

San Bernardino Community College District Board Meeting April 10, 2025 4:00 pm-6:00 pm Pacific Time

Physical Meeting Location: Crafton Hills College LRC Building 11711 Sand Canyon Rd. LRC 231 Yucaipa, CA

Livestream

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

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

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

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

- 1. CALL TO ORDER PLEDGE OF ALLEGIANCE
- II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS
- III. CLARIFICATION
- IV. APPROVAL OF MINUTES
 - A. 03-13-2025
- V. RECOGNITION/CELEBRATIONS
 - A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance
- VI. ACTION AGENDA

- A. Board Policies for Final Approval
- B. Consideration of Approval to Adopt Resolution Mixed-Use Development
- C. Independent Audit of KVCR TV and FM
- D. Student Trustee Privileges

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
- 2. Curriculum SBVC

B. Human Resources

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Confidential-Supervisory Job Description Update
- 4. Granting Tenure
- Management Job Description and Placement on the Management Salary Schedule
- 6. Management Tuition Reimbursement
- 7. MOUs between SBCCD and the CSEA, Article 7 Pay and Allowances
- 8. MOUs between SBCCD and the CTA, Article 10 Wages
- Non-Instructional Pay
- Reclassification of Employees
- 11. Revised Salary Schedule Increase POA, Confidential-Supervisory, and Management Employees

C. Business & Fiscal Services

- 1. Adopt Resolution Approving Transfers from Reserve
- 2. Adopt Resolution Authorizing Temporary Interfund Borrowing
- 3. Conference Requests
- 4. Contracts at or Above \$114,500
- 5. District and College Expenses
- 6. Individual Memberships
- 7. Surplus Property and Authorize Private Sale or Disposal

- 8. Surplus Property and Authorization Donation to Azusa Pacific University
- 9. Surplus Property and Authorization Donation to the City of Yucaipa

D. Facilities

- Approval of Award of Bid and Contract for Student Service Building Project
- Master Services Agreements Task Orders for Bond Construction
- 3. Ratification of Agreement for Acquisition

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. 2024-2025 SBCCD Strategic Plan: Goal Three Update
- C. Represented Groups (3 minutes per group)
 - 1. Crafton Hills College Academic Senate
 - Crafton Hills College Classified Senate
 - Crafton Hills College Associated Students
 - 4. San Bernardino Valley College Academic Senate
 - 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. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. Construction Change Orders and Amendments Bond
- E. Construction Change Orders and Amendments Non-Bond
- F. Contracts Below \$114500
- G. District Grant Update
- H. General Fund Cash Flow Analysis
- I. MOUs between SBCCD and the CSEA
- J. MOUs between SBCCD and the CTA
- K. Professional Expert Short-Term and Substitute Employees
- L. Purchase Order Report
- M. Resignations
- N. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

A. Conference with Labor Negotiators

Government Code 54957.6

Agency Representatives: Diana Rodriguez and Kristina Hannon

Non-Represented Groups: CSEA, CTA, POA,

Management/Supervisors, and Confidential Employees

B. Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957

Number of cases: 1

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

Number of cases: 1

D. Conference with Legal Counsel – Existing Litigation Government Code 54956.9(e)(3) or (d)(1)

Number of cases: 1

E. Public Employee Performance Evaluation

Government Code Section 54957(b)(1)

Title: Chancellor

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

- 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 April 24, 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 – March 13, 2025 (DRAFT)

Location: San Bernardino Valley College B-100: 701 S. Mt. Vernon Ave., San Bernardino, CA 92410

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

Meeting materials: www.sbccd.edu/govenda

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

I. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

Student Trustee Ruiz Martinez led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Elisee Lara Vanessa De La Rosa Davena Burns-Peters Daihim (Dey Heem) Fonzouni Alexander Beechko (5 minutes)

In response to an employee request under Government Code section 54957, one of the matters under Public Employee discipline/dismissal/release/non-reemployment was moved to open session for a reading of the proposed action.

At the request Aleander Beechko, the proposed action was read.

At the request of Aleander Beechko, the recommendation of the Crafton Hills College President recommendation was read.

As noted at the outset, this is not intended to be an evidentiary hearing, a separate right which you can invoke pursuant to the Education Code. After the open session the Board will convene into closed session for deliberation and vote on the matter as agendized, which will be reported out in accordance with the Brown Act.

III. CLARIFICATION

President Gilbert Contreras provided clarification.

IV. PRESENTATIONS

- A. Citizens Bond Oversight Annual Report
- B. San Bernardino Valley College Foundation Presentation by Executive Director Michael Layne.

Gonzales, Houston, Longville, Reyes

V. APPROVAL OF MINUTES

A. 02-13-2025 Board Business Meeting Minutes

B. 02-27-2025 Board Strategy Session

Motion: to approve the 02-13-25 and 02-27-25 minutes

Moved by: Trustee Aguilera. Seconded by Trustee Betters.

Roll call vote: AYES: Natour (advisory), Ruiz Martinez (advisory),

Aguilera, Betters,

NOES: ABSTAIN:

ABSENT: Williams

Motion passed

VI. RECOGNITION/CELEBRATIONS

A. Applause Cards

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

B. Retirement Recognition

The Chancellor recognized the following retirement.

-Maria Valdez, Professor, Psychiatric Technology, SBVC

After 9 years of service with the District, Maria has submitted a letter of intent to retire, effective June 30, 2025. Maria began her employment with SBCCD as a Psychiatric Technology Instructor at SBVC where she remained the entirety of her career.

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

VII. ACTION AGENDA

A. Approval of Facilities Master Plan 2025-2037

Motion: to approve the Facilities Master Plan 2025-2037

Moved by: Trustee Houston. Seconded by Trustee Longville.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory),

Aguilera, Betters, Gonzales, Houston, Longville, Reyes

NOES: ABSTAIN:

ABSENT: Williams

Motion passed

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

Chair Gonzales opened public hearing at 4:41 p.m.

No public comments

Closed public hearing at 4:42 p.m.

C. Adopt Resolution No. 2025-13-13-FP-01 and Approve an Energy Service Agreement

Motion: to adopt Resolution No. 2025-13-13-FP-01 and Approve an Energy Service Agreement

Moved by: Trustee Longville. Seconded by Trustee Houston.

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

> NOES: **ABSTAIN:**

ABSENT: Williams

Motion passed

D. 2025 CCCT Board Election

Motion: to approve the SBCCD vote for the 2025 CCCT Board Election as follows:

Jose Alcala, Riverside CCD Ines De Luna, Napa Valley CCD Shin Liu, Cerritos CCD

Tammy Silver, Pasadena Area CCD

Moved by: Trustee Longville. Seconded by Trustee Reyes.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory),

Aguilera, Betters, Gonzales, Houston, Longville, Reyes

NOES: ABSTAIN:

ABSENT: Williams

Motion passed

E. Endorse Nomination of 2025 Classified Employee of the Year Award

Motion: to approve the endorsement nomination of 2025 Classified Employee of the Year Award.

Moved by: Trustee Betters. Seconded by Student Trustee Natour.

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

NOES: **ABSTAIN:**

ABSENT: Williams

Motion passed

VIII. **CONSENT AGENDA**

A. Instruction/Student Services

1. Curriculum – CHC

- B. Human Resources
 - 1. Adjunct and Substitute Academic Employees
 - 2. Appointment of District Employees
 - 3. Contracts for Tenure Track Academic Employees
 - 4. Employees Transfers
 - 5. Granting Tenure

- 6. Non-Instructional Pay
- 7. Payment of Stipends
- C. Business & Fiscal Services
 - 1. Conference Request
 - 2. Contracts at or above \$114,500
 - 3. Individual Memberships
 - 4. Surplus Property and Authorize Private Sale or Disposal
 - 5. Surplus Property and Authorize for Donation
- D. Facilities
 - 1. Acceptance of Withdrawal and Approval of Award
 - 2. Master Services Agreements and Task Orders for Bond Construction

Motion: to approve the Consent Agenda as presented.

Moved by: Trustee Longville. Seconded by Trustee Aguilera.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory),

Aguilera, Betters, Gonzales, Houston, Longville, Reyes

NOES: ABSTAIN:

ABSENT: Williams

Motion passed

IX. REPORTS

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

- A. Board Committee & Activity Reports
 - 1. Board Finance Committee (BFC) 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) Chair Gonzales provided a brief report.
- B. Regional and State Reports
 - 1. Board of Governors (BOG) Trustee Williams provided a brief report.
 - 2. Joint Powers Authority Trustee Houston provided a brief report.
- C. Chancellor's Report Chancellor Rodriguez provided a brief report.
- D. Represented Groups
 - 1. Crafton Hills College Academic Senate Meredyth McLaren provided a brief report.
 - 2. Crafton Hills College Classified Senate no report.
 - 3. Crafton Hills College Associated Students -
 - 4. San Bernardino Valley College Academic Senate Andrea Hecht 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 Dr. Contreras provided a brief report.
 - 2. Crafton Hills College President Dr. 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**

- Board Master Action Planning Calendar Α.
- Board Policies for First Reading B.
- C. Budget Revenue & Expenditure Summary
- D. Construction Change Orders and Amendments - Bond
- E. Contracts Below \$114,500
- F. **District Grant Updates**
- G. General Fund Cash Flow Analysis
- Lexipol Policy and Procedure 1023 Personal Appearance Standards H.
- I. MOUs between SBCCD and the CSEA
- MOUs between SBCCD and the CTA J.
- K. MOU between SBCCD and IEHP
- Professional Expert Short-Term and Substitute Employees L.
- Purchase Order Report Μ.
- N. Resignations
- Quarterly Financial Status Report О.
- Ρ. Quarterly Investment
- Q. Volunteers

Trustee Aguilera recognized Information Item K. MOU between SBCCD and IEHP.

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: 2

E. Public Employee Performance Evaluation

Government Code Section 54957(b)(1)

Title: Chancellor

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

None

XII. **CONVENE CLOSED SESSION**

The Board convened to closed session at 5:25 p.m.

XIII. RECONVENE PUBLIC MEETING

Chair Gonzales reconvened the public meeting at 6:27 p.m.

XIV. REPORT OF ACTION IN CLOSED SESSION

On March 13, 2025, the Board unanimously, took action to approve the release of probationary employee #32564 as Child Development Teacher at CHC effective March 14, 2025.

On March 13, 2025, the Board unanimously, took action to approve Resolution #2025-03-13-HR01 to non-reelect Employee #30365, contract (probationary) Professor, Biological Sciences, at Crafton Hills College, for the 2025-26 academic year and to send notice to the employee.

On March 13, 2025, the Board unanimously, took action to approve the settlement of claim #WC-CM-802228 with employee #24979.

XV. ADJOURNMENT

The next meeting of the Board: Board Strategy Session March 27, 2025, at 4:00 p.m. SBCCD Boardroom 550 E. Hospitality Ln., Ste 200 San Bernardino, CA 92408

The Board of Trustees approved the March 13, 2025, minutes on April 10, 2025.

Chair Gonzales adjourned the meeting at 6:29 p.m.

Dr. Cherina Betters, Clerk	Heather M. Madole, Administrative Officer	
SBCCD Board of Trustees	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: April 10, 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
- Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.



Veronica Arrowood

Crafton Hills College CTE

"Thank you for supporting our first ever girls empowerment camp! We greatly appreciate you!"

Recognized by: Amanda Ward

Dani Bell

Crafton Hills College Math Department

"Dani has stepped up to take a leadership role in the successful implementation of AB 1705"

Recognized by: Brandi Bailes

Krysten Audibert

Crafton Hills College STEM

"She did a great job planning the kickoff event for women's history month."

Recognized by: Tyler Travis and Samuel Tuckett

Don Benfield

Crafton Hills College Fire Academy

"Thank you for supporting our first ever girls empowerment camp! You are a valued member of the cadre and we greatly appreciate you!"

Recognized by: Amanda Ward

Dave Benfield

Crafton Hills College Fire Academy

"Thank you for supporting our first ever girls empowerment camp! You are a valued member of the cadre and we greatly appreciate you!"

Recognized by: Amanda Ward

Arianna Carrillo

Crafton Hills College Admissions and Records

"This person went out of her way to help solve my issues and sought help from other employees when she couldn't figure out what to do next. So grateful!"

Recognized by: Kristi Hernandez

Caring Hands Applause Cards

Presented for Information April 10, 2025

Jenna Denney

Crafton Hills College Tutoring Center

"Jenna is an amazing tutor that was willing to take on three online sections of stats as an embedded tutor. Thank you, Jenna!"

Recognized by: Brandi Bailes

Gwen DiPonio

Crafton Hills College English

"Gwen spent an hour with brainstorming solutions for genuine engagement in online classes. Thanks, Gwen!"

Recognized by: Brandi Bailes

Paige Dulay-Vega

Crafton Hills College Fire Academy

"Thank you for supporting our first ever girls empowerment camp! We greatly appreciate you!"

Recognized by: Amanda Ward

Craig Eilander

Crafton Hills College EMS

"Thank you for sharing your experience and expertise in the campus's stop the bleed training! We sincerely appreciate your willing collaboration and support. This is an example of the internal partnerships that makes CHC such a great place."

Recognized by: Michael Strong

Duran Gaddy

Crafton Hills College Fire Academy

"Thank you for supporting our first ever girls empowerment camp! We greatly appreciate you!"

Recognized by: Amanda Ward

Ryan Harold

Crafton Hills College Fire Academy

"Thank you for supporting and coordinating our first ever girls empowerment camp! It was a great success thanks to you!"

Recognized by: Amanda Ward

Jaime Hernandez

Crafton Hills College Technology Services

"Thank you for always being so helpful, you are much appreciated!"

Recognized by: Printshop

Luna Lagnima

Crafton Hills College Admissions and Records

"This employee went above and beyond to be of assistance to myself and my boyfriend. We are both students here and felt well taken care of. Our needs were of great importance and she made sure that we got the assistance we needed. So grateful."

Recognized by: Kristi Hernandez

Luna Lagnima

Crafton Hills College Admissions & Records

"I am astounded with Luna's courtesy and commitment to detail and service. She went above and beyond any expectations. I am absolutely grateful for her efforts and assistance with searching up leads on my transcript that otherwise would have left me in complete disarray. Words do not due diligence."

Recognized by: Gary Hitchcock

Meridyth McLaren

Crafton Hills College Academic Senate President

"Thank you for having the grant discussion at Senate! It was exciting to talk about what we can do with so much unused funding for AB 1705 and ZTC."

Recognized by: Brandi Bailes

Lilibeth Medina

Crafton Hills College CHC - Admin. Coordinator

"Thank you for always being so professional and willing to help. You are amazing!! I truly appreciate you!!"

Recognized by: Veronica Lehman

Vonda O'Shaughnessy

Crafton Hills College Student Accessibility Services

"Thank you for presenting information about SAS to East Valley SELPA. You did a wonderful job!"

Recognized by: Jamie and Outreach team.

Tony Page

Crafton Hills College Fire Academy

"Thank you for supporting our first ever girls empowerment camp! We greatly appreciate you!"

Recognized by: Amanda Ward

Karen Peterson

Crafton Hills College Tutoring Center

"Nick and Karen literally stopped what they were doing when I called and asked for an embedded tutor, mid-semester. They had a tutor for my class within an hour. Thank you, Jenna, for joining us!"

Recognized by: Brandi Bailes

Brian Ramirez

Crafton Hills College Facilities

"Thank you for always being so helpful:)"

Recognized by: Carmen Sanchez

Nick Reichert

Crafton Hills College Tutoring Center

"Nick and Karen literally stopped what they were doing when I called and asked for an embedded tutor, mid-semester. They had a tutor for my class within an hour. Thank you Jenna for joining us!"

Recognized by: Brandi Bailes

Theresa Rivera

Crafton Hills College Fire Academy

"Thank you for creating and coordinating our first ever girls empowerment camp! You are a vital member of our cadre and we appreciate you very much!"

Recognized by: Amanda Ward

Cheryl Roberts

Crafton Hills College Fire Academy

"Thank you for supporting our first ever girls empowerment camp! You are a valued member of the cadre and we greatly appreciate you!"

Recognized by: Amanda Ward



Caring Hands Applause Cards

Presented for Information April 10, 2025

Jeff Schmidt

Crafton Hills College Division of Language, Arts & Instructional Support

"Professor Schmidt is a motivated and caring individual who makes class fun and interesting. I appreciate his willingness to work with me when I had a medical issue arise which affected my ability to meet the combined demands of the courses I was taking. Thanks, and kudos to Professor Schmidt"

Recognized by: Brett Birnbaum

Rachel Truhitte

Crafton Hills College Health and Wellness

"Rachel's professionalism, dedication, and commitment to serving the campus has helped many students get the support they need. She is a wonderful employee and works very hard."

Recognized by: Kasey David

Michael Aquino

District Support Operations IT Tess

"Thank you for helping us speed up the importing process. We really appreciate it."

Recognized by: Veronica Lehman & Manny Villegas

Jason Brady

District Support Operations TESS

"Thank you for helping us speed up the process with importing. We really appreciate it."

Recognized by: Veronica Lehman & Manny Villegas

Heidi Hoffman

District Support Operations
Office of the Chancellor

"You are a rockstar! Thank you for your efficiency, attention to detail, and teamwork! You are appreciated!"

Recognized by: Heather Madole

Heather Madole

District Support Operations
Office of the Chancellor

"Going above and beyond, as well as paying attention to detail. Much appreciated!"

Recognized by: Andrea Hecht, SBVC Academic Senate President

Luisa Martinez-Guzman

District Support Operations Facilities

"Lulu, thank you for always doing your best to keep our area clean and presentable. I appreciate you!"

Recognized by: Corrina Baber

Dacia Melendez

District Support Operations Technology Services

"Your contribution to my FA project was great appreciated. Thank you so much!"

Recognized by: Corrina Baber, TESS

Brandice Mello

District Support Operations Technology

"Brandi goes above and beyond to support faculty and service areas to increase our confidence with tech tools and/or to utilize existing tech to better serve students."

Recognized by: Mariana Macamay

Erika Menge

District Support Operations Facilities Planning-DSO

"Erika has provided excellent communication and support for the Arts & Humanities Division during the move from LA Building to The Village. She has made herself and team available throughout the process, maintained open communication, and has addressed cha"

Recognized by: Davena Burns-Peters

Roger Robles

District Support Operations
District Director of Technology Services

"Thank you for helping me with my FA project. I couldn't have done it without the efforts made by you and your team!"

Recognized by: Corrina Baber, TESS

Roger Robles

District Support Operations TESS

"Thank you for helping me with some Outlook issues!"

Recognized by: Heidi Hoffman, Office of the Chancellor

Roger Robles

District Support Operations TESS

"Your extra effort and commitment make a huge impact. Thank you for ALWAYS going the extra mile!"

Recognized by:

Heather Madole, Office of the Chancellor

Anthony White

District Support Operations
Director, Security and User Services

"Your help with my FA project was much appreciated. I couldn't have done it without you!"

Recognized by: Corrina Baber, TESS

Juan Zavala

District Support Operations Technology Services

"Your contribution to my FA project was great appreciated. You never hesitate to help. Thank you so much!"

Recognized by: Corrina Baber, TESS

Nancy Bulgarelli,

San Bernardino Valley College Student Services - General Counseling

"Nancy's willingness to go beyond her duties to help print materials for my Academic Senate meeting when I was in a pinch as president demonstrates her exceptional kindness and team spirit that makes our institution stronger."

Recognized by:
Andrea Hecht, Academic Senate President

Alejandra Campos

San Bernardino Valley College Applied Technology

"Alejandra has been a pleasure to work with and get to know. She has been incredibly patient with me, especially since this is my first time budgeting and spending a grant. I'm truly grateful for her expertise and responsiveness."

Recognized by: Doris Ontiveros

Eduardo Diaz

San Bernardino Valley College Pharmacy Technology / Allied Health

"I'd like to commend Prof Diaz for his innovative teaching. I am always impressed/motivated by his student-centered teaching methods. Even with limited space, he finds ways to encourage peer-to-peer learning and interaction. His creativity and dedication"

Recognized by: Doris Ontiveros, Dept Chair

Caring Hands Applause Cards Presented for Information April 10, 2025

John Halcon

San Bernardino Valley College Pharmacy Technology

"I am grateful to have John as an instructor in our program and appreciate his advocacy for our program in the field. He truly exemplifies leadership and serves as an inspiration to our students."

Recognized by: Doris Ontiveros

Andrea Hecht

San Bernardino Valley College Counseling

"For always going above & beyond, but more importantly, for always recognizing others for their hard work. It's both the little & big things you do that make an impact."

Recognized by: Jamie Salyer

Jennifer Losee

San Bernardino Valley College Allied Health

"I am grateful for Jennifer's assistance this past semester with ordering items and setting up our lab. She is an integral part of our Allied Health Department, and her strong work ethic does not go unnoticed. I truly would have been lost without her and and appreciate everything she does."

Recognized by: Doris Ontiveros

Craig Luke

San Bernardino Valley College Valley bound counselor

"He was straight to the point and gave me advice on how to improve upon what i am doing"

Recognized by: Alexis Sifuentes Alvarado

Erik Morden

San Bernardino Valley College Cafeteria/Snack Bar Manager- Food Services

"Erik went above and beyond during the ASCCC event hosted by SBVC Academic Senate, impressing everyone with the excellent food spread, efficient service, and variety of options that made the gathering truly wonderful."

Recognized by: Andrea Hecht, Academic Senate President

Fermin Ramirez

San Bernardino Valley College Financial Aid

"He helped me very well with my fafsa application taught me how to do it on my own with very indepth detail."

Recognized by: Lluvia Guadarrama

Caring Hands Applause Cards Presented for Information April 10, 2025

Kirk Rogers

San Bernardino Valley College Social Sciences, Human Development & Kinesiology and Health

"Thank you for your "get it done" attitude and support in preparing the new Staff Resource Center space in The Village for all of our faculty. This was a heavy load and you made the task doable. Without your help, this task would have required much more time to complete. Thank you!"

Recognized by: Davena Burns-Peters

Denise Valle

San Bernardino Valley College Allied Health

"As someone fairly new to my role as dept chair, I've been fortunate to have the privilege of working alongside Dean Valle. Her leadership and experience have greatly contributed to my professional growth. Our program continues to strengthen, and I credit much of that to her mentorship and support."

Recognized by: Doris Ontiveros

Fermin ramirez

San Bernardino Valley College Financial aid

"I came in to SBVC today to visit the fasfa office and there I met Mr. Ramirez. His dedication and overall enthusiasm was able to identify the problem I was having to not submit my form. I also told him about how I wanted to take a gap year and he has now convinced my not to. Thank you Mr. Ramirez."

Recognized by: Emily Miralrio

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: April 10, 2025

SUBJECT: Consideration of Board Policies for Final Approval

RECOMMENDATION

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

OVERVIEW

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

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

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

ANALYSIS

The Board received the following items for a first reading on March 13, 2025. 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.



Policies & Procedures Presented for Final Reading
2015 Student Trustee
2340 Agendas
3100 Organizational Structure
3505 Emergency Response Procedures
3510 Workplace Violence
3720 Computer and Network Use
4100 Graduation Requirements for Degrees and Certificates
4227 Repeatable Courses
5070 Attendance Accounting
6320 Investments
6520 Security for District Property
6620 Naming of Buildings
6700 Civic Center & Other Facilities Use
7340 Leaves
7346 Employees Called to Military Duty

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.



2015 Student Trustees



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

Reasons for Review

> Legal Update 45: Clarify the rights of a student member of the Board pursuant to changes in the Education Code

Level 1 Review Schedule

01/31/2025 ♦ Estimated Receipt of Recommendation

02/04/2025 • BPPAC Review of Chapter 1 and 2 Recommendations

02/20/2025 ◆ PPAC Approves Review Level

02/21/2025 • Level 1 to Constituents and AS for Info Only

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 2015 Student Trustees

The Board of Trustees shall include one non-voting student member from each college in the District. The term of office shall be one year commencing June 1.

The student member shall be enrolled in and maintain a minimum of five semester units, or its equivalent, in the District at the time of nomination appointment and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 grade point average during the term of office.

The student member shall be seated with the Board during the open session portion of meetings and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board except for issues and items discussed in closed session. The student member shall have the right to attend each and all public meetings of the Board.

The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

A student member may make and second motions at the discretion of the Board.

The student member shall have the opportunity to cast an advisory vote immediately before the regular members of the Board cast votes. The student member's advisory vote shall not be included in determining the vote required to carry any measure before the Board.

The student member may receive compensation, at the discretion of the Board, up to the amount prescribed by law. See BP 2725 Board Member Compensation.

The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties may include:

- Represent the District at community events
- Advocate for the colleges and students to the legislatures
- Attend ASO/Associated Student Government meetings
- Meet regularly with senior administrators

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback



2015 Student Trustees



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

On or before May 15 of each year, the Board may determine if the student members will commence on May 15 instead of June 1. The Board of shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

Pursuant to Education Code Section 72023.5, on or before May 15 of each year, the Board of Trustees shall consider whether to afford the student trustees any of the following privileges:

- The privilege to receive compensation for meeting attendance in accordance with Board Policy 2725 Board Member Compensation. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, at the discretion of the Board.
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15 instead of on June 1 as stated in Ed Code.

Reference:

Education Code Section 72023.5

End Recommendation for BP 2015 Student Trustees



2340 Agendas



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

Reasons for Review

> Legal Update 45: Update the usage note, clarify the location where the District should post its physical agenda, and add optional language about time limits for public comments on items of business initiated by a member of the public.

Level 1 Review Schedule

01/31/2025 • Estimated Receipt of Recommendation

02/04/2025 • BPPAC Review of Chapter 1 and 2 Recommendations

02/20/2025 • PPAC Approves Review Level

02/21/2025 Level 1 to Constituents and AS for Info Only

03/13/2025 • BOT 1st Read

04/10/2025 • BOT Final Approval

Begin Recommendation for BP 2340 Agendas

An agenda shall be posted adjacent to the place of meeting in a location physically accessible 24 hours per day, as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board of Trustees.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Agendas shall be developed by the Chancellor in consultation with the Officers of the Board.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor, although the District may defer a request to a later date. (See Education Code Section 72121.5 and Administrative Procedure 2340). The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

For consideration, items from members of the public must be submitted and received by the Office of the Chancellor two weeks prior to the Board meeting.

1/27/2025



2340 Agendas



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

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

References:

Education Code Sections 72121 and 72121.5; Government Code Sections 7920.000 et seq. and 54954 et seq.

End Recommendation for BP 2340 Agendas



2340 Agendas



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

Reasons for Review

> FYI to support review of BP.

Level 1 Review Schedule

01/31/2025 • Estimated Receipt of Recommendation

02/04/2025 • BPPAC Review of Chapter 1 and 2 Recommendations

02/20/2025 ◆ PPAC Approves Review Level

02/21/2025 • Level 1 to Constituents and AS for Info Only

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for AP 2340 Agendas

The agenda for the Board of Trustees Meetings is the official document under which business is transacted. The official agenda shall be posted on the District website and on the front door of the district administration building, campus administration buildings, and district education centers, or adjacent to the place of the meeting, at least 72 hours prior to each Regular Meeting and 24 hours prior to each Special Meeting of the Board. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board Meeting and in the Board Room prior to the start of each meeting.

References:

Education Code Section 72121

End Recommendation for AP 2340 Agendas



3100 Organizational Structure



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

Reasons for Review

> Minor clerical edits

Level 2 Review Schedule

11/06/2024 • Recommendation Received

11/21/2024 ◆ PPAC Approves Review Level

12/14/2024 • Level 2 to Constituents and AS for Feedback

02/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 3100 Organizational Structure

(Replaces current SBCCD BP 3100)

NOTE: The language in current SBCCD BP 3100 parallels the language recommended by the Policy and Procedure Service.

From current SBCCD BP 3100 titled Organizational Structure

The Chancellor shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District. The organizational charts are subject to review by the Board.

Reference:

Education Code Section 72400

End Recommendation for BP 3100 Organizational Structure



3100 Organizational Structure



Non 10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Torres ◆ Suggested New AP

Reasons for Review

> Chapter Lead suggestion to adopt new AP

Begin Recommendation for AP 3100 Organizational Structure

The District's organizational charts reflecting the current organizational structure shall be on the District's website and all campus websites. Periodic reviews of operations, organizational structures, and assignment of duties are important to ensure the ongoing effective, efficient, and equitable operations of public organizations. Executive leadership changes, along with new laws and regulations, provide ideal opportunities to reassess current organizational structures and ensure alignment with strategic goals and objectives. Significant disruptions to normal operations often require a reassessment of organizational structures as institutions adjust to meet new demands and environmental conditions.

Guiding Principles of the District Organization Structure

The District will continue to assess and create organizational structures capable of meeting the District's strategic goals and objectives efficiently, effectively, and equitably; Create conditions in which all employees of in the District can excel; Create operational efficiencies by aligning connected functions; More evenly distribute responsibilities and workload among managers; Capitalize on areas of knowledge, experience, and expertise among executive managers to promote effective operations.

District Reorganization

A 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 manager, or an increase or decrease in staffing that causes a change in the assignment of a unit member or manager. The impact of an increase or decrease to a unit member is subject to negotiations. A reorganization includes the following: changing departments/division, changing the work assignments of managers, changing the reporting structure within a division or department, and in alignment with T5 53021, the creation of a position that capitalizes on individual knowledge, experience and expertise that does not constitute as a vacancy for the purposes of recruitment. A reorganization cannot be used to fill a vacancy in accordance with T5 53021. The process for all reorganizations including a reorganization due to change in legislation or law, specifically if the change requires different structures or a change to job duties shall be initiated by the Chancellor or Campus President.

