDLE, MATTHEW	92.00
PO2502532	OCHOA, SIMON	92.00
PO2502533	VAN STEE, VICTORIA	92.00
PO2502534	STEED, EVIE	92.00
PO2502535	DISH FACTORY INC, THE	5,853.91
PO2502536	NATIONAL COLLEGIATE HONORS COUNCIL	550.00
PO2502537	PRISTINE UNIFORMS LLC	1,850.00
PO2502538	HOGI YOGI	993.99
PO2502539	STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES	2,650.00
PO2502540	ASSOCIATION OF CA COMMUNITY COLLEGE ADMINISTRATORS	100.00
PO2502542	SAN BERNARDINO CCD	3,301.63
PO2502543	DELL INC	295.28
PO2502544	CDW LLC	82,668.00
PO2502547	CALIFORNIA, STATE OF	1,210.00

Purchase Order Report  
January 9, 2025

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
PO2502548	CALIFORNIA, STATE OF	484.00
PO2502550	STREET, GLEN	1,400.00
PO2502551	HERNANDEZ, JOCELYN	1,400.00
PO2502552	GONZALEZ, GISELLE	1,400.00
PO2502553	GABRIEL, ANDERSI	1,400.00
PO2502554	URBANO, GARY	2,250.00
PO2502555	TOVAR, ISAAC	2,250.00
PO2502556	TAFOYA, JACK	2,250.00
PO2502557	SILVA, JUSTIN	2,250.00
PO2502558	SAA, NAPOLEON	2,250.00
PO2502559	RUIZ, BRAIDEN	2,250.00
PO2502560	RAMIREZ, BREANNA	2,250.00
PO2502561	GREGORY, ZACHARY	2,250.00
PO2502562	ELSTON-MAGEE, MAGDALENE	2,250.00
PO2502563	AGUIRRE, FRANCISCO	2,250.00
PO2502564	DIAMEDICAL USA EQUIPMENT LLC	2,083.08
PO2502565	FORESTRY SUPPLIERS INC	1,503.89
PO2502566	LIMBS & THINGS INC	404.06
PO2502567	STAPLES BUSINESS ADVANTAGE	347.71

## **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:** January 9, 2025

**SUBJECT:** Volunteers

### **RECOMMENDATION**

This item is for information only. No action necessary.

### **OVERVIEW**

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

### **ANALYSIS**

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





# Volunteers

Presented for Information January 9, 2025

[v.12.12.2024.p.2]2

	Location Assignment	Department	From	To
<b>Diego, Uriel*</b>	SBVC	Student Accessibility Services (SAS)	11/19/24	12/17/24

\*Ratification: Paperwork for these volunteers was submitted after the prior Board deadline.



# BOARD OF TRUSTEES REPORT

January 2025



## Celebrating the Paul and Joann Barich Terrace: A Legacy of Commitment and Community



On November 20, attendees gathered to celebrate the unveiling of the Paul and Joann Barich Terrace, a newly named space honoring an endowed legacy gift to the Crafton Hills College Foundation.

The naming was formally approved by the SBCCD Board of Trustees, recognizing the Barichs' investment in the College and their decades of dedication to the greater Redlands community.

Paul Barich, Mayor Pro-Tem for the City of Redlands and a Crafton Hills College alumnus, shares a special bond with the College. A member of Crafton's inaugural

class, Paul transferred to UCLA, where he earned his bachelor's degree. In 2022, he was celebrated as the Outstanding Alumnus during Crafton's 50th anniversary gala, recognizing a career deeply rooted in service to education and the community.

For more than 40 years, Paul and Joann have owned and operated Barich and Associates, an insurance business. The Barichs are advocates for community colleges, particularly Crafton's public safety programs. Paul frequently highlights the outstanding quality of Redlands' fire and police departments, attributing their excellence to training received at Crafton.

As a long-serving member of the Redlands City Council and former Planning Commissioner, Paul has consistently championed the importance of CHC's Fire Academy and its role in producing highly trained firefighters and paramedics for the region.

Paul and Joann have established an endowment to support Fire Academy cadets at Crafton Hills College. With out-of-pocket costs exceeding \$3,000 for uniforms, turnout gear, breathing apparatus rentals, certifications, and testing, many public safety students are stretched beyond their limits. The Barichs' endowment aims to alleviate such challenges, ensuring aspiring first responders have the resources they need.

