



San Bernardino Community College District  
 Board Meeting  
 February 13, 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. **APPROVAL OF MINUTES**
  - A. 01-09-2025 Board Business Meeting
  - B. 01-23-2025 Board Strategy Session
- V. **RECOGNITION/CELEBRATIONS**
  - A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance
  - B. Retirement Recognition
- VI. **ACTION AGENDA**

- A. Prioritized Board Directives for Development of the 2025-26 Budget for Final Reading
- B. Board Policies for Final Approval

## VII. **CONSENT AGENDA**

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

### A. **Instruction/Student Services**

- 1. Curriculum - CHC

### B. **Human Resources**

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of Interim Managers
- 3. Appointment of Temporary Employees
- 4. Confidential/Supervisory Job Description and Revision to Confidential/Supervisory Salary Schedule
- 5. Employee Promotions
- 6. MOUs between SBCCD and the CSEA - Article 7: Pay and Allowances
- 7. Non-Instructional Pay
- 8. Payment of Stipends
- 9. Revise Rates of Pay for Short-Term Employees
- 10. Management Job Description and Revision to Management Salary Schedule
- 11. Rescind the Approval to Appoint District Employees
- 12. Appointment of District Employees

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

- 1. Conference Request
- 2. Contracts at or Above \$114,500
- 3. Individual Memberships
- 4. Nonresident Tuition and Capital Outlay Fees for 2025-2026
- 5. Surplus Property and Authorize Private Sale or Disposal

### D. **Facilities**

- 1. Master Service Agreements Task Orders for Bond Construction

## VIII. **REPORTS**

- A. Board Committee & Activity Reports
  - 1. Board Finance Committee (BFC)
  - 2. Board Legislative Committee (BLC)
  - 3. Board Policy & Procedures Advisory Committee (BPPAC)
  
- Regional & State Reports
  - 1. Board of Governors (BOG)
  - 2. Joint Powers Authority (JPA)
- B. Chancellor's Report
  - 1. Strategic Plan Goal 1 Status Update
- C. Represented Groups (3 minutes per group)
  - 1. Crafton Hills College Academic Senate
  - 2. Crafton Hills College Classified Senate
  - 3. Crafton Hills College Associated Students
  - 4. San Bernardino Valley College Academic Senate
  - 5. San Bernardino Valley College Classified Senate
  - 6. San Bernardino Valley College Associated Students
  - 7. CSEA
  - 8. CTA
  - 9. Police Officers Association
- D. Staff Reports (3 minutes per person)
  - 1. San Bernardino Valley College President
  - 2. Crafton Hills College President
  - 3. Executive Vice Chancellor
  - 4. Vice Chancellor of Human Resources & Police Services
  - 5. Vice Chancellor of Educational & Student Support Services

#### **IX. INFORMATION ITEMS**

- A. Board Master Action Planning Calendar
- B. Budget Revenue & Expenditure Summary
- C. CCFS-320 Apportionment Attendance Report for FY 2025 Period 1
- D. Construction Change Orders and Amendments - Bond
- E. Contracts Below \$114500
- F. District Grant Update
- G. General Fund Cash Flow Analysis
- H. MOUs between SBCCD and the CTA
- I. Professional Expert Short-Term and Substitute Employees

- J. Purchase Order Report
- K. Resignations
- L. Volunteers

**X. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- A. Conference with Real Property Negotiator  
Government Code Section 54956.8  
Properties – 7 (seven) Assessor Parcel Numbers 014117103-30,  
016433110-13, 014115138-40, 016401322, 014115133-37,  
014115141-42, 016401311-12

Negotiating Parties:  
San Bernardino Community College District (Proposed Buyer)

Real Property Negotiators:  
Jose Torres, Executive Vice Chancellor and Dr. Diana Z. Rodriguez,  
Chancellor

Under Negotiation:  
Instruction to Proposed Buyer’s SBCCD Real Property Negotiators  
will concern value, price and terms of payment associated with the  
possible purchase/lease of the identified Properties.

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

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

**XII. CONVENE CLOSED SESSION**



**XIII. RECONVENE PUBLIC MEETING**

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

**XV. ADJOURN**

The next meeting of the Board: Board Strategy Session

February 27, 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



**BOARD OF TRUSTEES**  
**Meeting Minutes – January 9, 2025**

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)

<p><b>MEMBERS PRESENT</b></p> <p>Dr. Nathan Gonzales, Chair                  Joseph Williams, Vice Chair                  Dr. Cherina Betters, Clerk                  Carlos Aguilera, Trustee                  John Longville, Trustee                  Dr. Stephanie Houston, Trustee                  Frank Reyes, Trustee                  Hadi Natour, CHC Student Trustee (advisory)                  Nelva Ruiz-Martinez, SBVC Student Trustee (advisory)</p>	<p><b>ADMINISTRATORS PRESENT</b></p> <p>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 &amp; Police Services                  Dr. Nohemy Ornelas, VC Educational &amp; Student Support Services                  Angel Rodriguez, Associate Vice Chancellor Government Relations &amp; Strategic Communications</p>
<p><b>MEMBERS ABSENT</b></p>	<p><b>ADMINISTRATORS ABSENT</b></p>

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

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

Trustee Betters led the pledge of allegiance.

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

Deyheim Fazuni

**III. CLARIFICATION**

None

**IV. PRESENTATION**

**A. Prioritized Board Directives and Strategic Plan Summary**

Executive Vice Chancellor Jose Torres and Vice Chancellor Nohemy Ornelas presented.

**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)

Strategic Goals Facilities Master Plan (Underway)

- 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



Development of comprehensive facilities planning.



Ensures alignment with strategic goals and objectives.

The SBCCD Budget Directives Looking Ahead



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



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

Budget Directives Direct Budget

Continued Board Updates

January Board Strategy Session

V. APPROVAL OF MINUTES

A. 12-13-2024

Motion: to approve the 12-13-24 minutes

Moved by: Trustee Houston. 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

VI. RECOGNITION/CELEBRATIONS

A. Applause Cards

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

**VII. ACTION AGENDA**

**A. Prioritized Board Directives for Development of the 2025-26 Budget for First Reading**

Motion: to approve the Prioritized Board Directives for Development of the 2025-26 Budget for First Reading

Moved by: Trustee Houston. 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

**B. Board Policies for Final Approval**

Motion: to approve Board Policies for Final Approval.

Moved by: Trustee Williams. Seconded by Trustee Houston.

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

Motion passed

**C. Guiding Principles for the \$15 Million State Grant to KVCR**

Motion: to approve the Guiding Principles for the \$15 Million State Grant to KVCR

Moved by: Trustee Aguilera 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

**D. Guiding Principles for the FCC Auction Proceeds**

Motion: to approved the Guiding Principles for the FCC Auction Proceeds

Moved by: Trustee Betters. Seconded by Trustee Houston.

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

Motion passed

- E. Independent Audit of the San Bernardino Community College District  
Motion: to approve the Independent Audit of the San Bernardino Community College District

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

- F. Independent Audit of the District's Measure CC General Obligation Bond Program  
Motion: to approve the Independent Audit of the District's Measure CC General Obligation Bond Program

Moved by: Trustee Longville. Seconded by Trustee Aguilera.

Discussion: The audit vendor clarified they rotate every six years to have renewed perceptively.

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

Motion passed

- G. Independent Audit of the District's Measure M General Obligation Bond Program  
Motion: to approve the Independent Audit of the District's Measure M General Obligation Bond Program

Moved by: Trustee Longville. Seconded by Trustee Houston.

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

Motion passed

**VIII. CONSENT AGENDA**

- 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 Appointment of Interim Managers
  - 4. Appointment of Interim Managers
  - 5. Appointment of Temporary Employees
  - 6. Classified 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 Service 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 and Task Orders for Bond Construction

Motion: to approve the Consent Agenda as presented.

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

**IX. 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 Houston 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 – No report.
  2. Crafton Hills College Classified Senate – No report.
  3. Crafton Hills College Associated Students – No report.
  4. San Bernardino Valley College Academic Senate – Andrea Hacht provided a brief 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. 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

## 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: 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

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

None

**XII. CONVENE CLOSED SESSION**

The Board convened to closed session at 4:55 p.m.

**XIII. RECONVENE PUBLIC MEETING**

Chair Gonzales reconvened the public meeting at 5:49 p.m.

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

On January 9, 2025, the Board unanimously took action to approve the release of probationary #32488 as Maintenance Technician at SBVC effective January 10, 2025.

On January 9, 2025, the Board unanimously took action to not re-employ the Vice President of Instruction at SBVC, for the 2026-2027 academic year and to send notice to management employee #30103.

**XV. ADJOURNMENT**

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

Chair Gonzales adjourned the meeting at 5:50 p.m.

The Board of Trustees approved the January 9, 2025, minutes on February 13, 2025.

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Dr. Cherina Betters, Clerk  
SBCCD Board of Trustees

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





## BOARD OF TRUSTEES

### Strategy Session Meeting Minutes – January 23, 2025

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)

#### MEMBERS PRESENT

Dr. Nathan Gonzales, Chair  
Joseph Williams, Vice Chair  
Dr. Cherina Betters, Clerk  
John Longville, Trustee  
Dr. Stephanie Houston, Trustee  
Nelva Ruiz-Martinez, SBVC Student Trustee (advisory)

#### ADMINISTRATORS PRESENT

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

#### MEMBERS ABSENT

Carlos Aguilera, Trustee  
Frank Reyes, Trustee  
Hadi Natour, CHC Student Trustee (advisory)

#### ADMINISTRATORS ABSENT

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

Chair Gonzales called the meeting to order at 4:02 p.m.

Trustee Houston led the pledge of allegiance.

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

None

#### III. CLARIFICATION

None

#### IV. PRESENTATION

##### A. Mid-Year Strategic Plan Update

Chancellor Rodriguez presented the Mid-Year Strategic Plan Update.

The first goal is to create more opportunities for students to access and succeed.

- Expanded the dual enrollment program, giving more high school students a head start on college.
- Grew our Dual Enrollment Pathways by 52%, doubling full-time student equivalents. That's hundreds of young people earning college credit before they even graduate high school.
- Strengthened diversity in enrollment, with a 9.2% increase in Black/African American students. That's real progress in ensuring our colleges reflect and support the communities we serve.
- Through the California Reconnect Initiative, SBCCD welcomed back 164 students who had paused their education.
- SBCCD launched 11 fully online degree pathways to make learning more flexible for remote learners.

The second goal focuses on creating a campus environment where everyone feels they belong.

- SBCCD has seen a remarkable 878% growth in ethnic studies courses over the past three years, increasing from just 9 to 88. These classes allow our students to see themselves and their histories reflected in their education.
- For justice-impacted students, we provided stipends and resources to help them rebuild their lives.
- SBCCD also hosted a community forum with the SBCCD Police Department to foster open dialogue and ensure that our campuses remain safe and welcoming for all.
- HR and campus leaders worked hard to diversify our hiring candidate pools, fill 30 key positions, and create new pathways to leadership.

The third goal is all about addressing challenges head-on to transform lives:

- SBCCD worked with Senator Eloise Gomez Reyes, to pass Assembly Bill 2033, making it easier for students to use their CalFresh benefits to buy food on campus. For many students, this is more than convenience—it's a lifeline.
- SBCCD delivered over 26,000 diapers and 20,000 pounds of produce to families in need. This shows how deeply our work connects with our community.
- And through our California Department of Corrections and Rehabilitation work crew program, SBCCD supported 60 justice-involved individuals, helping over half of them secure full-time jobs and achieving a 3% recidivism rate—far below the state average of 47%.

The fourth goal focuses on securing a sustainable future for SBCCD.

- Between June and December, SBCCD secured \$2.8 million in grants to expand educational programs and services.
- SBCCD strengthened cybersecurity by implementing 14 new policies to protect our data and systems.

Chancellor Rodriguez shared an initiative that will further enhance our financial sustainability: the Legacy Impact Foundation.

This independent nonprofit will allow SBCCD to:

- Secure new funding through grants, donations, and revenue-generating projects.
- Manage our real estate and assets strategically to generate income.
- Support bold new ideas that align with our mission.

This is a model used successfully by the CSU system, and it gives SBCCD the flexibility to partner with businesses and organizations in ways that a public institution alone cannot. More importantly, it will complement the work of our college foundations, not compete with them.

The Legacy Impact Foundation will open new doors for SBCCD, ensuring that we continue to innovate and thrive.

Trustee Longville complimented the justice involved services/programs that EDCT administers.

Vice Chair Williams suggested that the direct individual hear the positive effects.

Vice Chancellor Ornelas clarified the Prison to Employment data is this year. Chair Gonzales requested data since program inception.

## B. Dual Enrollment

Vice Chancellor Ornelas presented the Dual Enrollment Update.

Dual enrollment provides students the unique opportunity to take community college classes while still in high school.

Dual enrollment – also known as concurrent enrollment – enables high school students to take college courses, taught by college professors, at their high school campus. These courses can also count toward a high school diploma, allowing students to get a head start on their higher education goals.

Dual Enrollment Partners: Rialto Unified School District, Tim of the World Unified School District CJUSD, Redlands, Unified School District, Yucaipa-Calimesa Joint Unified School District, Inland Adult Education Consortium, Public Safety Academy, Bear Valley Unified School District, San Bernardino City Unified School District.

Dual Enrollment Objective and Strategies:

- Expand dual enrollment
- Diversify course offerings
- Enhance support services

Dual Enrollment Highlights

- Established regular meeting dates with high schools
- Hosted Parent Nights
- Increased marketing efforts
- Created dual enrollment webpages
- Updated board policies and administrative procedures
- Hosted a Superintendent's Roundtable
- Dual Enrollment Orientation
- Zoom information hours
- Increased presence at high schools
- Technology improvements for high school counselors and parents
- Increased staffing and counseling support
- Distribution of student identification cards (ID Ceremony)

Chancellor Rodriguez reported as part of the dual enrollment plan, she will be approaching the State Chancellor for a funding ask.

Clerk Betters inquired if at the high school graduation ceremony, the students can receive recognition (cord, medal, sash, etc.).

Trustee Houston commented on the K-12 dashboard, an indicator includes dual enrollment. Optimistically caution that allows dual credit.

Vice Chair Williams inquired why K-12 enroll in AP instead of dual enrollment/early college? President Horan commented there is a long-standing dialogue to educate K-12. Both have challenges and benefits.

Trustee Houston recommended strategize how to approach from a policy place.

Trustee Williams requested the presentation data be separated by CCAP at the high school and at the college campus.

Clerk Betters recommended to be more intentional with the MOUs when they come to board for approval.

### C. FCC Proceeds

**Motion:** to table the FCC Proceeds presentation at a future meeting.

**Moved by:** Trustee Houston. Seconded by Trustee Betters.

Unanimously approved by those present.

**ABSENT:** Trustee Reyes, Trustee Aguilera, Student Trustee Natour

Motion passed

The next meeting of the Board: Board Business Meeting  
February 13, 2025, at 4:00 p.m.  
SBCCD Boardroom  
550 E. Hospitality Ln., Ste 200  
San Bernardino, CA 92408

Chair Gonzales adjourned the meeting at 5:18 p.m.

The Board of Trustees approved the January 23, 2025, minutes on February 13, 2025.

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Dr. Cherina Betters, 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:** February 13, 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 February 13, 2025

### Kelly Boebinger

Crafton Hills College  
Chemistry

*"I took online chemistry with Professor Boebinger, and it was an incredible experience. Her teaching sparked a real passion for chemistry in me. Her outstanding communication skills, always staying engaged with her students for support. I would take another class with her if given the opportunity."*

Recognized by:  
Vanessa Vincent

### Blake Cole

Crafton Hills College  
Custodial

*"I would like to acknowledge the hard work and the extra effort that Blake puts into keeping my lab and prep areas clean, as well as assisting with other needs. He regularly goes out of his way to offer help or assist with items needed, and I greatly appreciate his efforts."*

Recognized by:  
Karen McCartney - Biology Department  
Lab Tech

### Christie Firtha

Crafton Hills College  
English

*"Dr. Firtha has been an exceptional instructor, going above and beyond in her teaching. I have learned more from her than I have from any other professors, especially in the area of writing and English. As someone with dyslexia and a learning disability, I am leaving her class with so much knowledge."*

Recognized by:  
Vanessa Vincent

### Claudia Hayton

Crafton Hills College  
Financial Aid

*"Claudia in Financial Aid is incredibly knowledgeable and wise. Every time I speak with her, I learned something new. She has the patience to explain things clearly and break them down, and she truly knows what she's doing."*

Recognized by:  
Vanessa Vincent



## Caring Hands Applause Cards

Presented for Information February 13, 2025

### Luna Lagrima

Crafton Hills College  
Admissions and Records

*"Luna Lagrima is exceptional with her communication skills and is incredibly helpful and knowledgeable. Luna's patience, not only with me but with others as well, is truly remarkable. I am grateful to have her as part of the team, and she is undoubtedly an invaluable asset to CHC."*

Recognized by:  
Vanessa Vincent

### Luna Lagrima

Crafton Hills College  
Admissions and Records

*"Luna was really kind and helped me with getting a refund for the book saver program. She has a great personality and makes people feel welcome!"*

Recognized by:  
Bradley Galvan

### Luna Lagrima

Crafton Hills College  
Admission and records

*"I've been trying to deal with getting my name fixed from a misspelling in the system for 7 years. They were the only one that was able to do it finally for me. They're the greatest."*

Recognized by:  
Nicolas Melvill

### Luna Lagrima

Crafton Hills College  
Admissions and Records

*"Patient, helpful, funny"*

Recognized by:  
Marjorie Russo

### Luna Lagrima

Crafton Hills College  
Admissions and Records

*"Exceptional help with registration."*

Recognized by:  
Aiden Fuentes

### Elizabeth Lopez

Crafton Hills College  
Office of Instruction

*"Liz is irreplaceable! She makes the scheduling process so easy for everyone and is always willing to go above and beyond. Thank you so much Liz! You are amazing!"*

Recognized by:  
Michael Sheahan



## Caring Hands Applause Cards

Presented for Information February 13, 2025

### Lyall Maldonado

Crafton Hills College  
Tutoring Center

*“Lyall is polite, cooperative, and helpful. When I was having difficulty understanding something, Lyall forwarded concise explanations and approached the matter from different angles. A job well done! They also helped me get any resources I needed like pencils, pens, papers, or notebooks.”*

Recognized by:  
Omar Shehata

### Jasmine Ojeda

Crafton Hills College  
CIS

*“I learn a lot each time I attend Professor Ojeda's classes, which makes me feel confident when working on assignments. I'm a 51 year old female student attending Crafton Hills College, who is beyond pleased with Professor Ojeda's teaching methods and her star quality personality.”*

Recognized by:  
Bobbie Jean Castro

### Rebecca Orta

Crafton Hills College  
Counseling

*“Rebecca, Thank you so much always being so kind and helpful with clearing students. I greatly appreciate you.”*

Recognized by:  
Brittany Sysawang Nair

### Ericka Paddock

Crafton Hills College  
Associate Dean, Student Services

*“Many thanks to Dr. Ericka Paddock for her outstanding work in distributing care packages for students during extended power shut offs in the area.”*

Recognized by:  
Chloe de los Reyes

### Ali Raventos

Crafton Hills College  
Admissions and Records

*“Thank you for assisting us with a student's application.”*

Recognized by:  
Jamie and Outreach team.

### David Robles

Crafton Hills College  
Student Services

*“He has made this experience of coming back to college an amazing one, he is very talented and special. Give him a raise or promotion (wink wink)”*

Recognized by:  
Eastynn Chadwick





## Caring Hands Applause Cards

Presented for Information February 13, 2025

### Erika Sherman

Crafton Hills College  
Basic Needs Center

*"Many thanks to Erika Sherman for her excellent work in providing students necessary resources to promote success and well-being. I most especially want to highlight her work with Ericka Paddock in distributing care packages to students during power shut offs in the area."*

Recognized by:  
Chloe de los Reyes

### Jennifer Simmers

Crafton Hills College  
Instruction, SINS Division

*"I tool professor Jennifer Simmers' online course Family, Marriage, & Intimacy, & she truly demonstrated a deep care for her students. I learned so much from her, & she was incredibly accommodating of my disability through the SAS program. Whenever I needed assistance, she was always available."*

Recognized by:  
Vanessa Vincent

### Jennifer Simmers

Crafton Hills College  
Marriage Family and Intimate online

*"I took Dr. Simmer's online Marriage, Family, & Intimate relation course, and I learned so much from her. She genuinely cares about her students, and I've heard many other speak highly of her as well. I'm incredibly grateful for the opportunity to have taken her class. Thank you."*

Recognized by:  
Vanessa Vincent

### Floyd Simpson

Crafton Hills College  
Admissions and Records

*"Floyd, Thank you so much for your time and assistance every semester with Batch Registration, our faculty, staff and students greatly appreciate it."*

Recognized by:  
Brittany Sysawang Nair

### Floyd Simpson

Crafton Hills College  
Admissions and Records

*"He was absolutely fantastic with helping me submit my application and walking through the process so patiently. He is truly a asset to your establishment."*

Recognized by:  
Evelyn Sanchez

### Floyd Simpson

Crafton Hills College  
Admissions and Records

*"Nice guy, easy to understand explanations."*

Recognized by:  
Blake Benfield



## Caring Hands Applause Cards

Presented for Information February 13, 2025

### Christina Sweeting

Crafton Hills College  
Career Education and Human  
Development

*"Thank you Christina for always willing to share your knowledge and expertise. I appreciate your strong work ethic and positive attitude that you bring to our team."*

Recognized by:  
Paige Dulay-Vega

### Alyssa Taylor

Crafton Hills College  
Social, Information, and Natural Sciences  
Division, Instruction

*"Thank you for all you do, Alyssa. We really appreciate you each and every semester! :)"*

Recognized by:  
Sam Truong

### Shane Veloni

Crafton Hills College  
Technology Services

*"Shane is a true expert in his field! He is an excellent resource for our program when we have AV technical issues. Shane provides quick responses to our requests to keep our program flowing. Your hard work does not go unnoticed. Thank you on behalf of the Fire Academy!"*

Recognized by:  
Fire Academy

### Manny Villegas

Crafton Hills College  
Financial Aid

*"Manny in Financial Aid is truly one of the most professional, respectful, & dedicated individuals I've encountered at CHC. His incredible patience & commitment to helping students. I highly recommend Manny for a raise or promotion, as his contribution to CHC are truly priceless."*

Recognized by:  
Vanessa Vincent



## Caring Hands Applause Cards

Presented for Information February 13, 2025

### Ali Raventos

Crafton Hills College  
Admission and records

*“An amazing individual who had an amazing personality, was a great help she is an amazing hard worker and deserves all the respect. Ali is a hard worker and she is great st her job I’m so glad she is here at crafton hills I don’t know what I would have done if she wasn’t working here. Thank you Ali!”*