The Chancellor shall initiate reorganizations that impact the District Support Services. The Chancellor and Campus Presidents shall be responsible for initiating reorganizations that impact the college campuses.

End Recommendation for AP 3100 Organizational Structure





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> Chapter Lead change to reflect current practices

Level 2 Review Schedule

11/06/2024 • Recommendation Received

11/21/2024 ◆ PPAC Approves Review Level

12/14/2024 • Level 2 to Constituents and AS for Feedback

02/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

03/10/2025
BOT Final Approval

Begin Recommendation for BP 3505 Emergency Response Procedures

(Replaces current SBCCD BP 35053740)

The District shall have emergency response, and evacuation, and notifications procedures for communicating to the <u>District empuses</u> community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff employees, faculty, students, and/visitors visitors, and children in childcare programs occurring at District Facilities and/or College Campuses.

The **Chancellor** shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and shall incorporate the functions and principles of the Incident Management System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among various responding and assisting agencies in the event of an emergency or natural disaster. Additionally, the District must be compliant with NIMS and SEMS standards in order to receive federal or state funding.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures and an Emergency Operations Plan (EOP); And
- The completion of training by college personnel District employees in compliance with NIMS and SEMS guidelines; and
- Training requirements vary based on job titles or assigned roles within the emergency plan.

District and College Campus employees personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The **Chancellor** should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and State.

The EOP shall contain information regarding response protocols, emergency operations activation procedures and chain of command responsibilities. Compliance with NIMS mandates requires addressing all phases of emergency management; Mitigation, Planning, Preparedness, Response, and Recovery. The District must ensure that its plan is updated regularly.

References:

2/7/2025



3505 Emergency Response Procedures



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; 19 California Code of Regulations Sections 2400-2450; 34 Code of Federal Regulations 668.46(g)

End Recommendation for BP 3505 Emergency Response Procedures





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> Chapter Lead change to reflect current practices

Begin Recommendation for AP 3505 Emergency Response Procedures

(Replaces current SBCCD AP 35053740)

EMERGENCY OPERATIONS PLAN

In order to ensure the health or safety well-being, safety, and security of all employees, faculty, students, visitors, and children in childcare programs before, during, and after an emergency and to protect the District property and/or College Campuses, the and data, San Bernardine Community College District has developed an Emergency Operations Plan (EOP). The EOP shall be followed in times of emergencies, as proclaimed by the **Chancellor** or designee.

The Incident Commander (typically the San Bernardino Community College District Police Department (SBCCD-PD) or other law enforcement first on-scene) shall have on-scene authority over an emerging or declared emergency or incident.

The Chancellor, in conjunction with the Chancellor's Cabinet, shall have authority over final emergency response direction and determinations. All emergency related press releases will be prepared by the involved campus and the District Public Information Officer and the Chancellor's Cabinet. In the absence of this person, the lead administrator will designate an individual responsible for this function.

An emergency is defined as a state of danger that demands immediate action to protect health, safety, and/or property within the District.

The written EOP is posted on the District website at:

- Emergency Operations Plan

The EOP shall comply with current federal and state standards for emergency management protocols including the following:

- Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) and Emergency
 Preparedness Components
 - The EOP is written in accordance with California SEMS and NIMS to manage incidents involving all threats and hazards. EOPs written in compliance with SEMS allow all District worksites/campuses to manage responses to multi-agency and multi-jurisdiction emergencies. By incorporating NIMS into the EOP, District worksites/-and-campuses will have a system to manage incidents involving all threats and hazards and will be able to reduce the loss of life, property, and harm to the environment.
 - The EOP should encompass steps and procedures to ensure the District is able to manage the event before it begins to after the event has concluded. Every step is vital in being able to save lives and deal with the emergency. The following five key components should be addressed in the plan:

1. Preparedness

Being prepared is a key part of the planning process. Colleges Ceampuses should be able to identify personnel, training, and equipment needed for a wide range of potential incidents. As part of this process, specific steps should be listed in order that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities.





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

2. Prevention

Prevention is a vital step in emergency preparedness. Prevention is a part of the plan that includes steps to protect lives and property. The EOP should include those steps to avoid an incident or to intervene to stop an incident from occurring at the District and/or en-College Campuses.

3. Response

As part of the EOP, the processes and procedures to respond to an emergency once it has already occurred or is certain to happen in an unpreventable way shall be listed. The response plan should also include a way to establish a safe and secure environment, save lives and property, and facilitate the transition to recovery.

4. Recovery

The EOP should include steps to take immediately to save and sustain lives, protect property and the environment, and meet basic human needs. This plan shall include actions needed to support short-term recovery.

5. Mitigation

The EOP mitigation procedures seek to fix the cycle of disaster damage, reconstruction, and repeated damage.

Emergency Communication Protocols

The SBCCD-PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, SBCCD-PD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the campus community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the SBCCD-PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of employees, faculty, students, visitors, and children in childcare programs students or employees is occurring in the District or on College campuses, the SBCCD-PD will, without delay, take into account the safety of the community, initiate emergency procedures, determine the content of any notifications, and deploy the District's Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD-PD), compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

When reasonable, the Chancellor's Ceabinet, in conjunction with the Chief of Police, Safety & Risk Management, and other relevant stakeholders will be responsible for initiating emergency procedures and/or issuing an ENS message. They shall work in consultation to initiate emergency procedures and/or issue an ENS message if reasonable and possible. While efforts are made to confer with the consultation group prior to initiating emergency procedures and/or issuing an ENS message, the Chief of Police or designee or the involved College Campus President or designee has authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community.

The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community.

In the event a serious incident poses an immediate threat to members of the District/campus community or segment of the District/campus community, the SBCCD-PD will use some or all of the ENS components described below to communicate that





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

threat to the campus community or to the appropriate segment of the community. These ENS communication components include:

- Network e-mail
- SMS text messages sent to mobile phones or other digital devices
- Live voice broadcasts through on-campus speakerphones
- Public address systems
- Posted information on District and/or College Campus websites
- Social media sites and applications
- Scrolling emergency messages on District connected computers
- Hand-held radios
- Recorded voice messages: (909) 382-4002
- Phone calling trees

During a critical incident, the SBCCD-PD will ensure updated information is provided at established regular intervals using any or all of the ENS components.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts.

The involved campus and/or District Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.

The following is a list of situations where one might expect an ENS message:

- Active Shooter/Armed Intruder
- Active violence
- Earthquake
- Wildfire
- Building fire
- Utility interruption
- Terrorist incident
- Bomb threat
- Civil unrest or rioting
- Explosion
- Approaching extreme weather
- Mudslide
- Campus closure
- Emergency preparedness drills
- Other incident or situation requiring rapid communication of life safety information

Employee Training and Legal Responsibilities

- Employee training is an integral part of the EOP in order to ensure safety of employees, faculty, students, visitors, and children in childcare programs on District and/or College Campuses staff, students, and visitors on campus. Training and exercises will be held on a regular basis following a developed plan that allows for all scenarios that will help staff react to emergency situations in an effective manner. The following groups include, but are not limited to, those who will need training:
 - All employees
 - Emergency Response Team(s)





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

- Business Continuity Team(s)
- Crisis Communications Team(s)
- Legal Responsibilities of Public Employees During an Emergency

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term "public employees" to include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. It also defines the term "disaster service worker" to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is herbyhereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

- O Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations require that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.
- District Support Operations
 - District Support Operations employees fall under the respective emergency protocols of the worksite/campuses/worksite where they are located at the time of incident/emergency.
- Campus Specific Emergency Protocol
 - The EOP includes annexes which provide campus specific direction in the event of an emergency. It is the goal and purpose of the EOP to protect the health or safety and security of those associated with the District should an emergency occur. The effective use of the EOP will help protect life and safety, reduce property and environmental damage, minimize disruption and economic losses, and shorten the recovery period.

The EOP will have the following details as part of their overall guidelines for employees, faculty, and students staff, students, and children in childcare programs as required by the State of California.

- Establish the members of the President's Ceabinet as those with the authority to make campus level determinations
 regarding incidents that are localized and do not rise to the level of campus closure.
- Coordination protocol with local, state, federal, and non-governmental agencies that the campus will coordinate with to pool and allocate resources and emergency response activities. Coordination between agencies is to establish priorities for response; developing strategies for handling multi-agency response problems; sharing information; and facilitating communications.
- Incident response plans for each type of scenario that may arise at District worksites/campuses.
- Employee Assignments and Duties
 - The EOP shall include, at minimum, the assignments and duties of District leadership, worksite/campus leadership, and members of the Emergency Response Team(s), Business Continuity Team(s), and Crisis Communications Team(s).

EMERGENCY COMMUNICATION PROCEDURES





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

All members of the campus community are notified on an annual basis that they are required to notify the San Bernardino Community College District Police Department (SBCCD PD) of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees in the District. The SBCCD PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, SBCCD PD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the campus community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the SBCCD PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring in the District or on campus, the SBCCD PD will, without delay, take into account the safety of the community, initiate emergency procedures, determine the content of any notifications, and deploy the District's Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD PD), compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

When reasonable, a consultation group will be responsible for initiating emergency procedures and/or issuing an ENS message. The consultation group consists of some or all of the following: the Chief of Police or designee, the Chancellor or designee, the involved Campus President or designee, the involved campus and/or District Public Information Officer, and other stakeholders when needed. They shall work in consultation to initiate emergency procedures and/or issue an ENS message if reasonable and possible. While efforts are made to confer with the consultation group prior to initiating emergency procedures and/or issuing an ENS message, the Chief of Police or designee or the involved Campus President or designee has authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community.

The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community.

In the event a serious incident poses an immediate threat to members of the campus community or segment of the campus community, the SBCCD PD will use some or all of the ENS components described below to communicate that threat to the campus community or to the appropriate segment of the community. These ENS communication components include:

- Network e-mail
- SMS text messages sent to mobile phones or other digital devices (requires individuals to "opt in" to receiving SMS messaging via WebAdvisor)
- Live voice broadcasts through on-campus speakerphones
- Public address systems
- Posted information on District and/or College websites
- Social media sites and applications
- Scrolling emergency messages on District connected computers
- Hand-held radios
- Recorded voice messages: (909) 382-4002
- Phone calling trees

During a critical incident, the SBCCD PD will ensure updated information is provided at established regular intervals using any or all of the ENS components.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available at .org/District_Police/Clery_Act.





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

The involved campus and/or District Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.

The following is a list of situations where one might expect an ENS message:

- Active Shooter/Armed Intruder
- Earthquake
- Wildfire
- Utility interruption
- Terrorist incident
- Bomb threat
- Civil unrest or rioting
- Explosion
- Approaching extreme weather
- Campus closure
- Emergency preparedness drills
- Other incident or situation requiring rapid communication of life safety information

The recipients of ENS messages are responsible for providing and updating their personal emergency contact information with the District. All members of the District community are encouraged to include their cellular phone number and "opt in" to receive ENS messages via text, which is the guickest form of communication.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

A minimum of two (2) evacuation drills for all facilities at each District site are scheduled annually and coordinated by the Site Safety Officers and the SBCCD PD to test emergency response and evacuation procedures, as well as to assess and evaluate emergency evacuation plans and capabilities. During these exercises, students, faculty, and staff are provided guidance by trained staff members and learn the location of building emergency exits, building exit pathways, and exterior building evacuation locations.

Evacuation drills are monitored by the Site Safety Officers and SBCCD PD to evaluate egress and behavioral patterns. Exercise performance information is collected and After Action Reports (AAR) are prepared by participating departments in order to assess and evaluate emergency plans and capabilities, provide recommendations for improvement, and to identify deficient equipment so that repairs can be made immediately.

For each test conducted, the Site Safety Officer and/or the SBCCD PD will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

PURPOSE

The emergency procedures are the District's planned responses to all hazards on or effecting each campus, District facilities, or the surrounding community. The emergency procedures will be activated by the Chief of Police or designee, or Campus President or designee after consultation with the members of the consultation group as appropriate. The emergency procedures detail actions and responsibilities for all employees of the District.

RESPONSIBILITY





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Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations require that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

EMERGENCY COMMAND POSTS (CIVILIAN AND LAW ENFORCEMENT)

Emergency Command Posts will be activated during emergency situations. After consultation with the members of the consultation group, the Chief of Police, Campus President, and/or the Chancellor, or their respective designee(s), will activate their local Emergency Command Posts and maintain effective communications between the Command Posts. The Emergency Command Post staffs will direct the District's response to the emergency situation, coordination with each other, coordination with outside agencies, and requests for outside support. The Emergency Command Post staffs will be aided in their duties by District, college and SBCCD PD personnel.

The Command Posts shall jointly:

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall disaster based on reports from area managers.
- Initiate the emergency notification chain (call back of employees) if necessary.
- Mobilize any additional staff to heavily damaged areas.
- Determine the "All Clear" when the disaster is over.

All press releases will be prepared by the involved campus and/or District Public Information Officer. In the absence of this person, the lead administrator will designate an individual responsible for this function.

PREPAREDNESS

The District's preparedness is based on pre-staged supplies, training and awareness, and emergency drills. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

EMERGENCY TELEPHONE LIST

Please see the Confidential Administrative Staff Directory (i.e., confidential telephone list) with administrative personnel (including Executive and Senior Administrative Assistants) home phone numbers, cell phone numbers, and office phone numbers. This list is in the possession of all administrative personnel and is not published in a public document.

EMERGENCY ASSEMBLY AREAS

Emergency Assembly areas have been determined and designated on each campus and at each District facility location, and are indicated on location specific Evacuation Maps. Assembly areas will be subject to change during construction periods.

LEGAL RESPONSIBLITIES & DUTY ASSIGNMENTS

Legal responsibilities and duty assignments are listed in the District's Emergency Operations Plan (EOP).

EMERGENCY NUMBERS

POLICE/FIRE/MEDICAL EMERGENCY:

- 911

SBCCD POLICE DEPARTMENT:

(909) 384 4491





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SBCCD OFFICE OF EMERGENCY SERVICES:	(909) 382-4005
• FACILITIES/MAINTENANCE - SBVC:	 (909) 384-8965/8958
• FACILITIES/MAINTENANCE - CHC:	(909) 389-3384/3217/3211
SAN BERNARDINO POLICE DEPARTMENT (24/7 Non Emergency Dispatch):	(909) 383 5311
YUCAIPA POLICE DEPARTMENT:	(909) 918-2305
SAN BERNARDINO CO. SHERIFF'S DEPT.(24/7 Non Emergency Dispatch):	(909) 790 3100
AMERICAN RED CROSS - SAN BERNARDINO:	(909) 888-1481
SOUTHERN CALIFORNIA EDISON:	(800) 611-1911
SOUTHERN CALIFORNIA GAS COMPANY: ALUFORNIA BOLOGNI GOLDERGE GENTER	(800) 427-2200
CALIFORNIA POISON CONTROL CENTER:	(800) 222-1222
DITIONAL RESOURCES	
ere are a number of additional resources that are available regarding crisis response. These include, but	ut are not limited to, the following:
Department of Homeland Security	
w.fema.gov Federal Emergency Management Agency	
w.redcross.org American Red Cross	
CR 91.9 FM San Bernardino, CA	
RG 95.1 FM San Bernardino, CA	
LA 99.9 FM San Bernardino, CA	
ZY 1240 AM San Bernardino, CA	
DD 1290 AM San Bernardino, CA	
AL 96.7 FM Redlands, CA	
RD 90.1 FM Yucaipa, CA	
YY 97.5 FM Riverside, CA	
GI 99.1 FM Riverside, CA	
PA 1510 AM Ontario, CA	
50 400 4 FMN (
FG 103.1 FM Victorville, CA	
ERGENCY PROCEDURES	





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- Call or have someone else call 911 immediately.
- Move staff, faculty, students and visitors away from immediate vicinity of the crash.
- If necessary, evacuate staff, faculty, students and visitors to a safe evacuation area away from the crash scene.
- Check to ensure that all staff, faculty, students and visitors have evacuated.
- Maintain control of staff, faculty, students and visitors to ensure a safe distance from the crash site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the evacuation area and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ASSAULT/FIGHTING

- Call or have someone else call 911 immediately.
- If safe to do so, verbally direct combatants to stop fighting.
- DO NOT attempt to separate combatants during a physical altercation.
- Try to keep combatants isolated from others, if possible, until SBCCD PD arrive.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

CHEMICAL OR HAZ MAT SPILL

In the event of ANY spillage of a dangerous chemical or hazardous material:

- Evacuate the area as necessary for safety:
- Notify attending laboratory technician, faculty, staff, and/or supervisor of the spill
- If it is safe to do so, seal off the spill area to prevent further contamination of other areas; stay upwind of any contamination.
- Attending laboratory techniian, faculty, staff, and/or supervisor consult to determine proper cleanup is not safe, then call 911 for emergency response.
- Follow Chemical Hygiene Plan Protocols for notifications, containment, and cleanup/disposal.

Anyone who may become contaminated as a result of being in the immediate area affected by the spill should:

- Avoid physical contact with others as much as possible.
- Remain in the vicinity, and provide their names to first responders.
- To the best of your ability and without re-entering the affected area, assist first responders in determining that everyone has been
 evacuated safely.
- DO NOT return to any affected area unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.
- Required first aid and clean-up by specialized authorities should begin as soon as possible.

FIRE

Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby.
- Call or have someone else call 911 immediately and describe the location and size of the fire.
- Evacuate the area if you are unable to put the fire out.
- Close all doors and windows to confine the fire and reduce oxygen—but DO NOT LOCK THEM.
- EVACUATE when the sound of the fire alarm is heard.





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- DO NOT attempt to save possessions or collections at the risk of personal injury.
- DO NOT USE ELEVATORS to evacuate a building.
- Never allow the fire to come between you and the exit.
- Report to an evacuation site away from the fire.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

BOMB THREAT

If you receive a direct bomb threat via phone:

- Ask someone else to call 911 immediately and discreetly relay any information you obtain from the caller to the 911 operator.
- Keep the caller on the phone as long as possible and ask the following questions:
 - When and where is the bomb right now?
 - When is the bomb going to explode?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?

If a bomb threat alert is issued:

- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be
 out of place.
- Limit usage of cell phones, radios or fire alarm system due to risk of activating a device.
- If a suspicious device or package is found ... DO NOT TOUCH.
- Clear the immediate area and call 911 immediately from a safe distance.
- If directed by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, evacuate a safe distance away from buildings.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

EXPLOSION

- Take cover under tables, desk, and similar places that will give protection against flying glass and debris.
- Call or have someone else call 911 immediately.
- If directed to do so by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, activate the fire alarm system and evacuate from the building to a safe evacuation area.
- Beware of falling debris and electrical wires as you evacuate.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ACTIVE SHOOTER/ARMED INTRUDER

IF AN ACTIVE SHOOTER, ARMED INTRUDER, OR WEAPONS ARE OBSERVED:





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- Immediately call or direct someone to call 911
- Take note of the assailant(s) description/behavior/weapons and report the details to the 911 operator
- To increase everyone's safety obey the verbal commands of any law enforcement personnel (i.e., freeze, halt, stop, raise your hands, etc.)

There are three basic actions one should take in such a violent situation: Run, Hide, or Fight.

- 1. Run Escape the area whenever possible and then notify authorities only when it's safe to do so.
- 2. **Hide** Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities only if it's safe to do so.
 - Note: If possible, you should remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.
- 3. Fight This is the option of last resort. If you're unable to secure your hiding location, prepare to fight or use force against the shooter.

To report a crime, suspicious person, suspicious situation, or for non-emergency inquiries call the SBCCD PD at (909) 384-4491.

LOCKDOWN

LOCKDOWN is a security measure used to prevent an armed violent intruder from entering occupied buildings and facilities, or areas of buildings and facilities, and to isolate students, faculty, staff, and visitors from danger while on campus or at any District facility.

The order to LOCKDOWN shall be communicated via the SBCCD Emergency Notification System (ENS) to ensure wide and rapid distribution of the order. The LOCKDOWN order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to LOCKDOWN procedures.

When a LOCKDOWN order is given, you should:

- Immediately close and lock all doors (if possible and safe to do so).
- Close all windows and lower/close all window shades or blinds (if possible and safe to do so).
- Turn off the lights.
- Block any hallway in-door windows (if possible and safe to do so).
- Move away from doors and windows, and get down on the floor to avoid discovery.
- Silence all mobile devices (phones, tablets, laptops, etc.).
- Assist those needing any special assistance.
- Document and report the names of individuals who are unaccounted for or absent.
- If the scene is safe, and you are trained to do so, initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

SHELTER-IN-PLACE

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff, faculty, students and visitors from any outdoor hazard (extreme weather, airborne contaminants, chemical release, and temporary incident). This procedure includes closing all doors, windows, and vents to outside air.





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The order to SHELTER IN PLACE shall be communicated via the District's ENS to ensure wide and rapid distribution of the order. In addition, the SHELTER-IN-PLACE order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to SHELTER-IN-PLACE procedures.

When a SHELTER-IN-PLACE order is given, you should:

- Help to clear everyone from hallways.
- Immediately close and lock all doors.
- Close and secure all windows.
- Move away from doors and windows.
- Assist those needing any special assistance.
- Document and report the names of individuals who are unaccounted for or absent.
- If the scene is safe, and you are trained to do so, initiate first aid for any injured staff, faculty, students and visitors.
- Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

POWER OUTAGE

Although our electrical power delivery system is considered reliable, occasionally system failures that impact our campus community do occur. These impacts come with unpredictable variables: when and why they happen, what they impact, the duration of the impact, and more. The campus community must be aware of this possibility and know what to do should a power outage occurs. When a power outage occurs, information regarding the power outage (up to and including the possibility of campus closure) will be communicated via the Emergency Notification System (ENS).

The objective of this procedure is to plan for potential power interruptions and to mitigate loss of class time, college and/or District services. Faculty members and supervisors shall establish and announce a plan as to where to go (i.e., evacuation sites, parking lots, etc.) should a power outage occur. In the event of a power outage, please follow the guidelines listed below:

Daylight Power Outage

Faculty:

- If safe to do so, wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below).
- If power is not restored in 15 minutes, exit the building (if not already done so) to a safe location and await further instructions.
- Follow the instructions of administration throughout the outage.
- If there is no natural lighting in the classroom, proceed to a naturally lit area. If sufficient class time remains when the power is restored, return to the classroom when the event has ended and resume class.
- If less than 60 minutes of class time remains when the power is restored, the instructor has the option to continue or suspend the remainder of the class time.
- Should a power outage occur before a class session begins, students should wait outside the building until power is restored.
- Once the power outage has ended, faculty and students can enter the building and the class session can begin (for laboratories, refer to Laboratory section below).

Staff:

- If there is insufficient light in the work area, proceed to a naturally lit area.
- Staff should follow the instructions of their supervisor throughout the outage.





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- If less than 60 minutes remain in the workday, supervisors have the option to release staff for the remainder of the workday at the
 direction of the President or designee.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and
 appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.
- Multi-day power outage: Staff are required to follow directions received through emergency notifications.

After Dark Power Outage

Faculty/Staff:

• If safe to do so, please wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below). If power is not restored, follow the evacuation procedures as described below.

In Laboratory Settings (Daylight or After Dark):

- Stop or stabilize all experiments immediately.
- Secure all chemicals that are being used.
- Turn off all heat sources (gas or electric burners) to prevent fires.
- If you are using a fume hood, and fumes are present, shut the fume hood sashes to prevent fumes from escaping.
- If an evacuation notice has been given, if power is out, or if ventilation is down, calmly leave the building.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and
 appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.

When power is restored:

- Follow contingency plans regarding restarting the laboratory.
- Check for unusual odors. Could be the sign of a leak or spill.
- Check the temperatures in cold storage units. Reset alarms if needed.
- Reset or plug in all the equipment as needed and check to make sure they are functioning properly.
- Check fume hoods for proper flow before using.

Faculty/Staff Evacuation Guidelines

- REMAIN CALM
- Gather your personal belongings.
- Prior to leaving, turn off all light switches, computers, and electrical devices if safe to do so.
- Proceed to the nearest exit.
- Faculty and staff should assist wih building evacuation and assist individuals with disabilities.
- DO NOT USE ELEVATORS to exitif they appear to be functioning.
- If on the 2nd floor or above, proceed to the nearest stairwell and exit to the ground level then proceed to the designated evacuation site for your building.
- If on the 2nd floor or above, individuals in wheelchairs should proceed to the nearest stairwell and wait for assistance to be evacuated.
- If directed to leave campus, drive in an orderly and safe manner and follow the directions of public and/or campus safety personnel.

MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?





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- Respirations difficulty or no breathing?
- Pulse weak or no heart rate?
- Responsive not awake /not alert?

EMERGENCIES INCLUDE: Uncontrolled bleeding, head injury, broken bones, poisoning, overdose, seizure, allergic reaction, persistent chest pain or pressure, numbness or paralysis of arms or legs, sudden slurred speech, major burns, intense pain.

Calmly communicate the following information to the 911 operator:

- What is the emergency situation?
- What is the background of the emergency?
- What's your assessment?
- What response do you expect?
- Where is the location of the emergency? SBVC or CHC, building name, room number, phone number, etc.

Before help arrives, if you are trained and the scene is safe:

- Bleeding apply pressure.
- Fracture don't move the person unless they must be moved to avoid further injury.
- No Breathing or Pulse begin CPR and send someone for AED.
- Seizure help to the floor, protect head; do not try to restrain.
- Choking Back blows and abdominal thrusts.
- Emotional Upsets/Suicidal stay with person until help arrives.
- Impaled Object don't remove the object, just support the object with bandages.
- Vomiting move person onto their side.
- Stay with the victim providing reassurance that help is on the way and keep them comfortable.
- Stay at the scene until help arrives and clear "on-lookers" from the scene

FOR MINOR INJURY OR ILLNESS:

- Provide first aid using available campus medical supplies.
- After initial treatment, students should be referred to the Student Health Center.
- Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).

EMERGENCY EVACUATION PROCEDURES

Those assigned as Building Captains and Emergency Site Coordinators will be called upon to be leaders in any evacuation scenario. Building Captains and Emergency Site Coordinators will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed.

- Each Building Captain and Emergency Site Coordinator is responsible for the direct evacuation in their assigned area and will do the following:
 - Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site map).
 - If safe to do so, immediately shut down all potentially hazardous operations (equipment in use, etc.).
 - If safe to do so, take personal items you can safely carry with you. If the emergency is potentially life-threatening, access emergency supplies (i.e. Building Captain response bags (CHC, Emergency Site Coordinator emergency supply boxes (SBVC)).
 - Shut all doors behind you to slow the spread of fire, smoke, and water.
 - Proceed as quickly as possible, but in an orderly manner.





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- Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.
- Once outside, move everyone away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.
- Document and report the names of any known individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid.

Evacuation of Persons with Disabilities

- Building Captains and Emergency Site Coordinators help individuals with disabilities evacuate by quickly assigning a "buddy" to lead them to the closest evacuation site or area of safe refuge.
- Building Captains and Emergency Site Coordinators should be familiar with emergency alarms and signs showing the emergency exit
 routes. If an elevator is not available or is unsafe to use, direct wheelchair-users to the top of the nearest staircase where an Evac+Chair
 is located or the nearest area of safe refuge.
- Only individuals trained in the use of an Evac+Chair should attempt to transport someone using the chair.
- If an individual is unable to be transported via an Evac+Chair, or if an Evac+Chair is not available, immediately notify a member of the Emergency Response Team of the individual's location.

EARTHQUAKE

If indoors:

- When the earth begins shaking DROP, COVER and HOLD ON. If in a Lab, move away from the lab bench, unsecured equipment, or exposed chemicals and DROP, COVER and HOLD ON.
- If in a lab, when shaking stops and when safe to do so, turn off all heat sources (gas or electric burners) to prevent fires.
- DO NOT evacuate immediately during the earthquake.
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- If the classroom, building or facility is heavily damaged, initiate immediate evacuation.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

If outdoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Move quickly away from buildings, utility poles, and other structures.
- Be alert for gas leaks, live wires, flooding, etc.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.





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 DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

DISASTER MANAGEMENT

Should an emergency or other major disaster strike a particular campus or the entire District, the need for a coordinated response will be necessary. The plan for a major disaster is contained in the District's Emergency Operations Plan. The plan is aligned with the State of California "Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

In an emergency, designated managers and supervisors will gather to implement the appropriate response.

These individuals will provide leadership, policy guidance, gather intelligence on the emergency and development specific plans of action to best address the emergency.

FLOODING

If indoors:

- If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. SBCCD administrators will identify temporary shelters to house materials.
- Be prepared to move your vehicle if certain parking areas are at risk of being flooded.
- Be prepared to evacuate your location at a moment's notice if your building or facility lies in a known flood zone. If there is any possible danger or if given the order to do so, EVACUATE the building.
- Unplug all electrical equipment. If there are electrical appliances or electrical outlets in any flooded area do not proceed; there is an
 extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and
 take personal belongings with you.
- Report to an evacuation site away from the flooding. Document and report the names of individuals who are unaccounted for or absent.
- DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

If outdoors:

- Do not try to walk or drive through flooded areas; stay away from moving water. The sheer force of just six inches of swiftly moving water
 can knock people off their feet. Cars are easily swept away in just two feet of water.
- Stay away from flooded areas unless authorities ask for volunteers.
- Stay away from downed power lines.
- Be aware of areas where flood waters may have receded and may have weakened road surfaces.
- Wash your hands frequently with soap and water if you come in contact with flood waters.

After the flood:

- Only authorized district or campus personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood
 waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble.
- Report broken utility lines to the appropriate authorities.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.





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Do not throw away any flood-damaged items until an official inventory has been taken.