The naming of the Paul and Joann Barich Terrace is a tribute to the couple's enduring dedication to education, public safety, and community enrichment. Their support will have a lasting impact on Crafton Hills College students, fostering a legacy of well-trained professionals who will serve and protect the community for generations to come.

*Photo: Paul and Joann Barich.*

## STEM/MESA Open House Shows How Student Find Academic Support in a Comfortable Atmosphere



On November 5, Crafton Hills College's Henry Stone STEM Center welcomed members of the college community to an open house that showed off how MESA (Math, Engineering, Science Achievement) Director Krysten Audibert and her staff have developed the Center with the comfort of CHC students foremost in mind.

The event highlighted some of the accomplishments of students who used this facility to work together with colleagues to

produce original scientific projects.

CHC President Kevin Horan began the program by welcoming attendees and pointing out how the center was funded with state support and a very generous donation from Henry Stone, who taught mathematics at CHC. Stone's wife, Elaine Rosen, added her welcome and recalled her late husband's desire to help support STEM education.

Engineering major Tyler Travis presented

the project he and his lab partner, Justin Desoucy, completed including their research on how drone technology and GIS can measure impacts on the quality of our local drinking water and watersheds.

The STEM Center provides students with one-on-one or group tutoring. Small rooms are available for group work. The walls of the entrance lobby celebrate STEM disciplines with photos and biographical notes of science pioneers.

Director Krysten Audibert explained that the Center attracts not only STEM majors but other students who come for support. The financial support of the Center for STEM student services comes from the state's Title Five funding. But funding for support for non-STEM students is provided by the CHC Foundation.

The STEM/MESA Center is truly a campus gem, providing CHC students with a comfortable, supportive place to learn.

*Photo: STEM/MESA students and staff.*

## Highlighting Inspiration: Dr. Michael Sheahan's TEDxTemecula Talk



Crafton Hills College is proud to celebrate the achievements of Dr. Michael Sheahan, Director of the Respiratory Therapy Program, who recently delivered a TEDx Talk titled "How Using Perspective Transformed My World" at TEDxTemecula.

In this engaging and heartfelt presentation, Dr. Sheahan shared transformative insights on how shifting perspectives can profoundly influence personal and professional growth.

Drawing from his experiences as an

educator and healthcare professional, Dr. Sheahan captivated the audience with stories that illustrated the power of reframing challenges and embracing different viewpoints. His talk emphasized the significance of resilience, empathy, and adaptability in navigating life's complexities.

This opportunity underscores the exceptional caliber of leadership and inspiration Dr. Sheahan brings to Crafton Hills College, as well as his commitment to fostering critical thinking and compassionate care among students and colleagues alike. His participation in such a prestigious event not only highlights his individual achievements but also elevates the college's reputation for excellence and innovation.

*Photo: Michael Sheahan.*

## From Roadrunner to Small Business Owner: How Brooke Blake Built a Foundation for Success at Crafton Hills College



Brooke Blake once believed school wasn't for her. But that changed thanks to the tight-knit community at Crafton Hills College.

The year was 2014 when the now 33-year-old Mentone resident began her studies at Yucaipa's little college on the hill with no clue of what she was going to study or where her education would take her. But now, in 2024, Blake owns her own successful business—Brooke Blake Mobile

Notary—and is a shining example for her two children, ages 15 and 5.

"I am working with doctors, attorneys, business owners, teachers, you name it," she shared.

Blake began looking into programs at Crafton Hills College to help build a better life for her and her then young son. She knew at the time that as a single mother diagnosed with attention deficit disorder, things wouldn't be easy.

"This was the first time I strived to do well in school," she said. "It was all new to me because I was the first in my immediate family to attend college. Crafton and its staff were my mentors. They were people who believed in me more than I did myself."

She left Crafton with a degree in sociology and is proud to talk about how the College helped shape her journey. She called the campus her personal "safety blanket" and uses the kindness and compassion she received from the Crafton community as motivation to keep going as "Brooke the Notary."

In a blog post on her company's website,

Blake shared that she had no idea the impact her work in the field would have on her, adding that her profession has helped her provide for her family, and she gets to meet so many different people. "It's quite fascinating," she wrote.