Recognized by:  
Christopher sarres

### Zoraida Gutierrez

District Support Operations  
Administrative Clerk

*“Thank you so much for all of your help with the IEAC Meeting we hosted on 1.7.24. I couldn’t have done it without all of your help. Thank you!”*

Recognized by:  
Maureen Ryan

### Kay Kuroda

District Support Operations  
Police

*“He was thoughtful and understanding when working with library staff on an issue.”*

Recognized by:  
Krista Ivy

### Courtnee Laughlin

District Support Operations  
Purchasing

*“Thank you for helping me get all of the bus contracts signed and completed. I appreciate you! :)”*

Recognized by:  
Maureen Ryan

### Dacia Melendez

District Support Operations  
Technology Support Services

*“Dacia, thank you so much for your rapid response and assistance, as well as your dedication to helping our instructor get their Log in issues resolved.”*

Recognized by:  
Brittany Sysawang Nair

### Brooke Quinones

District Support Operations  
Human Resources

*“For always being responsive and available through Teams and email, providing prompt communication at all times”*

Recognized by:  
Andrea Hecht, SBVC Academic Senate  
President



## Caring Hands Applause Cards

Presented for Information February 13, 2025

### Robert Brock Scudder

District Support Operations  
Technology Support Services

*“Robert, Thank you for your time and assistance with our Help Desk issue.”*

Recognized by:  
Brittany Sysawang Nair

### Yvette Tram

District Support Operations  
Business Systems Administrator

*“Thank you for helping me with Oracle all of Fall Semester. I appreciate you! :)”*

Recognized by:  
Maureen Ryan

### Cedrick Wren

District Support Operations  
IT

*“Thank you for all of your help and support at SBVC.”*

Recognized by:  
Erika Menge

### Juan Zavala

District Support Operations  
Technology Support Services

*“Juan, Thank you for your rapid response and assistance with resetting passwords for our Faculty.”*

Recognized by:  
Brittany Sysawang Nair

### Phylicia Deam

San Bernardino Valley College  
Umoja-Tumaini

*“Thank you to our amazing Umoja-Tumaini team for an incredible year of growth and impact, serving over 300 students through expanded programs, meaningful events, and unwavering support.”*

Recognized by:  
Andrea Hecht, SBVC Academic Senate  
President

### Frederick Jones

San Bernardino Valley College  
Umoja-Tumaini

*“Thank you to our amazing Umoja-Tumaini team for an incredible year of growth and impact, serving over 300 students through expanded programs, meaningful events, and unwavering support.”*

Recognized by:  
Andrea Hecht, SBVC Academic Senate  
President



# Caring Hands Applause Cards

Presented for Information February 13, 2025

## Rutina Taylor

San Bernardino Valley College  
Umoja-Tumaini

*"Thank you to our amazing Umoja-Tumaini team for an incredible year of growth and impact, serving over 300 students through expanded programs, meaningful events, and unwavering support."*

Recognized by:  
Andrea Hecht, SBVC Academic Senate President

## Craig Luke

San Bernardino Valley College  
Counseling

*"he was great and friendly"*

Recognized by:  
he was my teacher in the summer

## Dr. Jessy Lemiux

San Bernardino Valley College  
Chemistry

*"46 High Intensity Lab applications submitted and all 46 met the criteria for approval at SBVC. Thank you to Dr. Lemiux for your exceptional leadership in the HIL Committee."*

Recognized by:  
Andrea Hecht, Academic Senate President

## Brenda Orozco

San Bernardino Valley College  
Dreamers and Dreamers Resource Center

*"Thank you for your commitment to go above and beyond."*

Recognized by:  
Andrea Hecht, Academic Senate President

## Mathew Kim

San Bernardino Valley College  
Marketing

*"Mathew is not only timely in their service, but his work is of the highest quality for web development and design. A great addition to our campus!"*

Recognized by:  
Lucas Cuny

## Dr. Craig Luke

San Bernardino Valley College  
Professor

*"Goes above and beyond daily"*

Recognized by:  
Lee D. Lopez



# Caring Hands Applause Cards

Presented for Information February 13, 2025

## Kristina Elpel

San Bernardino Valley College  
STEM-MESA

*"I'm deeply grateful for Kristina's support. She's kind, dedicated, and truly cares about her students. From helping with classes and FAFSA to writing recommendation letters, she's been a huge help in my journey, and I truly appreciate everything she's done."*

Recognized by:  
Daniel Aguilar

## Craig Luke

San Bernardino Valley College  
Counseling

*"I received absolutely stellar help organizing and picking out classes for my major. As a first gen college student, I was completely confused before coming into his office. I appreciate and value the time he took with me to explain everything he could in depth."*

Recognized by:  
Vanessa L. Juarez

## **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:** February 13, 2025

**SUBJECT:** Retirement Recognition

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

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

Stanskas, Peter J., Division Dean, Science, SBVC

After 27 years of service with the District at San Bernardino Valley College, John submitted a letter of intent to retire, effective January 20, 2025. John began employment with SBCCD as an Adjunct Faculty teaching Physics. In 2001 John earned the position of Chief Facilitator, Science Learning Center before moving into a full-time Faculty position in 2002 teaching Chemistry. John remained in the Chemistry Instructor position, earning tenure in 2005. He assumed additional roles outside teaching, including the California Community College Academic Senate South Representative during the 2012/2013 and 2015/2016 academic years. In January 2021, John stepped into an Interim Division Dean role and earned a promotion to Division Dean in November of 2021, a position he held the remainder of his career.

Williams, Gary, Professor Psychology, Social Sciences, CHC

After 19 years of services with the District at Crafton Hills College, Gary submitted a letter of intent to retire, effective May 31, 2025. Gary began his employment with SBCCD as an Instructional Assessment Specialist and will retire as a Professor, Psychology, a position he has held since August 11, 2020.

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

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success

#### **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

2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

**SBCCD | Mission**

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



**SBCCD | Vision**

Inspiring possibilities for bright futures  
and a prosperous community



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**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:** February 13, 2025

**SUBJECT:** Consideration of Approval of the Prioritized Board Directives for Development of the 2025-26 Budget for Final 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 Final Reading February 13, 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 & Safety Administration

**DATE:** February 13, 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 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 Final Approval
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





# 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
<b>FW</b>	<b>Failing Withdrawal</b>	<b>0</b>
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



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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**

# BP 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



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

**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 D 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:** Diana Z. Rodriguez, Chancellor

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

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

**DATE:** February 13, 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 2025-2026 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 110	Voice and Diction
NEW COURSE ID:	COMM 110
COURSE TITLE:	Voice and Diction
CATALOG DESCRIPTION:	Techniques in voice production, including theory and practice in developing vocal skills for performance including breathing, rate, pitch, articulation, and quality. Application of concepts for students preparing for careers in communication, broadcasting, and theatre as well as non-native speakers of English. This course is also offered as THART 110.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 111	Interpersonal Communication
NEW COURSE ID:	COMM 111
COURSE TITLE:	Interpersonal Communication
CATALOG DESCRIPTION:	Examination of the dynamics of the communication process within the context of interpersonal relationships. Principles of effective listening and accurate expression of verbal and nonverbal messages. Development of skills including assertiveness, conflict management, self-disclosure and emotional expression to improve personal and professional interactions with others.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 111H	Interpersonal Communication - Honors
NEW COURSE ID:	COMM 111H
COURSE TITLE:	Interpersonal Communication - Honors
CATALOG DESCRIPTION:	Examination of the dynamics of the communication process within the context of interpersonal relationships. Principles of effective listening and accurate expression of verbal and nonverbal messages. Development of skills including assertiveness, conflict management, self-disclosure and emotional expression to

	improve personal and professional interactions with others. This course includes content and experiences appropriate for students wishing to earn honors credit.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 120	Oral Interpretation of Literature
NEW COURSE ID:	COMM 120
COURSE TITLE:	Oral Interpretation of Literature
CATALOG DESCRIPTION:	Basic principles of analysis and interpretative performance of literature. Introduction to history and contemporary forms of interpretative performance, methods of literary analysis and strategies used by performers to communicate interpretations of prose, poetry and dramatic literature.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 125	Critical Thinking Through Argumentation and Debate
NEW COURSE ID:	COMM 125
COURSE TITLE:	Critical Thinking Through Argumentation and Debate
CATALOG DESCRIPTION:	Study of critical thinking through oral advocacy and debate. Principles of effective argumentation including logic, reasoning, evidence, motivation, persuasion and refutation. Preparation and presentation of written and oral arguments and participation in individual and group debates. Substantial analytical reading is required
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 125H	Critical Thinking Through Argumentation and Debate - Honors
NEW COURSE ID:	COMM 125H
COURSE TITLE:	Critical Thinking Through Argumentation and Debate - Honors
CATALOG DESCRIPTION:	Study of critical thinking through oral advocacy and debate. Principles of effective argumentation including logic, reasoning, evidence, motivation, persuasion and refutation. Preparation and presentation of written and oral arguments and

	participation in individual and group debates. Substantial analytical reading is required. This course includes content and experiences appropriate for students wishing to earn honors credit.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 135	Mass Communication in Society
NEW COURSE ID:	COMM 135
COURSE TITLE:	Mass Communication in Society
CATALOG DESCRIPTION:	An introduction to contemporary mass media including television, radio, sound recordings, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication both in the United States and globally. Critical analysis of mass media messages. This course is also offered as JOUR 135.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 140	Small Group Communication
NEW COURSE ID:	COMM 140
COURSE TITLE:	Small Group Communication
CATALOG DESCRIPTION:	Introductory principles and techniques of small group interaction including participation in panel discussions, symposiums and cooperative problem-solving. Development of skills in agenda setting, decision making, group leadership, conflict management and professional presentations. Emphasis on critical thinking and meaningful communication as they apply to work in business, education and the community.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 145	Business Communication
NEW COURSE ID:	COMM 145
COURSE TITLE:	Business Communication
CATALOG DESCRIPTION:	Principles and techniques of effective oral and written communication in business environments. Organization, composition, presentation and analysis of letters, memorandums, oral and written reports, proposals and resumes. Development of interviewing and collaborative problem solving skills. Emphasis on diversity

	and the use of technology in the global marketplace. This course is also offered as BUSAD 145.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 155	Human Relations in the Workplace
NEW COURSE ID:	COMM 155
COURSE TITLE:	Human Relations in the Workplace
CATALOG DESCRIPTION:	Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace. Exploration of issues including diversity, leadership, teamwork, motivation, employee development, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. This course is also offered as BUSAD 155.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 174	Intercultural Communication in a Diverse World
NEW COURSE ID:	COMM 174
COURSE TITLE:	Intercultural Communication in a Diverse World
CATALOG DESCRIPTION:	Study of the multicultural nature of communication in our diverse world. Examines how interactions are influenced by culture, including race and ethnicity, gender and sexual orientation, age, religious faith and disability. Exploration of personal cultural identity, theories of intercultural communication, sources of cultural conflict, and development of skills for effective intercultural communication.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
COMMST 178	Mediated Communication and Social Media
NEW COURSE ID:	COMM 178
COURSE TITLE:	Mediated Communication and Social Media
CATALOG	Study of the evolving nature of communication in an increasingly technological

DESCRIPTION:	world. Examination of the influence of technology on perception, personal relationships, self identity and development of skills to effectively communicate in the digital world. Historical development of communication technology, critical analysis of mediated messages and the influence of technology on society and culture as well as individual physical, psychological and social development.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
POLIT 102	California Politics and Culture
NEW COURSE ID:	POLS 102
COURSE TITLE:	California Politics and Culture
CATALOG DESCRIPTION:	Introductory course in the fundamentals of California government and politics. Introduction to state, county and local government institutions; interest groups and relevant cultural and historical influences within the state and region; and political, social and economic issues that confront the state, region, and Inland Empire today.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
POLIT 104	Introduction to Comparative Politics
NEW COURSE ID:	POLS 104
COURSE TITLE:	Introduction to Comparative Politics
CATALOG DESCRIPTION:	Introductory course in comparative political systems, movements and ideologies, including politics in the industrialized democracies, post-communist countries, and the Third World. Analysis of the cross-cultural similarities and differences of various countries and their politics. Introduction to the comparative method.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
POLIT 106	Introduction to World Politics
NEW COURSE ID:	POLS 106
COURSE TITLE:	Introduction to World Politics
CATALOG DESCRIPTION:	Introductory course in recent and contemporary world politics, including foreign policies of the major countries, international diplomacy, and trans-national

	institutions; problems of developing nations and the interdependence of globalization. Examination of important areas of international conflict, conflict resolution, and cooperation.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
POLIT 110	Introduction to Political Theory
NEW COURSE ID:	POLS 110
COURSE TITLE:	Introduction to Political Theory
CATALOG DESCRIPTION:	Introductory course on political theory, using primary texts to survey Western political thought, exploring issues such as the purpose of politics, the nature of justice and political authority, the social contract, natural rights, the responsibility of community and citizenship, the paradox of democracy, the morality of political ambition and power, the future of the bourgeois state, and the virtues, failings and challenges of political diversity. Exposes students to some classic pieces in the field with training in how to work with and critically consider theoretical and philosophical texts addressing politics.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
PSYCH 102	Personal and Social Adjustment
NEW COURSE ID:	PSYC 102
COURSE TITLE:	Personal and Social Adjustment
CATALOG DESCRIPTION:	Examination of human capacity to change, adapt, and cope with a variety of circumstances over the life span. Special attention is paid to the sociocultural contexts of adjustment, the role of self-understanding in adjustment, stress, adult development, careers, and family issues. A variety of theoretical perspectives will be used to review healthy and unhealthy behavior patterns as well as coping techniques for day-to-day concerns.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
PSYCH 103	Theories of Personality
NEW COURSE ID:	PSYC 103
COURSE TITLE:	Theories of Personality
CATALOG DESCRIPTION:	Survey of the theoretical attempts to describe and explain human nature, especially the models of the mind and behavior developed by psychoanalytic, behavioral, humanistic, positive, and cognitive psychologists.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
PSYCH 110	Abnormal Psychology
NEW COURSE ID:	PSYC 110
COURSE TITLE:	Abnormal Psychology
CATALOG DESCRIPTION:	Survey of the field of mental disturbances: their symptomatology, prevalence, etiology, classification, diagnosis, prevention, and treatment. Exploration of psychodynamic, humanistic, cognitive, behavioral, neuroscience, and cross-cultural models.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
PSYCH 111	Developmental Psychology: Lifespan
NEW COURSE ID:	PSYC 111
COURSE TITLE:	Developmental Psychology: Lifespan
CATALOG DESCRIPTION:	Introduction to the study of lifespan development psychology from conception through aging. The focus is on six issues: the nature of change, continuity and discontinuity in development, the influence of genes and social context on growth, the influence of culture, race, and ethnicity on development, the effect of present experience on future outcomes, and current theory and research which contribute to an understanding of human development over the lifespan.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025



COURSE ID	COURSE TITLE
PSYCH 118	Human Sexual Behavior
NEW COURSE ID:	PSYC 118
COURSE TITLE:	Human Sexual Behavior
CATALOG DESCRIPTION:	Survey of selected factors in human sexual behavior. Emphasis on the psychology of sex and an analysis of assumptions and attitudes toward human sexuality. Theoretical perspectives and research from the areas of sociology, anthropology, and biology as well as psychology.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
PSYCH 120	Statistics for the Social and Behavioral Sciences
NEW COURSE ID:	PSYC 120
COURSE TITLE:	Statistics for the Social and Behavioral Sciences
CATALOG DESCRIPTION:	The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance; chi squared and t-tests; effect size; confidence intervals; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings, especially for practical applications using data from disciplines such as the social sciences, health care and education. While the STAT C1000 class approaches these topics with a firmer grounding in the principles of mathematics, this PSYC 120 does cover the mathematical basis of statistics, probability theory and estimation, but focuses on the interpretation and application, uses and misuses, and the analysis and criticism of statistical arguments in public discourse.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
PSYCH 201	Research Methods
NEW COURSE ID:	PSYC 201
COURSE TITLE:	Research Methods
CATALOG DESCRIPTION:	Introduction to the methodology of correlational and experimental research in psychology and related disciplines. Covers the design, data gathering, data analysis, and write-up of quantitative research. Designed primarily for psychology and other social and behavioral science majors.
RATIONALE:	Correction – Updating Course ID and description to align with CCN.
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
MATH 903	Math Support Lab
REQUISITE:	Corequisite: Students must enroll in the 100 or 200 level Math class that is associated with this MATH 903 section in the class schedule.
SCHEDULE DESCRIPTION:	Elevate your learning experience as we provide personalized guidance and support tailored to complement your corequisite course (the main math course it is linked to). The goal of this lab is to fuel your success by offering individualized assistance in mastering specific skills and topics. This course is graded as Pass or No Pass only. While not directly contributing to your degree, this lab is an amazing tool for meeting challenges and unlocking your full mathematical potential. Looking forward to seeing you in lab!
RATIONALE:	This course was missing repeatability and needed to be updated to reflect changes to math instruction post pandemic, AB705 and AB1705
STUDENT LEARNING OUTCOME:	No Change
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

<b>NEW PROGRAM</b>
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### Basic Spanish Language - Certificate of Achievement

SPAN 101

College Spanish I

5.0

SPAN 102

College Spanish II

5.0

SPAN 103

College Spanish III

5.0

SPAN 104

College Spanish IV

5.0

**Total: 20.0**

### Program Level Outcomes

Demonstrate language proficiency in Spanish at an intermediate level; demonstrate appropriate knowledge of some cultural differences between English speakers and

Spanish speakers in regard to social interactions, beliefs, and values; demonstrate knowledge of some of the major events that have affected relationships between the United States and Spanish-speaking nations; recognize the contributions of Hispanic and Latino luminaries to literature, art, music, politics, and science; demonstrate knowledge of the contributions to the Spanish language from Arabic and from indigenous languages of America.

### **Program Goals and Objectives**

Students earning a certificate of Achievement in Spanish Language at Crafton Hills College will demonstrate language proficiency in Spanish at an intermediate level; demonstrate appropriate knowledge of some cultural differences between English speakers and Spanish speakers in regard to social interactions, beliefs, and values; demonstrate knowledge of some of the major events that have affected relationships between the United States and Spanish-speaking nations; recognize the contributions of Hispanic and Latino luminaries to literature, art, music, politics, and science; demonstrate knowledge of the contributions to the Spanish language from Arabic and from indigenous languages of America.

### **Rationale**

Spanish language skills are listed as required or preferred on many job applications in Education, Public Safety, Health Services, Business, and Government jobs. This certificate will serve to demonstrate to employers that the holder has acquired the language skills necessary to speak Spanish at an intermediate level.

### **Catalog Description**

This certificate provides students with the knowledge and skills necessary to communicate in Spanish at an intermediate level.

EQUATE: Not currently equated with SBVC

EFFECTIVE: Spring 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:** February 13, 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 February 13, 2025

[v.1.15.2025.p.2]2]

### 2024 – 2025 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Esquivias, Michael	SBVC	Aeronautics	Aeronautics
Jackson, Brian	SBVC	HVAC/R	Air Conditioning, Refrigeration, Heating
Kumaresan, Vivek Kiran	SBVC	Culinary Arts	Culinary Arts/Food Technology
Moore, Zeanissia	SBVC	Reading	Reading
Parnell, Robert S.	SBVC	Vocational Education	Vocational Education (short-term): Noncredit
Saucedo-Daniel, Jorge	SBVC	Computer Information Technology	Computer Information Technology
Sorrell, Douglas	SBVC	Welding	Welding
Trujillo, Christopher	SBVC	HVAC/R	Air Conditioning, Refrigeration, Heating
Zamaria, Daniel	SBVC	Electricity/Electronics	Electricity/Electronics
Carpenter, Jerome	CHC	Counseling	Counseling
Farago-Spencer, Emila	CHC	English	English
Flynn, Bethany	CHC	Music	Music
Fontes, Vasti	CHC	Communications	Communication Studies
Nguyen, Janette	CHC	Counseling	Counseling
Sanchez, David	CHC	Spanish	Spanish
Uribe, Reyna	CHC	Counseling	Counseling

## **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:** February 13, 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.

Minimum Qualifications:

All candidates meet the minimum qualifications established by the Board of Governors, or they possess equivalent qualifications. Where applicable, equivalency has been determined according to the criteria set forth in the San Bernardino Community College District Equivalency Form at: <https://wiki.sbccd.edu/human-resources/index.php>.

### **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 February 13, 2025

[v.1.28.2025.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Burns-Peters, Davena</b> Interim Division Dean SBVC Arts & Humanities <i>Ratification: Start date is prior to Board approval due to an immediate need in the department.</i>	01/06/25 to 06/30/25	23A	Leticia Hector	General Fund	01/09/14

†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:** February 13, 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 February 13, 2025

[v.1.28.2025.p.1|1]

Employee Name Location Assignment & Department	From	To	Range & Step	Fund	Live Scan Clearance
<b>Deam, Phylcia</b> STEM, Counselor SBVC Science	01/21/25	06/30/25	TBD*	General Fund	02/15/22
<b>Plank, Alexander</b> Professor, Welding SBVC Applied Technology	01/21/25	06/30/25	C1	General Fund	10/09/17
<b>Smith, Glenn</b> Professor, Culinary Arts SBVC Applied Technology	01/21/25	06/30/25	C1	General Fund	07/12/18
<b>Ta, Canh</b> Professor, Biological Sciences CHC Biology	01/13/25	06/30/25	C1	General Fund	03/11/08
<b>Valle, Samuel</b> Professor, Electronics SBVC Applied Technology	01/21/25	06/30/25	C1	General Fund	03/11/08

*Ratification: Academic employees' start dates are prior to Board approval due to faculty being required to attend in-service days at the start of the term and additional needs in the departments.*

†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:** February 13, 2025

**SUBJECT:** Consideration of Approval of Confidential/Supervisory Job Description and Revision to the Confidential/Supervisory Salary Schedule

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the confidential/supervisory job description and revision to the confidential/supervisory salary schedule as attached.

1. Job Description - New
  - a. Human Resources EEO, Compliance, and Legal Analyst
2. Revised Confidential/Supervisory Salary Schedule

### **OVERVIEW**

The attached job description duties are necessary to accurately reflect position duties, responsibilities, and minimum qualifications.

### **ANALYSIS**

The attached job description reflects the representative duties and responsibilities, and the appropriate minimum qualifications for the positions involved.

### **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 will be included in the appropriate 2024-2025 budget.





## Human Resources EEO, Compliance and Legal Analyst

Confidential/Supervisory Range: 21

Pending Board Approval: 02/13/25

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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

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Under the general direction of the Vice Chancellor of Human Resources, Payroll, Police Service and Environmental Health and Safety, or assigned manager, independently perform a wide variety of complex and analytical duties in support of Title 5, Title IX, EEO, or Employee Relations; provide analysis and investigate complaints alleging violations of policies impacting the employer/employee relationship including prohibiting harassment and discrimination on the basis of a protected class, sexual harassment, sexual violence, and other sex-based harassment and discrimination. Analysts may be assigned to the regulatory areas of Recruitment and Training, Employee Relations, Title 5, or Title IX.