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

Legal Responsibilities of Public Employees During an Emergency

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term "public employees" to include all persons employed by the state or any county, city, and county, state agency or public district, excluding aliens legally employed. It also defines the term "disaster service worker" to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

CIVILIAN EMERGENCY COMMAND POST

The Civilian Emergency Command Post, from which the Chancellor or designee will direct operations, will be activated by the Chancellor or designee, taking into account the safety of the District, campus community, and the emergency situation.

LAW ENFORCEMENT COMMAND POST

The Law Enforcement Command Post, from which the Chief of Police or designee, SBCCD PD, will direct public safety operations, will be activated by the Chief of Police or designee, taking into account the safety of the District, campus community, and the emergency situation.

ASSIGNMENT OF DUTIES

Every staff member has a responsibility for performing certain duties in times of emergency. Specific assignments are outlined and additional assignments may be given via the chain of command.

The Chancellor or designee is responsible for the control and welfare of all students. The Chancellor or designee directs the college staff in the implementation of emergency procedures and the assignment of duties as outlined. The Chancellor, Campus President, or their respective designee is the overall commander of any and all operations on the campus during normal and emergency operations. After the people present on campus have been evacuated to an appropriate evacuation assembly area and their safety is secured, the Chancellor or designee may instruct Campus Presidents or designee, Chief of Police or designee, and the involved campus and/or District Public Information Officer to meet at the Civilian Command Post where they will be briefed on findings from personnel after which they will give direction for further activities. The Chancellor or designee will brief the Board of Trustees as necessary and to the extent possible on the state of affairs as the situation permits.

The administrator on duty will direct the college staff in the implementation of emergency procedures and the assignment of duties as outlined until their respective Campus President or designee assumes control of the emergency situation. The administrator on duty will be contacted immediately and apprised of the emergency situation by SBCCD PD and will, in turn, report this information directly to the respective Campus President or designee and the involved campus and/or District Public Information Officer.

The respective Campus President or designee and Site Safety Officer will proceed to the evacuation assembly areas designated for their personnel and confer with them to determine who may need rescue and the last known location(s) of the missing. The respective Campus





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

President or designee and Site Safety Officer will assign their personnel further activities, which may include providing assistance to the injured, relocating groups of people, or responding to the Civilian Emergency Command Post to assist as necessary.

Faculty members, managers, and supervisors will guide students, personnel, and visitors to designated evacuation assembly areas and attempt to determine who did not arrive as well as seek medical attention for the injured and note any conditions/hazards in their area that would require facilities medical, or other response. They will report this information and the last known location of any people missing to their respective Campus President or designee and Site Safety Officer.

Facilities department personnel will be responsible for the use of emergency equipment, the handling of emergency supplies, and the safe use of available utilities. They will:

- 1. Survey the campus and report damage through their chain of command.
- 2. Assist in rescue operations as directed.
- 3. Assist in disaster fire suppression activities if trained and directed to do so.
- 4. Assist in controlling main shut-off valves for gas, water, and electricity.
- 5. Disburse emergency equipment as needed.

Clerical staff will help provide for the safety of essential records and documents, operate telephones, and act as messengers and couriers when directed.

Cafeteria staff will make food stock and water available to campus emergency service providers whenever feeding becomes necessary during a disaster.

REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

- The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to
 phone 911 or the SBCCD PD for assistance. Dial extension 4491 from on-campus phones or dial (909) 384-4491 from a mobile phone or
 when off campus.
- When calling stay calm, and carefully explain the problem and location to the Dispatcher.

Quickly notify your instructor or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.

References:

Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; California Code of Regulations Title 19, Sections 2400-2450; 34 Code of Federal Regulations, Section 668.46(b)(13) and (g)

End Recommendation for AP 3505 Emergency Response Procedures





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

Reasons for Review

> Minor clerical edit

Level 2 Review Schedule

11/06/2024 • Recommendation Received

11/21/2024 ◆ PPAC Approves Review Level

12/14/2024 • Level 2 to Constituents and AS for Feedback

02/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 3510 Workplace Violence

(Replaces current SBCCD BP 3510)

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor is responsible for establishing administrative procedures that assure all employees are informed regarding what actions will be considered violent acts, -and requiring any employee who is the victim of any violent conduct in the workplace, -or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

References:

Cal/OSHA: Labor Code Sections 6300 et seq.;

8 California Code of Regulations Section 3203;

"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8 and Penal Code Section 273.6)

End Recommendation for BP 3510 Workplace Violence





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

- > Legal Update 44 Updated to add citations to the Labor Code and identify requirements of a workplace violence prevention plan and file retention requirements pursuant to changes in the Labor Code.
- > Chapter Lead recommendations to clarify definitions and add preventative actions and reporting language.

Begin Recommendation for AP 3510 Workplace Violence

The District is committed to providing a safe work environment that is free of violence and the threat of violence. The District maintains zero tolerance regarding violence or the threat of violence against or by any employee of the District or any other person in the workplace.

Definitions

Preventative Activities: Activities that increase awareness and minimize the potential for workplace violence events in the workplace. Training is essential for all employees to learn how to recognize early warning signs so that appropriate intervention can be provided for identifying areas of concern in the workplace.

Non-Emergency: An event or circumstance that may require assistance but does not require immediate intervention as there is not an immediate risk to health, life, property, or the environment.

Emergency: An event or circumstance that poses an immediate risk to health, life, property, or the environment and requires urgent/immediate action.

Act of Violence: Any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property.

Threat of Violence: Any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property.

Workplace: District properties, worksites, and off-site locations that hold District-sponsored activities where employees or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the District community.

Preventative Activities

The District has a Workplace Violence Prevention Plan which includes, at minimum:

- Names or job titles of the persons responsible for implementing the plan:
- Procedures to obtain the involvement of employees and authorized employee representatives in developing and implementing the plan;
- Methods the district will use to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles;
- Procedures for the District to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report;
- Procedures to ensure that employees comply with the plan;





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- Procedures to communicate with employees regarding workplace violence matters, including how an employee can report a
 violent incident, threat, or other workplace violence concern and how employee concerns will be investigated;
- Procedures to respond to actual or potential workplace violence emergencies;
- Procedures to develop and provide required training;
- Procedures to identify and evaluate workplace violence hazards;
- Procedures to correct workplace violence hazards;
- Procedures for post-incident response and investigation;
- Procedures to review the effectiveness of the plan and revise the plan as needed; and,
- Procedures or other required information.
- Record keeping and the location of records.

Reporting

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person or property at the District to their supervisor and the District Police Department and/or local law enforcement. Such reports will be promptly and thoroughly investigated by District Police Department and/or local law enforcement and/or Human Resources. The District may also conduct an independent administrative investigation and take appropriate corrective action.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, in the workplace, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the Workplace, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided with both due process and representation before disciplinary action is taken, including termination of employment. If in the event that the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District Police Department or 911 will be called.

Responding to Threats of Violence

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she they may be subject to criminal prosecution. Criminal investigations will be conducted by the law enforcement agency having primary jurisdiction. The policies and procedures of the agency having primary jurisdiction are not necessarily those of the District. When warranted, an investigation will be conducted by Human Resources and will be prompt and thorough; this investigation may occur concurrently with any criminal investigation.





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Should an employee, during working hours, demonstrate or threaten violent behavior he/she they may be subject to disciplinary action, including termination of employment.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any
 facsimile firearm, knife, or explosive, in the workplace, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the Workplace, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.

False Claims and Defamation Claims

Defamation occurs when a statement, which is communicated to another individual, is false, unprivileged, and causes injury.

Consequences and appropriate remedial action for employees or student employees found to have falsely accused another shall be subject to disciplinary action in accordance with board policies, administrative regulations, collective bargaining agreements, and/or Educational Code as appropriate.

Restraining Orders/Court Orders

An employee shall immediately notify law enforcement of any restraining orders/court orders when named as a petitioner or person restrained and provide a copy of the order to the District Police Department. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the District Police Department, including Human Resources, to ensure they are aware of it and that a copy of the restraining order is on file with the District Police Department. Human Resources will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

District Police or 911

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No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District police or 911 will be called.

The following actions are considered violent acts:





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- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any
 facsimile firearm, knife, or explosive, on District property, including parking lots, other exterior premises, District vehicles, or
 while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her their employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her their duties.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her their supervisor or other appropriate person.

District Police or 911

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District police or 911 will be called.

NOTE: Effective July 1, 2024, a district's injury prevention program must include a workplace violence prevention plan conforming to the requirements of Labor Code Section 6401.9. The workplace violence prevention plan may be incorporated as a stand-alone section in the district's written injury and illness prevention program or maintained as a separate document. The workplace violence prevention plan must include all of the following:

- Names or job titles of the persons responsible for implementing the plan;
- Procedures to obtain the involvement of employees and authorized employee representatives in developing and implementing the plan;
- Methods the district will use to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles;
- Procedures for the Ddistrict to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report;
- Procedures to ensure that employees comply with the plan;
- Procedures to communicate with employees regarding workplace violence matters, including how an employee can report a
 violent incident, threat, or other workplace violence concern and how employee concerns will be investigated;
- Procedures to respond to actual or potential workplace violence emergencies;
- Procedures to develop and provide required training;
- Procedures to identify and evaluate workplace violence hazards;
- Procedures to correct workplace violence hazards;





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- Procedures for post-incident response and investigation;
- Procedures to review the effectiveness of the plan and revise the plan as needed; and,
- Procedures or other required information.

File Retention

The District will create and maintain records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.

The District will create and maintain records of training for a minimum of one year. These records will include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

The District will create and maintain records of violent incident logs for a minimum of five years.

The District will create and maintain records of workplace violence incident investigations for a minimum of five years.

References:

Cal/OSHA; Labor Code Sections 6300 et seq.;—, 6401.7, and 6401.9.; Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 273.6, 626.9, and 626.10

End Recommendation for AP 3510 Workplace Violence





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Reasons for Review

> Minor clerical edit.

Level 2 Review Schedule

10/24/24 ◆ Recommendation Received

11/21/24 • PPAC Approves Review Level

12/14/24 ◆ Level 2 to Constituents and AS for Feedback

02/05/25 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/25 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/25 • BOT 1st Read

04/10/25 • BOT Final Approval

Begin Recommendation for BP 3720 Computer and Network Use

(Replaces current SBCCD BP 3720)

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

References:

Education Code Section 70902; Government Code Section 3543.1(b); Penal Code Section 502; Cal. Const., Art. 1 Section 1; 17 U.S. Code Sections 101 et seq.

End Recommendation for BP 3720 Computer and Network Use





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

Reasons for Review

- > Request Chapter Lead compare against CCLC version.
- > Legal Update 44 Updated to revise the citations to the California Public Records Act pursuant to changes in the Government Code.

Begin Recommendation for AP 3720 Computer and Network Use

(Replaces current SBCCD AP 3720)

OWNERSHIP RIGHTS

The San Bernardino Community College District ("District") owns, leases, and/or operates a variety of computer and communication systems, including but not limited to: host computers, file servers, work stations, stand-alone computers, laptops, software, and internal or external communications networks (Internet, email, mass notification systems, cloud storage, telephone and voicemail systems). These systems are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the "District Network." Modification or Removal of Equipment – Computer users must not attempt to modify or remove computer equipment, software, or peripherals without proper authorization.

PRIVACY INTERESTS

The District recognizes the privacy interests of faculty, staff and students and their rights to freedom of speech, collegial consultation, and academic freedom, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users anticipate, and may be subject to public disclosure. In addition, the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are virtually no online activities or services that guarantee an absolute right of privacy, and therefore the District Network is not to be relied upon as confidential or private.

DISTRICT RIGHTS

System administrators may access users' files or suspend services they manage without notice only: 1) to protect the integrity of computer systems; 2) under time-dependent, critical operational circumstances; 3) as required by and consistent with the law; 4) where evidence exists that violations of law or District Policy or Procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on evidence that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board Policy and/or to protect system integrity.

PASSWORD PROTECTION

A computer user who has be authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

USAGE

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

MISREPRESENTATION AND LIABILITY

Users of Electronic Communications Resources shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless appropriately authorized to do so. The District is not responsible for any loss or





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damage incurred by an individual as a result of personal use of the District's Electronic Communications Resources.

PERSONAL IDENTIFIABLE INFORMATION (PII)

Users must not intentionally seek, provide, or release any individual's (student, faculty, or staff) personal information to anyone without proper authorization.

HARRASSMENT

Users are prohibited from using the District's information systems in any way that may be disruptive or offensive to others, including, but not limited to, the intentional viewing and/or transmission of sexually explicit messages, graphics, cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others. This is consistent with the District's non-discrimination policy.

UNLAWFUL MESSAGES

Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

COMMERCIAL USE

Commercial use of the District computing resources for personal gain or illegal purposes is prohibited. Computer resources on the District network are provided to support District-related academic and administrative activity. They may not be used for the transmission or storage of commercial, political, or personal advertisements, solicitations and promotions, destructive programs (viruses and/or self-replicating code), or any other unauthorized use. Transmitting unsolicited advertising, promotional materials or other forms of solicitation are prohibited without prior authorization by District administration.

POLITICAL AND COMMERCIAL USE

The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

FAIR USE

Information appearing on the internet should be regarded as copyright protected, whether or not it is expressly noted as such. Section 107 of the Copyright Law (Title 17, US Code) allows for fair use of copyrighted materials. Teaching, scholarship, research, comment, news reporting, and criticism are considered fair and allow for reproduction of a given work. Acknowledgement of the source is recommended but is no substitute for obtaining permission (http://www.copyright.gov/fls/fl102.html).

REPORTING PROBLEMS

Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

SOFTWARE LICENSING

Software, used on District owned computers, must be properly licensed. These licenses provide the acceptable use of the software and hold the user and in some cases the District legally responsible for copyright violations.

All software must be approved by District and/or campus technology departments prior to purchase. Software, its associated license material, and proof of purchase will be submitted and stored with District and/or campus technology departments. For specific District purchasing procedures, please refer to Administrative Procedure 6330.

EXCEPTIONS





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Activities will not be considered misuse when authorized by appropriate District officials for security or performance testing. Technology support staff, under the direction of senior management, may at any time examine the equipment, software and services of District owned equipment.

COPYING

Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Technology support staff monitors for any unauthorized equipment or software on the District's networks, and reserves the right to remove, disconnect, or disable the unauthorized equipment or software.

NETWORK ACCESS, MEDIA, AND SOCIAL NETWORKING

The District provides network and telecommunications services as a tool for students, staff and faculty. Internet access is provided to assist in the completion of college related work and assignments. As such, the District provides this service and is subject to state and federal regulations. This applies to all equipment attached to the provided network, wired or wireless, without regard to ownership of the equipment. The District recognizes that incidental personal activities may occur provided that such use is within reason, is ordinarily on one's own time, is occasional, and does not interfere with or burden the District's operation. (Please review "Privacy Interests" and "District Rights" sections above.)

Personal social networking accounts shall not be used to officially represent campus or District entities on social networking, wiki, or other social media sites. For official representation of any District entity, a campus or district account, approved by the president/chancellor or their designee, must be used. The account holders must agree to use the resources legally, ethically and in keeping with the intended use per the procedures of their respective sites.

TRAINING

All employees must complete annual cybersecurity training to ensure compliance with security protocols and safeguard the district's digital assets.

PERSONAL MOBILE DEVICES

The District does not provide support for personal mobile devices. The District only provides the connection settings to the District systems for the synching of District email, calendar and contacts on mobile devices and supported cloud storage files and folders.

The District may also provide the licensing and download methods for software to be used on mobile devices. It is the user's responsibility to install and/or enter settings for such devices and software.

MOBILE DEVICE ENCRYPTION

Any mobile device used by employees to access SBCCD student, employee, financial or other forms of sensitive data will be required to be encrypted prior to such access. This will aide in the protection of District data on lost or stolen mobile devices.

BRING YOUR OWN DEVICE

Bring Your Own Device ("BYOD") refers to personally-owned technology devices such as computers, laptops, tablets/eReaders, smart-phones and other devices ("Devices") used by employees for District purposes to stay connected to, access data from, or complete tasks in their capacity as District employees ("Users").

This procedure provides standards and rules of behavior for the use of personal Devices to access District network resources and





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information for District business purposes. Users may access District information on personal Devices only in the conduct of District business. The District's interests are to foremost protect District data and information while allowing Users to utilize personal Devices.

In accordance with this and other District policies, personal Devices used for business purposes are to be used in a responsible manner. These procedures are mandatory requirements for any Devices used for District purposes.

Compliance with District Policies and Administrative Procedures: Users understand that the use of Devices for District purposes is subject to the same District rules and regulations with respect to such use as if the Users are using District-owned devices. Users shall abide by applicable laws and policies with respect to access to, use, disclosure, and/or disposal of District information. These policies and procedures include, but are not limited to: Computer and Network Use BP/AP 3720; Electronic Mail BP/AP 3920; Student Records Directory Information and Privacy BP/AP 6040; and Records Retention and Destruction BP/AP 3310.

Users are Responsible for all Maintenance of their Device(s)

Users acknowledge that they are solely responsible for the configuration, maintenance, troubleshooting and repair of their
personal Devices. This includes maintaining original device operating systems and keeping the Device current with security
patches and updates as released by the manufacturer.

Requirements for all BYODs Accessing District network services and District information.

Users shall not download, transfer or store "Sensitive Business Data" on their Devices. "Sensitive Business Data" is defined
as documents or data that is not publicly available and that is protected by laws governing confidentiality of information (e.g.,
student records FERPA, confidential personnel data, third party confidential information, etc.). Users shall delete any
Sensitive Business Data that may be inadvertently downloaded and stored on the Device (for example, through the process
of viewing email attachments sent by others).

The District's IT Department will provide Users with instructions for identifying and removing these unintended downloads. Users shall not download/transfer Sensitive Business Data to any non-District device.

- Users shall password protect Devices using existing password protect utilities available on the User's device. This is inclusive of but not limited to alpha numeric passwords, swipe, finger print and pin codes. Users shall use strong passwords and keep them well protected. It is recommended that when appropriate, Users choose long password of at least 8 characters and change them periodically. Users shall immediately notify the District's IT Department Help Desk if you believe your passwords have been compromised.
- Users shall not share the Device with other individuals or family members due to the business use of the Device.
- Users shall notify the District's IT Department Help Desk at 877-241-1756 and their cellular providers if the device is lost or stolen within one hour, or as soon as practical, after you notice the device is missing. If the device is a cell phone or tablet with District email the District will remotely wipe the device removing all data from the phone and possible rendering the device unusable in any capacity.
- If a Device has a remote tracking device, such as the "find my device" option on the iPhone, it should be turned on by the User.
- Users shall maintain anti-virus (AV) protection on a device when appropriate and possible. Instructions on the recommended





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AV protection is provided by the District's IT Department.

 Users shall set an idle timeout that will automatically lock the Device after a period of time. Users should contact their mobile device manufacturer or service provider for assistance.

Compliance with Applicable Laws.

Users must comply with federal and state laws that provide further protections to certain types of information, or that may influence how Users handle District information with the Devices. Examples include, but are not limited to:

- Family Educational Rights and Privacy Act (FERPA) and corresponding Education Code provisions that provide students
 right of access to their education records and generally prohibits the disclosure of student education records without the prior
 written consent of the student.
- Health Insurance Portability and Accountability Act (HIPAA) which imposes various privacy and security requirements on personal health information collected or maintained by covered entities.
- Financial Services Modernization Act of 1999 ("Gramm Leach Bliley") and accompanying FTC Standards for Safeguarding
 Customer Information Requires the District to develop and implement an information security program designed to protect
 nonpublic personal information gathered and maintained with respect to certain financial activities.
- The Fourth Amendment to the U.S. Constitution, and various federal and state laws concerning access by law enforcement
 to information and establishes the procedures and circumstances under which law enforcement authorities may gain access
 to District data. All warrants, subpoenas, and other legal requests, demands, or orders seeking access to institutional data or
 systems must be forwarded immediately to the District's Human Resources Department.
- California Public Records Act provides for public access to District records that are not otherwise exempt from disclosure. All requests for records shall be forwarded to the District's Human Resources Department.
- California invasion of privacy laws that prohibit the disclosure of personal information about an individual.
- Civil Discovery and E-Discovery Rules, including the duty to preserve data

References:

17 U.S. Code Sections 101 et seq.;

15 U.S. Code Sections 6801 et seg.:

Penal Code Section 502:

Cal. Const., Art. 1 Section 1;

Government Code Section 3543.1 subdivision (b); and

16 Code of Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

End Recommendation for AP 3720 Computer and Network Use



4100 Graduation Requirements for Degrees and Certificates



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Reasons for Review

- > At 5/13/2024 PPAC, the impact of Legal Update 44 on the recommendation was substantial and it was decided to bring this item to 2024-25 as a new recommendation.
- > Legal Update 44: Updated to remove the requirement regarding publishing graduation requirements in the District's catalog pursuant to changes in the Title 5 regulations.
- > Chapter Lead suggestions
- >Additional Chapter Lead changes received but not reviewed on 12/12/24

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

02/05/2025 AS Reviews Level 3 for Final Input

02/20/2025 • PPAC Reviews Final AS Input

03/13/2025 • BOT 1st Read

04/10/2025 • BOT Final Approval

Begin Recommendation for BP 4100 Graduation Requirements for Degrees and Certificates

(Replaces current SBCCD BP 4100)

The District grants the degrees of Associate in Arts, Associate in Arts-Transfer, Associate in Science and Associate in Science-Transfer (AA/AS) to those students who have completed the subject requirements for graduation. The District also grants Certificates of Achievement and Certificates of Completion. Non-credit certificates, such as Certificates of Competency (e.g., Job Readiness Skills Certificate), will be included to ensure recognition of diverse student achievements. Note: Non-credit certificates are not transcribed on the official academic transcript.

and who have maintained a 2.0 grade point average in degree-applicable coursessubjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.

Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher of a minimum of 16 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

References:

Education Code Section 66746 (a) and (b), 70902 subdivision (b)(3); Title 5, Sections 55002(b), 55070, 55800, et seq. 55060 et seq.

End Recommendation for BP 4100 Graduation Requirements for Degrees and Certificates



4100 Graduation Requirements for Degrees and Certificates



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

Reasons for Review

- > At 5/13/2024 PPAC, the impact of Legal Update 44 on the recommendation was substantial and it was decided to bring this item to 2024-25 as a new recommendation.
- > Legal Update 44: Updated to revise associate degree requirements to align with changes in the Title 5 regulations.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
- > Legal Update 40: The Service updated this procedure to reflect new Title 5 Regulations regarding direct assessment competency-based education. (2022-23 carryover)

Begin Recommendation for AP 4100 Graduation Requirements for Degrees and Certificates

(Replaces current SBCCD AP 4100)

Graduation Requirements for Degrees and Certificates

for graduating with a Degree or Certificate graduation requirements are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

For the Associate in Arts or Associate in Science d Associate in Arts and Associate in Science Degrees (AA/AS), the requirements include:, a student must

- Deemonstrate competence in reading, in written expression, and in mathematics as defined in the college catalog.
- The student must sSatisfactorily complete at least 60 semester units of college work and have maintained a 2.0 grade point average
 in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and
 competency requirements set forth in Title 5 regulations and Education Code.
- Complete at least 18 semester units in general educations—and at least 18 semester units in a major listed in the State Chancelor's Taxonomy of Programs.
- Complete at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Governing Board when an injustice or under hardship would result.
- Complete a minimum of general education course work in the natural sciences, the social and behavioral sciences, humanities and language and rationally. communication, analytical thinking and Ethnic Studies.

Note: Detailed graduation requirements are listed in the respective college catalog.

College work includes all courses acceptable toward the associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in general education, (Note: SBVC requires at least 24 units) and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs".

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Scholastic Standards Committee when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality, (note: ethnic studies must be offered in at least one of these four areas), communication and analytical thinking, and lifelong learning and self-development as applicable. In addition, the general education transfer requirements may apply.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

2/6/2025



4100 Graduation Requirements for Degrees and Certificates



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

The District must offer ethnic studies as part of the general education curriculum.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

Certificates

Successful completion of a course of student or curriculum that consists of 16 or more semester units of degree-applicable credit coursework for a certificate of achievement shall be designed to demonstrate that the students has completed coursework and developed capabilities relating to a career or general pathway.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Requirements for the District include:

- Shorter credit programs that lead to a certificate may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs at either college are consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
- The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's
 office.

Certificates for which State Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

References:

Education Code Section 70902(b)(3);

Title 5, Sections <u>55070, 55800, et seq.</u> 55060 et seq. <u>and 55270 et seq.</u>

End Recommendation for AP 4100 Graduation Requirements for Degrees and Certificates



4227 Repeatable Courses



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ No Matching BP or AP Exists

Reasons for Review

> Legal Update 43: The Service updated this procedure to align with revised Title 5 regulations.

Level 3 Review Schedule

11/14/2024 • 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

12/20/2024 • PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

02/05/2025 AS Reviews Level 3 for Final Input

02/20/2025 • PPAC Reviews Final AS Input

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for AP 4227 Repeatable Courses

(Replaces current SBCCD AP 4227)

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times.

Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Students can repeat such courses any number of times.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments or if a student petitions for repetition due to extenuating circumstances. Activity courses are defined as courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, art, theater, and dance

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5, Section 56029.

2/6/2025



4227 Repeatable Courses



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Ornelas ◆ No Matching BP or AP Exists

A student may repeat a cooperative work experience program any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a); however, the grade received by the student each time will be included in calculations of the student's grade point average. A student may repeat a work experience education course subject to Title 5 Section 55040...

The District shall develop and implement a mechanism to allow it to properly monitor course repetition. References:

Title 5 Sections 55040, 55041, 55253, and 56029

End Recommendation for AP 4227 Repeatable Courses



5075 Course Adds, Drops, and Withdrawals



10+1 ◆ Non CCLC ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> FYI only to support review of AP

Level 3 Review Schedule

01/31/2025 • Estimated Receipt of Recommendation

02/20/2025 • PPAC Approves Review Level

02/21/2025 ◆ Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/03/2025 AS Reviews Level 3 for Final Input

04/17/2025 • PPAC Reviews Final AS Input

05/08/2025 • BOT 1st Read

06/12/2025 ♦ BOT Final Approval

Begin Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

Students may add or drop courses in accordance with the procedures recommended by the Chancellor.

References:

Title 5 Sections 55024, 58004 and 58509

End Recommendation for BP 5075 Course Adds, Drops, and Withdrawals



5075 Course Adds, Drops, and Withdrawals



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

Reasons for Review

> Legal Update 45: Align with revised Title 5 regulations.

Begin Recommendation for AP 5075 Course Adds, Drops, and Withdrawals

The District may allow students to add and drop courses pursuant to policy.

Adding Courses

- A. Students may add courses during the first two weeks for a full-term course, or the first 10% of a short-term course, only with the instructor's permission, contingent upon:
 - 1. the course still having available space
 - 2. the instructor's judgment regarding pedagogical and safety issues
- B. After the add period concludes,
 - 1. students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
 - 2. students not officially registered in a course shall not be permitted to attend that course.

Withdrawal/Military Withdrawal

A. Withdrawal Prior to Census (20% of instruction)

Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

B. Withdrawal 20% - 60% of Instruction

Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a "W" posted to the permanent record.

C. Withdrawal After 60% of Instruction

The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than "W".

D. Extenuating Circumstances

Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the "W". Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, unforeseen job shift change, job assignment outside of the attendance area and extreme weather conditions.

E. Military Withdrawal

An "MW" (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The "MW" shall not be counted in progress probation and dismissal calculations.



5075 Course Adds, Drops, and Withdrawals



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

Intervention Program

A student will be permitted to withdraw from a class and receive a "W" no more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

- A. Students may be permitted to enroll in a class after having received the maximum authorized number of "W" symbols as long as the students will receive a grade or a non-evaluative symbol other than a "W" upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District's policy approves such withdrawal after a review of a petition submitted by the student.
- B. Students shall be allowed an excused withdrawal ("EW") in extenuating circumstances at any time, upon petition of the student or their representative. An excused withdrawal ("EW") will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. An excused withdrawal occurs when a student withdraws from a course due to an extraordinary condition under Title 5-Section 58509. In no case shall an excused withdrawal result in a student being assigned an "FW" grade,

Instructor Initiated Drops Prior to Census

- A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:
 - 1. Been identified as a no show
 - 2. Students who are no longer attending the course

Instructors shall clear their rolls of inactive students no later than the day prior to census. "Inactive students" include:

- Students identified as no-shows.
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor, except if there are extenuating circumstaces.

"No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student. NOTE: Districts should identify other conditions that constitute "extenuating circumstances," if any.

Course Repetition

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

References:

Title 5 Sections 55024, 58004, and 58509

End Recommendation for AP 5075 Course Adds, Drops, and Withdrawals



6320 Investments



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Matching BP or AP Exists

Reasons for Review

> Annual review by Board of Trutees

Level 2 Review Schedule

11/30/2024 ◆ Recommendation Receied

12/12/2024 ◆ PPAC Approves Review Level

12/13/2024 • Level 2 to Constituents and AS for Feedback

02/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025 • BOT Final Approval

Begin Recommendation for BP 6320 Investments

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including Government Code Sections 53600 which states:

"The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern."

Investments shall be made based on the following criteria:

- 1. The preservation of principal shall be of primary importance. Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.
- 2. The investment program must remain sufficiently flexible to permit the District to meet all operating requirements. The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.



6320 Investments



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Matching BP or AP Exists

- 3. **Transactions should be avoided that might impair public confidence.** Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
- 4. **Return on Investment.** The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq* ., 53387 *et seq* ., 53600 et seq., 53635.2, 53464, 53651, 53820

End Recommendation for BP 6320 Investments



6320 Investments



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Matching BP or AP Exists

Reasons for Review

> FYI to support annual review of BP

Begin Recommendation for AP 6320 Investments

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County's investment Advisory Committee.