Blake is also very passionate about sharing her experience with others as motivation for others to take a chance and pursue a higher education.

"Another student might be going through what I went through, and I want those students to know you can be successful no matter what," she said. "Find what you are good at and never stop learning. Do not let your failures define you. You are special, unique and loved. Keep going."

"Crafton gave me confidence, work experience, social exposure and knowledge," she continued. "Going to Crafton is one of my proudest moments."

Unlock what drives you. Go to [craftonhills.edu](http://craftonhills.edu) to get started. Information about the College is on its website: [craftonhills.edu](http://craftonhills.edu).

*Photo: Brooke Blake.*

## Local Elementary Students Celebrate Indigenous Cultures at Crafton Hills College



Crafton Hills College hosted its annual Waa't Celebration, California's First Cultures: A Celebration, on Nov. 6 and 7, highlighting the traditions and heritage of local Native American communities. Elementary students from Redlands, Calimesa, Banning, and Yucaipa engaged with San Manuel Education Department educators, learning through crafts, stories, and songs shared by tribal members of the San Manuel, Cahuilla, and Morongo reservations.

Waa't, named after the Serrano word for juniper, was established in 2005 as a collaboration between Crafton Hills College, the San Manuel Tribal Unity and

Cultural Awareness Program, the Yucaipa Historical Society, and the Dorothy Ramon Learning Center. The annual event provides third and fourth grade students opportunities to learn about the Serrano and Cahuilla cultures while fostering understanding of the diversity among California's Native peoples.

Students explored indigenous music, language, and crafts, while educators addressed misconceptions about local cultures and emphasize the tribes deep connection between culture and nature.

*Photo: Waa't song leaders.*

## Crafton Hills College Cross Country Team Shines at IEAC Conference Championships



CHC's Cross Country team continues to make strides as it achieved a significant milestone at the Inland Empire Athletic Conference (IEAC) Championships on November 8, hosted by Chaffey Community College.

Two CHC student athletes proudly represented the college, with Elizabeth Garcia delivering an outstanding performance that has advanced her to the 3C2A State Championships.

Garcia placed 40th overall out of more than

130 competing athletes, demonstrating her remarkable skill and determination. She outpaced nearly all her rivals in the conference, finishing ahead of all but two athletes from regional colleges, one from San Bernardino Valley College and another from Chaffey College. Her achievement is particularly notable as she becomes the first athlete in the program's three-year history to qualify for the state championships.

*Photo: Elizabeth Garcia and Madysen Juarez.*

## Crafton Hills College Celebrates First-Generation College Students with National First-Gen Day Event and Resource Fair



The EOPS Department at Crafton Hills College hosted this year's National First-Generation College Day Celebration, an annual event designed to honor and support first-generation college students,

those who are the first in their immediate families to attend college. The celebration aimed to raise awareness about the unique challenges and achievements of first-generation students while providing them with valuable resources, guidance, and networking opportunities.

The EOPS Department welcomed more than 400 attendees and held a resource fair alongside the luncheon, that offered students access to a variety of on-campus and community resources designed to support their academic, personal, and professional success. Representatives from EOPS, Health and Wellness, Library and Tutoring Services, Student Accessibility Services, Transfer Center, and Student Life were present to provide information and

answer questions. The luncheon was an opportunity for participants to engage in discussions about the importance of higher education, share personal stories, and celebrate the accomplishments of first-generation students.

These events highlight the importance of first-generation students in higher education, fostering an inclusive and supportive community. By celebrating their achievements and providing access to supportive resources, the event helped empower first-generation students to thrive academically and professionally.

*Photo: Attendees at First-Gen Resource Fair.*

## Exploring Cahuilla Heritage: Crafton Visits the Agua Caliente Cultural Museum



In honor of Native American Heritage Month, Crafton Hills College faculty, staff, and students visited the Agua Caliente Cultural Museum in Palm Springs on November 15. The group explored curated exhibits showcasing the rich history of the Cahuilla Tribe.

Highlights included intricate handwoven baskets, traditional clothing, historical documents, and artwork. A standout

experience was a multimedia presentation of the Tribe's Creation Story, which brought the narrative to life and deepened participants' understanding of the Cahuilla culture and heritage.