### REPRESENTATIVE DUTIES

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*The following duties are typical for this classification.*

1. Administer day-to-day management of regulatory reports, including intake, investigation, follow-up services, connection with campus or community resources, ongoing communication, case tracking, and record-keeping, and the facilitation of interim measures and/or final case resolutions reached following applicable law and policy.
2. Supports and evaluates processes for recruitment, selection, job classification, compensation, personnel action, employee relations, and other areas of responsibility to ensure compliance with federal, state, and local laws, Board policies, collective bargaining agreements, and the District's EEO Plan.
3. Conduct highly confidential and time-sensitive investigations such as Title IX, sexual harassment, or discrimination including recommendations of action and ongoing advice and counsel to supervisors, managers, leadership, and VC Human Resources. Provide highly detailed and time-sensitive oral and written reports.
4. Assist in collecting and analyzing data related to the implementation and outcomes of recruitment and retention strategies or initiatives.
5. Investigate, analyze, and evaluate employee complaints or arguments to determine viability. Mediate discussions between managers and employee representatives to reconcile differences. Assist in addressing employee relations issues, such as harassment allegations, work complaints, or other employee concerns—research and draft responses to complaints involving employment policies and practices.
6. Maintain effective communication and working relationships with administrators, faculty, and staff within the field of specialty and related organizations. Consult with, make recommendations, and advise managers and supervisors on the interpretation of technical information and the implication on operations and procedures; identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of the technical problems; coordinate project workflow, identify assignments, and track progress.
7. Provide advice and guidance to District personnel in employee relations, recruitment, and Title 5 or Title IX regulations. Assist in the coordination and development of related training activities.



## Human Resources EEO, Compliance and Legal Analyst

### Confidential/Supervisory Range: 21

Pending Board Approval: 02/13/25

P. 2|4

8. Handle sensitive materials and confidential issues and provide information, guidance, interpretation, and training to District, College, and EDCT administrators, employees, and students on state and federal laws, Education Codes, and District policies and procedures related to the employer/employee relationship, unlawful discrimination, and harassment prevention.
9. Conduct research, perform specialized analyses, confer with legal counsel as required, and develop statistical, financial, and narrative reports as needed.
10. Plan and coordinate in-service and external training on employer-employee relations, Title 5 and Title IX legal updates, collective bargaining agreement updates, EEO training, and ongoing refresher information suitable for all employees.
11. Supports, trains, leads and collaborates with investigators with matters such as discrimination, harassment, and sexual misconduct
12. Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

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*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:**

- Applicable local, State, and federal laws, rules, and regulations governing labor law. Applicable sections of the California Code of Regulations (CCR) and California Education Code.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Investigative methods and procedures.
- Modern office practices, procedures, and equipment, including computer hardware and software. Oral and written communication skills. Progressive discipline process.
- Principles and practices of administration, supervision, and training.
- Principles and techniques of research and analysis.
- Record-keeping techniques.
- Theories, principles and practices of labor relations, arbitration, and contract administration.
- Trends in employer-employee-relations and human resources practices and procedures.

#### **Ability to:**

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Compile data and translate findings into clear, concise reports and recommendations
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Develop innovative solutions to complex and sensitive employer-employee problems.
- Establish and maintain effective and cooperative working relationships.
- Exercise judgment and discretion in handling confidential and sensitive matters.



## Human Resources EEO, Compliance and Legal Analyst

### Confidential/Supervisory Range: 21

Pending Board Approval: 02/13/25

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- Interpret contractual agreements for employers and employees.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Plan and organize work.
- Prepare and deliver persuasive arguments.
- Prepare written reports, correspondence, summaries, and procedures. Set up and maintain database tracking systems.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Understand, interpret, and apply applicable laws, rules, and regulations.
- Work confidentially with discretion.
- Work cooperatively with others.
- Work independently with little direction.

### **Education and Experience Guidelines**

#### **Education/Training:**

- a Bachelor's degree in business administration, personnel management, labor relations, psychology, sociology, criminal justice, or a related field and three years of experience in a related field with considerable exposure to the investigation with compliance of state and federal complaints pertaining to discrimination and/or harassment, including experience in conducting investigations and/or in complaint and grievance resolution.
- Prior completion of Title IX Investigator Training through a nationally recognized organization is strongly preferred.

#### **Experience**

- Four (4) years of broad human resources, higher education or law office experience that includes at least one (1) year with increasing responsibility in human resources management, student conduct/discipline, compliance/investigations, or similar programs involving regulatory processes and procedures.

#### **Equivalency Provision:**

- In the absence Bachelor's degree in public administration, human resources, business administration or a related field, completion of at least sixty (60) college-level semester units with major coursework in public administration, human resources, business administration or a related field and five (5) years of broad human resources administration experience that includes at least two (2) years with increasing responsibility in human resources management, employer-employee relations, risk management, basic workers' compensation, including



## Human Resources EEO, Compliance and Legal Analyst

Confidential/Supervisory Range: 21

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classification benefits, or similar programs involving regulatory processes and procedures is qualifying.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional travel between sites.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Confidential/Supervisory Salary Schedule**  
 Pending Board Approval 02/13/25

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1		\$ 27.71	\$ 28.57	\$ 29.46	\$ 30.37	\$ 31.31	\$ 32.27	\$ 33.27	\$ 34.27	\$ 35.30	\$ 36.37
2		\$ 28.40	\$ 29.28	\$ 30.20	\$ 31.13	\$ 32.08	\$ 33.08	\$ 34.10	\$ 35.12	\$ 36.18	\$ 37.26
3		\$ 29.12	\$ 30.02	\$ 30.94	\$ 31.90	\$ 32.90	\$ 33.91	\$ 34.96	\$ 36.00	\$ 37.09	\$ 38.19
4	▪ Recruitment Specialist	\$ 29.85	\$ 30.76	\$ 31.73	\$ 32.70	\$ 33.72	\$ 34.76	\$ 35.83	\$ 36.90	\$ 38.01	\$ 39.15
5		\$ 30.59	\$ 31.54	\$ 32.51	\$ 33.52	\$ 34.55	\$ 35.62	\$ 36.72	\$ 37.83	\$ 38.97	\$ 40.14
6		\$ 31.36	\$ 32.32	\$ 33.33	\$ 34.36	\$ 35.42	\$ 36.51	\$ 37.65	\$ 38.78	\$ 39.94	\$ 41.13
7		\$ 32.13	\$ 33.14	\$ 34.16	\$ 35.23	\$ 36.30	\$ 37.43	\$ 38.59	\$ 39.74	\$ 40.94	\$ 42.17
8		\$ 32.94	\$ 33.96	\$ 35.02	\$ 36.10	\$ 37.21	\$ 38.36	\$ 39.55	\$ 40.74	\$ 41.96	\$ 43.22
9		\$ 33.77	\$ 34.82	\$ 35.90	\$ 37.00	\$ 38.14	\$ 39.32	\$ 40.55	\$ 41.75	\$ 43.01	\$ 44.30
10	▪ Human Resources Coordinator	\$ 34.61	\$ 35.69	\$ 36.79	\$ 37.92	\$ 39.09	\$ 40.31	\$ 41.55	\$ 42.80	\$ 44.09	\$ 45.41
11		\$ 35.48	\$ 36.58	\$ 37.70	\$ 38.87	\$ 40.08	\$ 41.31	\$ 42.59	\$ 43.87	\$ 45.19	\$ 46.54
12		\$ 36.37	\$ 37.49	\$ 38.64	\$ 39.85	\$ 41.08	\$ 42.34	\$ 43.66	\$ 44.97	\$ 46.31	\$ 47.70
13		\$ 37.28	\$ 38.42	\$ 39.62	\$ 40.84	\$ 42.10	\$ 43.41	\$ 44.75	\$ 46.09	\$ 47.47	\$ 48.90
14		\$ 38.21	\$ 39.40	\$ 40.61	\$ 41.86	\$ 43.16	\$ 44.50	\$ 45.87	\$ 47.24	\$ 48.67	\$ 50.12
15	▪ Human Resources Generalist	\$ 39.16	\$ 40.37	\$ 41.62	\$ 42.91	\$ 44.23	\$ 45.60	\$ 47.01	\$ 48.43	\$ 49.88	\$ 51.37
16		\$ 40.14	\$ 41.38	\$ 42.66	\$ 43.97	\$ 45.34	\$ 46.74	\$ 48.20	\$ 49.64	\$ 51.12	\$ 52.66
17	▪ Senior Human Resources Generalist	\$ 41.15	\$ 42.42	\$ 43.72	\$ 45.07	\$ 46.48	\$ 47.91	\$ 49.40	\$ 50.88	\$ 52.41	\$ 53.97
18		\$ 42.17	\$ 43.47	\$ 44.82	\$ 46.21	\$ 47.63	\$ 49.12	\$ 50.63	\$ 52.16	\$ 53.71	\$ 55.32
19	▪ Human Resources & Payroll Analyst ▪ Safety & Risk Management Analyst	\$ 43.22	\$ 44.56	\$ 45.94	\$ 47.36	\$ 48.83	\$ 50.34	\$ 51.88	\$ 53.45	\$ 55.05	\$ 56.70
20	▪Administrative Project Coordinator	\$ 44.31	\$ 45.68	\$ 47.10	\$ 48.54	\$ 50.05	\$ 51.59	\$ 53.19	\$ 54.79	\$ 56.43	\$ 58.12
21	▪ Human Resources Analyst ▪ Human Resources EEO, Compliance and Legal Analyst	\$ 45.42	\$ 46.82	\$ 48.27	\$ 49.76	\$ 51.30	\$ 52.89	\$ 54.52	\$ 56.16	\$ 57.84	\$ 59.59

\* Supervisory  
 Reflects 4.5% increase effective 7/1/2023

**Confidential/Supervisory Salary Schedule**  
 Pending Board Approval 02/13/25

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
22	▪Executive Administrative Assistant to the Chief Human Resource Officer * ▪Executive Administrative Assistant, President's Office * ▪ Senior Executive Administrative Assistant *	\$ 46.54	\$ 48.00	\$ 49.47	\$ 51.00	\$ 52.58	\$ 54.20	\$ 55.89	\$ 57.56	\$ 59.28	\$ 61.06
23	▪ Administrative Officer to the Chancellor *	\$ 47.70	\$ 49.19	\$ 50.71	\$ 52.28	\$ 53.90	\$ 55.56	\$ 57.28	\$ 59.00	\$ 60.77	\$ 62.59
24	▪ Human Resources Senior Analyst *	\$ 48.91	\$ 50.42	\$ 51.98	\$ 53.59	\$ 55.25	\$ 56.95	\$ 58.72	\$ 60.47	\$ 62.29	\$ 64.15
25		\$ 50.13	\$ 51.69	\$ 53.28	\$ 54.93	\$ 56.63	\$ 58.37	\$ 60.18	\$ 61.98	\$ 63.85	\$ 65.76
26		\$ 51.38	\$ 52.97	\$ 54.61	\$ 56.30	\$ 58.05	\$ 59.84	\$ 61.69	\$ 63.54	\$ 65.44	\$ 67.40
27		\$ 52.67	\$ 54.29	\$ 55.97	\$ 57.70	\$ 59.49	\$ 61.32	\$ 63.22	\$ 65.12	\$ 67.08	\$ 69.10
28		\$ 53.98	\$ 55.66	\$ 57.37	\$ 59.16	\$ 60.98	\$ 62.86	\$ 64.80	\$ 66.75	\$ 68.75	\$ 70.82
29		\$ 55.33	\$ 57.05	\$ 58.81	\$ 60.62	\$ 62.50	\$ 64.43	\$ 66.43	\$ 68.43	\$ 70.47	\$ 72.59

\* Supervisory  
 Reflects 4.5% increase effective 7/1/2023



## **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:** February 13, 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 February 13, 2025

[v.1.17.2025.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
<b>Gutierrez, Zoraida</b>	DSO Facilities <b>Administrative Clerk</b> Classified Salary Schedule Range 29, Step C	DSO Facilities <b>Administrative Coordinator</b> Classified Salary Schedule Range 45, Step B	Erika Menge	General	02/14/25
<b>Lee, Tiffany</b>	DSO Economic Development & Corporate Training <b>Assistant Manager Workforce Development</b> Management Salary Schedule Range 6, Step C	DSO Economic Development & Corporate Training <b>Apprenticeship Program Administrator</b> Management Salary Schedule Range 10, Step A	New	Opportunity Young Adult Career Pathways	02/14/25
<b>Vaichis, Diana</b>	CHC Office of Instructional Effectiveness, Research and Planning <b>Research &amp; Planning Analyst</b> Classified Salary Schedule Range 57, Step F	CHC Office of Instructional Effectiveness, Research and Planning <b>Senior Research &amp; Planning Analyst</b> Classified Salary Schedule Range 63, Step C	Ola Sabawi	General	02/14/25

\*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, Human Resources, Payroll, Police Services, and Health and Safety Administration

**DATE:** February 13, 2025

**SUBJECT:** Consideration of Ratification of Memorandum of Understanding (MOU) between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the Memorandum of Understanding (MOU) between the SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) regarding:

- Article 7 Pay and Allowances

### **OVERVIEW**

The SBCCD and the CSEA met and entered into the attached Memorandum of Understanding (MOU), regarding Article 7 Pay and Allowances.

### **ANALYSIS**

The attached is based on negotiations between SBCCD and the CSEA and is subject to ratification by the governing boards of both bodies.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

The cost of CSEA salaries and benefits is to become part of 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**

**January 14, 2025**

**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").

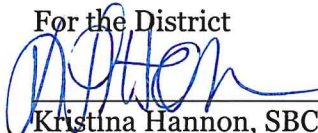
**2024-2025 Salary**

Effective July 1, 2024, the CSEA salary schedule will be amended to reflect the following:

- a. The six (6) step (A through F) salary schedule will be increased by four (4) additional steps to a ten (10) step (A through J) salary schedule as follows:
  - i. Five (5) percent between A through F; three (3) percent between steps F through J; and two and a half (2.5) percent between ranges; and
  - ii. Unit members shall advance to the next step on the salary schedule based on their current anniversary step/ increment date.
- b. The salary schedule will be increased by one percent (1) percent.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District

  
 \_\_\_\_\_  
 Kristina Hannon, SBCCD  
 Vice-Chancellor, Human Resources,  
 Payroll & Police Services

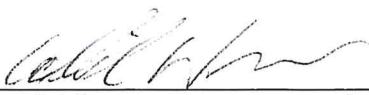
For CSEA

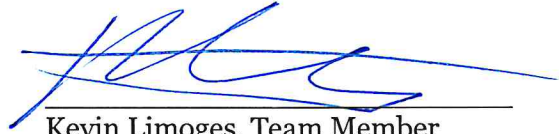
  
 \_\_\_\_\_  
 Ernest Guillen, President CSEA #291

  
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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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 Cedrick Wrenn, Team Member

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Kevin Limoges, Team Member

A handwritten signature in blue ink, appearing to read 'Yendis Battle', written over a horizontal line.

Yendis Battle, Team Member

**Classified Salary Schedule**  
**Board Approved 08/08/24**  
**Pending Board Approval 02/13/25**

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
18		\$ 17.28	\$ 18.14	\$ 19.04	\$ 20.01	\$ 20.98	\$ 22.03	\$ 22.69	\$ 23.37	\$ 24.07	\$ 24.79
19	▪ Bookstore Customer Service Assistant	\$ 17.72	\$ 18.60	\$ 19.51	\$ 20.50	\$ 21.53	\$ 22.61	\$ 23.29	\$ 23.99	\$ 24.71	\$ 25.45
20	▪ Food Service Worker I	\$ 18.14	\$ 19.05	\$ 20.01	\$ 21.00	\$ 22.05	\$ 23.15	\$ 23.84	\$ 24.56	\$ 25.30	\$ 26.06
21	▪ Child Development Assistant	\$ 18.60	\$ 19.51	\$ 20.50	\$ 21.53	\$ 22.58	\$ 23.71	\$ 24.42	\$ 25.15	\$ 25.90	\$ 26.68
22		\$ 19.05	\$ 20.01	\$ 21.00	\$ 22.05	\$ 23.17	\$ 24.33	\$ 25.06	\$ 25.81	\$ 26.58	\$ 27.38
23	▪ Courier	\$ 19.52	\$ 20.50	\$ 21.54	\$ 22.60	\$ 23.76	\$ 24.95	\$ 25.70	\$ 26.47	\$ 27.26	\$ 28.08
24		\$ 20.03	\$ 21.05	\$ 22.10	\$ 23.21	\$ 24.37	\$ 25.59	\$ 26.36	\$ 27.15	\$ 27.96	\$ 28.80
25	▪ Lead Food Service Worker *	\$ 20.53	\$ 21.56	\$ 22.65	\$ 23.78	\$ 24.97	\$ 26.22	\$ 27.01	\$ 27.82	\$ 28.65	\$ 29.51
26	▪ P.E. & Athletic Equipment Specialist ▪ Sport Information Specialist ▪ Tool Room Specialist	\$ 21.05	\$ 22.10	\$ 23.21	\$ 24.35	\$ 25.57	\$ 26.85	\$ 27.66	\$ 28.49	\$ 29.34	\$ 30.22
27	▪ Bookstore Assistant ▪ Library Media Clerk ▪ Mail Clerk	\$ 21.57	\$ 22.67	\$ 23.78	\$ 24.99	\$ 26.22	\$ 27.53	\$ 28.36	\$ 29.21	\$ 30.09	\$ 30.99
28	▪ Aquatic Center Pool Attendant	\$ 22.11	\$ 23.22	\$ 24.38	\$ 25.59	\$ 26.87	\$ 28.21	\$ 29.06	\$ 29.93	\$ 30.83	\$ 31.75
29	▪ Administrative Clerk ▪ CDC Food Service Specialist ▪ Custodian	\$ 22.69	\$ 23.82	\$ 25.00	\$ 26.24	\$ 27.58	\$ 28.96	\$ 29.83	\$ 30.72	\$ 31.64	\$ 32.59
30	▪ Grounds Caretaker ▪ Student Services Technician I	\$ 23.23	\$ 24.40	\$ 25.61	\$ 26.90	\$ 28.25	\$ 29.66	\$ 30.55	\$ 31.47	\$ 32.41	\$ 33.38
31	▪ Book Buyer ▪ Payroll Assistant ▪ Purchasing Technician	\$ 23.82	\$ 25.00	\$ 26.24	\$ 27.58	\$ 28.95	\$ 30.40	\$ 31.31	\$ 32.25	\$ 33.22	\$ 34.22
32		\$ 24.41	\$ 25.63	\$ 26.93	\$ 28.28	\$ 29.68	\$ 31.16	\$ 32.09	\$ 33.05	\$ 34.04	\$ 35.06
33	▪ Administrative Assistant I ▪ Admissions and Records Technician ▪ Campus Safety Specialist ▪ College Security Officer ▪ Printing Operations Specialist	\$ 25.03	\$ 26.24	\$ 27.59	\$ 28.96	\$ 30.40	\$ 31.92	\$ 32.88	\$ 33.87	\$ 34.89	\$ 35.94
34	▪ Account Technician ▪ Grant Technician ▪ Library Technical Assistant I ▪ Maintenance Worker ▪ Student Services Technician II ▪ Warehouse Technician	\$ 25.63	\$ 26.93	\$ 28.28	\$ 29.68	\$ 31.18	\$ 32.74	\$ 33.72	\$ 34.73	\$ 35.77	\$ 36.84
35	▪ Assistant Bookstore Manager ▪ Child Development Teacher ▪ Lead Custodian * ▪ Lead Grounds Caretaker *	\$ 26.27	\$ 27.60	\$ 28.98	\$ 30.41	\$ 31.93	\$ 33.53	\$ 34.54	\$ 35.58	\$ 36.65	\$ 37.75
36	▪ Development Assistant	\$ 26.95	\$ 28.29	\$ 29.71	\$ 31.20	\$ 32.75	\$ 34.39	\$ 35.42	\$ 36.48	\$ 37.57	\$ 38.70
37	▪ Administrative Assistant II ▪ Library Technical Assistant II *	\$ 27.61	\$ 29.00	\$ 30.43	\$ 31.95	\$ 33.56	\$ 35.24	\$ 36.30	\$ 37.39	\$ 38.51	\$ 39.67
38	▪ Admissions and Records Specialist ▪ Broadcast Operator** ▪ Technology Support Technician ▪ Evidence and Records Technician ▪ Financial Aid Technician ▪ Senior Student Service Technician*	\$ 28.30	\$ 29.72	\$ 31.21	\$ 32.76	\$ 34.41	\$ 36.13	\$ 37.21	\$ 38.33	\$ 39.48	\$ 40.66
39	▪ Lab Assistant I - Aeronautics ▪ Lab Assistant I - Electricity/Electronics ▪ Lab Assistant I - Emergency Medical Services (EMS) ▪ Lead Child Development Teacher * ▪ Payroll Technician ▪ Senior Printing Operations Specialist *	\$ 29.03	\$ 30.47	\$ 32.01	\$ 33.59	\$ 35.29	\$ 37.05	\$ 38.16	\$ 39.30	\$ 40.48	\$ 41.69
40	▪ Financial Aid Specialist ▪ Broadcast Technician	\$ 29.74	\$ 31.24	\$ 32.78	\$ 34.43	\$ 36.15	\$ 37.96	\$ 39.10	\$ 40.27	\$ 41.48	\$ 42.72
41	▪ Administrative Assistant III ▪ Contracts Technician ▪ Job Developer ▪ Purchasing Agent ▪ Student Engagement Specialist	\$ 30.48	\$ 32.01	\$ 33.60	\$ 35.29	\$ 37.04	\$ 38.89	\$ 40.06	\$ 41.26	\$ 42.50	\$ 43.78

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

\*\*\* Only new positions, updated titles and range placements as designated by the 2021 Classification Study are retroactive to 08/01/17 effective date.