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

District funds may be invested in any of the following:

- 1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seg.



6320 Investments



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Matching BP or AP Exists

- f. State of California notes.
- g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
- 2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
- 3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.
- 4. San Bernardino County Treasurer's Office, whenever required by law.

Authorized Personnel

The Chancellor, Executive Vice Chancellor, or designee shall request approval from the Board to invest surplus funds.

Both the Chancellor or designee and the Executive Vice Chancellor must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and Executive Vice Chancellor and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

Reporting

The Chancellor, pursuant to Government Code Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees.

References:

Government Code Sections 53600 et seq., 87200



6320 Investments



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Matching BP or AP Exists

End Recommendation for AP 6320 Investments



6520 Security for District Property



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

Reasons for Review

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

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

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025
BOT Final Approval

Begin Recommendation for BP 6520 Security for District Property

(Replaces current SBCCD BP 6520)

The Chancellor shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

References:

Education Code Sections 81600 et seq.; ACCJC Accreditation Standard ##.B.1 3.8

End Recommendation for BP 6520 Security for District Property



6520 Security for District Property



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Reasons for Review

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

Begin Recommendation for AP 6520 Security for District Property

(Replaces current SBCCD AP 6520)

Each District employee shall take appropriate measures to secure the equipment under his/her-their control and shall not loan or allow the use of the equipment to any individual who is not authorized by the District (see AP 6535 titled Use of District Equipment and AP 6500 titled Property Management). Loss of equipment and unauthorized use of equipment shall be reported immediately to the responsible administrator.

The District will not assume either responsibility or liability for personal property belonging to employees or students either on or off campus. The District will not provide reimbursement or replacement for loss, destruction, or damage by arson, burglary, or vandalism of personal property. Personal property will not be received or stored by maintenance personnel on District property. The use of an individual's personal automobile in connection with District business is an exception authorized under this procedure. No personnel of the District shall will use any equipment belonging to the District or consume any supplies or utilize any District personnel for any purposes other than the business of the District.

District facilities and grounds are for the use of District-authorized activities and events. (Also see BP/AP 6700 titled Civic Center and Other Facilities Use.)

Assignment of Responsibilities

The District's Police Department is designated the responsibility to develop and implement:

- 1. Patrolling schedules and practices to monitor and protect District property, including buildings, parking lots, and other open spaces;
- 2. Maintaining fire, security cameras, and other alarm systems in working order;
- 3. Emergency notification and disaster response practices (e.g., earthquake, fire, flood) and
- 4. Plans for publication of warnings about unsafe areas of campus as necessary.

The Campuses' Maintenance Department and District sites facilities office are designated the responsibility to develop and implement:

- 5. Processes for assigning, distributing, monitoring, and retrieving keys, including electronic key cards, which may include assessing fees to responsible parties for replacement of lost keys and/or re-keying buildings necessitated by such loss; and
- 6. Maintaining other aspects of the property in the interest of security (e.g., tree pruning, adequate lighting, and workable locks).

The District's Information Technology Department is designated the responsibility to maintain security of all electronic equipment (e.g., telephones, computers), including but not limited to password protection, virus control, and locking systems as needed.

2/7/2025



6520 Security for District Property



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Keys

The campus Vice President of Administrative Services or DSO, Facilities Department, or designee, must approve the assignment of keys. Employees and others who are authorized to hold keys are responsible for protecting said keys while they are in the individual's possession. Upon termination or completion of duties that mandate a key, the key holder must return the key. In the event a key is lost, the responsible individual shall sign an affidavit to that effect and may be assessed a fee for the replacement of the key, up to and including the cost of re-keying the impacted facility.

References:

ACCJC Accreditation Standard III.B.1 3.8

End Recommendation for AP 6520 Security for District Property



6610 Local, Minority, Women, and Veteran Owned Enterprise Program



Non 10+1 ◆ Non CCLC ◆ Chapter Lead Torres ◆ No Matching BP or AP Exists

Reasons for Review

> Chapter Lead: Requested changes to align with SBCCD goals and legal constraints.

Level 2 Review Schedule

01/29/2025 • Recommendation Received

02/20/2025 • PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025
BOT Final Approval

Begin Recommendation for BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program

1. **Definitions.**

- 1. "Bid" shall mean all SBCCD Bond Measures and non-bond measure projects exceeding \$1 million.
- 2. "Local Hire" shall mean individuals residing within the District or the Inland Empire providing work on District Bid work sites.
- 3. "Local Business" shall mean a business serving as a contractor or supplier that has its principal headquarters or permanently staffed regional office located within the District or the Inland Empire, and that has held a business license with one of the countiesfor a minimum of three months.
- 4. Veteran Owned Business Enterprise (VOBE) shall mean a business concern certified as a VOBE by the U.S. Office of Small Business Administration.
- Veteran Owned Small Business (VOSB) shall mean a business concern certified as a VOSB by the U.S. Office of Small Business Administration.
- 6. Service Disabled Veteran Business Enterprise (SDVBE) shall mean a business concern certified as a SDVBE by the U.S. Office of Small Business Administration.
- 7. Disabled Veteran Business Enterprise (DVBE) shall mean a business concern certified as a DVBE by the U.S. Office of Small Business Administration.

2. Goals.

- 1. Local Hires and Local Business: The Board establishes goals of fifty percent (50%) participation of Local Hires and twenty-five percent (25%) participation of Local Businesses in its District Bid projects awarded each fiscal year. These goals are reflective of the demographics and diversity of the District's community. Bid documents will be amended to include these requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.
- The District encourages participation of all Veterans Owned Businesses, Women Owned Businesses, Small and Disadvantaged
 Businesses, as contractors on District Projects. Bid documents will be amended to include these responsiveness requirements
 on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.

Bidding.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback



6610 Local, Minority, Women, and Veteran Owned Enterprise Program



Non 10+1 ◆ Non CCLC ◆ Chapter Lead Torres ◆ No Matching BP or AP Exists

As a condition to be considered responsive, a Bid must include the following:

- 1. Demonstrated participation of at least fifty percent, (50%), and twenty-five percent, (25%), of the total bid being performed by Local Hires and Local Businesses; or
- 2. A demonstrated good faith effort, in writing, to include Local Hires and Local Businesses, ; or
- 3. The District has set a goal of 10% combined utilization of VOBE, VOSB, SDVBE AND DVBE contractors on its District Projects.
- 4. The District recognizes VOBE, VOSB, SDVBE, and DVBE businesses certified by the appropriate federal, state, and local agencies approved by the District for such purpose.
- 5. All Prime Contractors/Consultants are required to complete the Local and Veteran Owned Enterprise Program Contractor/Consultant Identification Form.
- 6. If there is less than 10% participation of VOBE, VOSB, SDVBE, and DVBE businesses on a District Project, then contractor must justify this deviation in a letter ("Justification Letter") to the District that accompanies the bid that shall be signed by contractor's Chief Executive Officer (CEO).

4. Community Outreach.

The District shall use effective efforts with community groups to bolster public awareness of the Local and Veteran Owned Enterprise Program, including its goals and how to participate. Community outreach shall include bid advertisements and articles of interest in local and minority media.

5. **Reporting.**

The Chancellor or his/her designee shall make a report to the Board at least quarterly regarding the District's performance of the Local and Veteran Owned Enterprise Program.

References:

None

End Recommendation for BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program

2/7/2025



6620 Naming of Buildings and Other Properties



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Reasons for Review

> For information only to support review of AP 6620

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

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025 • BOT Final Approval

Begin Recommendation for BP 6620 Naming of Buildings and Other Properties

The Board of Trustees retains authority for naming college facilities and properties. This shall include buildings, portions of buildings, college streets or roads, stadiums and fields, areas of major assembly or activity, malls, and other large areas of campus circulation, and other facilities and properties, which are significant because of their use or visibility.

All recommendations for naming buildings and other properties shall be submitted to the Board by the Chancellor for action. No commitment for naming shall be made prior to approval by the Board of Trustees of the proposed name.

Each proposal for naming a District-owned facility or property shall be considered on its own merits.

References:

None

End Recommendation for BP 6620 Naming of Buildings and Other Properties



6620 Naming of Buildings and Other Properties



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Reasons for Review

> Request from CHC VPI Wurtz and CHC Development Director Riggs to revise amounts

Begin Recommendation for AP 6620 Naming of Buildings and Other Properties

This procedure serves as a guideline for the San Bernardino Community College District (hereafter referred to as "the District") with the naming of facilities. It is established to assure an appropriate reflection of the history of the District as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a program, fund, or physical aspect of the District.

The District, the Chancellor, College Presidents, and Board of Trustees, seek private funds to enhance the District's ability to meet the higher education needs of its community, particular toward a level of excellence that would otherwise not be possible given state funding levels and restraints on student tuition and fees. To that end, the District seeks to provide appropriate recognition to donors for their generosity. Although such recognition may take many forms, this procedure seeks to establish guidelines for the naming of facilities, campus spaces and programs as donor recognition.

This procedure is to establish the criteria to guide the process for naming facilities at the District.

- 1. **Guidelines for Naming** (Financial Contributions and Commemorative or Memorial)
 - 1. **Financial Contributions:** To recognize a person, group, or business that has donated significant resources to SBCCD.
 - 1. A significant financial contribution to the actual construction cost, if for new construction; a major portion of the replacement or major renovation cost, if for an existing building or facility; or the fund raising goal.

The donation may be made in cash or a legally binding pledge and can be paid within 5 years of naming the facility, unless other arrangements are made.

- 1. A portion of the gift may be in the form of an irrevocable trust or planned gift.
- 2. Qualified contributions are receipted by the District.
- 3. The District Board of Trustees reserves the right to remove names from facilities when the gift remains unpaid beyond the 5-year limit or the agreed upon date.
- 2. The levels for specific naming based on financial contribution are established and reviewed periodically by the District.

Financial Contribution Opportunities	Gift Minimums and Ranges	
Building or Stadium	\$5,000,000 minimum	
Portion of Building (Wing or Floor or Portion of Stadium)	\$2,000,000 minimum	
Street	\$1,000,000 minimum	
Pathway	\$250,000 minimum	
Large Athletic Facility (Not a Building nor Stadium)	\$250,000 minimum	



6620 Naming of Buildings and Other Properties



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Laboratory (Large)	\$250,000 minimum
Entrance Hall, Lobby, Student/Staff Lounge, Courtyard	\$50,000 to \$150,000 \$50,000 minimum
Small Athletic Facility (Not a Building nor Stadium)	\$50,000 to \$500,000 \$50,000 minimum
Endowed Chair or Faculty Member	\$250,000 minimum
Classroom or Small Laboratory	\$25,000 to \$100,000 \$25,000 minimum
Conference Room, Division Office, or Department, or Learning Community Space	\$25,000 to \$100,000 \$25,000 minimum
All Other Commemorative Items or Scholarships	Determined by Chancellor or Designee
Outdoor Area, Commemorative Table/Bench	\$1,000 to \$25,000
Paver, Brick, Tile, Sidewalk/Concrete Etched Name, etc.	\$250 to \$5,000
Faculty/Other Office	\$2,500 minimum

- 2. **Commemorative or Memorial:** To honor and recognize individuals who have made significant and extraordinary contributions to the District or community for a minimum of 10 years.
 - 1. A temporary naming (a minimum of 3 years) in recognition of distinguished service may honor a gift of time or talent that has had a direct, significant positive impact on the institution over a 10-year period. This honor is reserved for extraordinary positive leadership directly to the District. A naming associated with a donation will replace a temporary naming following the minimum 3-year period.
 - 1. A period of at least 1 year shall lapse between the end of the individual's direct service to the District and consideration for naming.
 - 2. The Chancellor or a committee will determine whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting the name for approval.
 - 2. There will be no named buildings for living political figures or for current employees of the District.

2. Permanency of Names

- 1. When a gift is received for a naming, a facility receives a designation that shall last the lifetime of the facility, subject to paragraph 2. of this rule.
- Removal of Naming
 - 1. Any legal impropriety or other act which brings dishonor to the District on the part of the donor, or a corporate donor that is no longer in existence, shall make the gift and naming subject to reconsideration by the District.



6620 Naming of Buildings and Other Properties



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Torres ◆ Both BP & AP Exist

- 2. Demolition or significant renovation shall terminate the designation. In such case, the individual, family, corporation, foundation (donor) involved in the initial naming may be offered an opportunity to retain the naming before any other naming gifts are considered.
- 3. Following the minimum 3-year period for a commemorative and memorial naming.

3. Responsibility

- 1. Prior to approval, the District Board of Trustees shall have reasonable assurance that:
 - 1. The proposed name shall bring additional honor and distinction to the District.
 - 2. Any philanthropic commitments connected with the naming shall be realized.
- 2. The Chancellor has the right to:
 - 1. Determine content, timing, location and frequency of any public announcements associated with the gift.
 - 2. Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
 - 3. Determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts, or their physical markers.
- 3. The final authority of any naming, memorial or tribute decision rests with the elected Board of Trustees.
- 4. The guidelines set forth in this procedure shall not be deemed all-inclusive. Flexibility and remaining donor-centered are keys to successful philanthropic naming opportunities.
- 5. The Chancellor and Board of Trustees reserve the right to consider any and all factors regarding the privilege of name association with the program, fund or physical aspect of the District as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of the District.

References:

None

End Recommendation for AP 6620 Naming of Buildings and Other Properties



6700 Civic Center and Other Facilities Use



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

Reasons for Review

> Legal Update 44: The Service updated this policy to align with changes in the Education Code.

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

02/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/2025 • BOT 1st Read

04/10/2025 • BOT Final Approval

Begin Recommendation for BP 6700 Civic Center and Other Facilities Use

There is a Civic Center at each of the colleges and Centers. The Civic Centers are the auditoriums and outdoor sporting fields. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of college District property and facilities, including but not limited to property designated by the District as a Civic Center, facilities, equipment and supplies, by community groups, and other outside contractors, and others.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The *regulations* procedure shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using *college* District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)) the community and organizations for public, literary, scientific, recreational, educational, or public agency meetings, or for the discussion of matters of general or public interest upon terms and conditions which that the governing board deems proper, and subject to the limitations allowed by law. In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

References:

Education Code Sections 82537 and 82542 Title 5 Sections 59601 et seg.

End Recommendation for BP 6700 Civic Center and Other Facilities Use

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

2/7/2025



6700 Civic Center and Other Facilities Use



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

Reasons for Review

> Legal Update 43: The Service updated this procedure to align with the Education Code.

Begin Recommendation for AP 6700 Civic Center and Other Facilities Use

General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Chancellor or President, or their designee, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Vice President of Administrative Services is responsible for the coordination and implementation of these procedures. The Office of Administrative Services shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply:

- 1. All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
- 2. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or public agency meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542 subdivision (a) will be permitted, "when an alternative location is not available," as described in the statute, to use District facilities upon payment only of the following:

- 3. the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties:
- 4. the cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his/her-their normal duties;
- 5. the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
- 6. the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs or not to exceed the fair rental value of District facilities and grounds under its control. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees and contracted workers, and salaries and benefits paid to District employees necessitated by the organization's use of District facilities. Additionally, except for classroom-based programs that operate after school hours and organizations retained by the college or District to provide instruction or instructional activities to students during school hours, direct costs shall also include the costs for maintenance, repair, restoration and refurbishment of college facilities and grounds used by the group.

The following shall be charged fair rental value for the use of District facilities:

- 7. Any church or religious organization for the conduct of religious services, which may be conducted for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- 8. Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community...

Rules for Facilities Use

Requests for use of the District's Civic Center should be made at least 10 business days (or 20 business days for requests requiring Board approval) in advance of the first date of use being requested. Requests shall be made to the Office of Administrative Services on forms provided by the District. Authorization to use the Civic Center shall be based on a reservation system and the priorities for student and other use detailed at the



6700 Civic Center and Other Facilities Use



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

end of this Section.

Note: This request requirement does not apply to groups intending to use available designated public forums for expressive activities. Rules applicable to those areas are described in the procedure for Speech: Time, Place, and Manner.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

All charges for the use of District facilities are payable a minimum of 5 days in advance. Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/she they are is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities. Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Chancellor or President, or their designee.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

Reserving parking, or requests for suspending parking, for events shall be approved by the President's Office for each campus.

Priority for the Use of District Facilities

Priority for the use of District Civic Center facilities will be as follows:

- 9. Student clubs and organizations
- 10. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
- 11. Parent-teachers' associations
- School-community advisory councils

References:

Education Code Sections 82537and 82542; Public Resources Code Section 42648.3; Title 5 Sections 59601 et seq;

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

2/7/2025



6700 Civic Center and Other Facilities Use



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

Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221

End Recommendation for AP 6700 Civic Center and Other Facilities Use

BP

7340 Leaves



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ No Matching BP or AP Exists

Reasons for Review

- > Legal Update 44 Updated to add a citation to the Government Code and add language providing leave for reproductive loss pursuant to changes in the Government Code.
- > Legal Update 42: The Service updated this policy to add legal citations.
- > Legal Update 40: The Service updated this policy to include references to Government Code Sections 12945.2 and 12945.21. (2022-23 carryover)

Level 2 Review Schedule

12/06/24 ◆ Estimated Receipt of Recommendation

12/12/24 ◆ PPAC Approves Review Level

12/13/24 ◆ Level 2 to Constituents and AS for Feedback

02/05/25 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/25 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/25 • BOT 1st Read

04/10/25
BOT Final Approval

Begin Recommendation for BP 7340 Leaves

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- Illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88191);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors, and managers (Education Code Section 88197);
- leave for service as an elected official or steward of a community college district public employee organization, or of any statewide or
 national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified
 employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee
 organization (Education Code Sections 87768.5; and 88210; Government Code Section 3558.8);
- leave of absence for permanent academic employees to serve as an elected member of the State legislature; (Education Code Section 87701);
- pregnancy leave: Education Code Sections 87766; and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- family care and medical leave (Government Code Sections 12945.1 and 12945.2)
- use of illness leave for personal necessity; (Education Code Sections 87784; and 88207);
- industrial accident and illness leave; (Education Code Sections 87784 and 88207);
- bereavement leave (Government Code Section 12945.7 and Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court—(Education Code Section 87036; and 87037);



7340 Leaves



10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ No Matching BP or AP Exists

- military service: (Education Code Section 87700); and
- sabbatical leaves for permanent faculty; academic employees, administrators, and managers.; and
- Leave for reproductive loss (Government Code Section 12945.6).
- Crime Victim Leave (AB 2499)
- Family School Partnership Leave (Labor Code 230.8)

Vacation leave for members of the confidential service, educational administrators, and classified supervisors and managers shall not accumulate beyond 48 days (384 hours) of paid. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

References:

Education Code Sections 87763 et seq. and 88190 et seq. and additional cites above Government Code Section 12945.6; and Labor Code Sections 245 et seq. 230.8 et seq.

End Recommendation for BP 7340 Leaves



7346 Employees Called to Military Duty



Non 10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Hannon ◆ No Matching BP or AP Exists

Reasons for Review

> Legal Update 44 - Updated to align with language from the Uniformed Services Employment and Re-employment Rights Act of 1994 ("USERRA"), the Education Code, and the Military and Veterans Code.

Level 2 Review Schedule

12/06/24 • Recommendation Received

12/12/24 ◆ PPAC Approves Review Level

12/13/24 ♦ Level 2 to Constituents and AS for Feedback

02/05/25 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/25 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

03/13/25 • BOT 1st Read

04/10/25
BOT Final Approval

Begin Recommendation for AP 7346 Employees Called to Military Duty

The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

Leave

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

Salary

Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive their salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service regardless of length of service with the District.

In addition, the District may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of his/her their military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty.
- All benefits that he/she they would have received had he/she they not been called to active military duty unless the benefits
 are prohibited or limited by vendor contracts.
- Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

Health Benefits

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback



7346 Employees Called to Military Duty



Non 10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Hannon ◆ No Matching BP or AP Exists

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of 24 months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

Vacation and Sick Leave

Employees on military leave accrue any benefits the District provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the District for at least one year shall continue to accrue vacation, sick leave and holiday privileges up to a maximum period of 180 days.

Reinstatement

An employee on active duty military leave shall be entitled to return to the position held by him/her them at the time of his/her their entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

An employee on active duty military leave for any other reason shall be reinstated in accordance with state and federal laws.

In the case of a contract academic employee, absence on military leave due to a national emergency declared by the President of the United States or a war in which the United States is engaged shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the district under a lawful contract for more than a period in excess of one year, but had not vet become a regular academic employee of the district, he/she is are entitled to return to the position for the period of time his/her-their contract of employment had to run at the time they entered military service.

In the case of an academic employee, absence on military leave due to a national emergency declared by the President of the United States or during any war in which the United States is engaged shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave due to a national emergency declared by the President of the United States or during any war in which the United States is engaged shall not be construed as a break in the continuity of service.

References:

Education Code Sections 87018, 87700, 87832 and 88116; Military and Veteran's Code Sections 389 et seg; 38 U.S. Code Sections 4301 et seg.

End Recommendation for AP 7346 Employees Called to Military Duty

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: April 10, 2025

SUBJECT: Consideration of Approval to Adopt Resolution No. 2025-04-10-FP in

Support of Mixed-Use Development of Site K and Future Development of

SBVC New Properties

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 2025-04-10-FP which includes:

- 1. Declaring Site K Property (identified in Exhibit A) and SBVC New Properties (identified in Exhibit B) as surplus.
- 2. Authorizing the intent to lease Site K Property and SBVC New Properties.
- 3. Declaring Site K Property exempt surplus land under the Surplus Lands Act.
- 4. Declaring SBVC New Properties surplus land under the Surplus Lands Act.
- 5. Authorizing a waiver of the bid process (Education Code § 81360) requiring a public hearing for Site K Property and SBVC New Properties.

OVERVIEW

Pursuant to Education Code § 81390, the Site K Property and SBVC New Properties are not needed by the District for school classroom buildings and the Board of Trustees desires to declare the Site K Property and SBVC New Properties surplus. The Board of Trustees desires to declare Site K Property "exempt" surplus real property under the Surplus Land Act ("SLA") (Gov. Code, §§ 54220 et seq.) and California Department of Housing and Community Development ("HCD") SLA Guidelines ("Guidelines") and potentially lease Site K Property for the development of student housing, work force housing, and affordable housing. The Board of Trustees desire to declare SBVC New Properties Property surplus real property under the SLA and HCD SLA Guidelines and will comply with requirements, including notices, prior to potentially leasing for an income producing development.

Process	Action Taken	Expected Completion
Approve a resolution declaring properties surplus, intent to lease, exempt (Site K) Surplus Land Act, authorizing waiver of the bid process.	Presenting Resolution No. 2025-04-10-FP for approval.	April 10, 2025



Offer the properties lease to public agencies and nonprofits.	Notices will be sent to public agencies and nonprofits as required by law under the guidance of legal counsel.	April 14, 2025
Conduct a public hearing to seek a waiver of the bid process.	Public Hearing will be included in the June 12 board agenda.	June 12, 2025

ANALYSIS

Education Code § 81390 authorizes the District's governing board to declare the Site K Property and SBVC New Properties surplus and authorize its intention to lease Site K Property and SBVC New Properties by adopting a resolution in an open meeting. The District desires to lease Site K Property and SBVC New Properties pursuant to a long-term income producing ground lease(s)

Complying with the procedures set forth in Education Code § 81360 et seq., specifically the public auction requirement, will not allow the District to take advantage of the potential of the Site K Property and SBVC New Properties and desires greater flexibility to select a suitable entity and negotiate a successful lease agreement(s) for the Property.

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 at this time.

RESOLUTION NO.2025-04-10-FP

RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DECLARING SURPLUS REAL PROPERTY WITH INTENT TO LEASE SURPLUS REAL PROPERTY; DECLARING REAL PROPERTY EXEMPT FROM SURPLUS LANDS ACT;

AND AUTHORIZING WAIVER OF EDUCATION CODE § 81360 *ET SEQ*. IN RELATION TO LEASE OF SURPLUS REAL PROPERTY

(Site K Property; SBVC New Properties)

WHEREAS, the San Bernardino Community College District ("District") owns certain real properties commonly known as Site K and located adjacent to the San Bernardino Valley College ("Site K Property"), as more particularly described in Exhibit "A" attached hereto;

WHEREAS, the San Bernardino Community College District ("District") owns certain real properties commonly known as SBVC properties located adjacent to the San Bernardino Valley College ("SBVC New Properties"), as more particularly described in Exhibit "B" attached hereto;

WHEREAS, pursuant to Education Code § 81390, the Site K Property is not needed by the District for school classroom buildings and the Board of Trustees desires to declare the Property surplus real property that is "exempt" under the Surplus Land Act ("SLA") (Gov. Code, §§ 54220 et seq.) and California Department of Housing and Community Development ("HCD") SLA Guidelines ("Guidelines") and potentially lease the Site K Property for the development of student housing, work force housing, and affordable housing; and

WHEREAS, pursuant to Education Code § 81390, SBVC New Properties are not needed by the District for school classroom buildings and the Board of Trustees desires to declare the Property surplus real property and potentially lease the SBVC New Properties for the purpose of generating income; and

WHEREAS, Education Code § 81390 authorizes the District's governing board to declare the Site K Property surplus and authorize its intention to lease the Site K Property by adopting a resolution in an open meeting; and

WHEREAS, Education Code § 81390 authorizes the District's governing board to declare the SBVC New Properties surplus and authorize its intention to lease the SBVC New Properties by adopting a resolution in an open meeting; and

WHEREAS, the Surplus Land Act requires public agencies to "support" this exempt Surplus Land Act finding with "written findings" (Government Code § 54221(b)(i).); and

WHEREAS, the Site K Property is surplus land pursuant to Government Code § 54221, subdivision (b)(1), and will be exempt surplus land pursuant to Government Code § 54221(f)(1)(G)(i) which will restrict at least 25% of residential units to affordable housing to at

least 25 percent of the residential units to lower income households, as defined in § 50079.5 of the Health and Safety Code.

WHEREAS, the SBVC New Properties are surplus land pursuant to Government Code § 54221 and will comply with applicable requirements, including notice requirements, set forth therein.

WHEREAS, the District desires to lease the Site K Property pursuant to long-term income producing ground lease(s); and

WHEREAS, the District desires to lease the SBVC New Properties pursuant to long-term income producing ground lease(s); and

WHEREAS, the District has determined that complying with the procedures set forth in Education Code § 81360 et seq., specifically the public auction requirement, will not allow the District to take advantage of the potential of the Site K Property and desires greater flexibility to select a suitable entity and negotiate a successful lease agreement(s) for the Site K Property and/or for the purpose of joint or shared use of the Site K Property and facilities and/or for the collaborative partnerships between colleges and other public and private entities, as well as the flexibility to transfer title of the Site K Property to a nonprofit public benefit corporation formed specifically for the benefit of the District; and

WHEREAS, the District has determined that complying with the procedures set forth in Education Code § 81360 et seq., specifically the public auction requirement, will not allow the District to take advantage of the potential of the SBVC New Properties and desires greater flexibility to select a suitable entity and negotiate a successful lease agreement(s) for the SBVC New Properties and/or for the purpose of joint or shared use of SBVC New Properties and facilities and/or for the collaborative partnerships between colleges and other public and private entities, as well as the flexibility to transfer title of SBVC New Properties to a nonprofit public benefit corporation formed specifically for the benefit of the District; and

WHEREAS, Education Code § 81250 *et seq.* allows a community college district to waive all or part of any section of Education Code Part 49; Chapter 2. Property: Sale, Lease, Use, Gift, and Exchange; including Education Code § 81360 *et seq.*; and

WHEREAS, to obtain a waiver, the District must comply with certain Education Code requirements set forth in Education Code § 81250 *et seq.*; and

WHEREAS, Education Code § 81365 authorizes the District's governing board to declare its intention to lease real property by adopting a resolution in open meeting by two-thirds vote; and

WHEREAS, the Board must conduct a public hearing regarding the District's intention to request a waiver; and

WHEREAS, the Board must provide written notice of the public hearing at least thirty (30) days prior to the hearing, to any city, county, park or recreation district, regional park

authority, or public housing authority within which the land is situated, pursuant to Education Code § 81250(b); and

- WHEREAS, the Board of Governors of the California Community Colleges may approve any request for waiver upon finding that the waiver would promote efficiency and further the public benefit, and may be approved for proposals including, but not necessarily limited to, joint or shared use of property and facilities and for collaborative partnerships between colleges and other public and private entities; and
- WHEREAS, the Board of Governors of the California Community Colleges shall not approve any request for waiver of any provision of this chapter pursuant to Education Code § 81250 unless the district seeking the waiver demonstrates all of the following:
 - (1) The District has provided the written notice required by subdivision (b) of Education Code § 81250.
- (2) The District, after making a good faith effort, was unable to reach agreement with any public agency that sought to acquire the site pursuant to Education Code § 81363.5.
 - (3) The waiver will not substantially increase state costs or decrease state revenues.
- (4) The waiver will further the ability of the District to meet the educational needs of the community.
- **NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Trustees of the San Bernardino Community College District as follows:
 - Section 1. That the above recitals are true and correct.
- <u>Section 2</u>. That the Board hereby declares the Site K Property surplus and hereby declares the Board's intention to lease the Site K Property or any portion thereof.
- <u>Section 3</u>. That the Board hereby declares the SBVC New Properties surplus and hereby declares the Board's intention to lease the SBVC New Properties or any portion thereof.
- Section 4. That the District's Chancellor or his/her designee is/are authorized and directed to send written offers for the lease of the Site K Property to public agencies pursuant to Government Code § 54222 and Education Code § 81363.5.
- Section 5. That the District's Chancellor or his/her designee is/are authorized and directed to send written offers for the lease of the SBVC New Properties to public agencies pursuant to Government Code § 54222, Government Code § 54221, and Education Code § 81363.5.
- Section 6. That the District's Chancellor or his/her designee is authorized and directed to give public notice to public entities of the District's intent to lease the Site K Property by publishing notice in any newspaper of general circulation located within the District, once a week for three weeks.