*Photo: CHC students at Agua Caliente Cultural Museum.*

# EDCT



## **SBCCD's Economic Development & Corporate Training Department Launch a Construction Accreditation Subcommittee**

The San Bernardino Community College District's (SBCCD) Economic Development and Corporate Training Division (EDCT) is working on developing an accredited construction program for trades that lead to apprenticeship opportunities, in partnership with the Inland Empire Building Trades Council. EDCT's Executive Director, Deanna Krehbiel, has initiated a Construction Subcommittee to create this new program with industry input. The subcommittee has visited other community colleges, such as Orange Coast Community College and San Diego College of Continuing Education, to learn about their campuses and programs. They are scheduled to visit North Orange Continuing Education on December 12, 2024, and plan additional visits to Long Beach City College and El Camino College in January 2025. These visits will focus on exploring program offerings, supportive services, and best practices for accreditation.

On November 15, 2024, EDCT collaborated with the Department of Rehabilitation to host an Apprenticeship Information Session at the Del Rosa Campus. The event featured several Joint Apprenticeship Training Centers that provided information and recruited for various apprenticeship opportunities. Attendees had the chance to network and discuss future collaborations aimed at creating training pathways leading to apprenticeships. Among the attendees were Iron Workers Local 416, LAUNCH, Sprinkler Fitters Local 709, Inland Empire Building Trades Council, International Brotherhood of Electrical Workers for Linemen, Institute for Workplace Skills and Innovation America, Anti-Recidivism Coalition, Finishing Trades Institute, and many others.

Additionally, EDCT will host a Construction Advisory Summit on January 30, 2025, at the Del Rosa Campus. This summit aims to bring together educators, industry leaders, and community partners to gather valuable insights for designing a construction program that supports the evolving needs of the construction industry in the Inland Empire. Partners will help shape a curriculum aligned with real-world workforce demands, address skills gaps and emerging trends in construction, and build pathways for students and local job seekers to thrive in construction careers.



# EDCT

## EDCT: Utility & Arboriculture Training Program

The San Bernardino Community College District (SBCCD) continues to make significant strides in workforce development, particularly through strategic partnerships with organizations like the California Conservation Corps (CCC) and the Urban Conservation Corps (UCC). The Utility Line Clearance Arborist Training (ULCAT) program provides hands-on training that prepares Corpsmembers for careers with the technical skills, safety knowledge, and certifications needed to thrive in arboriculture, utility line clearance, and related industries. On November 1st, 2024, Corpsmembers from both the California and Urban Conservation Corps were recognized for their achievements and their preparedness for careers in utility line clearance at the graduation ceremony.

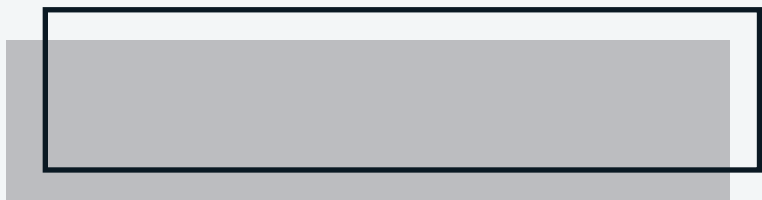
The ULCAT program is a five-week, 200-hour course that provides specialized training in tree identification, electrical hazard awareness, safety protocols, pruning techniques, and vegetation management. Corpsmembers receive extensive hands-on experience in essential arborist skills such as chainsaw and chipper operations, climbing, bucket truck operations, and more. The program is provided through the High Road Training Partnership Grant, funded by the California Workforce Development Board, which brings together community colleges and industry partners to deliver tailored workforce training solutions. By partnering with UpSkill California, SBCCD ensures that the program aligns with the latest industry standards, ensuring that participants graduate with the skills that employers in the utility and arboriculture sectors require.

In addition to the technical training, the ULCAT program places a strong emphasis on safety, which is critical for workers operating near power lines and other utility infrastructure. Corpsmembers earn certifications in OSHA 10, First Aid & CPR, and NSC Flagger, all of which are highly valued by employers. The combination of safety-focused training, technical skill-building, and hands-on experience gives Corpsmembers the knowledge and expertise needed to excel in their careers. The program's comprehensive approach ensures that graduates are not only job-ready but also equipped with a wide range of certifications that will serve them throughout their careers in arboriculture and utility line clearance.