**Classified Salary Schedule**  
**Board-Approved 08/08/24**  
**Pending Board Approval 02/13/25**

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
42	<ul style="list-style-type: none"> <li>▪ Academic Support Specialist</li> <li>▪ Accountant</li> <li>▪ Admissions and Record Coordinator *</li> <li>▪ Admissions and Record Evaluator</li> <li>▪ Dreamers Resource Center Coordinator</li> <li>▪ HVAC/R Technician</li> <li>▪ Laboratory Assistant II - Allied Health</li> <li>▪ Laboratory Assistant II - Art</li> <li>▪ Laboratory Assistant II - Culinary Arts</li> <li>▪ Laboratory Assistant II - Multimedia</li> <li>▪ Laboratory Assistant II - Welding</li> <li>▪ Maintenance Technician</li> <li>▪ Producer, Radio</li> <li>▪ Research Data Specialist</li> <li>▪ Schedule/ Catalog Data Specialist</li> <li>▪ Traffic Coordinator, TV</li> <li>▪ Veterans Services Coordinator</li> </ul>	\$ 31.26	\$ 32.83	\$ 34.46	\$ 36.18	\$ 37.99	\$ 39.89	\$ 41.09	\$ 42.32	\$ 43.59	\$ 44.90
43	<ul style="list-style-type: none"> <li>▪ Curriculum Coordinator</li> </ul>	\$ 32.04	\$ 33.62	\$ 35.31	\$ 37.08	\$ 38.93	\$ 40.88	\$ 42.11	\$ 43.37	\$ 44.67	\$ 46.01
44	<ul style="list-style-type: none"> <li>▪ Graphic Specialist</li> <li>▪ Planetarium Production &amp; Presentation Coordinator</li> <li>▪ Project Analyst</li> <li>▪ Senior Producer, Radio**</li> <li>▪ Telecommunications Engineer**</li> <li>▪ User Liaison</li> </ul>	\$ 32.84	\$ 34.47	\$ 36.18	\$ 37.99	\$ 39.91	\$ 41.91	\$ 43.17	\$ 44.47	\$ 45.80	\$ 47.17
45	<ul style="list-style-type: none"> <li>▪ Administrative Coordinator *</li> <li>▪ Development Coordinator</li> <li>▪ EOPS Coordinator</li> <li>▪ Financial Aid Coordinator *</li> <li>▪ Institutional Advancement Coordinator</li> <li>▪ Interpreting Services Specialist</li> </ul>	\$ 33.66	\$ 35.34	\$ 37.11	\$ 38.95	\$ 40.92	\$ 42.97	\$ 44.26	\$ 45.59	\$ 46.96	\$ 48.37
46	<ul style="list-style-type: none"> <li>▪ Basic Needs Coordinator</li> <li>▪ Coordinator, Outreach and Relations with Schools</li> <li>▪ Distance Education Systems Administrator</li> <li>▪ Environmental Health &amp; Safety Specialist</li> <li>▪ Senior Accountant *</li> <li>▪ Senior Payroll Technician*</li> <li>▪ Student Services Coordinator</li> </ul>	\$ 34.49	\$ 36.23	\$ 38.02	\$ 39.94	\$ 41.93	\$ 44.03	\$ 45.35	\$ 46.71	\$ 48.11	\$ 49.55
47	<ul style="list-style-type: none"> <li>▪ Admissions &amp; Records Lead Evaluator *</li> <li>▪ Lab Technician I - Biological Sciences</li> <li>▪ Lab Technician I - Computer Information</li> <li>▪ Lab Technician I - Geo-Science &amp; Anthropology</li> <li>▪ Lab Technician I - Physics/Astronomy</li> </ul>	\$ 35.35	\$ 37.12	\$ 38.99	\$ 40.95	\$ 42.99	\$ 45.14	\$ 46.49	\$ 47.88	\$ 49.32	\$ 50.80
48	<ul style="list-style-type: none"> <li>▪ Alternative Media and Assistive Technology Specialist</li> <li>▪ Program/Content Coordinator, KVCR</li> </ul>	\$ 36.26	\$ 38.05	\$ 39.95	\$ 41.99	\$ 44.07	\$ 46.27	\$ 47.66	\$ 49.09	\$ 50.56	\$ 52.08
49	<ul style="list-style-type: none"> <li>▪ Senior Maintenance Technician *</li> </ul>	\$ 37.13	\$ 38.99	\$ 40.96	\$ 43.01	\$ 45.14	\$ 47.40	\$ 48.82	\$ 50.28	\$ 51.79	\$ 53.34
50	<ul style="list-style-type: none"> <li>▪ Athletic Trainer</li> <li>▪ Laboratory Technician II - Anatomy &amp; Physiology</li> <li>▪ Laboratory Technician II - Microbiology</li> <li>▪ Marketing &amp; Communications Coordinator - KVCR/FNX</li> <li>▪ Producer/Director, TV</li> <li>▪ Program Coordinator ATTC**</li> <li>▪ Senior Theatre Arts Technical Support Specialist *</li> <li>▪ Technology Support Specialist I</li> </ul>	\$ 38.07	\$ 39.96	\$ 42.00	\$ 44.08	\$ 46.27	\$ 48.58	\$ 50.04	\$ 51.54	\$ 53.09	\$ 54.68
51		\$ 39.00	\$ 40.98	\$ 43.03	\$ 45.19	\$ 47.44	\$ 49.81	\$ 51.30	\$ 52.84	\$ 54.43	\$ 56.06
52	<ul style="list-style-type: none"> <li>▪ Laboratory Technician III - Chemistry</li> </ul>	\$ 39.98	\$ 42.01	\$ 44.12	\$ 46.30	\$ 48.61	\$ 51.04	\$ 52.57	\$ 54.15	\$ 55.77	\$ 57.44
53	<ul style="list-style-type: none"> <li>▪ Data Analyst</li> </ul>	\$ 41.00	\$ 43.05	\$ 45.20	\$ 47.46	\$ 49.83	\$ 52.32	\$ 53.89	\$ 55.51	\$ 57.18	\$ 58.90
54	<ul style="list-style-type: none"> <li>▪ Budget Analyst</li> <li>▪ Instructional Technology Specialist</li> <li>▪ Research Analyst</li> <li>▪ Student Services Technology Coordinator</li> <li>▪ Technology Support Specialist II</li> <li>▪ Web Developer</li> </ul>	\$ 42.03	\$ 44.13	\$ 46.31	\$ 48.63	\$ 51.08	\$ 53.63	\$ 55.24	\$ 56.90	\$ 58.61	\$ 60.37
55		\$ 43.07	\$ 45.22	\$ 47.48	\$ 49.87	\$ 52.36	\$ 54.98	\$ 56.63	\$ 58.33	\$ 60.08	\$ 61.88

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

\*\*\* Only new positions, updated titles and range placements as designated by the 2021 Classification Study are retroactive to 08/01/17 effective date.

**Classified Salary Schedule**  
**Board Approved 08/08/24**  
**Pending Board Approval 02/13/25**

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
56		\$ 44.15	\$ 46.34	\$ 48.65	\$ 51.11	\$ 53.65	\$ 56.33	\$ 58.02	\$ 59.76	\$ 61.55	\$ 63.40
57	▪ Systems Analyst ▪ RF/ Microwave Engineer**	\$ 45.25	\$ 47.51	\$ 49.89	\$ 52.38	\$ 55.01	\$ 57.76	\$ 59.49	\$ 61.27	\$ 63.11	\$ 65.00
58		\$ 46.39	\$ 48.71	\$ 51.15	\$ 53.68	\$ 56.35	\$ 59.17	\$ 60.95	\$ 62.78	\$ 64.66	\$ 66.60
59		\$ 47.54	\$ 49.91	\$ 52.40	\$ 55.03	\$ 57.78	\$ 60.67	\$ 62.49	\$ 64.36	\$ 66.29	\$ 68.28
60		\$ 48.73	\$ 51.16	\$ 53.70	\$ 56.42	\$ 59.24	\$ 62.20	\$ 64.07	\$ 65.99	\$ 67.97	\$ 70.01
61		\$ 49.94	\$ 52.45	\$ 55.07	\$ 57.82	\$ 60.70	\$ 63.74	\$ 65.65	\$ 67.62	\$ 69.65	\$ 71.74
62		\$ 51.20	\$ 53.76	\$ 56.45	\$ 59.26	\$ 62.22	\$ 65.33	\$ 67.29	\$ 69.31	\$ 71.39	\$ 73.53
63	▪ Senior Programmer/Analyst * ▪ Senior Research and Planning Analyst * ▪ Senior Technology Support Specialist * ▪ Senior Web Developer *	\$ 52.79	\$ 55.44	\$ 58.22	\$ 61.12	\$ 64.19	\$ 67.40	\$ 69.42	\$ 71.50	\$ 73.65	\$ 75.86
64		\$ 54.12	\$ 56.81	\$ 59.66	\$ 62.64	\$ 65.77	\$ 69.06	\$ 71.13	\$ 73.26	\$ 75.46	\$ 77.72
65		\$ 55.46	\$ 58.24	\$ 61.17	\$ 64.20	\$ 67.41	\$ 70.78	\$ 72.90	\$ 75.09	\$ 77.34	\$ 79.66
66		\$ 56.84	\$ 59.68	\$ 62.66	\$ 65.81	\$ 69.09	\$ 72.54	\$ 74.72	\$ 76.96	\$ 79.27	\$ 81.65

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

\*\*\* Only new positions, updated titles and range placements as designated by the 2021 Classification Study are retroactive to 08/01/17 effective date.



## **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:** February 13, 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 February 13, 2025

[v.1.22.2025.p.1|5]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Adams, Kathy</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Almanza, Blake</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Arnold, Anita</b> STEM-MESA General Fund	SBVC	02/14/25	05/31/25	\$57.89	25	\$1,447.25	STEM Faculty Sponsor
<b>Bauer, Abigail</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Blacksher, Anthony</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Brown, Joshua</b> EEO Grant funds	SBVC	01/15/25	01/15/25	\$57.89	8.5	\$492.07	Recruitment: Head Football Coach <i>Ratification: Participation after the prior Board agenda submission deadline.</i>
<b>Carlos, Christopher</b> Instruction Office General Fund	SBVC	02/14/25	06/30/25	\$57.89	50	\$2,894.50	Faculty Chair Duties
<b>Charles, Rawlston</b> EEO Grant funds	SBVC	01/15/25	01/15/25	\$57.89	8.5	\$492.07	Recruitment: Head Football Coach <i>Ratification: Participation after the prior Board agenda submission deadline.</i>
<b>Coopriider, Kimberly</b> Instruction Office-General Fund	SBVC	01/29/25	06/30/25	\$57.89	201	\$11,635.89	Writing Center Extended Hour Faculty Oversight <i>Ratification: Faculty identified to have full coverage of overseeing the Writing center.</i>
<b>Dennem, John</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Dolson-Andrew, Stephen</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval February 13, 2025

[v.1.22.2025.p.2]5]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Gharib, Mehran</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Gomez, Ed</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Henkle, Lisa</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Jones, Carol</b> STEM-MESA General Fund	SBVC	02/14/25	05/31/25	\$57.89	25	\$1,447.25	STEM Faculty Sponsor
<b>King, Melissa</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Lawler, Kenneth</b> EEO Grant funds	SBVC	01/04/25	01/05/25	\$57.89	8	\$463.12	Recruitment: Head Football Coach <i>Ratification: Paperwork received after the prior Board agenda submission deadline.</i>
<b>Lopez, Leonard</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Lowe, Eric</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Martinez, Leilani</b> Instruction Office-General Fund	SBVC	01/21/25	05/23/25	\$57.89	72	\$4,168.08	Puente Project Coordinator <i>Ratification: The existing faculty coordinator was granted Sabbatical Leave and a new faculty member needed to be identified.</i>
<b>Moore, Sandra</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Pave, Adam</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 13, 2025

[v. 1.22.2025.p.3]5

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Perez, Ebony</b> STEM-MESA General Fund	SBVC	02/14/25	05/31/25	\$57.89	25	\$1,447.25	STEM Faculty Sponsor
<b>Pires, Romana</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Ramirez, Juan</b> Instruction Office General Fund	SBVC	02/14/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
<b>Sogomonian, Nori</b> Instruction Office-General Fund	SBVC	01/01/25	06/30/25	\$57.89	50	\$2,894.50	Department Chair Duties <i>Ratification: Co-chair for Modern Languages, Davena Burns-Peters has become Interim Dean of Arts and Humanities for the Spring semester. Nori will take full position as Department chair.</i>
<b>Tolstova, Anna</b> STEM-MESA General Fund	SBVC	02/14/25	05/31/25	\$57.89	25	\$1,447.25	STEM Faculty Sponsor
<b>Blanco, Glenn</b> MESA Grant Funds	CHC	01/21/25	05/22/25	\$57.89	74	\$4,283.86	STEM Center Faculty <i>Ratification: Hours were missed or increased</i>
<b>Bond, Lauren</b> Office of Instruction General Fund	CHC	11/04/24	12/31/24	\$57.89	68	\$3,925.46	Department Chair duties additional coverage assigned. <i>Ratification: Start date is prior to Board approval due to an immediate need in the department.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval February 13, 2025

[v. 1.22.2025.p.4|5]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Carpenter, Jerome</b> EOPS	CHC	01/02/25	05/23/25	\$64.09	300	\$19,227.00	Adjunct counselor, provide academic support, completion of Ed Plan for EOPS, NextUp and DREAMer students <i>Ratification: Due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the Board's decision-making process.</i>
<b>Davila, Rosa</b> MESA Grant Funds	CHC	01/21/25	05/22/25	\$57.89	82	\$4,746.98	STEM Center Faculty <i>Ratification: Hours were missed or increased</i>
<b>Dillon, Andrea</b> MESA Grant Funds	CHC	01/21/25	05/22/25	\$57.89	80	\$4,631.20	STEM Center Faculty <i>Ratification: Hours were missed or increased</i>
<b>Dugan, Jonthan</b> MESA Grant Funds	CHC	01/21/25	05/22/25	\$57.89	74	\$4,283.86	STEM Center Faculty <i>Ratification: Hours were missed or increased</i>
<b>Haro, Micheal</b> MESA Grant Funds	CHC	01/21/25	05/22/25	\$57.89	106	\$6,136.34	STEM Center Faculty <i>Ratification: Hours were missed or increased</i>
<b>Nguyen, Janette</b> NextUp	CHC	01/02/25	05/23/25	\$64.09	300	\$19,227.00	Adjunct counselor, provide academic support, completion of Ed Plan for EOPS, NextUp and DREAMer students <i>Ratification: Due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval February 13, 2025

[v. 1.22.2025.p.5]5]

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 Funds	CHC	01/21/25	05/22/25	\$57.89	74	\$4,283.86	STEM Center Faculty <i>Ratification: Hours were missed or increased</i>
<b>Sadiq, Fahima</b> MESA Grant Funds	CHC	01/21/25	05/22/25	\$57.89	98	\$5,673.22	STEM Center Faculty <i>Ratification: Hours were missed or increased</i>
<b>Sanderman, Linda</b> MESA Grant Funds	CHC	01/21/25	05/22/25	\$57.89	42	\$2,431.38	STEM Center Faculty <i>Ratification: Hours were missed or increased</i>
<b>Uribe, Reyna</b> EOPS	CHC	01/02/25	05/23/25	\$64.09	300	\$19,227.00	Adjunct counselor, provide academic support, completion of Ed Plan for EOPS, NextUp and DREAMer students <i>Ratification: Due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.</i>

## **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:** February 13, 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 February 13, 2025

[v.1.27.2025.p.2|5]

### Faculty Chair 07/15/24 – 01/31/25

*Amendment: The end date for this Faculty Chair stipend is being amended from the July 2024 Board approved 06/30/25 to 01/31/25, thus adjusting/reducing his stipend allocation.*

Employee Name	Location Assignment	Department	Stipend
<b>Gomez, Fernando (Co-Chair)</b>	SBVC	Biology	\$2,750.00

### Faculty Chair 07/15/24 – 06/30/25

*Amendment: Effective 01/06/25 Nori Sogomonian assumed the full faculty department chair due to a change of Davena Burns-Peters' role.*

Employee Name	Location Assignment	Department	Stipend
<b>Sogomonian, Nori</b>	SBVC	Modern Languages	\$9,000.00

### Faculty Chair 11/04/24 – 12/31/24

*Ratification: Start date is prior to Board approval due to an immediate need in the department.*

Employee Name	Location Assignment	Department	Stipend
<b>Bond, Lauren</b>	CHC	English and Reading	\$900.00

### Faculty Chair 02/01/25 – 06/30/25

*Ratification: Effective 02/01/25, Melissa Romero assumed the full faculty department chair role due to a resignation prior faculty chair, Fernando Gomez. This amended amount is in addition to prior co-chair allocation approved in June 2024.*

Employee Name	Location Assignment	Department	Stipend
<b>Romero, Melissa</b>	SBVC	Biology	\$2,750.00

### Faculty Chair 02/14/25 – 06/30/25

Employee Name	Location Assignment	Department	Stipend
<b>Carlos, Christopher</b>	SBVC	Administration of Justice	\$3,000.00





## Payment of Stipends

Submitted for Board Approval February 13, 2025

[v.1.27.2025.p.3|5]

### Head Coach 02/14/25 – 06/30/25

*Amendment: Kendra Mendoza was Board approved at January meeting as the Assistant Softball Coach. The stipend is being increased from \$5,000 to \$7,000 due to the promotion to Head Softball Coach.*

Employee Name	Location Assignment	Department	Stipend
Mendoza, Kendra	SBVC	Athletics/Softball	\$7,000.00

### Assistant Coach 01/21/25 – 05/22/25

*Ratification: Hours were missed or increased by department.*

Employee Name	Location Assignment	Department	Stipend
Ketcherside, Kailyn	CHC	Athletics/Women's Swimming	\$5,000.00
Tovar, Alejandro	CHC	Athletics/Men's Swimming	\$5,000.00

### Other 07/01/24 – 12/31/24

#### Region 9 Rising Faculty Mentorship Program 2024-2025 (Mentee-Fall 2024)

*Ratification: Employees were inadvertently missed by the department in prior month's submissions.*

Employee Name	Location Assignment	Department	Stipend
Acevedo, Lilia	SBVC	Counseling	\$625.00
Munoz, Rosa Y.	CHC	Counseling	\$625.00

### Other 08/12/24 – 12/17/24

#### Zero Textbook Cost work for respective Physical and Biological Sciences program classes.

*Ratification: Hours were missed or increased by department.*

Employee Name	Location Assignment	Department	Stipend
Beard, Joseph	CHC	Geography – GEOG 102	\$500.00

### Other 01/01/25 – 06/30/24

#### Region 9 Rising Faculty Mentorship Program 2024-2025 to help lead SBCCD toward creating a culture of equity. (Mentee-Spring 2025)

*Ratification: Employees were inadvertently missed by the department in prior month's submissions.*

Employee Name	Location Assignment	Department	Stipend
Acevedo, Lilia	SBVC	Counseling	\$625.00



## Payment of Stipends

Submitted for Board Approval February 13, 2025

[v.1.27.2025.p.4|5]

### Other 01/01/25 – 06/30/24

**Region 9 Rising Faculty Mentorship Program 2024-2025 to help lead SBCCD toward creating a culture of equity. (Mentee-Spring 2025)**

*Ratification: Employees were inadvertently missed by the department in prior month's submissions.*

Employee Name	Location Assignment	Department	Stipend
Munoz, Rosa Y.	CHC	Counseling	\$625.00

### 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. (Mentor – Spring 2025)**

*Amendment: Stipend amount is being amended from January 2025 Board split mentor allocation amount to full mentor allocation amount.*

Employee Name	Location Assignment	Department	Stipend
Orozco, Debbie	SBVC	Counseling	\$750.00

### Other 01/21/25 – 05/22/25

**Zero Textbook Cost work for respective Physical and Biological Sciences program classes.**

*Ratification: Hours were missed or increased by department.*

Employee Name	Location Assignment	Department	Stipend
Beard, Joseph	CHC	Geography – GEOG 120	\$500.00
Beard, Joseph	CHC	Geography – GEOG 175	\$500.00

### Other 02/14/25 – 05/31/25

**Nursing Clinical Placement Coordinator**

*Ratification: High Road Training Partnership Grant funded nursing clinical placement coordinator to perform CPC duties while off contract.*

Employee Name	Location Assignment	Department	Stipend
Ottinger, Maria	SBVC	Nursing	\$20,000

### Other 05/27/25 – 08/06/25

**Zero Textbook Cost work for respective Physical and Biological Sciences program classes.**

Employee Name	Location Assignment	Department	Stipend
Beard, Joseph	CHC	Geography – GEOG 110	\$500.00



## Payment of Stipends

Submitted for Board Approval February 13, 2025

[v.1.27.2025.p.5|5]

**Other 06/01/25 – 07/31/25**

### **Nursing Clinical Placement Coordinator**

*Ratification: High Road Training Partnership Grant funded nursing clinical placement coordinator to perform CPC duties while off contract.*

Employee Name	Location Assignment	Department	Stipend
Ottinger, Maria	SBVC	Nursing	\$15,000

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** February 13, 2025

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

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the revised Short-Term Hourly Rates of Pay schedules effective January 1, 2025, as attached.

### **OVERVIEW**

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

### **ANALYSIS**

The increase for the Lifeguard position is being increased to align with the increase in minimum wage that went into effect on January 1, 2025. The increase will be incremental over three years to be equivalent to other positions on the same salary schedule. The increases are set to \$17.50 effective January 1, 2025, \$18.50 effective January 1, 2026, and \$19.50 effective January 1, 2027.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

The financial implications of this board item will be included in the appropriate budgets.





## Rates of Pay for Short-Term Hourly Employees

Pending Board Approval: February 13, 2025

Effective January 1, 2025

SHORT-TERM ASSIGNMENT	HOURLY RATE
Lifeguard	<del>\$17.00</del> \$17.50
Life Drawing Model	\$25.00
Project Assistant I / II / III	\$16.50/\$17.50/\$19.50

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

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** 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:** February 13, 2025

**SUBJECT:** Consideration of Approval of Management Job Description and Revision to the Management Salary Schedule

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the new Management job description as presented and place them at the appropriate range on the Management salary schedule.

1. Job Description
  - Head Football Coach
2. Revised Management Salary Schedule

### **OVERVIEW**

The job description is necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services. The job description has 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.





## Head Football Coach

Management Range: 17

Pending Board Approval: 02/13/25

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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

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Under general direction of the appropriate administrator, the Head Football Coach is a management position responsible for facilitating and overseeing all aspects of the football program, including recruitment, coaching, managing coaching staff, and student-athlete development. The position requires a commitment to student-athlete success, both on the field and academically, while adhering to the rules and regulations of San Bernardino Community College District, the California Community College Athletic Association (CCCAA), the college, and other governing bodies.

### REPRESENTATIVE DUTIES

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*The following duties are typical for this classification.*

#### Program Management and Coaching

1. Lead, plan, and oversee the daily operations of the football program.
2. Develop and implement a comprehensive program philosophy that aligns with SBVC's mission, values, and student-centered approach.
3. Design and execute effective practice plans, games strategies, and conditioning programs.
4. Establish strong relationships with local high schools, club teams, and community organizations to build a sustainable recruiting pipeline.
5. Recruit and retain student-athletes by creating a supportive and competitive environment.
6. Manage program budgets, equipment inventory, and team scheduling.
7. Coordinate travel arrangements, team logistics, and game-day operations.
8. Coordinates fundraising and community engagement efforts, football program events, marketing with SBVC standards of excellence.
9. Implement strategies to enhance student-athlete matriculation, academic success, and retention by fostering a supportive environment that prioritizes academic success, personal development, and community engagement.
10. Supervise assistant coaches and ensure compliance with college and athletic association rules, training, evaluation, and professional development.
11. Utilize evidence-based strategies to foster student success and student equity.
12. Provide on-field instruction and coaching.
13. Monitor academic progress and support student-athletes in achieving academic goals and student development.