- Section 7. That the District's Chancellor or his/her designee is authorized and directed to give public notice to public entities of the District's intent to lease the SBVC New Properties by publishing notice in any newspaper of general circulation located within the District, once a week for three weeks.
- <u>Section 8</u>. That the Site K Property is exempt surplus land pursuant to Government Code § 54221(f)(1)(G)(i) which requires at least 25 percent of the residential units be restricted to lower income households, as defined in § 50079.5 of the Health and Safety Code.
- Section 9. That the SBVC New Properties are surplus land pursuant to Government Code § 54221 and will comply with applicable requirements, including notice requirements, set forth therein.
- Section 10. That the Board hereby declares its intention to seek a waiver of Education Code § 81360 *et seq*.
- Section 11. That the waiver will promote efficiency and benefit the public by allowing the District to select the most qualified entity(ies) that is the best fit for the Site K Property, to negotiate a successful lease agreement(s), and/or for the purpose of joint or shared use of the Site K Property and facilities and/or for the collaborative partnerships between colleges and other public and private entities, as well as the flexibility to transfer title of the Site K Property to a nonprofit public benefit corporation formed specifically for the benefit of the District in order to maximize the District's revenue.
- Section 12. That the waiver will promote efficiency and benefit the public by allowing the District to select the most qualified entity(ies) that is the best fit for the SBVC New Properties, to negotiate a successful lease agreement(s), and/or for the purpose of joint or shared use of the SBVC New Properties and facilities and/or for the collaborative partnerships between colleges and other public and private entities, as well as the flexibility to transfer title of the SBVC New Properties to a nonprofit public benefit corporation formed specifically for the benefit of the District in order to maximize the District's revenue.
- Section 13. The District will provide the written notice required by subdivision (b) of Education Code § 81250.
- Section 14. That on June 12, 2025, the District will hold a public hearing at which time the public will be able to comment on the waiver request.
- Section 15. That the waiver will not substantially increase state costs or decrease state revenue and, to the contrary, allowing the District to be more flexible in negotiating income generating leases for the Property will likely lead to a higher income stream for the District.
- Section 16. That the waiver will further the ability of the District to meet the educational needs of the community by providing the District with additional funds as well as student housing, workforce housing, and affordable housing needs in the community.

Section 17. That the Chancellor, or his designee is authorized and directed to submit a copy of this Resolution to the Board of Governors, thereby seeking a waiver of Education Code § 81360 *et seq.*

ADOPTED, SIGNED AND APPROVED this 10th day of April, 2025.

ADOI ILD, SIGNED AIN	President of the Board of Trustees of the San Bernardino Community College District
	Bernardino Community Conege District
adopted by the Governing Board o	, Clerk of the Board of Trustees Board of the San District, do hereby certify that the foregoing Resolution was of said District at a meeting of the Board held on the day of dopted by the following vote:
AYES:	
NOES:	
ABSTAIN:	
ABSENT:	
	Clerk of the Board of Trustees of the San Bernardino Community College District

Exhibit "A"

Site K Property

Parcels: 014117103 -30, 016433110-13, 016401322, 014115136-42



Exhibit "B"

SBVC New Properties

Parcels: 016018338- 44, 014106327-28, 014118612, 014118605-07 014144101-02, 014144106-11, 014144116-19, 014144127



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: April 10, 2025

SUBJECT: Consideration of Approval to Accept Independent Audit of KVCR TV and

FΜ

RECOMMENDATION

It is recommended that the Board of Trustees accept the independent audit report of KVCR TV and FM for fiscal year 2023-24.

OVERVIEW

Each year KVCR undergoes an independent audit, after which the audit firm prepares a written report detailing its financial statements.

ANALYSIS

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

SBCCD GOALS

1. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This Board item has no financial implications.





Consolidated Financial Statements June 30, 2024 and 2023

KVCR TV and FM

(A Public Telecommunications Entity Operated by the San Bernardino Community Collect District)



KVCR TV and FM Table of Contents June 30, 2024 and 2023

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Independent Auditor's Report

The Board of Directors
San Bernardino Community College District
KVCR TV and FM
San Bernardino, California

Report on the Audit of the Financial Statements

Opinion

We have audited the consolidated financial statements of KVCR TV and FM (a public telecommunications entity operated by San Bernardino Community College District (the District) as of and for the years ended June 30, 2024 and 2023, and the related notes to the consolidated financial statements, which collectively comprise the Entity's basic consolidated financial statements as listed in the table of contents.

In our opinion, the accompanying consolidated financial statements referred to above present fairly, in all material respects, the respective consolidated financial position of KVCR TV and FM (the Entity) as of June 30, 2024 and 2023, and the respective changes in financial position, and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Correction of Error

As discussed in Note 12 to the consolidated financial statements, certain errors resulting in an overstatement of amounts previously reported for lease liabilities and capital assets as of June 30, 2023 and June 30, 2022, were discovered by management of the District during the current year. Accordingly, restatements have been made to the net position as of July 1, 2022 to correct the errors. Our opinion is not modified with respect to that matter.

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 13 be presented to supplement the basic consolidated financial statements. Such information is the responsibility of management and, although not a part of the basic consolidated financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic consolidated financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic consolidated financial statements, and other knowledge we obtained during our audit of the basic consolidated financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements that collectively comprise the Entity's basic consolidated financial statements. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the basic consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic consolidated financial statements or to the basic consolidated financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic consolidated financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 13, 2025 on our consideration of the Entity's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Entity's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Entity's internal control over financial reporting and compliance.

Rancho Cucamonga, California

Gede Sailly LLP

February 13, 2025

USING THIS ANNUAL REPORT

The purpose of this annual report is to provide readers with information about the combined financial activities and condition of KVCR TV and FM (the Stations) and KVCR FNX, as of June 30, 2024 and 2023. The report consists of three basic consolidated financial statements: Statement of Net Position; Statement of Revenues, Expenses, and Changes in Net Position; and Statement of Cash Flows and provides information about the Stations and KVCR FNX as a whole. This section of the annual financial report presents our discussion and analysis of the Entity's consolidated financial performance for the fiscal years ending June 30, 2024, 2023 and 2022, and is best read in conjunction with the consolidated financial statements and the notes following this section.

Statements of Net Position

Table 1

	2024	2023 as restated	2022 as restated
Assets			
Cash, cash equivalents and investments Receivables	\$ 2,197,373 11,030,142	\$ 3,132,493 10,346,638	\$ 3,712,272 9,756,791
Other current assets	298,201	293,022	408,910
Capital assets, net	374,472	453,144	621,273
Total assets	13,900,188	14,225,297	14,499,246
Liabilities			
Accounts payable	210,085	183,633	123,925
Due to related party Unearned revenue	3,018,650 1,913,484	4,073,974 1,039,374	4,999,365 934,997
Long-term liabilities	1,913,404	1,039,374	334,337
Lease liability, due within one year	61,475	45,429	41,092
Lease liability, due in more than one year	309,885	348,035	393,464
Total liabilities	5,513,579	5,690,445	6,492,843
Deferred Inflows of Resources			
Deferred inflows of resources related to leases	4,777,079	5,126,761	5,417,731
Net Position			
Net investment in capital assets	3,112	59,680	186,717
Unrestricted	3,606,418	3,348,411	2,401,955
Total net position	\$ 3,609,530	\$ 3,408,091	\$ 2,588,672

Amounts reported for the years ended June 30, 2023 and 2022 have been restated for a correction of error. See Note 12 to the consolidated financial statements for further details.

Management's Discussion and Analysis June 30, 2024 and 2023

Financial Position

The Statements of Net Position above includes all assets, liabilities and deferred inflows of resources of the Entity as of the end of the fiscal year and is prepared using the accrual basis of accounting, which is similar to the accounting method used by most private-sector organizations. The Statement of Net Position is a point-of-time financial statement whose purpose is to present to the readers a fiscal snapshot of the Entity as a whole. The Statement of Net Position primarily presents end-of-year data concerning assets, liabilities, deferred inflows of resources and net position (total assets minus total liabilities and deferred inflows of resources). Net position is one way to measure the financial condition of the Entity as a whole.

The following are explanatory remarks for the Statements of Net Position:

- Cash and cash equivalents consists of only cash awaiting deposit. Once the funds are deposited into the County Treasurer's investment pool, they are classified as investments.
- Due from related party and accounts receivable primarily consist of revenues from local and State sources from which the Entity had earnings, but which were not received as of the fiscal year-end date.
- Lease receivables consists of the present value of payments expected to be received during the lease term for the leasing of real property. The deferred inflow of resources consists of initial amount of the lease receivable less any payments that have been received.
- Capital assets consist of furniture and equipment, vehicles, computer software and leased cellular tower space. Net capital assets is the historical value of the assets less accumulated depreciation and amortization. The decrease in the balance of net capital assets is due to current year depreciation and amortization, respectively.
- Due to related party and accounts payable consist of operating expenses which the Entity incurred, but for which payments were not issued as of year-end.
- Unearned revenue consists of amounts received in advance of required program expense being incurred. This revenue will become earned in the 2024-2025 fiscal year as program related expenses are incurred.
- Lease liabilities consists of the present value of payments expected to be made during the Entity's lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made.
- The net position is divided into two major categories. The first category, net investments in capital assets, represents total investments in capital assets, net of outstanding debt obligations related to those capital assets. The second category is unrestricted net position that is available to be used for any lawful purpose of the Entity.

Statements of Revenues, Expenses, and Changes in Net Position

Changes in total net position are presented in the Statements of Revenues, Expenses, and Changes in Net Position. The purpose of this statement is to present the operating and nonoperating revenues earned, whether received or not; the operating and nonoperating expense incurred, whether paid or not; and any other revenues, expenses, gains and/or losses earned or incurred. Thus, this statement presents the results of operation for the Entity as a whole.

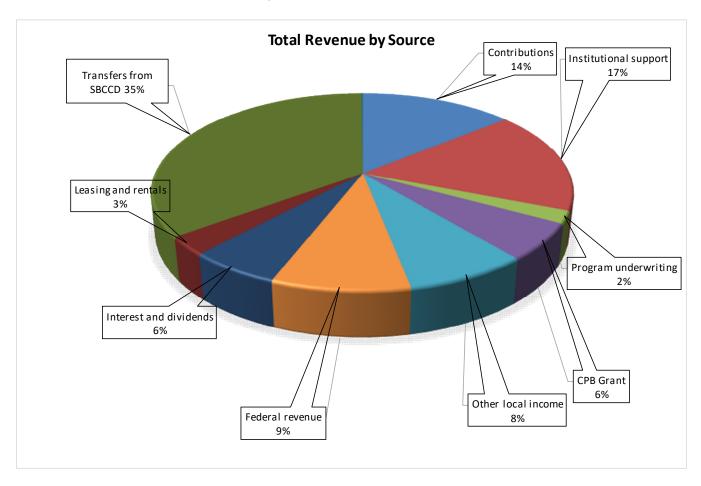
Operating revenues are earned from public contributions, grants, underwriting, and other local sources. Other revenues include interest and dividend income, leasing and rental income, and a transfer for program support from the San Bernardino Community College District.

Table 2

	2024	2023 as restated	2022 as restated
Operating Revenues Federal revenue Inland Empire Pre-Apprenticeship Program Contributions Institutional support CPB grants Other local income	\$ 780,181 - 1,274,349 1,563,491 528,024 922,444	\$ 118,917 - 1,310,176 871,264 514,690 849,940	\$ 400,102 15,382 1,421,089 809,913 617,227 828,870
Total operating revenues	5,068,489	3,664,987	4,092,583
Operating Expenses	8,795,466	6,529,633	5,652,782
Total operating loss	(3,726,977)	(2,864,646)	(1,560,199)
Other Revenues Investment income, net Leasing and rentals Transfers in from related party Total other revenues	529,996 292,224 3,106,196 3,928,416	477,104 297,653 2,909,308 3,684,065	367,622 314,816 1,275,653 1,958,091
Change in Net Position	\$ 201,439	\$ 819,419	\$ 397,892

Amounts reported for the years ended June 30, 2023 and 2022 have been restated for a correction of error. See Note 12 to the consolidated financial statements for further details.

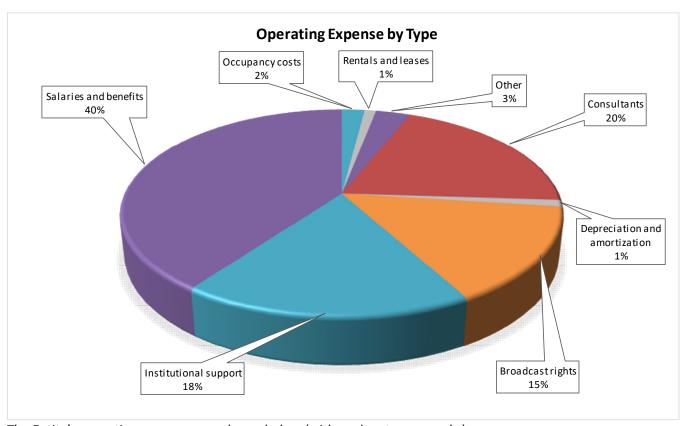
Below is an illustration of total revenues by source:



The following are explanatory remarks for the Statements of Revenues, Expenses, and Changes in Net Position:

• Total operating expenses increased by \$2,265,833 from the prior year due to inflationary pressure on yearly vendor agreements, large scale production commitments and staffing growth.

Below is an illustration of total operating expense by type:



The Entity's operating expenses are shown below (with explanatory remarks):

- Program services:
 - Programming and production expenses incurred to purchase, schedule, and produce and prepare programs for broadcast.
 - Broadcasting expenses incurred to prepare, store, check quality, verify automation asset
 management, play out, and monitor program streams, as well as installation and maintenance of
 equipment necessary for technical operations of the Stations, and transmission costs such as rents and
 utilities.
 - Program information and promotions expenses incurred to maintain the Stations' website, and design and procure promotional materials.
- Management and general: Expenses incurred for management services such as director of operations, accounting, administrative, and legal services.
- Fundraising: All costs for pledge premiums, membership administrative services, database management costs, and expenses incurred for underwriting, grant, and other solicitations to support the Stations.
- Depreciation of capital assets is computed and recorded using the straight-line method. A capitalization threshold of \$5,000 is maintained for computer software and furniture and equipment. Useful lives of assets are estimated as follows:
 - 3 to 20 years for furniture and equipment
 - ◆ 8 years for computer software

Statements of Cash Flows

The Statements of Cash Flows shown below provides information about cash receipts and cash payments during the fiscal year. The statement also assists readers in understanding the Entity's ability to generate net cash flows, and its ability to meet obligations as they come due, or the need for assistance via external financing. The Entity has adopted the indirect cash flow method which shows a reconciliation from reported change in net position to cash provided by operating, financing, and investing activities.

Additional explanatory information for the statement is as follows:

- The main cash receipts from operating activities consist of grant funding, membership, production services, underwriting, and District support.
- Cash outlays include payment of salaries, benefits, programming, production, and other operating expenses.

Table 3

	2024	2023 2024 as restated			
Cash Flows from Operating activities Noncapital financing activities Capital financing activities Investing activities	\$ (2,474,642) 1,065,837 (76,579) 550,264	\$ (2,697,459) 1,681,668 (61,900) 497,912	\$ (1,538,568) 4,036,459 (59,803) 390,374		
Net Change in Cash and Cash Equivalents	(935,120)	(579,779)	2,828,462		
Cash and Cash Equivalents, Beginning of Year	3,132,493	3,712,272	883,810		
Cash and Cash Equivalents, End of Year	\$ 2,197,373	\$ 3,132,493	\$ 3,712,272		

Amounts reported for the years ended June 30, 2023 and 2022 have been restated for a correction of error. See Note 12 to the consolidated financial statements for further details.

Management's Discussion and Analysis June 30, 2024 and 2023

Natural Classification of Expenses

Total expenses

2024		<u>Prog</u> ram	Activities		Manageme	ent and Gener	al Activities	Total
	KVCR Radio	KVCR TV	FNX-TV	Total	KVCR Radio	KVCR TV	Total	Expenses
Calaria and banatis	ć 604.20F	¢ 4 004 242	ć 257.606	ć 2 020 22 <i>4</i>	Ć 404 574	ć 275 675	ć 467.246	¢ 2 407 400
Salaries and benefits	\$ 691,285	\$ 1,981,343	\$ 357,606	\$ 3,030,234	\$ 191,571	\$ 275,675	\$ 467,246	\$ 3,497,480
Administrative	2,642	57,501	102	60,245	-	-	-	60,245
Advertising	-	16,485	4,000	20,485	-	-	-	20,485
Amortization expense	-	28,237	155.041	28,237	-	-	-	28,237
Broadcast rights	539,824	621,783	155,941	1,317,548	-	-	-	1,317,548
Consultants	115,237	1,379,925	220,009	1,715,171	-	-	-	1,715,171
Depreciation expense	5,775	78,867	-	84,642	-	-	-	84,642
Dues and memberships	380	9,754	-	10,134	-	-	-	10,134
Maintenance and operations	5,799	36,194	-	41,993	-	-	-	41,993
Noncash institutional support	355,224	1,034,941	173,326	1,563,491	-	-	-	1,563,491
Postage and freight	-	2,194	657	2,851	-	-	-	2,851
Professional fees	6,600	16,876	1,250	24,726	-	-	-	24,726
Promotional giveaways	338	52,963	-	53,301	-	-	-	53,301
Rentals and leases	24,359	44,603	26,846	95,808	-	-	-	95,808
Supplies	10,716	35,858	3,819	50,393	-	-	-	50,393
Travel	3,077	27,950	16,077	47,104	-	-	-	47,104
Telephone/Electricity	19,670	162,187		181,857				181,857
Total expenses	\$ 1,780,926	\$ 5,587,661	\$ 959,633	\$ 8,328,220	\$ 191,571	\$ 275,675	\$ 467,246	\$ 8,795,466
,	\$ 1,780,926	\$ 5,587,661	\$ 959,633	\$ 8,328,220	\$ 191,571	\$ 275,675	\$ 467,246	\$ 8,795,466
,	\$ 1,780,926		\$ 959,633 Activities	\$ 8,328,220		\$ 275,675 ent and Gener		\$ 8,795,466 Total
Total expenses	\$ 1,780,926			\$ 8,328,220 Total				
Total expenses 2023, as restated	KVCR Radio	Program KVCR TV	Activities FNX-TV	Total	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses
Total expenses 2023, as restated Salaries and benefits	KVCR Radio \$ 646,757	Program KVCR TV \$ 1,529,732	Activities	Total \$ 2,502,925	Manageme	ent and Gener	al Activities	Total Expenses \$ 2,848,755
Total expenses 2023, as restated Salaries and benefits Administrative	KVCR Radio	Program KVCR TV \$ 1,529,732 48,158	Activities FNX-TV	Total \$ 2,502,925 77,852	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852
Total expenses 2023, as restated Salaries and benefits Administrative Advertising	KVCR Radio \$ 646,757	Program KVCR TV \$ 1,529,732 48,158 4,500	Activities FNX-TV	Total \$ 2,502,925 77,852 4,500	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense	KVCR Radio \$ 646,757 29,694	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810	Activities FNX-TV \$ 326,436	Total \$ 2,502,925 77,852 4,500 26,810	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights	KVCR Radio \$ 646,757 29,694 - - 334,075	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527	Activities FNX-TV \$ 326,436 148,297	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants	\$ 646,757 29,694 - 334,075 47,568	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680	Activities FNX-TV \$ 326,436	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899 932,634
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants Depreciation expense	KVCR Radio \$ 646,757 29,694 - - 334,075	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680 135,544	Activities FNX-TV \$ 326,436	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634 141,319	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899 932,634 141,319
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants Depreciation expense Dues and memberships	\$ 646,757 29,694 - 334,075 47,568	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680 135,544 8,057	Activities FNX-TV \$ 326,436 148,297 231,386	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants Depreciation expense Dues and memberships Maintenance and operations	\$ 646,757 29,694 - 334,075 47,568 5,775	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680 135,544 8,057 (96,135)	Activities FNX-TV \$ 326,436 148,297 231,386 435	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700)	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants Depreciation expense Dues and memberships Maintenance and operations Noncash institutional support	\$ 646,757 29,694 - 334,075 47,568 5,775 - 197,071	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680 135,544 8,057 (96,135) 556,743	Activities FNX-TV \$ 326,436 148,297 231,386 435 117,450	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700) 871,264	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700 871,264
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants Depreciation expense Dues and memberships Maintenance and operations Noncash institutional support Postage and freight	\$ 646,757 29,694 - 334,075 47,568 5,775 - 197,071 1,750	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680 135,544 8,057 (96,135) 556,743 4,000	Activities FNX-TV \$ 326,436	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700) 871,264 6,945	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700 871,264 6,945
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants Depreciation expense Dues and memberships Maintenance and operations Noncash institutional support Postage and freight Professional fees	\$ 646,757 29,694 - 334,075 47,568 5,775 - 197,071	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680 135,544 8,057 (96,135) 556,743 4,000 45,965	Activities FNX-TV \$ 326,436 148,297 231,386 - 435 117,450 1,195 9,561	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700) 871,264 6,945 62,126	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700 871,264 6,945 62,126
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants Depreciation expense Dues and memberships Maintenance and operations Noncash institutional support Postage and freight Professional fees Promotional giveaways	\$ 646,757 29,694 - 334,075 47,568 5,775 - 197,071 1,750 6,600	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680 135,544 8,057 (96,135) 556,743 4,000 45,965 11,500	Activities FNX-TV \$ 326,436 148,297 231,386 435 117,450 1,195 9,561 457	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700) 871,264 6,945 62,126 11,957	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700 871,264 6,945 62,126 11,957
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants Depreciation expense Dues and memberships Maintenance and operations Noncash institutional support Postage and freight Professional fees Promotional giveaways Rentals and leases	\$ 646,757 29,694 - 334,075 47,568 5,775 - 197,071 1,750 6,600 - 12,087	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680 135,544 8,057 (96,135) 556,743 4,000 45,965 11,500 284,476	Activities FNX-TV \$ 326,436	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700) 871,264 6,945 62,126 11,957 296,998	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700 871,264 6,945 62,126 11,957 296,998
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants Depreciation expense Dues and memberships Maintenance and operations Noncash institutional support Postage and freight Professional fees Promotional giveaways	\$ 646,757 29,694 - 334,075 47,568 5,775 - 197,071 1,750 6,600	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680 135,544 8,057 (96,135) 556,743 4,000 45,965 11,500	Activities FNX-TV \$ 326,436 148,297 231,386 435 117,450 1,195 9,561 457	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700) 871,264 6,945 62,126 11,957 296,998 25,758	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total Expenses \$ 2,848,755 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700 871,264 6,945 62,126 11,957 296,998 25,758
Total expenses 2023, as restated Salaries and benefits Administrative Advertising Amortization expense Broadcast rights Consultants Depreciation expense Dues and memberships Maintenance and operations Noncash institutional support Postage and freight Professional fees Promotional giveaways Rentals and leases	\$ 646,757 29,694 - 334,075 47,568 5,775 - 197,071 1,750 6,600 - 12,087	Program KVCR TV \$ 1,529,732 48,158 4,500 26,810 626,527 653,680 135,544 8,057 (96,135) 556,743 4,000 45,965 11,500 284,476	Activities FNX-TV \$ 326,436	Total \$ 2,502,925 77,852 4,500 26,810 1,108,899 932,634 141,319 8,057 (95,700) 871,264 6,945 62,126 11,957 296,998	Manageme KVCR Radio	ent and Gener KVCR TV	al Activities Total	Total

\$ 1,288,671 \$ 4,046,112 \$ 849,020 \$ 6,183,803 \$ 141,669 \$ 204,161 \$ 345,830 \$ 6,529,633

Management's Discussion and Analysis June 30, 2024 and 2023

2022, as restated		Program	Activities	Managemo	Total			
	KVCR Radio	KVCR TV	FNX-TV	Total	KVCR Radio	KVCR TV	Total	Expenses
						_	_	
Salaries and benefits	\$ 566,787	\$ 1,116,638	\$ 308,423	\$ 1,991,848	\$ 77,669	\$ 111,768	\$ 189,437	\$ 2,181,285
Administrative	(495)	3,279	(339)	2,445	-	-	-	2,445
Advertising	3,000	23,000	-	26,000	-	-	-	26,000
Amortization expense	-	26,811	-	26,811	-	-	-	26,811
Broadcast rights	329,239	819,979	195,866	1,345,084	-	-	-	1,345,084
Consultants	75,393	390,577	159,769	625,739	-	-	-	625,739
Depreciation expense	5,775	142,655	-	148,430	-	-	-	148,430
Dues and memberships	400	2,000	-	2,400	-	-	-	2,400
Maintenance and operations	-	12,396	1,000	13,396	-	-	-	13,396
Noncash institutional support	188,736	495,591	125,586	809,913	-	-	-	809,913
Postage and freight	-	2,000	-	2,000	-	-	-	2,000
Professional fees	32,157	40,398	-	72,555	-	-	-	72,555
Promotional giveaways	278	22,502	2,181	24,961	-	-	-	24,961
Rentals and leases	7,804	141,199	57,590	206,593	-	-	-	206,593
Supplies	747	11,118	647	12,512	-	-	-	12,512
Travel	320	3,438	2,349	6,107				6,107
Telephone/Electricity		146,551		146,551				146,551
Tatal auranasa	¢ 1 210 141	ć 2 400 122	ć 052.072	Ć F 462 245	¢ 77.000	ć 111 7C0	ć 100 427	¢ = 6=2.702
Total expenses	\$ 1,210,141	\$ 3,400,132	\$ 853,072	\$ 5,463,345	\$ 77,669	\$ 111,768	\$ 189,437	\$ 5,652,782

Amounts reported for the years ended June 30, 2023 and 2022 have been restated for a correction of error. See Note 12 to the consolidated financial statements for further details.

ECONOMIC FACTORS AFFECTING THE FUTURE OF KVCR TV AND FM

Public television and radio stations continue going through a transformational period of relevance to the communities they serve through the type and delivery of programming they distribute. The most significant public television and radio challenge is introducing the public media ecosystem to new audiences through emerging technologies and capturing the screen or listening time of these new audiences. This challenge mirrors many of the same challenges that affect commercial media, national media, and streaming services—media consumption has fractured, become vastly accessible, and serves a hyper-driven society.

KVCR Public Media Television is affected by audiences migrating to various media options. In this reporting period, local public media is just beginning to establish a presence and strategies for marketing to future members within this arena of options. Radio has similar challenges with the proliferation of subscription streaming services, smart devices, and social platforms. The surplus of entertainment content available and the growing fragmentation of viewer behavior into a hybrid of traditional broadcast, streaming, social, and on-demand consumption is a considerable financial challenge to KVCR Public Media. The station's operational cost to deliver public media programming will continue to correlate with changing technologies and inflationary pressures. This change in viewer and listener habits, along with the rising cost of business, has a broader impact on revenue for public media stations that are viewer-supported and grant-funded, such as KVCR Public Media.

As a result, this reporting period's total revenue generated through membership, online giving, and underwriting decreased. In this climate, the challenge for public media is adapting to the vast array of media options while developing ways to inspire new audiences to support and engage without abandoning traditional viewers and listeners.

Management's Discussion and Analysis June 30, 2024 and 2023

CONTACTING KVCR MANAGEMENT

This financial report is designed to provide our donors, taxpayers, investors, and creditors with a general overview of the Entity's finances and to show the District's accountability for funding received. Questions or concerns about this report or requests for additional financial information should be addressed to Jorge Andrade, Director of Fiscal Services, by phone at 909-388-6955 or by e-mail at jandrade@sbccd.edu.