The program is striving to meet the workforce needs of employers such as Southern California Edison (SCE), which participated in the November 1st graduation ceremony. SCE expressed interest in expanding its partnership with SBCCD to further support the training of future Corpsmembers. SCE's involvement will help bridge the gap between classroom instruction and real-world, on-the-job experience, ensuring that participants are well-prepared to meet the demands of the utility sector.

At the graduation ceremony, IBEW Local 47 (International Brotherhood of Electrical Workers) also showed their support by attending and actively recruiting graduates for union jobs in the utility sector. The union representatives expressed strong interest in bringing trained arborists into the workforce, offering them access to high-quality jobs with competitive wages, benefits, and opportunities for career advancement. IBEW Local 47's involvement underscores the importance of connecting training programs like ULCAT with meaningful, long-term employment opportunities in the utility and arboriculture industries. With the support of both SCE and IBEW Local 47, the ULCAT program is positioned to provide graduates with a clear and rewarding career pathway, making a lasting impact on both the Corpsmembers and the region's workforce.

Economic Development & Corporate Training



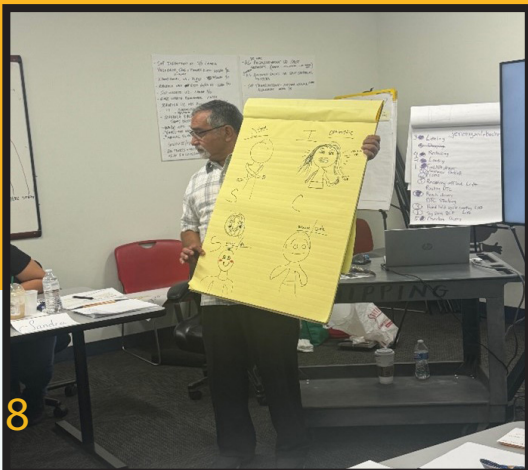


# EDCT

## ***Incumbent Worker Training- Mattel***

Mattel, a global leader in toy manufacturing and the brand behind household names like Barbie and Hot Wheels, recently partnered with the San Bernardino Community College District's Economic Development and Corporate Training Center (EDCT) to enhance the skills of their Southern California distribution center team. EDCT delivered a comprehensive 32-hour training program, covering essential topics such as Supervisory Skills, Emotional Intelligence, and a cutting-edge course on Everyday Office Automation focused on practical A.I. applications.

Supported by the California Employment Training Panel (ETP), EDCT is pioneering in workforce development by introducing innovative content, such as this new A.I. course tailored to real-world applications. The training was designed in collaboration with Mattel to align with their workforce development goals and dedication to employee growth. Led by experienced trainers Sophia Brooks and Mark Morales, the sessions engaged more than 45 Mattel employees at their San Bernardino facility. Participants reported high satisfaction, citing increased self-awareness as leaders and new practical tools for immediate use in their daily roles.





January 2025

## Around SBCCD

**LA TRADE TECH** visits KVCR to discuss possible partnerships with trade unions like the International Alliance of Theatrical Stage Employees to give students even more opportunities to gain valuable skills to get good paying jobs!

**MUSICAL GROUP IL VOLO VISITS KVCR** in collaboration with PBS to promote their upcoming tour across the United States, including a concert scheduled in Rancho Mirage on February 28, 2025. On December 9, 2024, The Pop Trio visited the station for a sit-down interview with KVCR. This interview will be featured as interstitial segments within their half-hour program airing through KVCR/PBS. Seven KVCR members visited the station for a meet-and-greet with Il Volo, where they had the opportunity to take a photograph with the group. KVCR members will have the exclusive opportunity to obtain VIP tickets for the February concert by pledging for tickets during our broadcast schedule.



## Around the Community

**KVCR/FNX PARTNERED WITH CIVILIAN**, in collaboration with suicide prevention team "Never a Bother" to deliver production services for a panel focused on mental health and suicide prevention. The event occurred on November 18, 2024, at the KVCR Studio. The production team at KVCR, in collaboration with SBVC interns through the SBVC Institute of Media Arts (IMA), recorded a panel featuring Native youth. The discussion focused on the initiatives they undertake within their communities to encourage students to express their emotions openly rather than internalizing them. KVCR/FNX facilitated studio recordings for the panel and offered a livestream for audiences to access via social media. Additionally, KVCR/FNX will produce a half-hour program for broadcast on FNX Television. The primary audience for both the panel and the broadcast is comprised of Native American community members. This project was featured on ABC7 and KTLA 5 Television.