## Head Football Coach

Management Range: 17

Pending Board Approval: 02/13/25

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### Teaching and Instruction

14. Prepare and deliver instruction to undergraduate students in Coaching courses.
15. Foster and maintain an inclusive, dynamic learning environment that promotes academic excellence and intellectual growth.
16. Align instruction with established curriculum standards, ensuring adherence to course outcomes and learning objectives.
17. Develop a learning atmosphere that encourages critical thinking, open dialogue, and collaborative problem-solving.
18. Assess and evaluate student performance through diverse methods, providing timely and constructive feedback on student work.
19. Offer dedicated support to students through regular office hours, mentorship, and individualized assistance outside of class sessions.

### Compliance and Administration

20. Ensure adherence with CCCAA, SCFA, and SBCCD rules and regulations
21. Ensure academic success of student-athletes by understanding student matriculation processes, academic support, eligibility requirements, and support services.
22. Collaborate with the Coaching Department Chair on teaching administrative duties.
23. Maintain accurate academic records.
24. Represents SBVC at athletic events, community functions, public engagements and meetings.
25. Collaborates with marketing to promote the football program.
26. Maintain appropriate standards of professional conduct and ethics
27. Perform other related duties as assigned

### MINIMUM QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### Knowledge of:

- Rules, regulations, and best practices governing intercollegiate football and related operations in a community college setting.
- Policies and procedures of the California Community College Athletic Association (CCCAA), NCAA, NAIA, and other governing bodies applicable to community college athletics.
- Advanced coaching techniques, player development strategies, and program-building practices.
- Principles and functions of the California Community College system, including its mission, philosophy, and objectives.
- General principles of organization, program management, and employee supervision and training.
- Budget planning, financial management, and resource allocation for athletic programs.
- Effective program planning, implementation, and evaluation methodologies.





## Head Football Coach

### Management Range: 17

Pending Board Approval: 02/13/25

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- State reporting systems, compliance standards, and local community needs related to student-athlete success and engagement.

#### **Ability to:**

- Strategically plan, organize, and direct all aspects of a comprehensive intercollegiate football program, including recruitment, player development, and operations.
- Analyze program performance and recommend innovative changes to enhance outcomes and meet institutional goals.
- Lead and supervise staff, fostering a collaborative and results-oriented environment.
- Communicate effectively both orally and in writing, adapting to various audiences and purposes.
- Mediate and reconcile divergent viewpoints to achieve consensus and maintain program integrity.
- Build and maintain cooperative working relationships with internal and external stakeholders, including management, faculty, staff, students, and the local community.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, ensuring equity and inclusion in all program aspects.

#### **Special Conditions:**

- Hours of work may not coincide with the hours of normal campus activity. Weekend and evening work required.

**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:**

- Possession of a Master's degree from an accredited college or university.
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

#### **Preferred Education and/or Experience:**

- Three (3) years of coaching experience or athletic administrator, preferably at the collegiate level.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in both indoor and outdoor environments, including classrooms, offices, gymnasiums, weight rooms, and athletic fields with frequent interruptions and distractions; exposure to varying weather conditions, including heat, cold, wind, and rain, during practices and games; exposure to dissatisfied individuals.



## Head Football Coach

Management Range: 17

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**Physical:** Primary functions require sufficient ability and mobility to work in various settings; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 50 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.

Management Salary Schedule  
 Board Approved 01/09/25  
 Pending Board Approval 02/13/25

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>▪ 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>▪ Head Football Coach</li> <li>▪ Local Business Outreach Administrator - Measure CC</li> <li>▪ Manager, Programming – KVCR TV/FM</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	

Management Salary Schedule  
 Board Approved 01/09/25  
 Pending Board Approval 02/13/25

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

Management Salary Schedule  
 Board Approved 01/09/25  
 Pending Board Approval 02/13/25

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:** February 13, 2025

**SUBJECT:** Consideration to Rescind the Approval to Appoint District Employee

### **RECOMMENDATION**

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

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





## Appointment of District Employees - Rescind

Submitted for Board Approval February 13, 2025

[v.1.23.2025.p.1|1]

Employee Name Location Assignment	Effective Date	Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Arps-Bumbera, Natalie</b> Assistant Professor, English SBVC English	01/14/25	Academic TBD*	Dolores Moreno	General Fund	TBD†
<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

†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:** February 13, 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 February 13, 2025

[v.1.28.2025.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Beshwate, Keith</b> Assistant Professor, English SBVC Arts & Humanities <i>Ratification: Academic employee start date is prior to Board approval due to faculty being required to attend in-service days at the start of the term.</i>	01/21/25	Academic TBD*	Delores Moreno	General Fund	07/19/14
<b>Contreras, Jackie</b> Administrative Project Coordinator DSO Government Relations & Strategic Communications	02/18/25	Confidential/Supervisory 20A	New	General Fund	TBD <sup>†</sup>
<b>Griffin-Avant, James</b> Head Football Coach SBVC Athletics	02/18/25	Management 17C	New	General Fund	TBD <sup>†</sup>
<b>Hoffman, Heidi</b> Senior Executive Administrative Assistant DSO Chancellor	02/18/25	Confidential/Supervisory 22A	Heather Madole	General Fund	TBD <sup>†</sup>
<b>Klug, Jared</b> College Police Officer DSO Police	02/18/25	POA 50C	New	General Fund	12/09/24

<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:** Jose F. Torres, Executive Vice Chancellor

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

**DATE:** February 13, 2025

**SUBJECT:** Consideration of Approval of Conference Requests

### **RECOMMENDATION**

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

### **OVERVIEW**

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

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

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

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

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





## Conference Requests

Submitted for Board Approval February 13, 2025

[v.1.15.2025.p.1|1]

Requestor	Conference
<p><b>Site</b> SBVC</p> <p><b>Name &amp; Department</b> 4 students 2 faculty</p> <p><b>Estimated Cost</b> \$7,000</p>	<p><b>National Society of Black Engineers Conference</b></p> <p><b>Dates of Travel/Conference</b> 1/9/2025-1/15/2025</p> <p><b>Location</b> Chicago, IL</p> <p><b>Purpose</b> SBVC students and staff will gain knowledge, have networking opportunities, and participate in professional and personal development.</p> <p><b>Funding Source</b> MESA Grant</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, Business & Fiscal Services

**DATE:** February 13, 2025

**SUBJECT:** Consideration of Ratification for Contracts at or Above \$114,800

### **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 \$114,800.

### **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 \$114,800. 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 \$114,800**  
Submitted for Ratification February 13, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30360	<b>California Department of Corrections &amp; Rehabilitation</b>	Professional Services	SBCCD	ATPC	\$ 140,000.00		
	Braille Transcription						
30546	<b>Public Broadcasting Service</b>	Professional Services	KVCR	KVCR	\$ 140,640.00		
	Uplink Services Agreement for FNX						

## **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:** February 13, 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 February 13, 2025

[v.1.28.2025.p.1|1]

SITE, INDIVIDUALS, AND AMOUNT	MEMBERSHIP AND FUNDING SOURCE
<p><b>DSO</b>            Tammy Mathis            \$235.00</p>	<p><b>Grant Professional Association</b>            General Fund – Government Relations &amp;            Strategic Communications</p>
<p><b>DSO</b>            Tammy Mathis            \$295.00 + \$35 Chapter Fee</p>	<p><b>Association of Fundraising Professionals (AFP)</b>            General Fund – Government Relations &amp;            Strategic Communications</p>
<p><b>CHC</b>            Ryan Harold            Duran Gaddy            \$60.00 (each)</p>	<p><b>California Fire Technology Director's Association</b>            General Fund – Fire Science, Fire            Technology General Fund</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:** February 13, 2025

**SUBJECT:** Consideration of Approval of Nonresident Tuition and Capital Outlay Fees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2025-26 nonresident tuition fee of \$400 and the election of a nonresident capital outlay fee in the amount of \$200.

### **OVERVIEW**

Education Code 76140 requires that the Board of Trustees adopt a nonresident tuition fee for the following fiscal year no later than March 1. In addition, Education Code 76141, allows districts to elect a nonresident capital outlay fee, based on approved state calculations.

### **ANALYSIS**

Per the attached worksheets, SBCCD has selected Option B.1, statewide average cost, in the amount of \$400 as its nonresident tuition fee for 2025-26. In addition, the District has elected to charge the nonresident capital outlay fee of \$200 per the approved state computation.

### **BOARD IMPERATIVE**

III. Resource Management For Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The approval of this board item is estimated to positively impact the colleges' budgets in the amount of \$50,000.

<b>District:</b>	San Bernardino Community College District	
<b>Term:</b>	Semester	
<b>Nonresident Tuition Fee Options</b>		
<b>A.1</b>	<b>District Average Cost</b>	
A.	District Expense of Education for Base Year	\$ 161,272,320
B.	District Annual Total FTES	14,561
C.	Average Expense of Education per FTES (A/B)	\$ 11,076
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	11,597
F.	Nonresident Tuition Fee per Semester Unit (E/30)	387
<b>A.2</b>	<b>District Average Cost with 10 Percent or More Noncredit FTES</b>	
	Noncredit FTES percent of Total	2.5%
A.	District CREDIT ONLY Expense of Education for Base Year	
B.	Annual Total FTES	N/A
C.	Average Expense of Education per FTES (A/B)	N/A
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	N/A
F.	Nonresident Tuition Fee per Semester Unit (E/30)	N/A
<b>B.1</b>	<b>Statewide Average Cost</b>	
A.	Statewide Expense of Education for Base Year	12,375,063,878
B.	Statewide Annual Total FTES	1,079,727
C.	Average Expense of Education per FTES (A/B)	\$ 11,461
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	12,000
F.	Nonresident Tuition Fee per Semester Unit (E/30)	\$ 400
<b>B.2</b>	<b>Highest Statewide Average Cost</b>	
	Highest year of the succeeding, current, and 4 prior years.	2023-24
	Nonresident Tuition Fee per Semester Unit	\$ 414
<b>C</b>	<b>Contiguous District</b>	
	Contiguous District	
	Maximum Fee (Contiguous District Nonresident Tuition Fee)	
	Minimum Fee	387
	Nonresident Tuition Fee per Semester Unit	
<b>D</b>	<b>Between Statewide Average Expense of Education and District Average Expense of Education</b>	
	Maximum (Option A.1 - District Average Cost) per Unit	\$ 387
	Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	\$ 400
	Nonresident Tuition Fee per Semester Unit	
<b>E</b>	<b>Comparable States Average</b>	
	Nonresident Tuition Fee per Semester Unit	\$ 442

## FS 24-01 2025-26 Nonresident Fee Worksheet

<b>Nonresident Capital Outlay Fee</b>		
A. Capital Outlay expense - prior year	\$	111,887,549
B. FTES total from prior year		14,561
C. Capital outlay expense per FTES (A/B)	\$	7,684
D. Capital Outlay Fee per Semester Unit (C/30)	\$	256.14
E. Adopted Nonresident Tuition Fee	\$	400
F. 50% of Adopted Nonresident Tuition Fee	\$	200
G. Maximum Nonresident Capital Outlay Fee (lesser of D or F)	\$	200

**California Community Colleges**  
**2025-26 Nonresident Tuition and Capital Outlay Fee**  
**San Bernardino Community College District**

The district governing board has established Nonresident Fees as shown below.

Adoption Date: \_\_\_\_\_

**Nonresident Tuition Fee**

Basis for Adoption (Select one)		Fee
<input type="checkbox"/>	A.1 - District Average Cost	
<input type="checkbox"/>	A.2 - District Average Cost with 10 Percent or More Noncredit FTES	
<input checked="" type="checkbox"/>	B.1 - Statewide Average Cost	\$ 400
<input type="checkbox"/>	B.2 - Highest Statewide Average Cost	
<input type="checkbox"/>	C - Contiguous District	
<input type="checkbox"/>	D - Between Statewide Average Expense of Education & District Expense of Education	
<input type="checkbox"/>	E - Comparable States Average	
<input type="checkbox"/>	Other - Fee That Represents a Gradual, Moderate Increase From Prior Year	

**Nonresident Capital Outlay**

Maximum Nonresident Capital Outlay Fee is \$ 200

<input checked="" type="checkbox"/>	Nonresident Capital Outlay Fee	\$ 200
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**Contact Information**

Signature: \_\_\_\_\_

Name: Jorge Andrade Cortes

Title: Director of Fiscal Services

Phone: (909) 388-6955

Email: [jandrade@sbccd.edu](mailto:jandrade@sbccd.edu)

## **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:** February 13, 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  
February 13, 2025

Asset #	Date Retired	Description	Initial Value	Current Value
35000	2/1/2025	Black Diamond 8800 Software	\$37,542.41	\$0.00
35010	2/1/2025	GIS Lab Software	\$37,322.75	\$0.00
35016	2/1/2025	Ridgeline network management software	\$8,947.26	\$0.00
35063	2/1/2025	NetVault Backup Plugin	\$5,964.00	\$0.00
35237	2/1/2025	Veramark Call Accounting Software	\$17,870.00	\$0.00

Non-Fixed Assets Surplus Report  
February 13, 2025

Description	Quantity (ea)
Muton Cutting Plotter	1

## **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:** February 13, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

- Architectural & Engineering
- California Environmental Quality Act/National Environmental Policy Act
- Civil Surveying
- Commissioning
- Division of the State Architect Inspector of Record
- Estimating
- Facility Move Management
- Furniture, Fixtures, & Equipment (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.

Additionally, individual Professional Services Agreements are issued on an as-needed basis.

### **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, and Professional Services Agreements for Bond Construction Submitted for Ratification February 13, 2025

TASK ORDERS						
Firm	Pool Approval	Amount	Site	Project	Task Order	Date Executed
<b>*Knowland Construction Services</b> <b>Rancho Palos Verdes, CA</b>	Division of the State Architect Inspector of Records Services  5/13/2021	\$9,064.00	SBVC	Campus Wide Infrastructure - Scoreboard	CC03-3640.10 (TO#02-031.3)  Division of the State Architect Inspector of Records Services	1/3/2025

\*Issued as a supplement to an existing Task Order.



## Master Services Agreements, Task Orders, and Professional Services Agreements for Bond Construction Submitted for Ratification February 13, 2025

PROFESSIONAL SERVICES AGREEMENTS					
Firm	Services	Amount	Site	Project	Date Executed
Waste & Recycling Services Inc Whittier, CA	Waste & Recycling Services	\$5,000.00	SBVC	Technical Building Replacement	12/16/2024
Burgess Moving & Storage Riverside, CA	Moving Services	\$1,728.00	SBVC	Technical Building Replacement	12/18/2024
McMurray Stern Santa Fe Springs, CA	Engineering Services	\$2,500.00	CHC	New Performing Arts Center	1/3/2025
Sitelogiq Inc San Luis Obispo, CA	Design Services	\$14,998.00	SBVC	Technical Building Replacement	1/3/2025
P2S, INC Long Beach, CA	Commissioning Services	\$7,800.00	CHC	Student Support Building Renovation	1/3/2025



# Master Services Agreements, Task Orders, and Professional Services Agreements for Bond Construction Submitted for Ratification February 13, 2025

PROFESSIONAL SERVICES AGREEMENTS					
Firm	Services	Amount	Site	Project	Date Executed
A & I Reprographics Ontario, CA	Printing Services	\$2,139.38	SBVC	Student Services Building Renovation	1/3/2025

\*Issued as an amendment.



### SBCCD'S 2025 LEGISLATIVE AND BUDGET PRIORITIES

As you know, families in our region are feeling the strain of rising living costs, making higher education and career training seem out of reach.

At the San Bernardino Community College District, we are committed to being your partner in breaking down these barriers and providing opportunities for students and families to thrive.

*cont. on page 3*



2.13.2025

### CHANCELLOR'S REPORT



### GETTING READY FOR THE SPRING 2025 SEMESTER

SBCCD welcomed faculty and staff back to Crafton Hills College and San Bernardino Valley College to kick off the Spring 2025 semester.

These gatherings set the tone for the semester and give us a chance to reflect on our accomplishments and focus on what's ahead.

*cont. on page 4*

### SBCCD ADVOCATES FOR STUDENTS AND WORKFORCE DEVELOPMENT IN SACRAMENTO

Recently, the SBCCD Board of Trustees met with state lawmakers to discuss several key initiatives aimed at enhancing student success and expanding educational opportunities. One of the major topics of discussion was the pressing need for affordable student housing at Crafton

*cont. on page 3*







## CHC FIRE ACADEMY HOSTS "FAMILY NIGHT" FOR CADETS



The first Friday night at the Fire Academy at Crafton Hills College is more than just another training session—it's a special tradition known as "Family Night". Created by Academy Chief Ryan Harold, this event provides an opportunity for family and friends to witness firsthand what their cadet will experience over the next several weeks.

During the event, Crafton Hills College President Kevin Horan and Chief Harold addressed attendees, emphasizing the tremendous work that cadets will undertake in the academy and the critical role that family support plays in their success. They highlighted how the encouragement and understanding of loved ones can make a significant difference in helping cadets push through the demanding training and ultimately achieve their goal of becoming first responders.

Fire Academy "Family Night" not only strengthens the bond between cadets and their support systems but also reinforces the community spirit that defines Crafton Hills College. As these aspiring firefighters embark on their journey, the encouragement of their families will remain an essential part of their success, both in the academy and throughout their careers in public service.

## SBVC MAKING AN IMPACT #IamSBVC



Meet Maria R. Chavez, a program assistant at SBVC's Adult Education Program.

"I am a GED graduate. Y ahora trabajo en el departamento de educación para adultos ayudando a personas como yo a regresar a estudiar. Mi pasión es ir a conferencias para seguir aprendiendo y ayudar a mi comunidad." (*And now I work in the adult education department helping people like me return to study. My passion is to go to conferences to continue learning and help my community.*)

San Bernardino Valley College serves as powerful stepping stone for individuals seeking to transform their lives through education. We provide accessible, affordable, and high-quality learning opportunities that empower students to gain knowledge, develop skills, and build confidence. For many, including GED graduates and adult learners, community college is not just a place to earn a degree; it is a gateway to personal growth and professional success. Returning to one's community after receiving an education allows individuals to give back in meaningful ways, whether by mentoring others, supporting local initiatives, or contributing to the workforce. By sharing their experiences and knowledge, graduates become role models, inspiring others to pursue their own educational journeys and strengthening the very communities that helped shape them.



cont. from page 1

Hills College and San Bernardino Valley College. With the rising cost of living and tuition, accessible housing options are essential for students to focus on their studies and graduate without the added burden of financial strain.



In addition to housing, SBCCD shared ideas on making college and career training more affordable and accessible. We discussed how expanding financial aid, offering more career pathways, and increasing support services can help local families and residents, particularly those from underserved communities, acquire the skills necessary for in-demand jobs. By investing in these resources, we can ensure that our students are well-equipped to succeed in a competitive workforce.



We are excited to continue these important conversations with our lawmakers and appreciate their ongoing support. We are grateful to have a dedicated group of state legislators who understand the needs of our students and recognize the critical role SBCCD plays in shaping the future workforce. We look forward to working together to ensure that more students have the opportunity to pursue and succeed in high-paying, fulfilling careers.

cont. from page 1

Our 2025 legislative and budget priorities offer workable ideas, including the following:



Increasing college affordability by expanding financial aid for adult learners, building affordable student housing, and cutting red tape for programs that help students become self-sufficient.



Expanding job training and apprenticeships to prepare students for high-demand careers and meet the needs of local employers.



Investing in community prosperity through initiatives like the San Bernardino Job Growth Corridor, which will modernize SBCCD's training facilities and the San Bernardino Regional Emergency Training Center for first responders and essential industry jobs.

We are grateful to SBCCD's Board of Trustees for their leadership in approving this agenda and to our policymakers and student advocates for your partnership.

Thank you for your service in this important work to make the Inland Empire a region of opportunity for all.



# SBCCD & PARTNERS: 'BRIDGING FUTURES' FOR YOUTH & PROBATION OFFICERS



On December 3, 2024, the San Bernardino Juvenile Services County Probation Department, in partnership with the Economic Development and Corporate Training (EDCT) division of the San Bernardino Community College District, held their “Bridging Futures” resource event in Fontana. Hosted at the Jesse Turner Health & Fitness Community Center, over 30 community-based organizations and over 100 Probation Officers attended. Probation officers from the Inland Empire learned about educational and career resources, and wrap-around services for youth and those who have been justice impacted. Some of the organizations in attendance included:

- ▶ **A Greater Hope**
- ▶ **Equus Workforce Solutions**
- ▶ **Inland Valley Recovery Services**
- ▶ **Kindful Restoration**
- ▶ **Take Up Your Cross, Inc.**
- ▶ **The LOVE Program**
- ▶ **Youth Action Project**
- ▶ **Rialto Family Health Services**
- ▶ **Teamsters Local 1932 Training Center**
- ▶ **Nextgen Flight Academy**



The day was filled with valuable networking, raffles, and a special moment when two fortunate youth probationers received E-Bikes as a token of appreciation for their hard work, dedication, and successful journey through the probation system, marking a positive shift in their life paths. EDCT and San Bernardino County Probation will continue their impactful outreach and re-source fair in Spring 2025. If your organization would like to attend and host an information table or would like to learn more about the next event, please contact: Avi Nair, Assistant Manager, Workforce Development at [anair@sbccd.edu](mailto:anair@sbccd.edu)

*cont. from page 1*

Faculty and staff participated in workshops like UndocuAlly training, equipping them to create a welcoming environment for undocumented students by understanding their challenges, rights, and family dynamics.

We explored artificial intelligence and best practices for teaching and learning.

We reflected on our identity as Hispanic Serving Institutions and began discussing steps to also become Black Serving Institutions.

Hearing from our STEM MESA students reminded us of the talent and determination of those we serve. They're ready to make their mark on the world with innovative ideas and a commitment to creating a better future.

We look forward to delivering on our mission of empowering students to succeed.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

**PREPARED BY:** Dr. Christopher Crew, Executive Director of Research, Planning, and Institutional Effectiveness

**DATE:** February 13, 2025

**SUBJECT:** Strategic Plan Goal - 1 Status Update

### **RECOMMENDATION**

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

### **OVERVIEW**

The current document provides a review of important actions and highlights related to Goal 1 (Eliminate Barriers to Student Access and Success).

### **ANALYSIS**

SBCCD's initiatives enhance student success by improving accessibility, simplifying processes, and creating growth opportunities. These efforts reduce barriers for students, particularly from underrepresented communities, and provide essential support for academic and career advancement. By streamlining enrollment and financial aid access, SBCCD equips students to succeed in a competitive environment, ensuring they thrive and achieve their goals while contributing to community advancement.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.