KVCR TV and FM Consolidated Statements of Net Position June 30, 2024 and 2023

	2024	2023 as restated
Assets		
Cash and cash equivalents	\$ 1,716,644	\$ 48,970
Investments	480,729	3,083,523
Accounts receivable	119,850	363,923
Due from related party	2,662,548	1,540,387
Prepaid expenses	298,201	259,489
Other assets	-	33,533
Lease receivables	8,247,744	8,442,328
Capital assets, net of accumulated depreciation and amortization	374,472	453,144
Total assets	13,900,188	14,225,297
Liabilities		
Accounts payable	210,085	183,633
Due to related party	3,018,650	4,073,974
Unearned revenue	1,913,484	1,039,374
Long-term liabilities		
Lease liability, due within one year	61,475	45,429
Lease liability, due in more than one year	309,885	348,035
Total liabilities	5,513,579	5,690,445
Deferred Inflows of Resources		
Deferred inflows of resources related to leases	4,777,079	5,126,761
Net Position		
Net investment in capital assets	3,112	59,680
Unrestricted	3,606,418	3,348,411
Total net position	\$ 3,609,530	\$ 3,408,091
	+ 2,000,000	+ 0,:00,001

KVCR TV and FM

Consolidated Statements of Revenues, Expenses, and Changes in Net Position Years Ended June 30, 2024 and 2023

		2024		2023 s restated
Operating Revenues				
Public contributions - FM Station	\$	459,172	\$	518,637
Public contributions - TV Station	Y	815,177	Ų	791,149
Private contributions - TV Station		013,177		390
Non cash institutional support from San Bernardino				330
Community College District - FM		355,224		197,071
Non cash institutional support from San Bernardino		333,224		137,071
Community College District - TV		1,208,267		674,193
CPB grants - TV Station		528,024		514,690
Program underwriting - FM Station		164,140		133,790
Program underwriting - TV Station		46,760		138,658
Other local income - FM Station		29,034		35,870
Other local income - TV Station		671,625		528,239
Federal revenue - FM Station		-		32,833
Federal revenue - TV Station		780,181		86,084
Strong Workforce Regional Grant - FM Station		-		9,836
Strong Workforce Regional Grant - TV Station		10,885		3,547
Total operating revenues		5,068,489		3,664,987
0				
Operating Expenses		4 700 026		1 200 671
Program services - FM Station		1,780,926		1,288,671
Program services - TV Station		6,547,294		4,895,132
Management and general - FM Station		191,571		141,669 204,161
Management and general - TV Station		275,675		204,161
Total operating expenses		8,795,466	•	6,529,633
Total operating loss		(3,726,977)		(2,864,646)
Other Revenues, Expenses and Losses				
Interest and dividends - FM Station		134		2,787
Interest and dividends - TV Station		489,818		502,599
Interest expense		(20,268)		(20,808)
Leasing and rentals - FM Station		8,211		18,311
Leasing and rentals - TV Station		284,013		279,342
Change in the fair market value of the cash held by		60.040		(7.474)
the San Bernardino County Treasury		60,312		(7,474)
Transfers in from related party - FM Station		300,000		664,610
Transfers in from related party - TV Station		1,798,768		2,244,698
Transfers in from related party - SBCCCD		1,007,428		<u> </u>
Total other revenues, expenses and losses		3,928,416		3,684,065
Change in Net Position		201,439		819,419
Net Position, Beginning of Year, previously reported		3,317,912		2,490,247
Adjustments (See Note 12)		90,179		98,425
Net Position, Beginning of Year, as restated		3,408,091		2,588,672
Net Position, End of Year	\$	3,609,530	\$	3,408,091

KVCR TV and FM Consolidated Statements of Cash Flows Years Ended June 30, 2024 and 2023

	2024	2023 as restated
Operating Activities Federal, state, and local grants Other local operating receipts Payments to employees Payments to suppliers	\$ 1,308,205 3,314,976 (3,497,480) (3,600,343)	\$ 633,607 1,983,578 (2,848,755) (2,465,889)
Net Cash Flows from Operating Activities	(2,474,642)	(2,697,459)
Noncapital Financing Activities Leasing and rentals Transfers in from the San Bernardino Community	137,126	166,289
College District (SBCCD)	928,711	1,515,379
Net Cash Flows from Noncapital Financing Activities	1,065,837	1,681,668
Capital Financing Activities Interest paid on capital debt Principal paid on capital debt	(20,268) (56,311)	(20,808) (41,092)
Net Cash Flows from Capital Financing Activities	(76,579)	(61,900)
Investing Activities Change in fair market value of Cash in County treasury Interest and dividends	60,312 489,952	(7,474) 505,386
Net Cash Flows from Investing Activities	550,264	497,912
Net Change in Cash and Cash Equivalents	(935,120)	(579,779)
Cash and Cash Equivalents, Beginning of Year	3,132,493	3,712,272
Cash and Cash Equivalents, End of Year	\$ 2,197,373	\$ 3,132,493
Reconciliation of Net Operating Loss to Net Cash Flows from Operating Activities Operating Loss	\$ (3,726,977)	\$ (2,864,646)
Adjustments to reconcile operating loss to net cash from operating activities Depreciation and amortization expense	112,879	168,129
Changes in assets and liabilities related to Accounts receivable	244,073	(280,915)
Prepaid expenses	(38,712)	115,887
Other assets Accounts payable	33,533 26,452	1 59,708
Unearned revenue	874,110	104,377
Net Cash Flows from Operating Activities	\$ (2,474,642)	\$ (2,697,459)

Note 1 - Summary of Significant Accounting Policies

Organization

KVCR TV and FM is comprised of the following activities:

KVCR TV and FM is a public telecommunications entity owned and operated by the San Bernardino Community College District (the District), which provides public radio and television station broadcasts to the Inland Empire area of Southern California. These stations provide the public with a variety of musical, informational, and educational programming.

KVCR FNX, First Nations Experience is a broadcast television network owned and operated by the studios of KVCR. The network originated through a partnership of the San Manuel Band of Mission Indians and the San Bernardino Community College District with the mission to illustrate the lives and cultures of native people around the world.

These consolidated financial statements are not intended to, and do not purport to, present fairly the financial position and the changes in financial position of the District in accordance with accounting principles generally accepted in the United States of America.

KVCR TV and FM and FNX fund are programs of the San Bernardino Community College District. The District is a public education institution and is considered a political subdivision of the State of California and is, therefore, tax exempt and not subject to filing informational returns.

Financial Statement Presentation

The accompanying consolidated financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB).

The activity of the Entity is presented in an Enterprise format which includes a statement of cash flows. The Enterprise format accounts for activities similar to those in the private sector, where the proper matching of revenues and costs is important, and the full accrual basis of accounting is required. With this measurement focus, all assets and all liabilities of the enterprise are recorded on its statement of net position, all revenues are recognized when earned, and all expenses, including depreciation, are recognized when incurred.

For internal operating purposes, the District's Board of Trustees has established two separate funds, which include separate self-balancing accounts and separate Board approved budgets for the activities of KVCR TV and FM and KVCR FNX. The activities of the KVCR FNX have been consolidated with KVCR TV and FM activities.

Contributions

Contributions are recognized when the donor makes a promise to give to support the activities of the Entity's programming that are, in substance, unconditional.

KVCR TV and FM Notes to Financial Statements June 30, 2024 and 2023

Estimates

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

Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, the Entity considers all cash on hand and short-term investments with original maturities of three months or less to be cash equivalents. Cash equivalents also include cash with county treasury balances for purposes of the Statement of Cash Flows.

Investments

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

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

Accounts Receivable

Accounts receivable consists primarily of amounts due from the State, interest or other local sources. Management has deemed all amounts as collectable; therefore, no allowance for doubtful accounts is considered necessary.

Prepaid Expenses

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

Capital Assets

The Entity capitalizes property and equipment purchased or donated with a unit cost over \$5,000. Lesser amounts are expensed when purchased. Donations of property and equipment are recorded as contributions at their estimated fair value, if known. Routine maintenance and repairs are charged to expense as incurred. Depreciation is computed on the straight-line method based on the assets' estimated useful lives ranging from three to thirty years.

Notes to Financial Statements June 30, 2024 and 2023

The Entity records impairments of capital assets when it becomes probable that the carrying value of the assets will not be fully recovered over their estimated useful life. Impairments are recorded to reduce the carrying value of the assets to their net realizable value based on facts and circumstances in existence at the time of the determination. No impairments were recorded during the years ended June 30, 2024 and 2023.

Deferred Inflows of Resources

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

Leases

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

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

Subscription-based IT Arrangements

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

KVCR TV and FM Notes to Financial Statements June 30, 2024 and 2023

Adoption of New Accounting Standard

Implementation of GASB Statement No. 100

As of July 1, 2023, the Entity adopted GASB Statement No. 100, *Accounting Changes and Error Corrections*. The implementation of this standard requires additional presentation and disclosure requirements for accounting changes and error corrections. The consolidated financial statements have been updated to conform to the presentation requirements related to the error correction in the consolidated financial statements for the year ended June 30, 2024. The additional disclosures required by this standard are included in Note 12.

Note 2 - Deposits and Investments

Policies and Practices

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

Investment in County Treasury

The Entity deposits substantially all receipts and collections of monies with their County Treasurer. The Entity is considered to be an involuntary participant in an external investment pool. The fair value of the Entity's investment in the pool is reported in the accompanying consolidated financial statements at amounts based upon the Entity's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

Maximum

Maximum

General Authorizations

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

Maximum

	Maximum	Maximum	Maximum
Authorized	Remaining	Percentage	Investment
Investment Type	Maturity	of Portfolio	in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None
Joint Fowers Authority Foois	14/73	None	None
Summary of Deposits and Investments Deposits and investments as of June 30, 2024, consist	sted of the following:		
KVCR FM and TV			\$ 2,197,373
Cash awaiting deposit			\$ 1,716,644
San Bernardino County Investment Pool			480,729
San Bernardino County investment Foor			400,723
Total deposits and investments			\$ 2,197,373
Deposits and investments as of June 30, 2023, consis	sted of the following:		
KVCR FM and TV			\$ 3,127,818
KVCR FNX			4,675
Total deposits and investments			\$ 3,132,493
Cash awaiting deposit			\$ 48,970
San Bernardino County Investment Pool			3,083,523
Total deposits and investments			\$ 3,132,493

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Entity does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The Entity manages its exposure to interest rate risk by investing in the San Bernardino County Investment Pool. The Entity maintains investments of \$480,729 with the San Bernardino County Investment Pool, with an average maturity of 724 days.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Entity's investment in the San Bernardino County Investment Pool is rated at AAAf/S1 by Fitch Ratings agency.

Note 3 - Accounts Receivable

Accounts receivable represent amounts due to the Entity as follows at June 30:

		 2023		
Other local sources Federal categorical aid Interest	\$	44,749 64,357 10,744	\$ 256,239 86,084 21,600	
Total	\$	119,850	\$ 363,923	

Note 4 - Lease Receivables

The Entity has entered into lease agreements with various lessees for Cellular Tower Space. The lease receivables at June 30 are summarized below:

Lease Receivables	Balance July 1, 2023	Additions	Deductions	Balance, June 30, 2024		
Real Property	\$ 8,442,328	\$ -	\$ (194,584)	\$ 8,247,744		
Lease Receivables	Balance, July 1, 2022	Additions	Deductions	Balance, June 30, 2023		
Real Property	\$ 8,601,934	\$ -	\$ (159,606)	\$ 8,442,328		

Cellular Tower Space

The Entity leases a portion of its facilities for cellular tower antenna sites and space. These leases are noncancelable for a period of up to 456 months. The agreements allow for 3.00% annual CPI increases to the lease payments. At termination, lessees must remove all equipment and restore the site to its original state. During the current fiscal year, the Entity recognized \$194,584 in lease revenue and \$417,814 in interest revenue related to these agreements. At June 30, 2024, the District recorded \$8,247,744 in lease receivables and \$4,777,079 in deferred inflows of resources for these arrangements. The District used an interest rate of 5.00%, based on the rates available to finance real estate over the same time periods.

Note 5 - Capital Assets

Capital assets consisted of the following at June 30:

		Balance uly 1, 2023, as restated	ļ	Additions	Del	etions	Ju	Balance ne 30, 2024
Capital Assets Being Depreciated or Amortized								
Furniture and equipment	\$	7,860,414	\$	-	\$	_	\$	7,860,414
Computers	•	6,192	•	_	·	_	•	6,192
Vehicles		52,943		-		_		52,943
Right-to-use leased real property		629,579		-		-		629,579
Right-to-use subscription IT assets		, -		34,207		-		34,207
Total capital assets being depreciated or amortized		8,549,128		34,207				8,583,335
Less Accumulated Depreciation and Amortization		(7.051.000)		(04.642)				/7 725 744)
Furniture, equipment, computers, and vehicles		(7,651,069)		(84,642)		-		(7,735,711)
Right-to-use leased real property Right-to-use subscription IT assets		(444,915)		(26,812) (1,425)		-		(471,727) (1,425)
right-to-use subscription in assets				(1,423)				(1,423)
Toal accumulated depreciation and amortization		(8,095,984)		(112,879)				(8,208,863)
Total capital assets, net	\$	453,144	\$	(78,672)	\$		\$	374,472

Note 6 - Accounts Payable

Accounts payable consisted of the following at June 30:

		 2023		
Salaries and benefits payable Vendors payable	\$	53,026 157,059	\$ 59,527 124,106	
Total	\$	210,085	\$ 183,633	

Note 7 - Unearned Revenue

Unearned revenue represents amounts received in advance of required program expenses being incurred. This amount will be used for program related expenses in the subsequent fiscal year. At June 30, 2024 and 2023, the unearned revenues totaled \$1,913,484 and \$1,039,374, respectively.

Note 8 - Long-Term Liabilities

Lease Liability

The Entity has entered into agreements to lease various properties. The Entity's liability for lease agreements at June 30 is summarized below:

	July	alance, 1, 2023, restated,	A	dditions	De	eductions		Balance, ne 30, 2024	Due in one Year
Leases Subscription-based IT	\$	393,464	\$	-	\$	(45,429)	\$	348,035	\$ 50,081
arrangements				34,207		(10,882)		23,325	11,394
Total	\$	393,464	\$	34,207	\$	(56,311)	\$	371,360	\$ 61,475
	July	alance, 1, 2022, restated,	A	dditions	De	eductions	Jun	Balance, e 30, 2023, restated,	Due in one Year
Leases	\$	434,556	\$		\$	(41,092)	\$	393,464	\$ 45,429

Real Property Leases

The Entity has entered into various agreement to lease real property for period up to 25 years, through the 2033 fiscal year. Under the terms of the leases, the Entity paid monthly and annual payments, which increase based on a set schedule in the individual lease agreements, which amounted to principal and interest costs of \$64,084. The annual interest rate charged on the leases is 5.0%.

At June 30, 2024, the Entity has recognized right-to-use assets, net of accumulated amortization of \$157,852 and a lease liability of \$348,035 related to these agreements. During the fiscal year, the Entity recorded \$26,812 in amortization expense and \$18,655 in interest expense for the right to use of the equipment.

The Entity's liability on lease agreements with option to purchase is summarized below:

Fiscal Year	P	Principal			Total	
2025	\$	50,081	\$	16,279	\$	66,360
2026		55,069		13,662		68,731
2027		60,413		10,788		71,201
2028 2029		45,298 27,953		7,854 6,228		53,152 34,181
2030-2033		109,221		9,691	1	118,912
	\$	348,035	\$	64,502	\$	412,537

Subscriptions-Based IT Arrangements (SBITAs)

The Entity has entered into a SBITA for the radio programming streaming software. At June 30, 2024, the Entity has recognized right-to-use subscriptions IT assets of \$32,782, net of accumulated amortization and SBITA liabilities of \$23,325 related to this agreement. During the fiscal year, the Entity recorded \$1,425 in amortization expense. The Entity is required to make total principal and interest payments of \$24,986 through fiscal year 2025-2026. The subscription has an interest rate of 4.71%.

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

Fiscal Year	Principal		Interest		Total	
2025 2026	\$	11,394 11,931	\$	1,099 562	\$	12,493 12,493
	<u>\$</u>	23,325	\$	1,661	\$	24,986

Note 9 - Related Party Transactions

During the year, certain transactions for services are paid by the District on behalf of the Entity. At June 30, 2024 and 2023, the District owed the Entity \$2,662,548 and \$1,540,387, respectively, for amounts collected on the Entity's behalf. The Entity owed the District \$3,018,650 and \$4,073,974, respectively, for services and supply costs incurred.

Note 10 - Institutional Support

The District provides noncash institutional support to the KVCR TV and FM Stations related to instructional services, occupancy, supplies, and other administrative costs. The District applies an indirect rate that is in compliance with the CPB's guidance. For the year ended June 30, 2024, the indirect rate was computed as 22%. For the year ended June 30, 2023, the indirect rate was computed as 16%. The calculated institutional support totaled \$1,563,491 and \$871,264 for the 2024 and 2023 years, respectively. This noncash support for the KVCR TV and FM Stations is included within the Consolidated Statements of Revenues, Expenses, and Changes in Net Position as both a source of funding and a use of funding and does not have an effect on the ending balance. Additionally, the District provided a total of \$4,260,963 and \$4,130,620, respectively, in cash to support the programming of both the FM Radio and TV Stations for the years ended June 30, 2024 and 2023, respectively.

Note 11 - Commitments and Contingencies

Grants

KVCR TV is funded in part through grants from the Corporation for Public Broadcasting (CPB), which are paid through the District as the broadcasting licensee. Funds from the CPB are designated for the purpose of operating the TV Station and are subject to review and audit by the grantor agency. Although such audits could generate expenditure disallowances under terms of the grants, management believes that any required reimbursement would not be material.

Note 12 - Correction of Error

During the fiscal year 2024, San Bernardino Community College District's management determined that there were errors in amounts previously reported in the 2022 and 2023 consolidated financial statements due to lease liabilities and right-to-use leased assets associated with contracts that were not in effect in the prior years. Accordingly, right-to-use leased assets, net of amortization, was overstated by \$138,095 and lease liability was overstated by \$228,274 as of June 30, 2023. In addition, program service expense for the TV station was understated by \$20,617 and interest expense was overstated by \$12,371 as of June 30, 2023. The Entity restated its previously issued financial statements to appropriately reflect the June 30, 2023 right-to-use leased assets, net of amortization, lease liabilities, and expenses.

The following is a summary of the effects of the restatement in the Entity's June 30, 2023 Consolidated Statements of Net Position:

As Previously Reported			djustment	As Restated	
\$	591,239	\$	(138,095)	\$	453,144
	83.162		(37.733)		45.429
	538,576 (30,499)		(190,541) 90,179		348,035 59,680 3,408,091
		\$ 591,239 83,162 538,576	\$ 591,239 \$ 83,162 538,576 (30,499)	Reported Adjustment \$ 591,239 \$ (138,095) 83,162 (37,733) 538,576 (190,541) (30,499) 90,179	Reported Adjustment As \$ 591,239 \$ (138,095) \$ 83,162 (37,733) (190,541) (30,499) 90,179 90,179

The following is a summary of the effects of the restatement in the Entity's June 30, 2023 Consolidated Statements of Revenues, Expenses, and Changes in Net Position:

	As Previously Reported			ustment	As Restated		
Program services - TV Station Interest expense Change in net position Net Position, Beginning of Year Net Position, End of Year	\$	4,874,515 (33,179) 827,665 2,490,247 3,317,912	\$	20,617 12,371 (8,246) 98,425 90,179	\$	4,895,132 (20,808) 819,419 2,588,672 3,408,091	

The following is a summary of the effects of the restatement in the Entity's June 30, 2023 Consolidated Statements of Cash Flows:

	As Previously Reported			justment	As Restated		
Operating Activities Payments to suppliers	\$	(2,418,543)	\$	(47,346)	\$	(2,465,889)	
Capital Financing Activities							
Interest paid on capital debt		(33,179)		12,371		(20,808)	
Principal paid on capital debt		(76,067)		34,975		(41,092)	
Operating loss		(2,844,029)		(20,617)		(2,864,646)	
Depreciation and amortization expense		194,858		(26,729)		168,129	



Supplementary Information June 30, 2024 and 2023

KVCR TV and FM

KVCR TV and FM Combining Schedules of Revenues, Expenses, and Changes in Net Position Year Ended June 30, 2024

Public contributions - TV Station Non cash institutional support from San Bernardino Community College District - FM		459,172 - 355,224	\$	- 803,646	\$	_		
Public contributions - FM Station Public contributions - TV Station Non cash institutional support from San Bernardino Community College District - FM		-	\$	- 803,646	\$	_		
Public contributions - TV Station Non cash institutional support from San Bernardino Community College District - FM		-	Y	803,646	Y		\$	459,172
Non cash institutional support from San Bernardino Community College District - FM	3	355,224		000,0.0		11,531	7	815,177
Community College District - FM	3	355,224				,		020,277
		,		-		_		355,224
Non cash institutional support from San								,
Bernardino Community College District - TV		-		1,034,941		173,326		1,208,267
CPB grants - TV Station		-		528,024		-		528,024
Program underwriting - FM Station	-	164,140		-		-		164,140
Program underwriting - TV Station		-		36,106		10,654		46,760
Other local income - FM Station		29,034		-		-		29,034
Other local income - TV Station		-		671,515		110		671,625
Federal revenue - TV Station		-		780,181		-		780,181
Strong Workforce Regional Grant - TV Station				10,885				10,885
Total operating revenues	1,0	007,570		3,865,298		195,621		5,068,489
<u> </u>	,		•	,		<u> </u>		,
Operating Expenses								
Program services - FM Station	1,7	780,926		-		-		1,780,926
Program services - TV Station		-		5,587,661		-		5,587,661
Program services - FNX TV Station		-		-		959,633		959,633
Management and general - FM Station	-	191,571				-		191,571
Management and general - TV Station				275,675				275,675
Total operating expenses	1,9	972,497		5,863,336		959,633		8,795,466
Total operating loss	10	964,927)		(1,998,038)		(764,012)		(3,726,977)
Total operating loss	(3	304,327		(1,996,036)		(704,012)		(3,720,377)
Other Revenues, Expenses and Losses								
Interest and dividends - FM Station		134		-		-		134
Interest and dividends - TV Station		-		489,818		-		489,818
Interest expense		-		(20,268)		-		(20,268)
Leasing and rentals - FM Station		8,211		-		-		8,211
Leasing and rentals - TV Station		-		284,013		-		284,013
Change in the fair market value of the cash held by								
the San Bernardino County Treasury		24,689		35,528		95		60,312
Transfers in from related party - FM Station	3	300,000		<u>-</u>		-		300,000
Transfers in from related party - TV Station		-		1,348,769		450,000		1,798,769
Transfers in from related party - SBCCCD		413,045	-	594,382				1,007,427
Total other revenues, expenses and losses	-	746,079		2,732,242		450,095		3,928,416
Change in Net Position	\$ (2	218,848)	\$	734,204	\$	(313,917)	\$	201,439

KVCR TV and FM Combining Schedules of Revenues, Expenses, and Changes in Net Position Year Ended June 30, 2023

	KVCR Radio	KVCR TV as restated	KVCR FNX	Total as restated
Operating Revenues Public contributions - FM Station Public contributions - TV Station Private contributions - TV Station Non cash institutional support from San Bernardino	\$ 518,637 - -	\$ - 721,671 -	\$ - 69,478 390	\$ 518,637 791,149 390
Community College District - FM Non cash institutional support from San	197,071	-	-	197,071
Bernardino Community College District - TV CPB grants - TV Station	-	556,743 514,690	117,450 -	674,193 514,690
Program underwriting - FM Station Program underwriting - TV Station	133,790	- 87,858	- 50,800	133,790 138,658
Other local income - FM Station	35,870	67,636	-	35,870
Other local income - TV Station	-	528,239	-	528,239
Federal revenue - FM Station	32,833	-	-	32,833
Federal revenue - TV Station	-	86,084	-	86,084
Strong Workforce Regional Grant - FM Station	9,836	-	-	9,836
Strong Workforce Regional Grant - TV Station		3,547		3,547
Total operating revenues	928,037	2,498,832	238,118	3,664,987
Operating Expenses				
Program services - FM Station	1,288,671	-	-	1,288,671
Program services - TV Station	-	4,046,112	-	4,046,112
Program services - FNX TV Station	-	-	849,020	849,020
Management and general - FM Station	141,669	-	-	141,669
Management and general - TV Station		204,161		204,161
Total operating expenses	1,430,340	4,250,273	849,020	6,529,633
Total operating loss	(502,303)	(1,751,441)	(610,902)	(2,864,646)
Other Revenues, Expenses and Losses				
Interest and dividends - FM Station	2,787	-	-	2,787
Interest and dividends - TV Station	-	502,599	-	502,599
Interest expense	-	(20,808)	-	(20,808)
Leasing and rentals - FM Station	18,311	-	-	18,311
Leasing and rentals - TV Station	-	279,342	-	279,342
Change in the fair market value of the cash held by the San Bernardino County Treasury	(4,272)	(6,148)	2,946	(7,474)
Transfers in from related party - FM Station	664,610	(0,140)	2,540	664,610
Transfers in from related party - TV Station		1,794,698	450,000	2,244,698
Total other revenues, expenses and losses	681,436	2,549,683	452,946	3,684,065
Change in Net Position	\$ 179,133	\$ 798,242	\$ (157,956)	\$ 819,419

Amounts reported for the year ended June 30, 2023 have been restated for a correction of error. See Note 12 to the consolidated financial statements for further details.

Note to Supplementary Information Years Ended June 30, 2024 and 2023

Note 1 - Purpose of Schedule

Combining Schedule of Revenues, Expenses, and Changes in Net Position

This schedule is prepared on the accrual basis of accounting and provides a detail of activity for the programs accounted for within the Entity. This information has been provided at the request of management to assist in the reporting required by the Corporation for Public Broadcasting and is not a required part of the consolidated financial statements.



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

The Board of Directors
San Bernardino Community College District
KVCR TV and FM
San Bernardino, California

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the consolidated financial statements of KVCR TV and FM (the Entity) (a public telecommunications entity operated by the San Bernardino Community College District) as of and for the year ended June 30, 2024 and 2023, and the related notes to the consolidated financial statements, which collectively comprise the Entity's basic consolidated financial statements and have issued our report thereon dated February 13, 2025.

Correction of Error

As discussed in Note 12 to the consolidated financial statements, certain errors resulting in an overstatement of amounts previously reported for lease liabilities and capital assets as of June 30, 2023 and June 30, 2022, were discovered by management of the District during the current year. Accordingly, restatements have been made to the net position as of July 1, 2022 to correct the errors. Our opinion is not modified with respect to that matter.

Report on Internal Control over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Entity's Response to Finding

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

Purpose of this Report

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

Rancho Cucamonga, California

sde Sailly LLP

February 13, 2025



Schedule of Findings and Questioned Costs June 30, 2024 and 2023

KVCR TV and FM

The following finding represents a material weaknesses related to the financial statements that is required to be reported in accordance with *Government Auditing Standards*.

2024-001 Financial Reporting and Closing Process

Criteria or Specific Requirements

The accounting system used by the Entity to record the financial affairs and to present their financial statements are required to be in accordance with generally accepted accounting principles (GAAP).

Condition

Material Weakness - Year-end adjustments were identified during the audit that resulted in changes in certain accounts from the client prepared trial balance.

- Prepaid expenditures were understated by approximately \$132,000 as the Entity recognized expenditures attributed to future fiscal years in the 2023-2024 fiscal year.
- Entity management identified corrections for the fiscal years ended June 30, 2023 and June 30, 2022 for balances of capital assets and lease liabilities for contracts not in effect for those fiscal years. Restatements to net position were made for both fiscal years. See Note 12 for additional information on the restatements.

Questioned Costs

There are no guestioned costs associated with the condition identified.

Context

Account balances associated with the above mentioned accounts required adjustments in order to be in accordance with GAAP.

Effect

Material adjustments to the general ledger, as well as a restatement to beginning net position as noted in Note 12 to the financial statements, were proposed as a result of audit procedures. These adjustments were accepted by management to ensure the financial statements were presented in accordance with generally accepted accounting principles.

Cause

The oversight and monitoring controls over the closing process were not effective in preventing or detecting errors.

Financial Statement Findings and Recommendations Year Ended June 30, 2024

Repeat Finding: (Yes or No)

No.

Recommendation

The Entity should establish policies and procedures to ensure account balances are fairly stated and reported in accordance with GAAP.

Views of Responsible Officials and Corrective Action Plan

The San Bernardino Community College District acknowledges and understands the recommendations associated with the Financial Reporting and Closing Processes audit finding. The District will review, and modify as necessary, internal controls related to the year-end closing process to ensure all account balances are reconciled and reviewed by an appropriate individual for accuracy and compliance with reporting requirements. The District will modify current internal controls to ensure the successful detection and prevention of financial misstatements. The corrective action plan shall be implemented no later than the start of the Fiscal Year 2024-25 closing process.

Summary Schedule of Prior Audit Findings Year Ended June 30, 2024

There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Madole, Administrative Officer

DATE: April 10, 2025

SUBJECT: Student Trustee Privileges

RECOMMENDATION

It is recommended that the Board of Trustees approve the student trustee privileges:

- The privilege to receive compensation for meeting attendance at a level of \$231.53 per month. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to vote in an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

OVERVIEW

The Board of Trustees shall include two (2) non-voting student members (one representing each college in the District). The term of office shall be one year commencing at the first Board meeting in June and terminating on the last Board meeting in May of each academic year.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student trustees have the responsibility to be contributing and ethical members of the board.

ANALYSIS

On or before May 15 of each year, the Board of Trustees shall approve whether to afford the student trustees any of the privileges pursuant to Education Code Section 72023.5(b).



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

Included in the budget.

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: April 10, 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.