## Latest Announcements

**KVCR HIRES NEW UNDERWRITING FIRM WAVE.** This organization has a tried-and-true record with other PBS stations. We recently sponsored an underwriting luncheon here at the station where potential underwriters attended and learned about ways, they can use KVCR to get their message out. The luncheon was well received and KVCR obtained numerous underwriters in the days following the luncheon.





January 2025

## 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 11/30/2024

### Assets

Cash in County Treasury	2,068,267
Accounts Receivable	248,748
Estimated Revenues Receivable*	94,000
Interfund Receivables	799,557
Prepaid Expenses	255,076
Other Assets	-
<b>Total Assets</b>	<b>3,465,648</b>

### Liabilities

Accounts Payable	20,489
Interfund Payable	1,503,548
Temporary Loans	1,500,000
Deferred Income	1,672,924
Health and Welfare	107,665
Other Miscellaneous Liabilities	25,677
<b>Total Liabilities</b>	<b>4,830,303</b>

### Fund Balance

(1,364,655)

\*Estimated per YTD activity analysis.

## Estimated Revenues & Expenditures For 5 Months Ended 11/30/2024

### Revenues

Contributions and Grants	667,243
Underwriting	70,100
Rentals and Leases	196,637
Estimated Revenues*	643,000
Interfund Transfers In--SBCCD	798,895
Transfers In--PARS Endowment	1,300,000
<b>Total Revenues</b>	<b>3,675,874</b>

### Expenditures

Classified Salaries	1,049,740
Employee Benefits	443,279
Books and Supplies	10,242
Services and Operating Expenditures	1,518,131
Capital Outlay	8,956
Interfund Transfers Out-SBCCD	-
<b>Total Expenditures</b>	<b>3,030,348</b>

### Revenues Less Expenditures

645,527

\*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

January 2025

## SBVC Holiday Spirit Shines with Annual WinterFest Celebration

The San Bernardino Valley College transformed its campus into a winter wonderland on December 3, welcoming over 800 community members to celebrate the eighth annual SBVC WinterFest. This much-loved tradition brought together students, staff, and families for an unforgettable evening of holiday cheer, community connection, and campus pride.

The event, a collaboration between the Department of Marketing & Public Relations, Student Equity, and the Associated Student Government, provided a much-needed break from the stress of finals week. "WinterFest is meant to provide a relief from the stress of finals week and allow students, staff, and faculty to come together on campus with their loved ones in their own community," said Project Coordinator Eve Mulhall.

The evening featured an impressive lineup of activities and attractions. A thrilling snow slide brought winter magic to the library quad while a cozy indoor movie theater equipped with a popcorn giveaway set the stage for relaxing family fun. Thirteen SBVC programs, departments, and clubs participated this year. They showcasing the many opportunities the college offers and engaging attendees with creative displays and activities.

The festive marketplace offered a wide variety of food, beverages, and custom items for purchase ensuring there was something for everyone. Whether indulging in holiday treats or picking up unique gifts, attendees enjoyed endless options to make the night special.

One of the highlights of the evening was the free photo station with Santa and Mrs. Claus, where families created cherished holiday memories. The warmth and generosity of the SBVC community were on full display making WinterFest a true celebration of togetherness.

As WinterFest grows each year, it continues to embody the spirit of SBVC—a campus committed to fostering connection, celebrating diversity, and creating moments of joy for students and the community. This year's event was a resounding success, setting the stage for even more holiday magic in the years to come.



GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.



### 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

- Jan 17 9am Opening Day Auditorium
- Jan 21 First Day of Spring 2025
- Feb 05 9am Black History Month Kickoff Auditorium

More Events: [valleycollege.edu/calendar](http://valleycollege.edu/calendar)

# SBVC Women's Volleyball Scores Historic Milestone



The SBVC women's volleyball team made history in 2024, securing its second consecutive Inland Empire Athletic Conference (IEAC) co-championship alongside Mt. San Jacinto. The back-to-back co-championships came after the Wolverines had not posted a winning season since 2005, or won a conference title since 2006. This season also brought significant milestones not seen in decades, cementing the Wolverines' return to prominence.