# MONTHLY STATUS UPDATE

SPRING 2025

## GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS AND SUCCESS



## OUTCOME ACHIEVED

The Transfer and Career Services Center at SBCCD, in partnership with CSUSB, organized a CSUSB Instant Admit Day. This event allowed potential transfer students to interact with CSUSB Admissions Counselors and Evaluators, who evaluated their transfer eligibility. Consequently, 50 students received acceptance to CSUSB for the Spring 2025 term.

### ENHANCED STUDENT ACCESSIBILITY & SUPPORT

- California Adult Education Program (CAEP) Counselors translated a student handbook into Spanish to improve accessibility for Spanish-speaking students as they transition into educational programs.
- SBCCD hosted over 100 FAFSA workshops, including events for K–12 students, which resulted in the completion of 9,550 financial aid applications.

### SBCCD BROADENS ITS IMPACT

- 3,400 postcards reached Hispanic and Black/African American households, highlighting affordability, flexibility, and services.
- SBCCD established the first Construction Management Association of America (CMAA) SoCal student chapter among community colleges.

## **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:** February 13, 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 February 13, 2025

<b>MONTHLY</b>	<b>Consent Agenda</b>	<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>
	<b>Information Items Reports/Updates</b>	<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)
- CCC Classified Employee of the Year Nomination (by 3/15)
- Review Tenure/Tenure Contracts
- Selection of Auditor (before 4/1)
- Quarterly Certified Financial Status Report (Oct-Dec)
- Quarterly Investment & Deposit Report (Oct-Dec)
- CBOC Annual Report Presentation (by 3/31)

**BOARD MASTER PLANNING ACTION CALENDAR\***

Presented for Information February 13, 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 February 13, 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 CCCCCO
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

**OCTOBER**

- P&Ps: Review Schedule
- Academic Calendar
- Emergency Operations Plan
- Annual Security Report
- Initial Proposals to Reopen Negotiations with CSEA/CTA
- Sabbatical Completion Reports (from prior academic year)

**NOVEMBER**

- § 72000 (c)(2)(A); Board to select date and time of annual meeting and notify the county superintendent of schools. Note: Within 15 days of the annual meeting, written notice must be sent to members and members-elect notifying them of the date and time of the annual meeting.
- Full-Time Faculty Obligation Report (110/FFO due by 11/30)

**BOARD MASTER PLANNING ACTION CALENDAR\***

Presented for Information February 13, 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:** Steven J. Sutorus, Executive Director of Business and Fiscal

**DATE:** February 13, 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 January 13, 2024. As of that date, SBCCD was 53.7% through the fiscal year and had spent and/or encumbered approximately 51.0% 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 01/13/24

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### 53.7% of Fiscal Year Elapsed

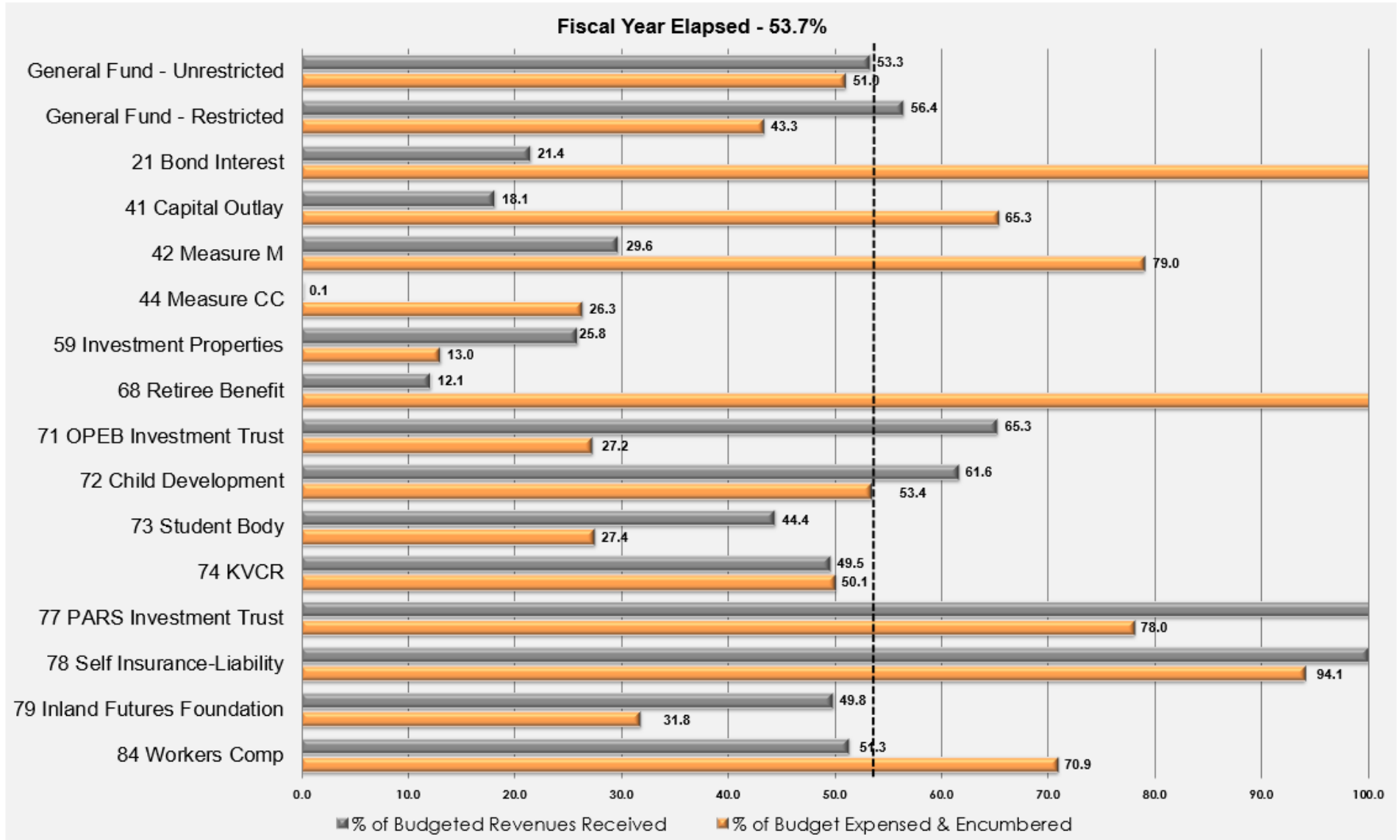
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund - Unrestricted	143,959,350	76,680,651	53.3%	143,900,470	73,421,521	51.0%	Expenditures are consistent with the needs of the fund given the current climate.
01 General Fund - Restricted	108,021,646	60,968,360	56.4%	108,021,646	46,812,468	43.3%	
21 Bond Interest & Redemption	55,000,000	11,796,294	21.4%	55,000,000	56,030,736	101.9%	Taxes are determined and collected by the County for bond measures.
41 Capital Outlay	3,714,676	672,937	18.1%	8,573,383	5,597,358	65.3%	Revenues are posted in arrears.
42 Measure M	800,000	236,958	29.6%	11,538,428	9,114,846	79.0%	Purchase orders covering expenses for the entire fiscal year are created early in the year. Q2 interest is in process.
44 Measure CC	6,000,000	3,512	0.1%	297,489,492	78,248,187	26.3%	Posting of Interest for Q1 & Q2 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 Q2 activity.
68 Retiree Benefit	371,000	44,753	12.1%	2,871,000	3,075,112	107.1%	Revenues are posted in arrears. Expenses include a one-time expenditure for \$2,490,840 related to employee HRA contributions, remaining expenditures are consistent with the needs of the fund.
71 OPEB Trust	1,000,000	652,604	65.3%	82,000	22,330	27.2%	Investment earnings for Q2 were higher than estimated.
72 Child Development	5,236,304	3,223,503	61.6%	5,236,304	2,798,540	53.4%	
73 Student Body Center Fee	346,950	154,010	44.4%	346,950	95,176	27.4%	Revenues are posted in arrears. Expenditures are consistent with the needs of the fund.
74 KVCR	9,635,612	4,773,838	49.5%	9,616,392	4,814,444	50.1%	
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	1,128,751	94.1%	Revenues transferred in full at the beginning of the fiscal year. Insurance premiums paid early in the
79 Inland Futures Foundation	1,483,453	738,223	49.8%	1,483,453	471,038	31.8%	Expenditures are consistent with the needs of the fund.
84 Workers Compensation	2,444,920	1,254,508	51.3%	2,986,865	2,116,443	70.9%	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>170,288,519</b>	<b>48.7%</b>	<b>660,471,186</b>	<b>288,703,861</b>	<b>43.7%</b>	



# Budget Revenue & Expenditure Summary

Year to Date 01/13/24

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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Dr. Diana Z. Rodriguez, Chancellor  
**REVIEWED BY:** Dr. Nohemy Ornelas, Vice Chancellor of Education and Student Support Services  
**PREPARED BY:** Dr. Christopher Crew, Executive Director of Research, Planning, and Institutional Effectiveness  
**DATE:** February 13, 2025  
**SUBJECT:** CCFS-320 Apportionment Attendance Report for FY 2025 Period 1

**RECOMMENDATION**

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

**OVERVIEW**

The CCFS-320 Apportionment Attendance Report for FY 2025, Period 1, has been submitted to the State Chancellor’s Office.

**ANALYSIS**

SBCCD’s enrollment has increased compared to FY24. These results highlight the effectiveness of strategic initiatives in outreach and program development in meeting student needs. This upward trend supports SBCCD’s goals of expanding access to education, enhancing student success, and contributing to community development.

	Fiscal Year 2025 Target	P1 Fiscal Year 2025 Reported	P1 Fiscal Year 2024 Reported	# Change P1 FY25 vs. FY24	% Change P1 FY25 vs. FY24
CHC	4,326	4,589	3,648	+560	+13.90%
SBVC	10,402	11,037	9,291	+1,609	+17.07%
SBCCD Total	14,728	15,626	12,939	+2,169	+16.12%

\*FTES have been rounded to the nearest whole number.

**INSTITUTIONAL VALUES**

- 4. Ensure Fiscal Accountability/Sustainability.

**FINANCIAL IMPLICATIONS**

The data included in this report will be used to make strategic decisions related to enrollment management, budgeting, multi-year forecasting, and other goal-setting processes.



**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:** February 13, 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	\$5,506,610	1.81

**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	\$1,115,703.19	<b>\$128,384,849.32</b>	0.88%
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>\$5,506,610.39</b>	<b>\$310,011,313.49</b>	<b>1.81%</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 #0011*	\$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	\$468,659.60	-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	\$896,410.00	\$46,795,410.00	1.95%
<b>CC02-2000 : Crafton Hills College Total</b>	<b>\$127,269,146.13</b>	<b>\$1,115,703.19</b>	<b>\$128,384,849.32</b>	<b>0.88%</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
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #007	\$45,899,000.00	\$223,419.00	\$896,410.00	\$46,795,410.00	0.49%	1.95%	06-Dec-24	13-Feb-25
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

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)	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>\$1,115,703.19</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:** February 13, 2025

**SUBJECT:** Contracts Below \$114,800

### **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 \$114,800. 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 \$114,800**  
Presented for Information February 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30314	David Ollis Landscape Development	On Demand Services	SBCCD	Facilities	\$ 40,000.00		
30545	Southern California West Coast Electric Inc	On Demand Services	CHC	Facilities	\$ 25,000.00		
30547	Loudon, Casey	Performer	SBVC	Theatre	\$ 900.00		
30548	Lenz, Frank	Performer	SBVC	Theatre	\$ 900.00		
30549	San Bernardino Crossroads Rotary	MOU	SBCCD	College Corp	No Cost		
30550	Akoma Unity Center	MOU	SBCCD	College Corp	No Cost		
30551	Big Brothers Big Sisters of the IE	MOU	SBCCD	College Corp	No Cost		
30552	Blu Educational Foundation	MOU	SBCCD	College Corp	No Cost		
30553	Catholic Charities San Bernardino and Riverside Counties	MOU	SBCCD	College Corp	No Cost		



**Contracts Below \$114,800**  
Presented for Information February 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30554	Rialto Unified School District	MOU	SBCCD	College Corp	No Cost		
30555	Southern California Mountains Foundation	MOU	SBCCD	College Corp	No Cost		
30556	Yucaipa, City of	MOU	SBCCD	College Corp	No Cost		
30557	Tree People	MOU	SBCCD	College Corp	No Cost		
30558	Making Hope Happen Foundation	MOU	SBCCD	College Corp	No Cost		
30559	Foreman, Rebecca	Services	SBVC	Adult Education	\$ 2,000.00		
30560	P2C Solutions LLC	Consultants	SBVC	Adult Education	\$ 48,000.00		
30561	Cintas Corporation	On Demand Services	SBVC	Food Services	\$ 15,000.00		
30562	Sidepath Inc	Maintenance Agreement	DSO	TESS	\$ 11,994.91		



**Contracts Below \$114,800**  
Presented for Information February 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30563	Sidepath Inc	Maintenance Agreement	DSO	TESS	\$ 11,994.91		
30564	Undocuscholars LLC	Services	SBVC	Professional Development	\$ 5,400.00		
30565	Stephen Joseph Craig Productions	Services	CHC	Student Services	\$ 8,500.00		
30566	Bangasser, Susan	Services	SBVC	Instruction	\$ 28,480.62		
30567	Audacy Operations Inc	Advertising	KVCR	KVCR	\$ 3,970.00		
30568	Minute To Give Inc	Software/Licensing	KVCR	KVCR	\$ 1,000.00		
30569	Titan Tent & Event Rentals	Rental	SBVC	Student Services	\$ 4,313.30		
30570	Inland Empire Health Plan	MOU	SBCCD	TESS	No Cost		
30571	California's Manufacturing Technology Consulting	Income	SBCCD	EDCT		\$ 400,000.00	



**Contracts Below \$114,800**  
Presented for Information February 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
22255	Eastern Educational Television Network Inc (APT)	Amendment 01	KVCR	KVCR			term extension
30573	Yucaipa High School	Facility Use	CHC	Facilities	No Cost		
30574	Rotary International District 5330	Income - Facilities Use	CHC	Facilities		\$ 1,091.96	
30575	Victor Elementary School District	Income - Training Agreement	SBCCD	EDCT		\$ 25,000.00	
30576	Blu Educational Foundation	MOU	SBVC	Financial Aid	No Cost		
30577	Yucaipa Swim Team	Income - Facilities Use	CHC	Pool		\$ 16,000.00	
30578	San Bernardino County Superintendent of Schools	Income - Facilities Use	CHC	Facilities		\$ 1,000.00	
30579	Event Pixie	Services	SBVC	First Year	\$ 2,580.00		
30580	Collins, Alyssa	Speaker Agreement	CHC	Language Arts	\$ 950.00		



**Contracts Below \$114,800**  
Presented for Information February 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30581	Crown Lift Trucks	Maintenance Agreement	SBCCD	EDCT	\$ 3,080.00		
30582	Howard Gray Shannon Productions	Broadcasting Rights	KVCR	KVCR	No Cost		
30583	Riverside University Health System - Behavioral Health	Clinical Site Agreement	SBVC	Behavioral Health	No Cost		
30584	Safework Inc	Professional Services	DSO	Facilities	\$ 45,060.00		
30585	Dragan, Nicoleta C	Services	SBVC	Student Services	\$ 8,900.00		
30586	Paws-To-Share	Services	CHC	Student Life	\$ 960.00		
30587	Elizarraraz, Giovanni Arturo dba Graphic Intelligence Optics	Services	SBVC	Marketing	\$ 14,400.00		
30588	Inland Empire Stages LTD	Bus Rental	SBVC	Athletics	\$ 1,520.70		
30589	G/M Business Interiors	Services	CHC	Instruction	\$ 1,350.12		



**Contracts Below \$114,800**  
Presented for Information February 13 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30590	Securitas Technology Corporation	Services	SBVC	Student Services	\$ 3,583.69		
30591	El Dorado Broadcasters LLC	Advertising	KVCR	KVCR	\$ 3,900.00		
30592	Fontana Aquatics Club	Income - Facilities Use	CHC	Pool		\$ 3,000.00	
30593	Sand Canyon Water Polo	Income - Facilities Use	CHC	Pool		\$ 3,000.00	
30594	Regents of the University of New Mexico, The	Broadcasting Rights	KVCR	KVCR	No Cost		
30595	San Bernardino County Superintendent of Schools	Income - Grant	SBCCD	Child Center		TBD	
30596	San Bernardino, County of - Preschool Services Department	MOU	SBVC	Nursing	No Cost		
30439	Emcor Service Mesa Energy	Amendment 01	SBVC	Maintenance	\$ 32,161.00		\$ 12,166.00
30598	Redlands Swim Team	Income - Facilities Use	CHC	Pool		\$ 19,000.00	

## 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:** February 13, 2025

**SUBJECT:** Districtwide Grant Submissions and Awards

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Between July 1, 2024, and January 28, 2025 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:** 30 applications were submitted districtwide from July 1, 2024, through January 28, 2025.
- **Total Grant Funding Applied:** \$13,061,945.20 collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.
- **Grants Awarded:** Grants awarded totaling \$2,237,017
- **Grants Awaiting Awards:** 12 grants pending for a total of \$10,774,928.20 in fiscal year 2024-25
- **Thank You to Funding Partners:**
  - 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)
- California Community College Chancellor's Office: \$200,000 (Institutional Effectiveness CHC)

### **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:** February 13, 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 30 grants in FY 24/25 totaling \$13,061,945.20
- **Total Grants Awarded: \$ 2,237,017**
- **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.
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  - **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 –** Application Declined

### 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.
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### 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.
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  - **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.

## LA84 Foundation

**Purpose:** This grant is for community outreach (athletics) at SBVC

- **Grantor:** LA84 Foundation
- **Application Amount:** \$135,000
- **Lead Entity –** San Bernardino Valley College Foundation
- **Application Submitted –** January, 2025
- **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.
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- ✓ **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.

## National Endowment for the Humanities

**Purpose:** This grant will fund to create the documentary Succombe vs. Lopez for KVCR TV and radio station.

- **Grantor:** National Endowment for the Humanities
- **Application Amount:** \$698,587
- **Lead Entity –** KVCR
- **Application Submitted –** January 7, 2025
- **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

### California Local News Fellowship Program

**Purpose:** California newsrooms are a vital part of the [California Local News Fellowship](#) program, a state-funded initiative to support and strengthen local reporting, focusing on underserved communities. We have asked for funding for two reporters – one for KVCR and one for FNX for the duration of two years.

- **Grantor:** California Local News Fellowship
- **Application Amount:** No specific amount (approx. 400K)
- **Lead Entity –** KVCR
- **Application Submitted –** January 4, 2025
- **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.
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- **Application Amount:** No specific amount (approx. 400K)
- **Lead Entity –** KVCR
- **Application Submitted –** January 4, 2025
- **Application Status –** Waiting on Announcement

### Alignment with Educational Master Plans:

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- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

## Institutional Effectiveness Partnership Initiative—Dual Enrollment

**Purpose:** Reinventing Senior Year for Dual Enrollment Students. With this grant we aim to develop a system where high school seniors complete an entire year of college-level courses on their high school campuses, knocking out California General Education Transfer Curriculum (CalGETC) requirements.

- **Grantor:** CCCCCO
- **Application Amount:** \$200,000
- **Lead Entity –** Crafton Hills College
- **Application Submitted –** November 4, 2024
- **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.
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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 of Business & Fiscal Services

**DATE:** February 13, 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 \$661,767 to \$82,717,401 from the previous estimate of \$83,379,169. 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 January 13, 2025, 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	88,150	82,886	105,838	105,058	97,983	93,931		
<b>Receipts</b>														
Federal		186	4	5	53	135	268	985	178	-5	101	1,020		2,930
State	13,261	8,157	13,652	7,282	7,800	42,359	7,417	17,955	15,504	9,282	8,493	4,043		155,207
Local	6,309	699	4,522	1,189	-932	31,849	5,615	2,655	388	2,476	5,730	470		60,968
Interfund Transfer & Sale of Assets					3,253	29		5,407			354	3,625		12,669
Accounts Receivable/Accruals	-3,045	438	3,090	5,345	1,337	-6,877	-685	671	-65	-154	-505	659		209
<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>67,496</b>	<b>12,615</b>	<b>27,673</b>	<b>16,006</b>	<b>11,598</b>	<b>14,173</b>	<b>9,818</b>		<b>231,983</b>
<b>Disbursements</b>														
Academic Salaries	10	5,227	5,071	5,905	5,912	3,983	5,779	5,016	5,761	5,820	5,888	9,934		64,306
Classified Salaries	3,304	3,643	3,690	4,149	4,000	3,740	3,864	3,730	4,043	4,993	4,233	4,677		48,066
Benefits	1,699	3,102	3,189	3,419	3,583	-673	3,750	3,567	2,481	4,163	3,840	5,340		37,460
Supplies & Materials	136	195	119	262	216	27	180	161	209	606	363	488		2,962
Other Operating Exp	2,486	1,221	2,374	2,580	2,026	-276	2,651	2,812	3,187	1,677	2,001	5,111		27,848
Capital Outlay	521	-45	768	212	277	127	363	143	362	455	361	644		4,187
Other Outgo	1,099	589	2,054	1,833	1,794	2,610	1,322	1,959	792	892	1,558	1,066		17,568
Longterm Post-Employment Benefits	-5	-7	-7	-7	-7	-7	-8	17	-8	-8	31	5		-12
Accounts Payable/Accruals	1,853	5,778	-306	-64	-271	41,644	-24	-12,684	-41	73	-48	-6,234		29,677
<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>51,173</b>	<b>17,878</b>	<b>4,721</b>	<b>16,786</b>	<b>18,673</b>	<b>18,226</b>	<b>21,031</b>		<b>232,062</b>
Increase / (Decrease) in Cash Balance	5,423	-10,222	4,316	-4,467	-6,018	16,322	-5,263	22,952	-780	-7,075	-4,053	-11,213		
Estimated Ending Cash Balance	88,219	77,997	82,313	77,846	71,827	88,150	82,886	105,838	105,058	97,983	93,931	82,717		

## **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:** February 13, 2025

**SUBJECT:** MOUs between SBCCD and the San Bernardino Community College District Teachers Association (CTA)

### **RECOMMENDATION**

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

### **OVERVIEW**

The District and the CTA 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 CTA.

### **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 Teachers Association**  
**And San Bernardino Community College District**  
**Part-Time Faculty Reimbursement for Microsoft 365**  
**November 22, 2024**

WHEREAS: The District provides part-time faculty with a license for the web version of the Microsoft Office 365 Suite, and

WHEREAS: The Parties acknowledge that part-time faculty may need access to the installed version of the Microsoft Office 365 Suite, and

WHEREAS: Part-Time faculty may purchase the installed version of the Microsoft Office 365 Suite for a discounted price of \$48.99 per year at <https://www.microsoft.com/en-us/workplace-discount-program>,

IT IS THEREFORE AGREED THAT:

Part-Time faculty who purchase the installed version of the Microsoft Office 365 Suite shall be eligible for reimbursement up to \$48.99 per year.