NEW COURSE

COURSE ID	COURSE TITLE		
ASL-101H	American Sign Language I - Honors		
DISCIPLINE:	American Sign Language		
DEPARTMENT:	Communication and Language		
REQUISITES:	Prerequisite: Acceptance into the College Honors Institute		
	Departmental Recommendation: Eligibility for ENGL C1000		
	Concurrent enrollment in ASL 115		
CATALOG	Introduction to American Sign Language as used by the Deaf community in the		
DESCRIPTION:	United States. Study of a basic vocabulary of approximately 400 signs, typical ASL		
	sentence structures and social conventions involved in ASL. Discussion of the		
	history of Deaf education and the Deaf community up to the end of the		
	nineteenth century. NOTE: This course may require attendance to Deaf		
	community events.		
SCHEDULE	Introduction to American Sign Language as used by the Deaf community in the		
DESCRIPTION:	United States. NOTE: This course may require attendance to Deaf community		
	events.		
STUDENT	NEW		
LEARNING			
OUTCOMES:			
UNITS:	4		
CONTACT	64-72		
HOURS:			
RATIONALE:	The course provides the initial level of training for those who wish to communicate		
	effectively with members of the Deaf community, including American Sign		
	Language interpreters and Deaf educators. ASL 101 is associate degree applicable,		
	a requirement for students earning an AA or certificate in American Sign Language		
	and fulfills the associate degree general education requirement for humanities and		
	diversity and multiculturalism. This course transfers to CSU.		
EQUATE:	Course currently equates with ASL-109 at SBVC		
EFFECTIVE:	Fall 2026		

COURSE TITLE	
American Sign Language II - Honors	
American Sign Language	
Communication and Language	
Prerequisite: Acceptance into the College Honors Institute and ASL 101 or ASL 101H Departmental Recommendation: ASL 115 Concurrent or previous enrollment and	

	ENGL Successful completion of ENGL C1000	
CATALOG DESCRIPTION:	Continuing introduction to American Sign Language as used by the Deaf community in the United States. Study of a more advanced vocabulary of approximately 400 additional signs, ASL sentence structures and social conventions involved in ASL. Discussion of Deaf Culture, norms, and values within diverse members of the Deaf community. This course includes content and	
	experiences appropriate for students wishing to earn honors credit. NOTE: This course may require attendance to Deaf community events.	
SCHEDULE DESCRIPTION:	Continuing introduction to American Sign Language as used by the Deaf community in the United States. This course includes content and experiences appropriate for students wishing to earn honors credit. NOTE: This course may require attendance to Deaf community events.	
STUDENT LEARNING OUTCOMES:	NEW	
UNITS:	4	
CONTACT HOURS:	64-72	
RATIONALE:	The course provides an intermediate level of training for those who wish to communicate effectively with members of the Deaf community, including American Sign Language interpreters and Deaf educators. ASL 102H is associate degree applicable, a requirement for students earning an AA or certificate in American Sign Language and fulfills the associate degree general education requirement for humanities and diversity and multiculturalism. This course is associate degree applicable and transfers to CSU.	
EQUATE:	Course currently equates with ASL-110 at SBVC	
EFFECTIVE:	Fall 2026	

COURSE ID	COURSE TITLE	
ASL-103H	American Sign Language III - Honors	
DISCIPLINE:	American Sign Language	
DEPARTMENT:	Communication and Language	
REQUISITES:	Prerequisite: Acceptance into the College Honors Institute and ASL 102 or 102H	
	Departmental Recommendation: ASL 115 Concurrent or previous enrollment and	
	ENGL Successful completion of ENGL C1000	
CATALOG	Intermediate study of American Sign Language as used by the Deaf community in	
DESCRIPTION:	the United States. Study of increasingly more advanced vocabulary, complex	
	sentence structures and conversational skills, as well as in-depth analysis of	
	cultural topics. This course includes content and experiences appropriate for	
	students wishing to earn honors credit. Attendance to Deaf Community events	
	may be required	
SCHEDULE	Intermediate study of American Sign Language as used by the Deaf community in	

DESCRIPTION:	the United States. This course includes content and experiences appropriate for		
	students wishing to earn honors credit. Attendance to Deaf Community events		
	may be required.		
STUDENT	NEW		
LEARNING			
OUTCOMES:			
UNITS:	4		
CONTACT	64-72		
HOURS:			
RATIONALE:	This course provides continued, more advanced training for those who wish to		
	communicate effectively with members of the Deaf community, including		
	American Sign Language interpreters and educators of the Deaf. ASL 103H is		
	associate degree applicable, a requirement for students earning an AA or		
	certificate in American Sign Language and fulfills the associate degree general		
	education requirement for humanities and diversity and multiculturalism. This		
	course is associate degree applicable and transfers to CSU.		
EQUATE:	Course currently equates with ASL-111 at SBVC		
EFFECTIVE:	Fall 2026		

COURSE ID	COURSE TITLE		
ETHS-102	Culture and Historical Legacies: Introduction to African American Studies		
DISCIPLINE:	Ethnic Studies		
DEPARTMENT:	Social and Cultural Studies		
CATALOG	Multidisciplinary examination of the experience of African Americans in the		
DESCRIPTION:	United States. Introduction to the history and culture of African American		
	communities, social movements and ideologies behind those movements, and		
	contemporary issues facing African Americans.		
SCHEDULE	Multidisciplinary examination of the experience of African Americans in the		
DESCRIPTION:	United States.		
STUDENT	NEW		
LEARNING			
OUTCOMES:			
UNITS:	3		
CONTACT	48-54		
HOURS:			
RATIONALE:	An introductory African American Studies course provides a necessary resource for		
	students to gain knowledge of African American communities. African American		
	Studies acknowledges and appreciates the contributions of African American		
	communities to American society and culture. In addition, African American		
	Studies contributes to the understanding of the history, culture and influential		
	social movements of African Americans, as well as about race and ethnic diversity		
	in general. This course will provide students an introduction to African American		
	Studies as a discipline with an emphasis on the justice system, activism, social		

	movements, and contemporary social issues. This course is associate degree applicable and transfers to CSU.
EQUATE:	Course currently equates with ETHS-106 at SBVC
EFFECTIVE:	Fall 2026

COURSE ID	COURSE TITLE			
ETHS-105	Solidarity and Community: Introduction to Asian American Studies			
DISCIPLINE:	Ethnic Studies			
DEPARTMENT:	Social and Cultural Studies			
CATALOG	Multidisciplinary examination of the experience of Asian Americans in the United			
DESCRIPTION:	States. Introduction to the history and culture of Asian American communities,			
	social movements and ideologies behind those movements, and contemporary			
	issues facing Asian Americans.			
SCHEDULE	Multidisciplinary examination of the experience of Pacific Islanders in the United			
DESCRIPTION:	States.			
STUDENT	NEW			
LEARNING				
OUTCOMES:				
UNITS:	3			
CONTACT	48-54			
HOURS:				
RATIONALE:	An introductory Asian American Studies course provides a necessary resource for			
	students to gain knowledge of marginalized communities. Asian American Studies			
	acknowledges and appreciates the contributions of Asian American communities			
	to American society and culture. Asian American Studies contributes to the			
	understanding of the history, culture and ideologies of social movements of Asian			
	Americans, as well as about race and ethnic diversity in general. This course will			
	provide students an introduction to Asian American Studies as a discipline with an			
	emphasis on immigration, activism, social movements, and contemporary social			
	issues. This course is associate degree applicable and transfers to CSU.			
EQUATE:	Course currently equates with ETHS-105 at SBVC			
EFFECTIVE:	Fall 2026			

COURSE ID	COURSE TITLE	
ETHS-110	Indigenous Thought and Ways of Knowing: Introduction to Pasifika Studies	
DISCIPLINE:	Ethnic Studies	
DEPARTMENT:	Social and Cultural Studies	
CATALOG	Multidisciplinary examination of the experience of Pacific Islanders in the United	
DESCRIPTION:	States with a focus on indigenous knowledge and ways of knowing. Introduction	

	to the history, culture, social movements, ideologies behind social movements,		
	activism, and contemporary issues facing Pacific Islanders.		
SCHEDULE	Multidisciplinary examination of the experience of Pacific Islanders in the United		
DESCRIPTION:	States.		
STUDENT	NEW		
LEARNING			
OUTCOMES:			
UNITS:	3		
CONTACT	48-54		
HOURS:			
RATIONALE:	An introductory Pacific Islander Studies course provides a necessary resource		
	students to gain knowledge of indigenous communities through an indigenous		
	lens. Pacific Islander Studies acknowledges and appreciates the contributions of		
	Pacific Islander communities to American society and culture. In addition, Pacific		
	Islander Studies contributes to the understanding of the history, culture and		
	influential social movements of Pacific Islanders, as well as about race and ethn diversity in general. This course will provide students an introduction to Pacific		
	Islanders Studies as a discipline with an emphasis on indigeneity, indigenous		
	knowledge, ethnic identity, and contemporary social issues. This course is		
	associate degree applicable and transfers to CSU.		
EQUATE:	Does not currently equate with SBVC		
EFFECTIVE:	Fall 2026		

COURSE MODIFICATION

COURSE ID	COURSE TITLE	
CD 271	Administration I: Programs in Early Childhood Education	
REQUISITES:	Prerequisite: CD 105 or CD 105H	
STUDENT	NEW	
LEARNING		
OUTCOMES:		
RATIONALE:	Update needed for CD CAP Alignment and six-year revision	
EQUATE:	Course currently equates with CD-271 at SBVC	
EFFECTIVE:	Fall 2025	

DISTANT EDUCATION

COURSE ID:	ASL-101H	Fully Online / Partially Online	
COURSE TITLE:	American Sign Language I - Honors		
RATIONALE:	The course provides the initial level of training for those who wish to		
	communicate effectively with members of the Deaf community, including		
	American Sign Language interpreters and Deaf educators. ASL 101 is associate		
	degree applicable, a requirement for students earning an AA or certificate in		
	American Sign Language and fulfills the associate degree general education requirement for humanities and diversity and multiculturalism. This course		
	transfers to CSU.		
EFFECTIVE:	Fall 2026		
EQUATE:	Course currently equates with ASL-109 at SBVC		

COURSE ID:	ASL-102H	Fully Online / Partially Online
COURSE TITLE:	American Sign Language II - Honors	
RATIONALE:	The course provides an intermediate level communicate effectively with members of American Sign Language interpreters and Edgree applicable, a requirement for stude American Sign Language and fulfills the ass requirement for humanities and diversity a associate degree applicable and transfers to	the Deaf community, including Deaf educators. ASL 102H is associate ents earning an AA or certificate in sociate degree general education and multiculturalism. This course is
EFFECTIVE:	Fall 2026	
EQUATE:	Course currently equates with ASL-110 at S	SBVC

COURSE ID:	ASL-103H	Fully Online / Partially Online
COURSE TITLE:	American Sign Language III - Honors	
RATIONALE:	This course provides continued, more adva communicate effectively with members of American Sign Language interpreters and e associate degree applicable, a requirement certificate in American Sign Language and f education requirement for humanities and course is associate degree applicable and to	the Deaf community, including educators of the Deaf. ASL 103H is for students earning an AA or fulfills the associate degree general diversity and multiculturalism. This
EFFECTIVE:	Fall 2026	_
EQUATE:	Course currently equates with ASL-111 at S	BVC

COURSE ID:	CD-271	Fully Online / Partially Online
COURSE TITLE:	Administration I: Programs in Early Childho	ood Education
RATIONALE:	Update needed for CD CAP Alignment and six-year revision.	
EFFECTIVE:	Fall 2025	
EQUATE:	Course currently equates with CD-271 at SBVC	

COURSE ID:	ETHS-102	Fully Online / Partially Online
COURSE TITLE:	Culture and Historical Legacies: Introductio	n to African American Studies
RATIONALE:	An introductory African American Studies course provides a necessary resource	
	for students to gain knowledge of African A	American communities. African
	American Studies acknowledges and appre	ciates the contributions of African
	American communities to American society	y and culture. In addition, African
	American Studies contributes to the unders	standing of the history, culture and
	influential social movements of African Am	ericans, as well as about race and
	ethnic diversity in general. This course will	provide students an introduction to
	African American Studies as a discipline wit	th an emphasis on the justice system,
	activism, social movements, and contempo	orary social issues. This course is
	associate degree applicable and transfers to	o CSU.
EFFECTIVE:	Fall 2026	
EQUATE:	Course currently equates with ETHS 106 at	SBVC

COURSE ID:	ETHS-105	Fully Online / Partially Online
COURSE TITLE:	Solidarity and Community: Introduction to Asian American Studies	
RATIONALE:	An introductory Asian American Studies co students to gain knowledge of marginalized acknowledges and appreciates the contribut to American society and culture. Asian Americans, as well as about race and ethnic provide students an introduction to Asian Americans, on immigration, activism, social results issues. This course is associate degree app	d communities. Asian American Studies utions of Asian American communities erican Studies contributes to the deologies of social movements of Asian c diversity in general. This course will American Studies as a discipline with an movements, and contemporary social
EFFECTIVE:	Fall 2026	
EQUATE:	Course currently equates with ETHS 105 at	SBVC

COURSE ID:	ETHS-110	Fully Online / Partially Online
COURSE TITLE:	Indigenous Thought and Ways of Knowing: Introduction to Pasifika Studies	
RATIONALE:	An introductory Pacific Islander Studies coustudents to gain knowledge of indigenous of lens. Pacific Islander Studies acknowledges Pacific Islander communities to American's Islander Studies contributes to the underst influential social movements of Pacific Islandiversity in general. This course will provid Islanders Studies as a discipline with an emknowledge, ethnic identity, and contempor associate degree applicable and transfers to	communities through an indigenous and appreciates the contributions of cociety and culture. In addition, Pacific anding of the history, culture and ethnic ders, as well as about race and ethnic le students an introduction to Pacific aphasis on indigeneity, indigenous rary social issues. This course is
EFFECTIVE:	Fall 2026	
EQUATE:	Not currently equated with SBVC	

NEW COURSE - CORRECTION

COURSE ID:	COURSE TITLE:
KIN/N 950	Basics of Personal Training
CONTACT	27-54
HOURS:	
RATIONALE:	Originally sent to board on 03/13/25, with contact hours of 27
EFFECTIVE:	SUMMER 2025

INFORMATIONAL ITEMS

Rationale:	Updates based on CCCCO-required transfer degree review using new Cal-
nationate.	GETC submission forms.

Program:	Anthropology AA-T	
Revised Items:	ems: Course HIST-171 and HIST-171H replacement from List A to List C.	
	Remove PSYC-201 (formerly PSYCH-201) from LIST B	
Program Total:	Total Credit Hours: 18 - 20	
Effective:	Fall 2025	

Program:	Art History AA-T	
Revised Items:	Removing ARABIC-101 and ARABIC-102 (Inactive courses)	
	Removing JAPN-101, JAPN-102, SPAN-101 and SPAN-102 as higher-level language other than English is now required.	
	Adding Honors version, ENGL-160H in List C.	
Program Total:	Total Credit Hours: 18 - 20	
Effective:	Fall 2025	

Program:	English AA-T
Revised Item:	Removing JAPN-101, JAPN-102, SPAN-101 and SPAN-102 as higher-level language other than English is now required.
Program Total:	Total Credit Hours: 20
Effective:	Fall 2025

Program:	History AA-T
	Adding cross-listed course ETHS-107 (ANTHRO-107 & HIST-107)
Revised Items:	Adding Honors course, ENGL-160H
	Adding cross-listed course ETHS-141 and ETHS-141H (SOC-141)
	Removing ARABIC-101 and ARABIC-102 : Currently inactive courses.
	Removing JAPN-101, JAPN-102, SPAN-101, SPAN-102 and ASL-101 as higher level language other than English is now required.
Program Total:	Total Credit Hours: 18
Effective:	Fall 2025

Program:	Geology AS-T
Revised Item:	Removing CHEM 150H and 151H (Inactive courses)
Program Total:	Total Credit Hours: 26
Effective:	Fall 2025

Program:	Mathematics AS-T
Revised Items:	Removing CIS-114 and CIS-116 (Inactive courses)
	Adding Honors course, STAT-C1000H (formerly MATH-110H)
Program Total:	Total Credit Hours: 19-21
Effective:	Fall 2025

Program:	Nutrition and Dietetics AS-T
Revised Items:	Removing CHEM 150H and 151H (Inactive courses)
	Course ECON-100 replacement with ECON-200 or ECON-200H
Program Total:	Total Credit Hours: 25 - 33
Effective:	Fall 2025

Program:	Social Justice Studies AA-T
Revised Items:	Adding cross-listed course ETHS-106 (SOC-106)
	Adding cross-listed course ETHS-107 (ANTHRO-107 & HIST-107)
	Adding Honors course, ENGL-160H
Program Total:	Total Credit Hours: 18 - 19
Effective:	Fall 2025

Program:	Spanish AA-T
Revised Item:	Adding cross-listed course ETHS-163 (ENGL-163) in List A
Program Total:	Total Credit Hours: 23
Effective:	Fall 2025

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Gilbert Contreras, President, SBVC

PREPARED BY: Leticia Hector, Interim Vice President, Instruction, SBVC

DATE: April 10, 2025

SUBJECT: Curriculum – SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2025-2026 and 2026-2027 College Catalogs.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

None.



SAN BERNARDINO VALLEY COLLEGE SUBMITTED FOR BOARD OF TRUSTEE APPROVAL April 10, 2025

NEW COURSE

Addition to the 2025-2026 College Catalog

Course ID: KINCO 601

Course Title: Fundamentals of Coaching Hours: 12 - 16 hours per semester Lecture: 12 - 16 hours per semester

Course Description: This noncredit course introduces students to the fundamentals of coaching,

covering key principles, essential skills such as active listening and questioning, the recognition of coaching opportunities, and ethical considerations. By the end of the course, students will be equipped to engage confidently in basic coaching

conversations.

TOP Code: 0835.60

Equate: Course not offered a CHC.

Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
FTVM 132	FILM AND VIDEO PRODUCTION 1

Course Title: Film and Video Production I

Rationale: Correction - Updating course title for consistency.

Previous Board Approval: 11/14/2024 **Effective:** Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
FTVM 234	FILM AND VIDEO PRODUCTION 2

Course Title: Film and Video Production II

Rationale: Correction - Updating course title for consistency.

Previous Board Approval: 11/14/2024 Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
GEOG 100	MAP INTERPRETATION AND GEOSPATIAL ANALYSIS

Advisory: ECON 208 or STAT C1000 or STAT C1000H or PSYC 105

Rationale: Correction - Updating PSYCH 105 to PSYC 105

Previous Board Approval: 06/08/2023 **Effective:** Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
GIS 100	MAP INTERPRETATION AND GEOSPATIAL ANALYSIS

Advisory: ECON 208 or STAT C1000 or STAT C1000H or PSYC 105

Rationale: Correction - Updating PSYCH 105 to PSYC 105

Previous Board Approval: 06/08/2023 **Effective:** Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
GEOG 130	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Advisory: ECON 208 or STAT C1000 or STAT C1000H or PSYC 105

Rationale: Correction - Updating PSYCH 105 to PSYC 105

Previous Board Approval: 06/08/2023 **Effective:** Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
GIS 130	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Advisory: ECON 208 or STAT C1000 or STAT C1000H or PSYC 105

Rationale: Correction - Updating PSYCH 105 to PSYC 105

Previous Board Approval: 06/08/2023 **Effective:** Fall 2025

COURSE MODIFICATION

Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
HUMSV 198C	SOCIAL WORK AND HUMAN SERVICES FIELDWORK I

Rationale: Correction - Updating course content, methods of evaluations, and out of class

assignments to align with C-ID.

Previous Board Approval: 06/09/2022 Effective: Fall 2025

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 110Ax3	INTERCOLLEGIATE CROSS COUNTRY - MEN

Course ID: KINX 110x3

Course Description: This course is intended for members of the Men's Intercollegiate Cross-Country

team, incorporating comprehensive instruction and training. Instruction focuses on developing essential skills, fostering knowledge, technique refinement, devising effective strategies, optimizing conditioning, and enhancing teamwork - all crucial elements for success in intercollegiate cross-country competition. This

course may be taken three times for credit.

Equate: KINX 191Ax3 at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 111Ax3	INTERCOLLEGIATE CROSS COUNTRY - WOMEN

Course ID: KINX 111x3

Course Description: This course is intended for members of the Women's Intercollegiate Cross-

Country team, incorporating comprehensive instruction and training. Instruction focuses on developing essential skills, fostering knowledge, honing techniques, devising effective strategies, optimizing conditioning, and enhancing teamwork - all crucial elements for success in intercollegiate cross-country competition. This

course may be taken three times for credit.

Equate: KINX 190Ax3 at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 112Ax3	INTERCOLLEGIATE FOOTBALL - OFFENSE

Course ID: KINX 112x3

Course Description: This course is specifically designed for members of the Intercollegiate Football

Offense team, incorporating comprehensive instruction and training to cultivate skills, knowledge, techniques, strategies, conditioning, and teamwork essential for success in intercollegiate football competition. Emphasizing a commitment to Diversity, Equity, Inclusion, Anti-Racism, and Accessibility (DEIAA), the course provides a supportive and inclusive learning environment for all student athletes.

This course may be taken three times for credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 113Ax3	INTERCOLLEGIATE FOOTBALL - DEFENSE

Course ID: KINX 113x3

Course Description: This course is specifically designed for members of the Intercollegiate Football

Defense team, incorporating comprehensive instruction and training to cultivate skills, knowledge, techniques, strategies, conditioning, and teamwork essential for success in intercollegiate football competition. Emphasizing a commitment to Diversity, Equity, Inclusion, Anti-Racism, and Accessibility (DEIAA), the course provides a supportive and inclusive learning environment for all student athletes.

This course may be taken three times for credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 114Ax3	INTERCOLLEGIATE SOCCER - MEN

Course ID: KINX 114x3

Course Description: This course is designed for participants of the Men's Intercollegiate Soccer team,

offering comprehensive instruction and training in the skills, knowledge, techniques, strategies, conditioning, and teamwork essential for success in intercollegiate soccer competition. Embracing the principles of Diversity, Equity, Inclusion, Anti-Racism, and Accessibility (DEIAA), the course cultivates an inclusive and supportive learning environment that values the diverse backgrounds and abilities of all team members. This course may be taken three

times for credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 115Ax3	INTERCOLLEGIATE SOCCER - WOMEN

Course ID: KINX 115x3

Course Description: This course is designed for participants of the Women's Intercollegiate Soccer

team, offering comprehensive instruction and training in the skills, knowledge, techniques, strategies, conditioning, and teamwork essential for success in intercollegiate soccer competition. Embracing the principles of Diversity, Equity, Inclusion, Anti-Racism, and Accessibility (DEIAA), the course cultivates an inclusive and supportive learning environment that values the diverse backgrounds and abilities of all team members. This course may be taken three

times for credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 116Ax3	INTERCOLLEGIATE VOLLEYBALL - WOMEN

Course ID: KINX 116x3

Course Description: This course is designed specifically for members of the Women's Intercollegiate

Volleyball team, emphasizing inclusivity through a Diversity, Equity, Inclusion, Anti-Racism, and Accessibility (DEIAA) lens. Participants will receive comprehensive instruction and training covering essential techniques, strategic approaches, conditioning principles, and teamwork dynamics crucial for successful engagement in intercollegiate volleyball competition. This course may

be taken three times for credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 120Ax3	INTERCOLLEGIATE BASKETBALL - MEN, FALL

Course ID: KINX 120x4

Course Title: Intercollegiate Basketball - Men

Course Description: This course, embracing Diversity, Equity, Inclusion, Anti-Racism and Accessibility

(DEIAA) principles, is tailored for members of the Men's Intercollegiate Basketball team. It aims to deliver comprehensive instruction and training covering essential

skills, knowledge, techniques, strategies, conditioning, and teamwork necessary for successful participation in intercollegiate basketball competition. This course

may be taken four times for credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, title, description, outcomes, objectives, content,

assignments, and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 121Ax3	INTERCOLLEGIATE BASKETBALL - WOMEN, FALL

Course ID: KINX 121x4

Course Title: Intercollegiate Basketball - Women

Course Description: This course, embracing Diversity, Equity, Inclusion, Anti-Racism and Accessibility

(DEIAA) principles, is tailored for members of the Women's Intercollegiate Basketball team. It aims to deliver comprehensive instruction and training covering essential skills, knowledge, techniques, strategies, conditioning, and teamwork necessary for successful participation in intercollegiate basketball

competition. This course may be taken four times for credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, title, description, outcomes, objectives, content,

assignments, and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 130Ax3	INTERCOLLEGIATE BASEBALL

Course ID: KINX 130x3

Course Description: This course is designed for members of the Intercollegiate Baseball Team, with

a commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA). It offers comprehensive instruction and training covering various aspects crucial for intercollegiate baseball competition. Participants will receive guidance on essential skills, knowledge, techniques, strategies, conditioning, and fostering teamwork within a DEIA framework, ensuring a supportive and inclusive environment for all team members. This course may be taken three times for

credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 131Ax3	INTERCOLLEGIATE SOFTBALL

Course ID: KINX 131x3

Course Description: This course is designed for members of the Intercollegiate Softball Team, with a

commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA). It offers comprehensive instruction and training covering various aspects crucial for intercollegiate softball competition. Participants will receive guidance on essential skills, knowledge, techniques, strategies, conditioning, and fostering teamwork within a DEIA framework, ensuring a supportive and inclusive environment for all

team members. This course may be taken three times for credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 132Ax3	INTERCOLLEGIATE TRACK AND FIELD - MEN

Course ID: KINX 132x3

Course Description: This course is designed for members of the Men's Intercollegiate Track and Field

team, preparing them with the necessary skills, knowledge, techniques, strategies, conditioning, and teamwork essential for success in intercollegiate track and field competition. In line with our commitment to diversity, equity, inclusion, and accessibility (DEIA), the course ensures that all team members receive equitable opportunities for learning and growth, fostering an inclusive environment where each athlete's unique strengths contribute to the collective

success of the team. This course may be taken three times for credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE MODIFICATION

Changes to the 2026-2027 College Catalog

COURSE ID	COURSE TITLE
KINX 133Ax3	INTERCOLLEGIATE TRACK AND FIELD - WOMEN

Course ID: KINX 133x3

Course Description: This course is designed for members of the Women's Intercollegiate Track and

Field team, preparing them with the necessary skills, knowledge, techniques, strategies, conditioning, and teamwork essential for success in intercollegiate track and field competition. In line with our commitment to diversity, equity,

inclusion, and accessibility (DEIA), the course ensures that all team members receive equitable opportunities for learning and growth, fostering an inclusive environment where each athlete's unique strengths contribute to the collective success of the team. This course may be taken three times for credit.

Equate: Course not offered at CHC.

Rationale: Updating course ID, description, outcomes, objectives, content, assignments,

and textbooks.

Effective: Fall 2026

COURSE INACTIVATION KINX 110BX3 KINX 110CX3 **KINX 111BX3 KINX 111CX3 KINX 113CX3 KINX 112BX3** KINX 112CX3 KINX 113BX3 **KINX 115CX3 KINX 114BX3 KINX 114CX3 KINX 115BX3 KINX 120CX3 KINX 116BX3 KINX 116CX3 KINX 120BX3 KINX 120DX4** KINX 121BX3 **KINX 121CX3 KINX 121DX4 KINX 130BX3** KINX 130CX3 **KINX 131BX3 KINX 131CX3 KINX 132BX3** KINX 132CX3 **KINX 133BX3 KINX 133CX3**

Rationale: Courses are no longer offered.

Effective: Fall 2026

CERTIFICATE MODIFICATION

Accounting - Certificate of Achievement

The Accounting Certificate is designed to prepare students for entry-level positions, updating and maintaining accounting records, calculating disbursements and receipts, tracking accounts payable and receivable, and determining profit and loss.

REQUIRED COURSES:

Computerized Accounting	3.0
Financial Accounting	4.0
Managerial Accounting	4.0
Introduction to Business	3.0
Business Law	3.0
Business and Economic Statistics OR	4.0
Introduction to Statistics OR	4.0
H Introduction to Statistics – Honors	4.0
Principles of Macroeconomics OR	3.0
Principles of Macroeconomics – Honors	3.0
Principles of Microeconomics OR	3.0
Principles of Microeconomics – Honors	3.0
DED COURSES:	
Federal and State Individual Income Taxation	4.0
Payroll Accounting	3.0
College Algebra	4.0
Introduction to Computer Literacy	3.0
Spreadsheets: Excel	3.0
	Total: 27.0
	Financial Accounting Managerial Accounting Introduction to Business Business Law Business and Economic Statistics OR Introduction to Statistics OR Introduction to Statistics – Honors Principles of Macroeconomics OR Principles of Macroeconomics – Honors Principles of Microeconomics OR Principles of Microeconomics – Honors DED COURSES: Federal and State Individual Income Taxation Payroll Accounting College Algebra Introduction to Computer Literacy

This is a Gainful Employment Program

Rationale: Updating MATH 108/108H to STAT C1000/1000H.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Addiction Studies - Certificate of Achievement

This certificate is designed to provide students with career preparation at the vocational certificate level in the field of substance abuse intervention and counseling for those preparing for careers in substance use disorder counseling or other related human or social services fields.

REQUIRED COURSES:

HUMSV 130 Introduction to Addiction Studies: Drugs, Health, and Society	3.0
HUMSV 131 Co-Occur Disorders	3.0
HUMSV 132 Diverse Populations	3.0
HUMSV 133 Pharmacology	3.0
HUMSV 134 Family Dynamics of Addiction	3.0
HUMSV 135 Prevention, Intervention and Recovery	3.0
HUMSV 140 Case Management in Public Service	3.0
HUMSV 179 Law and Ethics	3.0
ONE COURSE FROM THE FOLLOWING:	
HUMSV 170 Introduction to Social Work and Human Services	3.0
ANTHRO 102 Cultural Anthropology OR	3.0
ANTHRO 102H Cultural Anthropology – Honors	3.0
PSYC C1000 Introduction to Psychology OR	3.0
PSYC C1000H Introduction to Psychology – Honors	3.0
SOC 100 Introduction to Sociology OR	3.0
SOC 100H Introduction to Sociology – Honors	3.0
REQUIRED FIELD WORK COURSES: Prior to field work courses, students must complete a	at a minimum:
HUMSV 130, HUMSV 136, and HUMSV 179.	
HUMSV 136 Addiction Studies: Basic Counseling I	3.0
HUMSV 137 Addiction Studies: Group Counseling II	3.0
HUMSV 230 Addiction Studies: Internship Seminar I	1.0
HUMSV 231 Addiction Studies: Internship Seminar II	1.0
HUMSV 232 Addiction Studies: Fieldwork I	2.5
HUMSV 233 Addiction Studies: Fieldwork II	2.5
	Total: 40.0

This is a Gainful Employment Program

Rationale: Updating PSYCH 100/100H to PSYC C1000/C1000H.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Automotive Clean Vehicle Technology - Certificate of Achievement

This certificate is designed to provide students with the fundamentals of alternative fuel and electric vehicle technology as it applies to the automotive industry. The curriculum prepares students for entry-level positions in alternative fuel/hybrid/electric vehicle maintenance, service and repair. Including alternative fuel and electric power technology.