In 2023, the team's conference championship and playoff appearance were their first since 2006. Building on that momentum, the Wolverines hosted a postseason game for the first time since 2002 this year, clinching their first postseason victory in the same span. The moment carried extra significance for current Athletic Director David Rubio, who was SBVC's head volleyball coach during that 2002 playoff run.

The team's postseason journey culminated in reaching one of the four Southern California Regional Final games, where they fell to Cerritos College in three hard-fought sets. Despite the loss, the Wolverines' season was one for the history books. "There will never be another group like this," Coach Robert Vansant said after the loss to Cerritos. "I told them that during our meeting after the game." As far as the future, he added, "But, yes, if I can get something close to this group and get good kids that work hard in the classroom and on the court, and have that level of trust that these guys had in me, they'll do OK."

The Wolverines' achievements this season have energized the SBVC community and set a high standard for the program. With a strong foundation built by this exceptional group of athletes, the future of SBVC volleyball looks brighter than ever.

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.



## SBVC Welcomes Yvonne Gutierrez-Sandoval as New Vice President of Student Services

San Bernardino Valley College is proud to announce Yvonne Gutierrez-Sandoval as the new Vice President of Student Services. With over 20 years of higher education experience, Ms. Gutierrez-Sandoval brings innovative leadership and a deep commitment to equity and student success. She has held leadership roles at Long Beach City College, Rio Hondo College, and the University of La Verne. Notably, she spearheaded initiatives at Long Beach City College that led to enrollment growth and reduced equity gaps.

A community college alumna and Inland Empire native, Ms. Gutierrez-Sandoval is passionate about serving diverse student populations and has expertise in areas such as financial aid, scholarships, veterans' services, international student programs, and strategic enrollment planning. She has also contributed significantly to the field as president of the California Association of Student Financial Aid Administrators and as a National Community College Hispanic Council Leadership Fellow.

The SBVC community is excited to welcome Ms. Gutierrez-Sandoval, whose collaborative leadership will enhance the college's mission of fostering student success and equity. We also extend our deepest gratitude to Dr. Olivia Rosas for her exceptional service as Interim Vice President of Student Services.

GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE & ANTI-RACIST INSTITUTION.

## Two Cutting-edge SBVC Projects Honored with California Green Building Awards

San Bernardino Valley College is at the forefront of sustainability efforts and building responsible community college infrastructure. Two of its transformative projects — Career Pathways 2 and the Technical Education Center — were recognized during USGBC California's 20th Annual Green Gala on December 11.

"We are thrilled and deeply proud of these achievements, which highlight our campus and district's unwavering commitment to innovation and sustainability," SBVC Vice President of Administrative Services Keith Bacon said. "These awards reflect our dedication to providing cutting-edge programs while leading the way in sustainable design and environmental stewardship for the state."

The Career Pathways 2 project, a state-of-the-art facility designed to earn Zero Net Energy, LEED Platinum, and Envision Gold certifications, received an Award of Honor in Water Technology. This facility combines the Allied Health and Aeronautics buildings and is equipped with advanced sustainability features and flexible learning spaces.

The Technical Education Center, a trailblazing "living lab" where students will receive hands-on training in electric vehicle and water technologies, earned an Award of Merit. Features like solar thermal chimneys and real-time performance monitoring keep the center's energy costs at a minimum, while still allowing the building to be used by thousands of students and community members a day.

Winners were honored during the Green Gala's annual California Green Building Awards. These awards acknowledge built and under construction projects that excel in showcasing sustainable strategies, innovation, occupant health and community engagement.



GOAL 4: ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY.

# Wallet Hub Ranks SBVC First Place in Community College Affordability

San Bernardino Valley College's dedication to ensuring a fair and equitable education at a low cost caught the attention of WalletHub, which ranked SBVC First in the United States for Affordability.

Out of every community college in the country, SBVC has the lowest in-state tuition and fees, with an 18x difference between SBVC and the bottommost-ranking institution. Courses are \$46 per unit, with most SBVC students receiving assistance through financial aid, grants, and scholarships. More than 97% graduate without having to take on student loan debt.