The District shall provide a form and process for faculty to submit a request for reimbursement.

Only part-time faculty that are actively employed with the District shall be eligible for reimbursement.

This MOU shall sunset June 30, 2025. Either party may request to negotiate or extend the terms of this MOU prior to the sunset date.

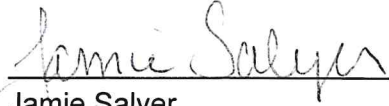
For SBCCCD:



Date: 11/22/2024

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

For SBCCDTA:



Date: 11/22/2024

Jamie Salyer  
SBCCDTA Lead Negotiator

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**San Bernardino Community College District Teachers Association**  
**And San Bernardino Community College District**  
**Allied Health Fire Closure Impact**  
**November 22, 2024**

WHEREAS: The District closed all sites September 9, 2024, through September 13, 2024, due to the Line Fire, and;

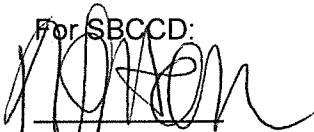
WHEREAS: The Parties acknowledge that the Allied Health programs at SBVC are subject to external minimum hour requirements, and

WHEREAS: All faculty received full pay for the week of the closure; however, working conditions were impacted due to external program requirements,

IT IS THEREFORE AGREED THAT:

The following faculty members will receive a stipend in the amount of \$250:

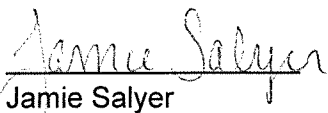
- Reshmi Kappatil
- Oscar Vasquez-Valdez
- Angela Vogel
- Mary Rascon
- Marissa Sepulveda
- Anita Arnold
- Jesus Navarro
- Espree Foscolos
- Michelle Jackson
- Sarah Dietz

For SBCCCD:  


Date: 11/22/2024

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

For SBCCDTA:

  
Jamie Salyer

Date: 11/22/2024

SBCCDTA Lead Negotiator

## 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:** February 13, 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 February 13, 2025

[v.1.17.2025.p.1|2]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Grothe-Kearns, Sierra R</b> CHC Tutoring Center	Tutor I	01/13/25	06/30/25	\$17.00
<b>Hill, Nariah D</b> CHC Tutoring Center	Tutor I	01/21/25	06/30/25	\$17.00
<b>Jones, Eloise E</b> CHC Tutoring Center	Tutor I	01/13/25	06/30/25	\$17.00
<b>Parhusip, Marsekal J</b> CHC Tutoring Center	Tutor I	01/13/25	06/30/25	\$17.00
<b>Vara, Eva N</b> CHC Tutoring Center	Tutor I	01/13/25	06/30/25	\$17.00
<b>Dixon, Reginald</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	01/02/25	06/30/25	\$75.00
<b>Rosas, Rosa O</b> DIST Economic Development & Corporate Training	Project Liaison	01/13/25	06/30/25	\$75.00
<b>Kruger, Logan</b> SBVC English	Tutor III	01/21/25	06/30/25	\$20.00
<b>Rouein Tan, Mehdi</b> SBVC STEM-MESA	Tutor III	01/13/25	06/30/25	\$20.00
<b>Love, Aaijah</b> SBVC Student Accessibility Services	Tutor II	01/13/25	06/30/25	\$18.00

### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Cecena, Rosy</b> CHC Maintenance & Operations <i>Ext: Vacancy Coverage</i>	Custodian	12/07/24	02/06/25	\$22.47
<b>Henderson, Kristine</b> CHC Maintenance & Operations <i>Ext: Vacancy Coverage</i>	Custodian	11/16/24	01/15/25	\$22.47
<b>Rivera, Linda</b> DSO Fiscal Services <i>Sick/Vacation Coverage</i>	Account Technician	01/01/25	02/28/25	\$25.38
<b>Ayala, Marianna</b> SBVC Child Development Center	Child Development Assistant	01/06/25	03/05/25	\$18.42



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on February 13, 2025

[v.1.17.2025.p.2|2]

## Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Bobadilla, Mayra</b> SBVC Child Development Center <i>Sick/Vacation Coverage</i>	Child Development Assistant	01/06/25	03/05/25	\$18.42
<b>Rodriguez, Dana</b> SBVC Child Development Center <i>Sick/Vacation Coverage</i>	Child Development Assistant	01/06/25	03/05/25	\$18.42
<b>Bender, Mary J</b> SBVC Student Services, VP Office <i>Ext: Vacancy Coverage</i>	Administrative Coordinator	02/03/25	04/03/25	\$33.33



## **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:** February 13, 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 12/5/2024 – 1/9/2025 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  
February 13, 2025

PO#	Supplier Name	Amount
PO2502568	STAPLES BUSINESS ADVANTAGE	325.46
PO2502569	STAPLES BUSINESS ADVANTAGE	465.02
PO2502572	SAN BERNARDINO CCD	13,017.38
PO2502573	A GORDON COMPANY	8,493.55
PO2502574	POCKET NURSE ENTERPRISES INC	5,361.36
PO2502575	LIEBERT CASSIDY WHITMORE	4,550.00
PO2502576	KONICA MINOLTA BUSINESS SOLUTIONS	2,748.35
PO2502577	ASSIST DESIGN	1,616.25
PO2502578	ESPINOZA MARKET	734.06
PO2502579	COLLEGESOURCE INC	13,033.91
PO2502580	STAPLES BUSINESS ADVANTAGE	241.29
PO2502581	CDW LLC	537.00
PO2502582	4IMPRINT INC	927.05
PO2502583	4IMPRINT INC	570.72
PO2502584	CDW LLC	78.32
PO2502585	CDW LLC	28,820.81
PO2502586	RAN ENTERPRISES INC	6,449.99
PO2502587	CALIFORNIA STATE UNIVERSITY SAN BERNARDINO	825.00
PO2502588	PANERA LLC	1,230.00
PO2502590	FARIAS, ALBERT	1,400.00
PO2502591	BEARCOM	5,205.26
PO2502592	SAN BERNARDINO CCD	80,000.00
PO2502593	SAN BERNARDINO CCD	120,000.00
PO2502594	STAPLES BUSINESS ADVANTAGE	645.99
PO2502595	STAPLES BUSINESS ADVANTAGE	934.31
PO2502596	THOMAS, VANESSA	300.00
PO2502597	WEST COAST LIGHTS & SIRENS INC	115.00
PO2502601	DOOLEY ENTERPRISES INC	2,243.74
PO2502604	VITAL RECORDS CONTROL	1,154.12
PO2502605	EDVOTEK INC	481.64
PO2502610	DISH FACTORY INC, THE	1,495.24
PO2502612	SAN BERNARDINO CCD	14,400.00
PO2502613	SAN BERNARDINO CCD	1,000.00
PO2502614	TU, CHIEN	1,400.00
PO2502615	LEIALOHA, JOHNNYJ I.	1,400.00
PO2502616	MOORMAN, CHRISTOPHER M.	1,400.00
PO2502617	LOPEZ, ALI	1,400.00
PO2502618	KAVITA, KATEYA	1,400.00
PO2502619	RAMIREZ, ADELINE C.	1,400.00
PO2502620	ORTEGA, MARTIN J.	1,400.00
PO2502621	PANIAGUA, DANNY	1,400.00
PO2502622	GALLEGOS, OSCAR A.	1,400.00
PO2502623	GALLEGOS, ALEXANDER	1,400.00
PO2502625	FORESTRY SUPPLIERS INC	307.49
PO2502626	STAPLES BUSINESS ADVANTAGE	140.00

Purchase Order Report  
February 13, 2025

PO#	Supplier Name	Amount
PO2502627	STAPLES BUSINESS ADVANTAGE	382.87
PO2502629	MCMASTER-CARR SUPPLY CO	626.83
PO2502630	GRAINGER INC	73.17
PO2502631	CALIFORNIA, STATE OF	9,499.88
PO2502632	GENUINE AUTO PARTS	2,044.46
PO2502634	SAN BERNARDINO CCD	8,736.00
PO2502635	SAN BERNARDINO CCD	779.98
PO2502637	DUCK & OWL LLC	500.00
PO2502639	CDW LLC	129.78
PO2502640	DELL MARKETING LP	4,218.75
PO2502641	US POSTAL SERVICE	40,000.00
PO2502643	GRAINGER INC	3,329.28
PO2502645	SAN BERNARDINO CCD	194.88
PO2502646	SNAP-ON INDUSTRIAL	587.91
PO2502648	G & R MACHINERY SERVICES INC	675.00
PO2502649	SAN BERNARDINO CCD	75.25
PO2502650	SAN BERNARDINO CCD	731.83
PO2502651	FARM FRESH TO YOU LLC	2,159.73
PO2502652	VERDANTAS INC	11,665.25
PO2502653	CEDAR MOUNTAIN SOFTWARE LLC	6,370.00
PO2502656	CRAFTUNIQUE LLC	435.86
PO2502657	ALL IN ONE POSTER COMPANY INC	1,753.03
PO2502658	FORMLABS INC	286.05
PO2502659	MCKEE, JULIE	40.98
PO2502660	CARDIO PARTNERS INC	1,971.50
PO2502661	MAXON COMPUTER INC	7,884.00
PO2502662	SPIRIT OF TEXAS BBQ LLC	883.59
PO2502663	SAN BERNARDINO CCD	20,000.00
PO2502664	PRINT & FINISHING SOLUTIONS	1,571.24
PO2502665	STATE WATER RESOURCES CONTROL BOARD	727.00
PO2502666	TACOS CHICANX LLC	489.37
PO2502668	MINUTE TO GIVE INC	1,000.00
PO2502669	STAPLES BUSINESS ADVANTAGE	149.54
PO2502670	HIS GLASSWORKS INC	36,210.43
PO2502672	TWINING INC	3,951.65
PO2502673	SOUTHERN CALIFORNIA INTERSEGMENTAL ARTICULATION COUNCIL	400.00
PO2502675	SAN BERNARDINO CCD	1,875.00
PO2502676	FOLLETT CORPORATION	3,956.98
PO2502677	TJM PROMOS INC	1,330.56
PO2502684	MARV TRAINING	179.40
PO2502685	CALIFORNIA COMMUNITY COLLEGE WOMEN'S BASKETBALL COACHES	350.00
PO2502686	DRIVELINE BASEBALL ENTERPRISES LLC	714.43
PO2502687	AMERICAN SOCIETY OF HEALTH SYSTEM PHARMACIST	3,100.00
PO2502688	LAERDAL MEDICAL CORPORATION	374.67
PO2502689	SAN BERNARDINO CCD	343.05

Purchase Order Report  
February 13, 2025

PO#	Supplier Name	Amount
PO2502692	STAPLES BUSINESS ADVANTAGE	286.35
PO2502694	ASCAP	1,519.20
PO2502695	BROADCAST MUSIC INC	4,565.43
PO2502698	JETBRAINS AMERICAS INC	323.50
PO2502699	STAPLES BUSINESS ADVANTAGE	86.19
PO2502701	CALIFORNIA TOOL & WELDING SUPPLY LLC	608.00
PO2502702	VWR INTERNATIONAL LLC	2,573.28
PO2502703	STAPLES BUSINESS ADVANTAGE	243.20
PO2502704	STAPLES BUSINESS ADVANTAGE	16.62
PO2502705	CDW LLC	302.22
PO2502706	WIRZ & COMPANY PRINTING INC	264.26
PO2502707	PANERA LLC	46.06
PO2502708	PANERA LLC	23.99
PO2502709	PANERA LLC	53.55
PO2502710	ASSOCIATED STUDENTS OF PASADENA CITY COLLEGE	500.00
PO2502711	PRINT & FINISHING SOLUTIONS	215.46
PO2502712	STAPLES BUSINESS ADVANTAGE	71.92
PO2502714	BIG TIME DESIGN	7,658.63
PO2502715	OTTINGER, MARIA	1,000.00
PO2502718	SAN BERNARDINO CCD	899.74
PO2502719	STAPLES BUSINESS ADVANTAGE	288.85
PO2502720	A & I REPROGRAPHICS	4,819.15
PO2502721	MOTOROLA SOLUTIONS INC	747.33
PO2502724	TEL SET COMMUNICATIONS INC	2,401.03
PO2502725	WASTE & RECYCLING SERVICES INC	5,000.00
PO2502726	ARUP NORTH AMERICA LTD	9,830.12
PO2502728	SIDEPATH INC	11,994.91
PO2502729	SIDEPATH INC	11,994.91
PO2502731	FLINN SCIENTIFIC INC	3,720.37
PO2502732	STAPLES BUSINESS ADVANTAGE	94.57
PO2502733	STAPLES BUSINESS ADVANTAGE	660.51
PO2502734	POCKET NURSE ENTERPRISES INC	444.74
PO2502735	BOUND TREE MEDICAL LLC	1,635.39
PO2502736	A & I REPROGRAPHICS	4,382.63
PO2502737	A & I REPROGRAPHICS	10,875.00
PO2502738	MOLLE, LAURA	800.00
PO2502739	FD OPCO LLC	2,748.32
PO2502740	CONCEPTUAL MARKETING	1,407.23
PO2502742	BURGESS MOVING & STORAGE	1,728.00
PO2502743	SAN BERNARDINO CCD	763.83
PO2502745	SAN BERNARDINO CCD	2,674.38
PO2502746	SAN BERNARDINO CCD	5,248.08
PO2502749	STAPLES BUSINESS ADVANTAGE	94.98
PO2502753	CALIMESA CHAMBER OF COMMERCE	80.00
PO2502754	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	3,372.50

Purchase Order Report  
February 13, 2025

PO#	Supplier Name	Amount
PO2502755	SAN BERNARDINO CCD	754.06
PO2502756	FOLLETT CORPORATION	142.01
PO2502758	SAN BERNARDINO CCD	1,119.25
PO2502760	SAN BERNARDINO CCD	1,469.97
PO2502761	R.E. MICHEL COMPANY	587.35
PO2502762	STAPLES BUSINESS ADVANTAGE	113.20
PO2502764	STAPLES BUSINESS ADVANTAGE	74.33
PO2502768	SALAS O'BRIEN	3,941.95
PO2502769	SAN BERNARDINO CCD	2,566.44
PO2502770	SESAC INC	1,228.91
PO2502771	POCKET NURSE ENTERPRISES INC	13,069.35
PO2502772	POCKET NURSE ENTERPRISES INC	2,286.68
PO2502773	CDW LLC	9,980.21
PO2502774	VIZUAL SYMPHONY INC	322.07
PO2502775	WILBUR'S POWER EQUIPMENT	862.00
PO2502777	STAPLES BUSINESS ADVANTAGE	207.00
PO2502780	TEL SET COMMUNICATIONS INC	975.72
PO2502781	WALLBRECHT, SARAH	430.00
PO2502782	SALAZAR, JENNIFER	380.00
PO2502783	CASTRO, ANGEL	430.00
PO2502784	ALMAZAN, ALLEN	380.00
PO2502785	LOPEZ, ALEJANDRO	430.00
PO2502786	HAINSWORTH, GARRETT	430.00
PO2502787	LAUBE, JOSHUA	380.00
PO2502788	EMOCK, JYMUELL	380.00
PO2502789	SANCHEZ, KELSEY	430.00
PO2502791	SAN BERNARDINO CCD	408.80
PO2502792	ENTERTAINMENT PARTNERS LLC	1,450.00
PO2502793	A & I REPROGRAPHICS	2,139.38
PO2502794	STAPLES BUSINESS ADVANTAGE	293.10
PO2502795	STAPLES BUSINESS ADVANTAGE	21.28
PO2502796	MCMASTER-CARR SUPPLY CO	118.35
PO2502797	DIVISION OF STATE ARCHITECT	3,440.00
PO2502799	SITELOGIQ INC	14,998.00
PO2502800	MCMURRAY STERN LLC	2,500.00
PO2502802	MCMASTER-CARR SUPPLY CO	300.87
PO2502803	MCMASTER-CARR SUPPLY CO	88.12
PO2502805	RALLY FACTORY	2,279.40
PO2502807	STAPLES BUSINESS ADVANTAGE	2,040.48
PO2502808	FISHER SCIENTIFIC COMPANY LLC	8,029.96
PO2502810	ULINE INC	4,479.35
PO2502811	ULINE INC	5,944.22
PO2502812	SHERRILL INC	1,331.76
PO2502813	HARDY DIAGNOSTICS	511.04
PO2502814	QUANTUM PROMOTIONS	10,385.81

Purchase Order Report  
February 13, 2025

PO#	Supplier Name	Amount
PO2502816	DICK BLICK HOLDINGS INC	2,084.08
PO2502817	UNITED RENTALS NORTH AMERICA INC	3,806.25
PO2502820	POCKET NURSE ENTERPRISES INC	22,708.81
PO2502821	STAPLES BUSINESS ADVANTAGE	206.43
PO2502822	PANERA LLC	380.00
PO2502823	BPS TACTICAL INC	1,359.38
PO2502824	CALIFORNIA TOOL & WELDING SUPPLY LLC	10,284.51
PO2502825	WEBSTAIRANT STORE INC, THE	1,210.70
PO2502826	BLACKHAWK NETWORK INC	10,000.00
PO2502827	CDW LLC	2,842.64
PO2502828	STAPLES BUSINESS ADVANTAGE	241.34
PO2502830	STAPLES BUSINESS ADVANTAGE	90.46
PO2502831	STAPLES BUSINESS ADVANTAGE	79.17
PO2502833	A GORDON COMPANY	4,394.38
PO2502834	TIME & ALARM SYSTEMS	2,046.76
PO2502835	ATKINSON ANDELSON LOYA RUUD & ROMO	1,425.00
PO2502836	TETRA TECH INC	11,797.00
PO2502837	SAGE SOFTWARE INC	3,879.00
PO2502838	BRIGHTCARD INC DBA INSTANTCARD	326.25
PO2502840	STAPLES BUSINESS ADVANTAGE	329.48
PO2502841	GALLAGHER, SANDRA L. DBA GALLAGHERS	1,261.50
PO2502844	HOGAN, RYAN	300.00
PO2502846	CROWN LIFT TRUCKS	3,080.00
PO2502848	ULINE INC	1,809.60
PO2502849	A GORDON COMPANY	681.52
PO2502850	STAPLES BUSINESS ADVANTAGE	471.75
PO2502851	FARIAS, ALBERT	850.00
PO2502852	LEIALOHA, JOHNNY I.	850.00
PO2502853	TU, CHIEN	850.00
PO2502854	TRETO, PABLO	500.00
PO2502855	STAPLES BUSINESS ADVANTAGE	570.99
PO2502856	BROADCAST MUSIC INC	3,138.68
PO2502858	GUTIERREZ, MARTHA	500.00
PO2502862	RUBIO, EDUARDO	500.00
PO2502863	TRUJILLO, HECTOR	200.00
PO2502864	LY, CHRISTINA	400.00
PO2502865	GENUINE AUTO PARTS	1,522.50
PO2502866	IE GOURMET FOOD TRUCKS LLC	7,390.65
PO2502867	SAN BERNARDINO CCD	10,000.00
PO2502868	STAPLES BUSINESS ADVANTAGE	261.84

## **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:** February 13, 2025

**SUBJECT:** Resignations

### **RECOMMENDATION**

This item is for information only. No action necessary.

### **OVERVIEW**

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the resignation of any employee.

### **ANALYSIS**

The employees on the attached list have submitted in writing their intention to resign.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





## Resignations

Presented for Information February 13, 2025

[v.1.28.2025.p.2]2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
<b>Armstead-Moore, Muriel</b> Student Services Technician II	SBVC Student Accessibility Services	25	01/16/25
<b>Kerns-Foster, Iris</b> Professor, Multimedia	CHC Arts & Multimedia	7	05/23/25
<b>Medina, Lilibeth</b> Administrative Coordinator	CHC Student Health Services	3	06/02/25
<b>Sabawi, Ola</b> Senior Research & Planning Analyst	CHC Office of Institutional Effectiveness	2.5	03/14/25



## **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:** February 13, 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 February 13, 2025

[v.1.15.2025.p.2|2]

	Location Assignment	Department	From	To
<b>Valadez, Ann*</b>	SBVC	Student Accessibility Services (SAS)	01/14/25	02/14/25

*\*Ratification: Paperwork for these volunteers was submitted after the prior Board deadline.*

# BOARD OF TRUSTEES REPORT

February 2025



## Crafton Hills College Fire Academy Celebrates 111th Graduating Class



When cadets from CHC's 111th Basic Fire Fighter Training Academy began their rigorous 18-week program, they were determined to finish the program as a unified group.

So, when a fellow cadet was experiencing transportation issues and considered dropping out, Cadet Jason Thomas stepped

up and assured his classmate would get to-and-from the college to complete his studies.

"This group has come together and bonded like no other," shared Academy Chief Ryan Harold during a special graduation ceremony for the class on Dec 12. "They committed themselves to the

motto of 'As One.' They hang out, have dinner[together]... I can't say enough about how proud I am of how they bonded with one another."

Twenty-nine cadets made up the 111th class, all of whom had loved one's "hooting" and "hollering" for them on stage. Each academy graduation features graduation traditions such as the ringing of the fire bell, a special performance on pipes to kick things off, and remarks from program facilitators like "Crazy Instagram Mom" and Interim Associate Dean of Public Safety Amanda Ward.

"You are forever special to me as you are the first academy that I've got to serve in this particular capacity. I am so happy to have witnessed this and been able to participate with you," Ward said. "I am extremely proud of you."

*Photo: Margie Orland and Zackery Anderson.*

## Dr. Chris Olivera Delivers Keynote Address at California State Conference on Biliteracy



On Nov 7, Dr. Chris Olivera, Professor of Microbiology and chair of the Kinesiology & Health Education department at CHC, delivered a keynote address on biliteracy and the power of language to an audience of pupils throughout the state who have completed the biliteracy program, their parents, local dignitaries, delegates, and San Bernardino County Superintendent of

Schools Ted Alejandre and his team.

This annual event celebrates California pupils who have demonstrated mastery of bilingual skills and been awarded the Seal of Biliteracy, which will appear on their diplomas.

*Photo: Dr Chris Olivera.*



## Rejoice Chavira, Beloved Crafton Hills College Counselor, Announces Retirement



After more than 20 years of championing student success, Rejoice Chavira, a dedicated counselor and advocate at Crafton Hills College, has announced her retirement at the end of Fall 2024. Chavira, known for her unwavering belief that every student has a story worth hearing, began her career at San Bernardino Valley College in 1999 before joining Crafton in 2002 as a counselor for the EOPS/CARE/CalWORKs department. Over the years, she transitioned into leadership roles but ultimately returned to counseling, which she describes as her “why.”

Chavira built her career on fostering meaningful relationships with students and colleagues. Her approach was simple yet impactful: start with a conversation. “Tell me about yourself,” she would say, opening the door to connection and trust. Her efforts helped countless students overcome obstacles and achieve their goals. Chavira credited her success to the support of Crafton’s leadership, including former Presidents Gloria Macias Harrison and Dr. Cheryl Marshall, as well as current President Dr. Kevin Horan.

Reflecting on her decision to retire, Chavira

said it was a difficult choice but one rooted in family. “My husband has been retired for 10 years, and when the opportunity presented itself, we had a heartfelt conversation about what the future holds for us,” she shared. Now, she looks forward to spending more time with her husband and growing family while cherishing the memories of her time at Crafton.

Chavira’s legacy extends beyond her professional achievements. She leaves behind a community inspired by her dedication to student success and her belief in the power of collaboration. “It takes everybody working together,” she said, emphasizing the importance of teamwork across departments to help students thrive. Her advice to students reflects her personal philosophy: “The more obstacles you overcome, the stronger you become.”

The Crafton community will deeply miss Chavira’s positivity and compassion, which have touched the lives of so many. Her impact as a counselor, mentor, and advocate will continue to resonate, reminding all of the importance of listening, supporting, and believing in one another.

*Photo: Rejoice Chavira.*

## Crafton Hills College Theatre Program Brings ‘The Great Gatsby’ to Life



Crafton Hills College’s theatre program transported audiences to the Roaring ‘20s with a production of F. Scott Fitzgerald’s *The Great Gatsby* from Dec. 6-8 at the Finkelstein Performing Arts Center.

The F. Scott Fitzgerald novel “*Gatsby*” was released in 1925 and has since been adapted for the stage, film, and television. Its main character, Nick Carraway, shares his experience navigating the social scene of Long Island, New York, with the audience through first-person narration.

Directed by Department Chair Paul Jacques, the adaptation featured eight novice actors, stage veterans, and a live jazz band, exploring themes of classism,

obsession, and the darker side of the American Dream.

Ismael Sanchez, an 18-year-old theatre major, made his debut as narrator Nick Carraway, bringing personal insight to the character’s innocence and perspective. The cast included William Merrigan as Jay Gatsby, Sidney Pulido as Daisy, and Roe McCarty as Tom, among others.

“It was truly a great experience,” said Sanchez of the immersive performance, which showcased the complexities of Fitzgerald’s timeless classic.

*Photo: CHC theatre students.*

## Crafton Hills College’s ‘Tight-Knit’ Respiratory Care Program Celebrates New Class of Graduates



The Crafton Hills College Respiratory Care Program celebrated 19 graduates in a lively ceremony on Dec. 16 at the Finkelstein Performing Arts Center. The group, dubbed the “Fab 19,” completed a rigorous four-semester program, balancing lectures, labs, and clinical fieldwork.

For most program students, working a full- or part-time job is not possible. These students also sacrifice their personal time to keep up with these challenging requirements. Despite the rigors they face, the 19 finishers quickly became a tight-knit family unit, supporting one another along the way, and were encouraged to always find laughter when times get tough.

“Respiratory therapists are serious when it comes to their work because it can be very demanding,” said Daniel Rojas, director of clinical education for the program. “But during this past year, we found time for little jokes and a little bit of humor here and there that the class asked me to share.” one such joke began, “Do you know what respiratory therapists do?” The answer: “I’ll tell yah—if you stop breathing, these people will help you.”

In addition to the lively audience, this year’s graduation ceremony was filled

with moments of reflection from Crafton leaders like Dan Word, CHC’s dean of career education and human development, and Respiratory Care Program Director Dr. Michael Sheahan. Kimberly Smith, a respiratory educator with the Riverside University Health System, served as a guest speaker, while Jacob Chabot, a member of the “Fab 19,” delivered the class address.

No graduation ceremony is complete without acknowledging the academic successes of each graduating student who each received a special scholarship to use toward the cost of their certification by the Respiratory Care Board of California. Individual awards were as follows:

- The Jesson Scholarship Award: Valencia Lauran
- The Clinical Award: Makenzy Allanson
- The Academic Award: Marva Mortensen

*Photo: Valencia Lauran and Amy Minjares.*

## Crafton Hills College Celebrates 89 EMT Graduates with Joy and Pride



On December 19, Crafton Hills College celebrated 89 students from four cohorts who graduated from the college’s Emergency Medical Technician (EMT) program. The event highlighted the dedication, hard work, and resilience of these future first responders, as well as the exceptional faculty and staff who

supported their journey.

The ceremony began with a warm welcome from the program’s dean, Dan Word, who commended the graduates for their commitment to completing a rigorous program designed to prepare them for the challenges of emergency

medical services. He also emphasized the strong community support that played a pivotal role in their success.

Family, friends, and faculty filled the room with applause and cheers as each graduate’s name was called. The Crafton Hills College EMT program has long been recognized for its excellence, consistently producing skilled professionals who go on to make a meaningful impact. This year’s graduating class is no exception, with many already securing positions in emergency medical services or continuing their education to advance their careers.

The celebration was filled with joy, gratitude, and hope for the future, as the 89 graduates prepared to embark on their journeys as EMTs, ready to serve and make a difference in the lives of others.

*Photo: EMT graduates.*



## CHC Programming Students Shine at SoCal Regional Contest



Fifteen Crafton Hills College students participated in the Southern California Regional International Collegiate

Programming Contest (ICPC) on Nov. 16, coached by Professor Sandra Ruiz and Daniel Bickel II. Competing against 88 teams from two-year colleges and universities, CHC's team "Crafton Hills College Parus Major" earned an impressive 34th place, finishing second among community colleges.

This marked CHC's second time participating in the event, showcasing their growth and dedication. "It was a long day but well worth it," said Professor Ruiz. "Students were excited about their achievements and are eager to return next year."

The competition day spanned twelve hours

and included registration, meals, orientation, and a five-hour programming challenge. Students gained valuable experience in teamwork, problem-solving, and working in diverse computing environments. Professor Ruiz emphasized the event's benefits, noting it enhances résumés, prepares students for interviews, and fosters connections with peers from other institutions.

Crafton Hills College continues to demonstrate its students' talent and commitment to excellence in computer science and programming.

*Photo: CHC computer programming students.*

## Crafton Hills College Performing Arts Center: A Sustainability Spotlight



Crafton Hills College's new Performing Arts Center will set a benchmark for sustainable innovation while enriching music and theater education. Currently under construction, the facility is scheduled for completion in the summer of 2025.

The center seamlessly integrates indoor and outdoor learning spaces and has received the Sustainable Innovation Award for Honor in Energy/Operational Carbon from the U.S. Green Building Council of Los Angeles.

Designed to achieve LEED Gold certification, the Performing Arts Center incorporates sustainability features such as

phase change materials to regulate indoor temperatures, a solar photovoltaic system to offset energy consumption, and strategic solar shading for enhanced comfort. With its low Energy Use Intensity and restoration of 50% of the site with native, drought-tolerant vegetation, the facility reflects a strong commitment to environmentally conscious design.

This visionary project meets the College's goal of a modern performing arts venue and serves as a model for sustainable construction in educational facilities nationwide.

*Photo: Employees tour new PAC.*

## Celebrating Anquanetta May -- 17 Years of Dedication



CHC bids farewell to Anquanetta May after 17 years of service to the college. During her tenure, she made an indelible impact on countless students and the Health and Wellness Center. Anquanetta's reliability, kindness, and genuine care for others have been an inspiration to those who worked alongside her.

On Dec 17, a celebration was held in honor of May, where colleagues shared heartfelt

memories and extended their best wishes for her future.

As Anquanetta embarks on a well-deserved retirement, her contributions and legacy of compassion will remain a cherished part of the college's history. We extend our best wishes to Anquanetta for a retirement filled with joy, fulfillment, and new adventures.

*Photo: Anquanetta May.*

# EDCT

## Community Generosity Shines at SBCCD Holiday Food Drive



The San Bernardino Community College Districts Chancellor's Holiday Celebration food drive was a resounding success, thanks to the remarkable generosity of our community! A total of 627 items were collected and thoughtfully divided into three portions to benefit Crafton Hills College, San Bernardino Valley College, and Economic Development and Corporate Training (EDCT).

The drive's positive impact extended beyond these institutions. Any remaining items were shared with participants and community members at SBCCD, ensuring that the spirit of giving reached even further into the community. This initiative not only provided essential resources but also fostered a sense of unity and support among all involved.

EDCT was able to serve 35 community members with the items received, making a tangible difference in their lives. The success of this food drive highlights the power of collective effort and the importance of community support in addressing local needs.

We extend our heartfelt gratitude to everyone who contributed by donating, collecting, sorting, counting, and assisting with the pickup and distribution of these items. Their dedication and generosity have made a significant impact, and we are deeply appreciative of their efforts. Together, we have demonstrated the strength and compassion of our community, and we look forward to continuing this tradition of giving in the future.







## KVCR And The Community

**Democratic Club Meeting -** KVCR attended the monthly meeting of the San Bernardino Democratic Luncheon Club. An update was provided and questions answered about what KVCR is currently working on.

**Inland Empire Economic Partnership Tour** KVCR had become one of the destinations for IEEP and their various cohorts. The current cohort consists of 40 businesses throughout the Inland Empire. All attended the tour and learned about KVCR and the services that we provide to the community.

**San Bernardino County Schools joins KVCR for a picture with the Learn with Me Award-** San Bernardino County Schools and KVCR recently came together for a photo as Learn with Me received the prestigious Public Media Award (PMA56). A recognition that highlights their outstanding efforts in supporting, learning, and growth for students and families. This award symbolizes the strong partnership between the schools and KVCR, showcasing their shared commitment to enriching education. It's a proud moment for both organizations, as they continue to make a lasting impact on the community's educational journey.

## Your KVCR Newsroom

### **KVCR 91.9 FM Covering the Important Topics for our Region**

Our newsroom covers critical stories important to Inland Empire residents. Team KVCR reported on the power outages throughout Riverside County and San Bernardino County that affected 300,000 residents.

Additionally, the team covered the visit of President Biden to Coachella to name Chuckwalla a National Monument. Now 600,000 acres of land and several endangered species will be protected.

Be on the lookout for a new radio show, Black Voices, coming in February 2025 for Black History month. This show will air weekly and will be a 7-minute conversation between our host and a member of the black community who will address significant issues in the black community.





# 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

February 2025

## “Right People. Right Place. Right Time.” SBVC Highlights STEM Success at Spring 2025 Opening Day

San Bernardino Valley College (SBVC) kicked off the Spring 2025 semester on January 17th with a heartwarming Opening Day all-campus meeting that brought faculty, classified professionals and administrators together to reflect on the previous fall while energizing efforts for the conclusion of the college's 99th year.

The program opened with a land acknowledgment led by SBVC librarian Maria Notarangelo, recognizing that the college is located on the ancestral and unceded territory of the Serrano People. A highlight reel showcased SBVC's accomplishments during the Fall 2024 semester, celebrating milestones in growth, innovation, and equity metrics. Additional highlights included the launch of the Wolverine Weekly, a substantial increase in student enrollment, and approval for SBVC's first bachelor's degree program in water resources management.

The program featured inspirational testimonials from four students who participated in the STEM-MESA program: Saira Gomez, Savannah Howze, Anthony Cordoba, and Cynthia De Los Santos. They shared powerful stories of perseverance and how SBVC and the STEM-MESA program has transformed their life trajectories.

President Contreras delivered an inspiring keynote centered on the theme of being “the right person, in the right place, at the right time.” Reflecting on the college's 99 years of history, Dr. Contreras emphasized the unique contributions of every staff member in the vital roles they play in the success of SBVC. “Whether you are teaching, advising, or supporting our campus community, you have a unique contribution to make. In this season of renewal and opportunity, know that your work matters. Together, we can achieve remarkable things, and I can't wait to see what we'll accomplish as we step forward into the spring semester.”

The event concluded with a vibrant cultural performance to honor the approaching Lunar New Year. The Teava Nui Dance Group presented a stunning Polynesian dance and music performance.

SBVC's Opening Day celebration set an uplifting tone for Spring 2025, showcasing the passion, teamwork, and commitment that define the SBVC community.



### 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

Mar 4 Wolverine Con 2025  
7pm Library Viewing Room

Mar 6 Applied Technology Building  
6pm Ribboncutting Ceremony

Mar 27 Liberal Arts Building  
4pm Farewell Ceremony

More Events:  
[valleycollege.edu/calendar](http://valleycollege.edu/calendar)

# SBVC Marks Milestone Enrollment Growth Ahead of Centennial

San Bernardino Valley College is experiencing a significant surge in enrollment for the Spring 2025 semester, reinforcing the institution's commitment to accessibility and student success. As of January 2025, the college's fiscal year Full-Time Equivalent Student (FTES) totals exceeded the prior year's benchmarks by nearly 15%, with an increase of 546.34 FTES compared to the same date in Spring 2024.

This upward trajectory in enrollment has been evident since the start of the academic year. During the Summer 2024 session, student headcount grew by 7% compared to the previous year, with first-time students making up 28% of total enrollment. These figures highlight SBVC's crucial role in the community it serves, particularly among students embarking on their college journey for the first time.

Administrators attribute this sustained growth to a combination of factors, including expanded campus-wide efforts in enrollment and retention, innovative outreach strategies, and targeted marketing campaigns within the local community.

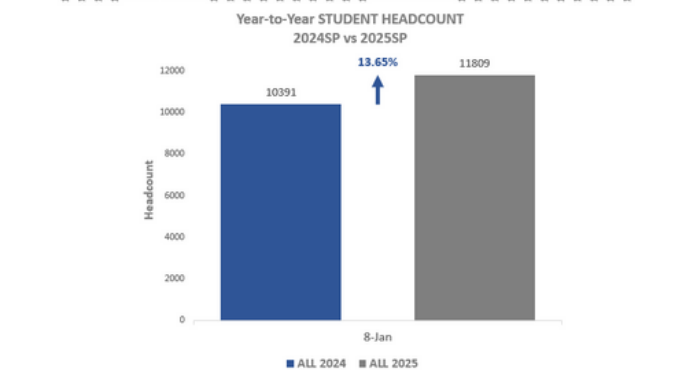
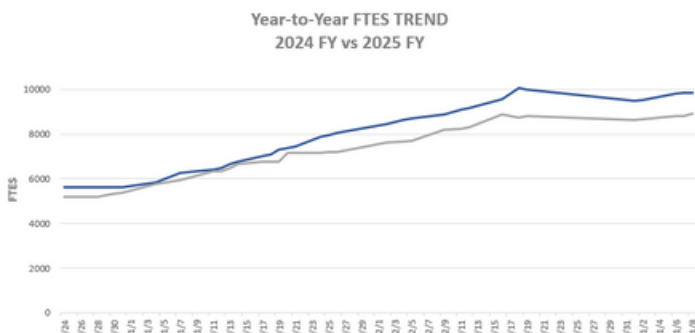
Dr. Gilbert Contreras, SBVC's 15th president, emphasized the significance of this achievement as the college moves toward its centennial celebration.

"This surge in enrollment is more than just a number—it represents lives being changed through education," said Dr. Contreras. "It's an indicator that place still matters in 2025 and a testament to the hard work of our faculty, classified professionals and management team, who are dedicated to creating an inclusive and supportive learning environment. As we prepare to celebrate 99 years of impact, we remain focused on expanding opportunities for every student who walks through our doors."

The remarkable growth in Spring 2025 enrollment sets a strong foundation for the college's milestone centennial year. With momentum building, SBVC is poised to continue transforming lives and strengthening its role as a vital educational hub in the community.



GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.



FEBRUARY 2025 PRESIDENT'S BOARD OF TRUSTEES REPORT

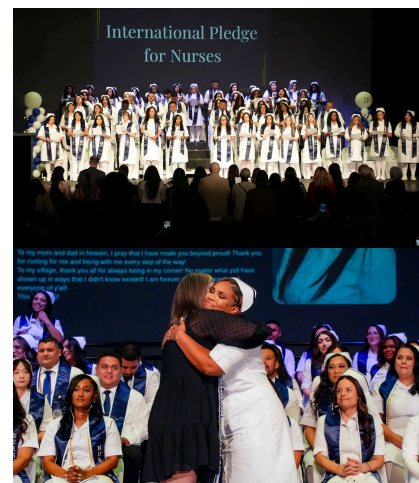
## SBVC Nursing Program Celebrates Largest-Ever Graduating Class

During SBVC's Nurse Pinning Ceremony on December 13th, a record 59 graduates crossed the stage to receive their pins, prepared to leave the classroom and start making a difference in the lives of patients across the Inland Empire and globally.

Having this big of a graduating class — the largest in the program's history, with double the typical number of students — would not have been possible without the hard work of the faculty and former Associate Dean of Allied Health and Nursing Director, Yolanda Simental, who retired in June.

The ceremony took place in the SBVC Auditorium, which was packed with proud family and friends who filled every seat. A keynote speech was delivered by Simental, along with remarks from graduate Jaena Sparks. "Being chosen as the student speaker at the pinning ceremony was an incredible honor," Sparks said. "It felt like the culmination of years of hard work, late nights and endless challenges. I wanted to speak not just for myself, but for every graduate in the room."

The highlight of the evening was when the graduates received their pins, a symbol of their promotion from student to professional nurse. This was also the first time in SBVC history that students were able to choose who pinned them, with the honor going to relatives, spouses, friends, and professors.



GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.



## SBVC Named “Most Engaged Campus for Student Voting”

San Bernardino Valley College has been recognized as one of a select number of college campuses honored by the ALL IN Campus Democracy Challenge as a Most Engaged Campus for College Student Voting in 2024. The ALL IN Most Engaged Campuses designation is awarded to institutions demonstrating a strong commitment to voter participation.

SBVC got the ball rolling with SBVC Votes' first-ever sticker design contest, inviting students to showcase their creativity. To foster informed dialogue, SBVC hosted a virtual watch party for the US presidential debate, featuring moderators leading engaging discussions and providing live fact-checking to ensure a meaningful experience for attendees. In September, SBVC Votes Week featured a dynamic series of events that brought nearly 400 participants together to celebrate civic engagement. The main attraction was Rock the Vote, which drew over 345 attendees to enjoy music, food, and voter education activities. National Voter Registration Day received a special boost from Pizza to the Polls, which donated food to energize participants. The college also partnered with CalMatters to host an in-person Voter Education Workshop at KVCR, featuring former State Senator and current Executive Director of KVCR, Connie Leyva, who shared insights on California's propositions and the importance of voting. The momentum continued into October with National Voter Education Week, a series of events aimed to deepen students understanding of the electoral process. The semester culminated in an Election Night Watch Party at KVCR, uniting the campus community to witness democracy in action.

Throughout the semester, SBVC Votes prioritized voter registration efforts, participating in the California University and College Ballot Bowl Competition. These efforts yielded impressive results, with 159 students registering to vote—a significant increase from the 27 registrations in 2022. Additionally, SBVC Votes launched a new website, [valleycollege.edu/sbvcvotes](http://valleycollege.edu/sbvcvotes), and a dedicated email address to enhance voter outreach. These initiatives were supported by generous funding, including \$750 from National Voter Registration Day, \$2,500 from the Arts, Lectures, & Diversity Committee, and \$10,000 from the First Year Experience program. SBVC Votes' achievements this semester demonstrate the college's commitment to fostering an informed and engaged student body. Through creativity, education, and active participation, SBVC continues to empower its community to make meaningful contributions to democracy.



GOAL 3: BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

## SBVC Adds 26 New Courses During 2024-2025 Academic Year



San Bernardino Valley College students now have more than two dozen new courses to choose from, with Introduction to Air Traffic Control, Film Cinematography, Advanced Karate, and Introduction to the Politics of Race and Gender among the 26 fresh courses being offered in the 2024-2025 academic year.

"SBVC is leading the way in developing innovative and impactful courses," Curriculum Coordinator Kay Dee Yarbrough said. "Through close collaboration with faculty and the Curriculum Committee, we ensure that every course is thoughtfully designed to meet the needs of our students. Our commitment to DEIAA (Diversity, Equity, Inclusion, Anti-Racism and Accessibility) initiatives, relevance, and quality guarantees that the curriculum prepares students for success in their future academic, professional, and personal endeavors."

These exciting new offerings build on to the solid foundations already in place. Professor Kimberly Jefferson has "created a whole new education department that will allow students to obtain an Elementary Teacher Education Transfer Degree," with EDUC 200, Introduction to Elementary Education, the first course to go in effect in Fall 2024. In the architecture program, Professor Nicole Lambrou "updated her program to be more technologically savvy and environmentally friendly," Yarbrough said, and students can now take ARCH 106, Sustainability in the Built Environment.

Courses are developed and chosen through various processes, "all of which begin with a faculty member identifying the need," Yarbrough said. "This need may arise from analyzing workforce demands to ensure students gain the skills required for employment in growing industries or from recognizing gaps transferability."

Depending on the type, it can take up to 18 months to build and offer a course, with the faculty member tackling "a lot" of research, Yarbrough said, and once the course is developed, "the curriculum team steps in to ensure it complies with institutional policies, state and accreditation requirements, and any relevant regulations."





# Campus Spotlight

## Jaena Sparks Finds Fulfillment in Caring for Others



For Jaena Sparks '24, nursing is not just a job – it's a calling.

While working in a nursing home as a certified nursing assistant, she found the "experience of connecting with residents, providing care, and becoming part of their lives was incredibly fulfilling," Sparks said, adding that these "powerful" bonds created during the "most vulnerable moments" made it clear that nursing "was what I was meant to do."

The Fontana resident was drawn to San Bernardino Valley College's Nursing program because of its "excellent" reputation in the community. Her mom is a registered nurse (RN) who "always told me how hospitals highly regard SBVC nurses because of the strong foundation the program provides," Sparks said. "From day one, I could see that this was true."

She immediately found the faculty and staff members were "passionate about producing top-notch nurses," Sparks said, and their support and guidance was "instrumental in my success." She excelled in the program, graduating in December with honors, and was chosen as the student speaker for the Nursing graduation and pinning ceremony. In her remarks, Sparks reminded her classmates they were "not just graduates; we're future nurses with a deep sense of purpose."

In her spare time, Sparks enjoys crocheting and hanging out with her husband, Anders, and their Shih Tzu puppy, Nico. She is also preparing for the next step in her professional journey: taking the National Council Licensure Examination (NCLEX) to become an RN. Her ultimate goal is to become an ICU nurse, but Sparks also wants to return to her roots and serve as a clinical instructor at SBVC.

"The Nursing program has had such a positive impact on me, and I would love to give back by guiding future nursing students the same way I was supported," she said.

FEBRUARY PRESIDENT'S BOARD OF TRUSTEES REPORT



@sbvalleycollege

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