"We are proud to be not just the most affordable community college in California, but the most affordable in the entire United States," SBVC President Gilbert J. Contreras said. "SBVC is committed to its mission of ensuring that every student, regardless of income and economic status, receives a quality education that will help them reach their career goals and aspirations. We want all Wolverines to thrive on campus and wherever life's journey takes them."

In addition to low unit costs, SBVC offers affordable fees, like a maximum of \$10 annually for the Campus Center Fee, and keeps several fees optional. Students are also encouraged to apply for SBVC Foundation Scholarships, which are awarded exclusively to the SBVC community. Scholarships range from \$100 to \$1,500, and students are eligible to receive multiple awards. Annually, the SBVC Foundation distributes more than \$300,000 in scholarships.



GOAL 3: BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

# SBVC Cross Country Earns Fifth IEAC Title and Shines at State Championships

The SBVC men's cross country team demonstrated its dominance once again in 2024, winning the Inland Empire Athletic Conference (IEAC) Championship for the fifth consecutive time. While their streak is impressive, it spans non-consecutive years due to the absence of a race in 2020 because of the COVID-19 pandemic.

The Wolverines built on their conference success with a stellar postseason, finishing third at the Southern California Regionals at Chaffey College, which SBVC co-hosted. They carried that momentum to the 3C2A State Championships at Woodward Park in Fresno, achieving a remarkable third-place finish—the program's best performance at the state level since 2016.

Sophomore Vinnie Quiroz, a standout from San Bernardino's Cajon High School, led the team with an extraordinary performance. Competing against a field of 192 runners, Quiroz completed the 4-mile course in 21 minutes, 2.1 seconds to secure seventh place overall. His effort earned him All-American honors, a prestigious distinction that underscores his skill and dedication.

Quiroz wasn't the only Wolverine to make waves. Sophomores Kevin Nava (Bloomington High School) and Jacob Mendiola (Cajon High School) also delivered strong performances. Nava finished 15th, and Mendiola placed 22nd, with both earning second-team All-State honors for their outstanding runs.

The women's cross country team also defended its IEAC crown, winning its third conference championship in four years. Sophomore Sara Jaquez (Grand Terrace High School) finished 26th (out of 172 runners) at the State Championships, finishing the 5-kilometer course in 20:02.2.

The 2024 season showcased SBVC's exceptional talent, determination, and commitment to excellence. With their continued success in the IEAC and strong showings at regional and state levels, the Wolverines have further cemented their reputation as one of California's premier cross country programs.



JANUARY 2025 PRESIDENTS BOARD OF TRUSTEES REPORT



# Campus Spotlight

## SBVC Staff & Faculty Raise Over 11K during Annual President's Holiday Gathering

The annual President's Holiday Gathering on December 6 brought faculty and staff together in the spirit of holiday giving. The gathering has been a long-time tradition in which the campus convenes to enjoy a specially prepared menu by the Culinary Department while participating in opportunity chance drawings and other fundraising efforts that contribute to SBVC programs that support student success.

The seasonal event raised more than \$5,600 through opportunity chance ticket sales, with proceeds going directly toward supporting textbook scholarships for SBVC students. Adding to the season's spirit of giving, Extended Opportunity Programs and Services (EOPS) introduced the heartfelt addition of Adopt-an-Angel, allowing attendees to sponsor holiday gifts for foster youth.

President Dr. Gilbert Contreras expressed profound gratitude to the SBVC community for their generosity and ongoing commitment to student success. "This gathering is a reflection of the collective impact we can make when we come together," Dr. Contreras shared, highlighting the dedication of faculty and staff in creating opportunities for students to succeed.

The 99th Anniversary Holiday Gathering also showcased the incredible fundraising efforts of the campus community. Opportunity drawing prize baskets were donated by various SBVC departments and programs, and featured items totaling an approximate retail value of \$8,000.

The SBVC Foundation encouraged participation in the Employee Giving Campaign by selling opportunity tickets with a Disneyland gift basket as the prize. The total value of the basket was estimated to be more than \$1,000. The generous contributions of SBVC employees resulted in more than \$5,400 annually in new or increased payroll deductions, with those funds supporting student scholarships and program fund accounts at SBVC. The Employee Giving Campaign is ongoing until January 31, 2025.

Visit [sbvcfoundation.org](http://sbvcfoundation.org) for more information and to set up your monthly contribution. All funds go toward supporting SBVC students, scholarships, fund accounts, and programs.



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