		Total: 16.0
AUTO 065	Advanced Automotive Electrical Systems	4.0
HMDT 064	Auto/Truck Electrical Systems	4.0
AUTO 064	Auto/Truck Electrical Systems OR	4.0
AUTO 011L	Electric Vehicle (EV) and Alternative Fuel Vehicle – Laboratory	1.0
AUTO 011	Electric Vehicle (EV) and Alternative Fuel Vehicle	3.0
AUTO 010	Introduction to Hybrid and Electric Vehicle Technology	4.0

Total: 16.0-20.0

Rationale: Updating AUTO 065 course title.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Automotive Engine Performance - Certificate of Achievement

This certificate is designed to prepare students for entry level work as an engine performance specialist, diagnostic technician, or a state certified Smog check and repair technician. Students will become familiar with computer systems, hybrid and electrical systems, basic engine diagnosis, emissions repair, and the Smog certification test.

REQUIRED COURSES:

AUTO 062	Engine Performance	3.0
AUTO 062L	Engine Performance – Laboratory	1.0
AUTO 064	Auto/Truck Electrical Systems OR	4.0
HMDT 064	Auto/Truck Electrical Systems	4.0
AUTO 065	Advanced Automotive Electrical Systems	4.0
AUTO 090	Engine Repair	3.0
AUTO 090L	Engine Repair – Laboratory	1.0
_		

Complete the following or place into a transfer-level MATH course:

TECALC 087 Technical Calculations 4.0

This is a Gainful Employment Program

Rationale: Updating AUTO 065 course title.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Automotive Technician - Certificate of Achievement

This certificate is designed to prepare students for entry-level work as automotive technicians working in areas such as general automotive and hybrid repair and service.

AUTO 050	Automotive Brakes	3.0
AUTO 050L	Automotive Brakes – Laboratory	1.0
AUTO 052	Automotive Suspension and Steering	3.0
AUTO 052L	Automotive Suspension and Steering – Laboratory	1.0
AUTO 056	Automotive Heating and Air Conditioning	4.0
AUTO 062	Engine Performance	3.0
AUTO 062L	Engine Performance – Laboratory	1.0
AUTO 064	Auto/Truck Electrical Systems OR	4.0
HMDT 064	Auto/Truck Electrical Systems	4.0
AUTO 065	Advanced Automotive Electrical Systems	4.0
AUTO 075	Automatic Transmissions and Transaxles	3.0
AUTO 075L	Automatic Transmissions and Transaxles – Laboratory	1.0
AUTO 077	Manual Transmissions and Transaxles	3.0
AUTO 077L	Manual Transmissions and Transaxles – Laboratory	1.0
AUTO 084	General Automotive Technology	3.0
AUTO 084L	General Automotive Technology – Laboratory	1.0
AUTO 090	Engine Repair	3.0
AUTO 090L	Engine Repair – Laboratory	1.0
Complete the following or place into a transfer-level MATH course:		
TECALC 087	Technical Calculations	4.0

Total: 40.0-44.0

This is a Gainful Employment Program

Rationale: Updating AUTO 065 course title.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Business Administration - Certificate of Achievement

This certificate is designed to prepare students for entry-level work in the business field by providing the fundamentals of business organization and management as well as in marketing and business law.

REQUIRED COURSES:

ACCT 010	Bookkeeping OR	3.0
ACCT 200	Financial Accounting	4.0
BUSAD 050	Business Math	3.0
BUSAD 100	Introduction to Business	3.0
BUSAD 103	Marketing Principles	3.0
BUSAD 108	Personal Finance, Investments and Estate Planning	3.0
BUSAD 127	Business Communication	3.0
CIT 101	Introduction to Computer Literacy	3.0
COMM C100	0 Introduction to Public Speaking OR	3.0
COMM C100	0H Introduction to Public Speaking – Honors	3.0
		T 1 1 01 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Total: 24.0-25.0

This is a Gainful Employment Program

Rationale: Updating COMMST 100/100H to COMM C1000/C1000H.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Case Management in the Public Sector - Certificate of Achievement

This certificate is designed to prepare students for entry-level employment in case management in public social services setting, including the fundamentals of organizational structure, funding, evaluation, assessment and referral, employment services, and career paths.

REQUIRED COURSES:

HUMSV 140 Case Management in Public Service	3.0		
HUMSV 167 Crisis Intervention	3.0		
HUMSV 170 Introduction to Social Work and Human Services	3.0		
HUMSV 173 Helping and Interpersonal Skills	3.0		
REQUIRED FIELD WORK COURSES: HUMSV 170 must be completed prior to field work courses.	Also, it is		
recommended that students complete two courses from: HUMSV 140, 167, and 173.			
HUMSV 195A Social Work and Human Services Seminar I OR	1.0		
HUMSV 195B Human Services: Intern Seminar II	1.0		
HUMSV 198F Case Management Fieldwork	2.5		
REQUIRED GENERAL EDUCATION COURSES:	REQUIRED GENERAL EDUCATION COURSES:		
CIT 100 Introduction to Personal Computers	3.0		
COMM 111 Interpersonal Communication OR	3.0		
COMM 111H Interpersonal Communication – Honors	3.0		
COMM 174 Intercultural Communication	3.0		
ENGL C1000 Academic Reading and Writing OR	4.0		
ENGL C1000H Academic Reading and Writing – Honors	4.0		
PSYC C1000 Introduction to Psychology OR	3.0		
PSYC C1000H Introduction to Psychology – Honors	3.0		

Total: 31.5

This is a Gainful Employment Program

Rationale: Updating CCN courses.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Child Development - Master Teacher - Certificate of Achievement

The Master Teacher Certificate is designed to prepare students to supervise, mentor and assist other teachers and aides in a preschool or childcare and education setting. The Master Teacher Certificate requires 37 CD units which includes six specialization units and 4 units of CD Practicum/ Field Work experience with children preschool-12 years of age plus a minimum of 16 general education units. General Education units need to come from the each of the following categories and meet Valley College GE requirements: English, Social and Behavioral Sciences, Arts & Humanities and Math or Science.

This Certificate meets the course and unit requirement for the Master Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirement of 350 days of 3+ hours per day within 4 years.

REQUIRED COURSES:			
CD 105	Child Growth and Development OR	3.0	
CD 105H	Child Growth and Development-Honors	3.0	
CD 111	Observation and Assessment in Child Development	3.0	
CD 113	Principles and Practices of Teaching Young Children	3.0	
CD 114	Introduction to Curriculum	3.0	
CD 115	Health, Safety and Nutrition	3.0	
CD 126	Child, Family, and the Community	3.0	
CD 127	Guidance of Children	3.0	
CD 138	Teaching in a Diverse Society	3.0	
CD 270	Adult Supervision and Mentoring in Early Care and Education	3.0	
	nild Development Specialization Courses - 6 units from one specialization below:		
	rriculum Specialization:		
CD 130	Creative Music and Movement for Children	3.0	
CD 133	Creative Science and Math Activities for Children	3.0	
CD 134	Language, Listening and Literature for Children	3.0	
CD 136	Creative Art Experiences for Children	3.0	
CD 137	Play and Materials for Children	3.0	
Trauma Info	rmed Care and Guidance Specialization:		
CD 109	Childhood Stress and Trauma	3.0	
CD 127	Guidance of Children	3.0	
	er Specialization:		
CD 185	Infant/Toddler Growth and Development	3.0	
CD 186	Infant and Toddler Curriculum	3.0	
	Specialization:		
CD 160	Middle Childhood Development	3.0	
CD 061	Activities for School-Age Children	3.0	
	ds Specialization:		
CD 109	Childhood Stress and Trauma	3.0	
CD 244	Children with Special Needs	3.0	
CD 245	Early Intervention and Inclusion	3.0	
	Working With Children:		
CD 205	Child Development Practicum / Field Experience	4.0	

General Education – The courses below are recommended by the Child Development to fulfill the GE requirements for this Certificate and to meet the GE requirements for the CD Permit. Students must complete a

Total: 49.0

minimum of 16 units or one to two courses in each of the four general education areas in order to obtain a Master Teacher Permit through the California State Commission on Teacher Credentialing.

Arts and Humanities: (1-2 courses)

Complete one to two courses below or any course listed under Area 3 on the CalGETC General Education Pattern.

ART 103	Art Appreciation	3.0
MUS 100	Music Appreciation	3.0
MUS 100H	Music Appreciation – Honors	3.0

Social Sciences: (1-2 courses)*

Complete PSYC C1000 or PSYC 1000H or any course listed under Area 4 on the CalGETC General Education Pattern. Note: one course must be in a subject other than Child Development (CD).

PSYC C1000 Introduction to Psychology	3.0
PSYC C1000H Introduction to Psychology – Honors	3.0

Math or Science (1 course)

Complete one course below or any course listed under Area 2 or Area 5 on the CalGETC General Education Pattern.

BIOL 100	General Biology	4.0
GEOG 110	Physical Geography	3.0
PSYC 105	Statistics for the Behavioral Sciences OR	4.0
ECON 208	Business and Economic Statistics OR	4.0
STAT C1000	Introduction to Statistics OR	4.0
STAT C1000H	Introduction to Statistics – Honors	4.0

English or Oral Communications: (1 course)

Complete one course below:

ENGL C1000 Academic Reading and Writing	4.0
ENGL C1000H Academic Reading and Writing – Honors	4.0
COMM C1000 Introduction to Public Speaking	3.0
COMM C1000H Introduction to Public Speaking – Honors	3.0

^{*}Students may choose one to two courses in this Social Sciences category as needed to reach 16 General Education units.

This is a Gainful Employment Program

Rationale: Updating courses to align with CCN and updating CalGETC language.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Child Development - Site Supervisor - Certificate of Achievement

The Site Supervisor Certificate is designed to prepare students with the knowledge and skills necessary to be qualified as a preschool or childcare center site supervisor.

Students completing a Site Supervisor Certificate meet the academic requirements for the CD Site Supervisor Permit. Please note that the field experience requirement for the Site Supervisor Permit requires 350 days of 3+ hours per day within four years including at least 100 days of supervising adults. With this Certificate, and a CD Site Supervisor Permit, students qualify to be Child Development Center Directors in private Title 22 Programs as long as they also have two years of teaching experience in a licensed center.

CD 105	Child Growth and Development OR	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0

CD 126	Child, Family, and the Community	3.0
CD 138	Teaching in a Diverse Society	3.0
CD 270	Adult Supervision and Mentoring in Early Care and Education	3.0
CD 271	Administration I: Programs in Early Childhood Education	3.0
CD 272	Administration II: Personnel and Leadership in Early Childhood Education	3.0
	s from the following:	
CD 130	Creative Music and Movement for Children	3.0
CD 133	Creative Science and Math Activities for Children	3.0
CD 134	Language, Listening and Literature for Children	3.0
CD 136	Creative Art Experiences for Children	3.0
CD 137	Play and Materials for Children	3.0
	from the following:	
CD 160	Middle Childhood Development	3.0
CD 061	Activities for School-Age Children	3.0
CD 100	Introduction to Child Development	3.0
CD 109	Childhood Stress and Trauma	3.0
CD 127	Guidance of Children	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 186	Infant and Toddler Curriculum	3.0
CD 244	Children with Special Needs	3.0
	working with children:	4.0
CD 205	Child Development Practicum / Field Experience OR	4.0
CD 215	Early Intervention and Inclusion Internship	4.0
	ication – The courses below are recommended by the Child Development Department to	
	ents for this Certificate and to meet the GE requirements for the CD Permit. Students must	
	ourses in each of the four general education areas in order to obtain a Site Supervisor Perm	
	a State Commission on Teacher Credentialing, and students must have at least 60 units	to quality
	upervisor Permit.	
	glish Composition	4.0
	Academic Reading and Writing OR OH Academic Reading and Writing – Honors	4.0
	nematical Concepts and Quantitative Reasoning	4.0
PSYC 105	Statistics for the Behavioral Sciences OR	4.0
ECON 208	Business and Economic Statistics OR	4.0
	Introduction to Statistics OR	4.0
	H Introduction to Statistics – Honors	4.0
	manities and Fine Arts (2 courses)	4.0
	o courses below or any two courses listed under Area 3A on the CalGETC General Educ	ation
Pattern.	o courses below or arry two courses listed under Area 3A on the Galder C General Eddo	ation
ASL 109	American Sign Language I	4.0
ART 103		3.0
MUS 100	Music Appreciation OR	3.0
MUS 100H	Music Appreciation – Honors	3.0
	al & Behavioral Sciences - (1 course)	3.0
	SYC C1000 or PSYC C1000H or any course listed under Area 4 on the CalGETC General E	Education
•	e: one course must be in a subject other than Child Development (CD).	Ladoation
	Introduction to Psychology OR	3.0
	OH Introduction to Psychology – Honors	3.0
	sical and Biological Sciences - (1 course with a lab)	0.0
	e course below or any course listed under Area 5 with a lab on the CalGETC General Edu	ıcation
Pattern.	2 33 25 25.6 W S. G., COG. CO HOLOG GINGO FRICA O WILL G IGD OF THE OGIOE TO CONTOUR EUC	, 500.011
BIOL 100	General Biology	4.0
D.OL 100	35.15.3. 31010g)	

Note: Students may be eligible for the Child Development AA Degree if they complete one additional course in each of the following areas: Area 1B, Area 1C, Area 3, and Area 6.

Total: 60.0-64.0

This is a Gainful Employment Program

Rationale: Updating courses to align with CCN and updating CalGETC language.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Child Development - Teacher - Certificate of Achievement

The Teacher Certificate is designed for individuals working with children in a preschool or childcare setting. The certificate focuses on developing age-appropriate curriculum for the classroom and observation/assessment of children. The Teacher Certificate requires 31 CD units which includes 4 units of CD Practicum/ Field Work with young children plus 16 general education units as specified.

This Certificate meets the course and unit requirement for the Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirements of 175 days of 3+ hours per day within 4 years.

REQUIRED COURSES: OD 105

CD 105	Child Growth and Development OR	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
CD 138	Teaching in a Diverse Society	3.0
Two curricu	ulum courses from the following:	
CD 130	Creative Music and Movement for Children	3.0
CD 133	Creative Science and Math Activities for Children	3.0
CD 134	Language, Listening and Literature for Children	3.0
CD 136	Creative Art Experiences for Children	3.0
CD 137	Play and Materials for Children	3.0
Required C	D Practicum/Field Work experience with children:	
CD 205	Child Development Practicum / Field Experience	4.0

General Education - The courses below are recommended by the Child Development to fulfill the GE requirements for this Certificate and to meet the GE requirements for the CD Permit. Students must complete a minimum of 16 units or one to two courses in each of the four general education areas in order to obtain a Teacher Permit through the California State Commission on Teacher Credentialing.

Humanities and Fine Arts: (1-2 courses)*

Complete one to two courses below or any course listed under Area 3 on the CalGETC General Education Pattern.

ASL 109	American Sign Language I	4.0
ART 103	Art Appreciation	3.0
MUS 100	Music Appreciation	3.0
MUS 100H	Music Appreciation – Honors	3.0

Social Sciences (1-2 courses)

Complete PSYC C1000 or PSYC C1000H or any course listed under Area 4 on the CalGETC General Education Pattern. Note: one course must be in a subject other than Child Development (CD).

PSYC C1000 Introduction to Psychology OR	3.0
PSYC C1000H Introduction to Psychology – Honors	3.0

Math or Science (1 course)

Complete one course below	or any course listed under	Area 2 or Area 5 on the	CalGETC General Education
Pattern			

BIOL 100	General Biology	4.0
GEOG 110	Physical Geography	3.0
	, , ,	
PSYC 105	Statistics for the Behavioral Sciences OR	4.0
ECON 208	Business and Economic Statistics OR	4.0
STAT C1000	Introduction to Statistics OR	4.0
STAT C1000H	Hintroduction to Statistics – Honors	4.0
English or La	inguage Arts (1 course)	
Complete one	course below:	
ENGL C1000	Academic Reading and Writing	4.0
ENGL C1000I	H Academic Reading and Writing – Honors	4.0
COMM C1000	Introduction to Public Speaking	3.0
COMM C1000	OH Introduction to Public Speaking – Honors	3.0
RECOMMEN	DED COURSES:	
CD 109	Childhood Stress and Trauma	3.0
CD 185	Infant/Toddler Growth and Development	3.0
CD 244	Children with Special Needs	3.0
*Students may	choose one to two courses in this Humanities and Fine Arts category as needed to	reach 16
General Educ	ation units.	

Total: 47.0

This is a Gainful Employment Program

Rationale: Updating courses to align with CCN and updating CalGETC language.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Digital Marketing - Certificate of Achievement

Our Digital Marketing Certificate program offers comprehensive training in the ever-evolving landscape of digital marketing, equipping participants with the essential skills and knowledge needed to excel in today's competitive online marketplace. Through a blend of theoretical insights and hands-on practical exercises, students delve into topics ranging from social media marketing and search engine optimization to content strategy and data analytics. Led by industry experts, this program provides a deep understanding of digital marketing tools and techniques, empowering participants to develop effective marketing strategies, drive online engagement, and achieve measurable results for businesses of all sizes. Whether you're a marketing professional seeking to enhance your skills or an aspiring digital marketer aiming to break into the field, our certificate program offers the perfect pathway to success in the dynamic world of digital marketing.

REQUIRED COURSES:

FTVM 198	Media Practicum	3.0
FTVM 110	Audio Performance	3.0
FTVM 114	Editing I	3.0
ART 161	Digital Photography	3.0
COMM 136	Introduction to Public Relations	3.0
FTVM 132	Film and Video Production I	3.0
		Total: 18.0

This is a Gainful Employment Program

Rationale: Updating COMMST 136 to COMM 136

Effective: Fall 2025

CERTIFICATE MODIFICATION

Graphic Design - Certificate of Achievement

The Graphic Design Certificate prepares students for entry-level jobs as graphic designers and for those who are looking for experience with industry level design programs.

REQUIRED COURSES:

ENGL C1000	Academic Reading and Writing OR	4.0
	H Academic Reading and Writing – Honors	4.0
ART 100	Art History: The Stone Age to the Middle Ages	3.0
ART 144	Typography and Visual Communication	3.0
ART 145	Introduction to Digital Applications for Graphic Design	3.0
ART 148	Fundamental Graphic Design Principles and Digital Practices	3.0
ART 149	Design Thinking in Visual Communication	3.0
ART 161	Digital Photography	3.0
ART 186	Interactive Web Design	3.0
ART 280	Beginning 3D Digital Animation and Visualization	3.0
	ory Course from the Following: (3 units)	
ART 102	Art History: Renaissance to Present	3.0
ART 102H	Art History: Renaissance to Present – Honors	3.0
ART 105	History of Modern Art	3.0
ART 107	Art History: Africa, Oceania and the Americas	3.0
ART 108	Art of Mexico and Mesoamerica	3.0
	DED COURSES:	
ART 120	Two-Dimensional Design	3.0
ART 121	Three-Dimensional Design	3.0
ART 124A	Beginning Drawing	3.0
ART 126A	Beginning Painting	3.0
ART 132A	Beginning Life Drawing	3.0
ART 185	Beginning Website Design	3.0
BUSAD 100	Introduction to Business	3.0
		Total: 31.0

This is a Gainful Employment Program

Rationale: Updating ENGL 101/101H to ENGL C1000/C1000H.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Historical Documentary Production - Certificate of Achievement

This certificate prepares students for entry-level work in documentary film and news production with an emphasis on historical perspectives and how those relate to documentary filmmaking. Students will research topics pertaining to equity and inclusion and create documentary media content that can be aired on KVCR - TV (PBS).

FTVM 114	Editing I	3.0
FTVM 130	Film and TV Production Basics OR	3.0
FTVM 132	Film and Video Production I	3.0
FTVM 198	Media Practicum	3.0
Select two co	ourses from the following:	
HIST 107	Native American Experiences in U.S. History OR	3.0
HIST 107H	Native American Experiences in U.S. History – Honors OR	3.0
ETHS 107	Native American Experiences in U.S. History OR	3.0
ETHS 107H	Native American Experiences in U.S. History – Honors	3.0
HIST 137	Experiences of Racial and Ethnic Groups in U.S. History	3.0

3.0

3.0 **Total: 33.5**

HIST 138	The African American Experience in U.S. History to 1877	3.0
HIST 139	The African American Experience in U.S. History from 1877	3.0
HIST 140	Chicano Experiences in U.S. History OR	3.0
HIST 140H	Chicano Experiences in U.S. History – Honors	3.0
HIST 142	Experiences of Asian Americans in U.S. History	3.0
		Total: 15.0

Rationale: Updating FTVM 132 course title.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Human Services - Certificate of Achievement

This certificate is designed to prepare students for entry-level employment in human services with a knowledge of intervention methodologies at the individual, group, and community levels.

	i metriodologies at the individual, group, and community levels.		
REQUIRED C			
	Crisis Intervention	3.0	
	Introduction to Social Work and Human Services	3.0	
	Group and Family Dynamics	3.0	
HUMSV 173	Helping and Interpersonal Skills	3.0	
HUMSV 179	Law and Ethics	3.0	
One course f	rom the following:		
SOC 110	Social Problems	3.0	
SOC 110H	Social Problems – Honors	3.0	
SOC 141	Race and Ethnic Relations	3.0	
SOC 141H	Race and Ethnic Relations – Honors	3.0	
ETHS 141	Race and Ethnic Relations	3.0	
ETHS 141H	Race and Ethnic Relations – Honors	3.0	
Two Courses	from the Following:		
HUMSV 130	Introduction to Addiction Studies: Drugs, Health, and Society	3.0	
HUMSV 131	Co-Occur Disorders	3.0	
HUMSV 132	Diverse Populations	3.0	
HUMSV 134	Family Dynamics of Addiction	3.0	
HUMSV 135	Prevention, Intervention and Recovery	3.0	
HUMSV 140	Case Management in Public Service	3.0	
HUMSV 147	Career Specialist	3.0	
	IELD WORK COURSES: A minimum of four Human Services courses are required from:		
167, 170, 172, 173, and 179. Courses must be completed with a grade of C or better prior to fieldwork courses.			
THE FOLLOV	VING TWO COURSES ARE TO BE TAKEN CONCURRENTLY: (3 units)		
HUMSV 195A	Social Work and Human Services Seminar I	1.0	
	Social Work and Human Services Fieldwork I	2.0	
THE FOLLOV	VING TWO COURSES ARE TO BE TAKEN CONCURRENTLY: (3.5 units)		
HUMSV 195B	Human Services: Intern Seminar II	1.0	
HUMSV 198D	Human Services Fieldwork II	2.5	
One course f	rom the following:		
ANTHRO 102	Cultural Anthropology OR	3.0	
	H Cultural Anthropology – Honors	3.0	
	Introduction to Psychology OR	3.0	
PSYC C1000H	H Introduction to Psychology – Honors	3.0	
000 400	In the advertible of the Openial and Openial	0.0	

SOC 100

SOC 100H

Introduction to Sociology OR

Introduction to Sociology – Honors

Total: 18.0

Rationale: Updating PSYCH 100/100H to PSYC C1000/C1000H.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Information Security and Cyber Defense - Certificate of Achievement

A comprehensive introduction to the principles of Information Assurance, Information Systems Security, and Cyber Defense. Program content and outcomes are aligned with industry certifications and the recommendations of the National Security Administration/US Department of Homeland Security. Includes practical experiences with the application of Information Assurance principles to Systems and Network Administration.

REQUIRED COURSES:

CIT 101	Introduction to Computer Literacy	3.0
CIT 110	Information and Communications Technology Essentials	4.0
CIT 155	Systems and Network Administration	3.0
CIT 160	Introduction to Information Systems Security	3.0
CIT 232	Computer Network Fundamentals	3.0
Computer Pr	ogramming - One Course from the Following:	
CS 120	Introduction to Visual Basic.NET	4.0
CIT 215	Database Management Systems	3.0
Statistics - O	ne Course from the Following:	
ECON 208	Business and Economic Statistics	4.0
STAT C1000	Introduction to Statistics	4.0
STAT C1000H	Hintroduction to Statistics – Honors	4.0
		Total: 23.0-24.0

This is a Gainful Employment Program

Rationale: Updating MATH 108/108H to STAT C1000/C1000H.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Journalism - Certificate of Achievement

Embark on a transformative journey into the realm of journalism with our specialized Certificate in Journalism, focusing on writing, video creation, and documentary production. This immersive program offers aspiring journalists a unique opportunity to develop a comprehensive skill set tailored to the demands of modern media. Through a carefully crafted curriculum, students will delve into the art of storytelling through the written word, mastering the fundamentals of journalistic writing techniques, narrative structure, and style. Additionally, students will explore the captivating realm of documentary filmmaking, gaining hands-on experience in research, interviewing, and production to create powerful and impactful documentaries. This certificate program provides a dynamic and supportive learning environment where creativity thrives and innovation flourishes. Whether you're aspiring to launch a career in journalism, enhance your existing skill set, or pursue a passion project, this certificate will equip you with the tools and knowledge needed to excel in today's diverse and dynamic media landscape. Join us and unleash your potential as a storyteller and media innovator.

REQUIRED COURSES:

ENGL 122	Journalism Production: Introduction	3.0
ENGL 123	Journalism Production: Intermediate	3.0
FTVM 114	Editing I	3.0
FTVM 133	Broadcast News	3.0
FTVM 198	Media Practicum	3.0
COMM 136	Introduction to Public Relations	3.0

This is a Gainful Employment Program

Rationale: Updating COMMST 136 to COMM 136.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Media Development - Certificate of Achievement

This certificate is designed to prepare students for career paths in story development and production planning for film, tv, and media. The emphasis is in writing and production planning.

REQUIRED COURSES:

FTVM 102	Introduction to Film and Media Aesthetics	3.0
FTVM 120	Writing for Streaming and Broadcast	3.0
FTVM 121	Writing for Cinema	3.0
FTVM 122	Acting and Directing for Television and Film OR	3.0
FTVM 130	Film and TV Production Basics	3.0
		Total: 12.0

Rationale: Updating FTVM 120 and FTVM 121 course titles.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Production - Certificate of Achievement

The Production Certificate is designed to prepare students for career paths in film, tv, and media production. It emphasizes production of short narrative, documentary, and long form media content. Note: Students who wish to pursue the Associates in Media Production the department advises students to take FTVM 102.

REQUIRED COURSES:

FTVM 130	Film and TV Production Basics	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
FTVM 131	Cinematography	3.0
FTVM 233	TV Studio Production OR	3.0
FTVM 234	Film and Video Production II OR	3.0
FTVM 235	Cinema Production	3.0
		Total: 12.0

Rationale: Updating FTVM 234 course title.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Water Supply Technology - Certificate of Achievement

The Water Supply Technology Certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the water supply, delivery, and treatment operations. [The Water Supply Technology Certificate should not be confused with certification issued by the State Water Resources Control Board, California Water Environment Association (CWEA), or the American Water Works Association (AWWA). Certification by the State of California requires the qualified individual to: 1) pass an examination administered by the State Water Resources Control Board, California Water Environment Association (CWEA), or American Water Works Association (AWWA); 2) meet the experience and/or educational minimum requirements; 3) and, submit a certification application with the applicable fee.

REQUIRED COURSES:

CIT 031	Business English	3.0
WST 075	Water/Wastewater Chemistry and Analysis	4.0
WST 052	Water Technology Math OR	3.0
WST 053	Wastewater Technology Math	3.0
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Six courses from the following: (18 Units)

WST 031	Water Use Efficiency Practitioner I	3.0
WST 034	Introduction to Water Resource Management	3.0
WST 037	Environmental Laws and Regulations	3.0
WST 038	Geographic Information Systems (GIS) in Water Resources	3.0
WST 045	Backflow Prevention Devices	3.0
WST 048	Cross-Connection Control	3.0
WST 061	Water Distribution I	3.0
WST 062	Water Distribution II	3.0
WST 071	Water Treatment I	3.0
WST 072	Water Treatment II	3.0
WST 081	Wastewater Collection I	3.0
WST 082	Wastewater Collection II	3.0
WST 086	Electrical Instrumentation for Water and Wastewater Operations	3.0
WST 088	Pumps and Motors	3.0
WST 091	Wastewater Treatment I	3.0
WST 092	Wastewater Treatment II	3.0
RECOMME	NDED COURSES:	
CIT 101	Introduction to Computer Literacy	3.0
WST 098	Water Supply Technology Work Experience	1.4-4.0
		Total: 28.0

This is a Gainful Employment Program

Rationale: Adding WST 088 to course list.

Effective: Fall 2025

CERTIFICATE MODIFICATION

Web and Multimedia Design - Certificate of Achievement

The Web and Multimedia Design Certificate provides students with a strong foundation in digital media allowing them to adapt and respond to dynamic trends in web technologies. In this certificate program students engage in practical, hands-on, realistic projects. The program provides students with the entry level competencies for employment as a Web Developer or other position which requires knowledge to produce a variety of computer, Web, and/or multimedia graphics.

TIL GOTTLD	30011020.	
ENGL C1000	Academic Reading and Writing OR	4.0
ENGL C1000	H Academic Reading and Writing – Honors	4.0
ART 120	Two-Dimensional Design	3.0
ART 148	Fundamental Graphic Design Principles and Digital Practices	3.0
ART 161	Digital Photography	3.0
ART 185	Beginning Website Design	3.0
ART 186	Interactive Web Design	3.0
ONE COURS	SE FROM THE FOLLOWING: (3 units)	
ART 149	Design Thinking in Visual Communication	3.0
ART 280	Beginning 3D Digital Animation and Visualization	3.0
BUSAD 100	Introduction to Business	3.0
ONE ART HIS	STORY FROM THE FOLLOWING: (3 units)	
ART 100	Art History: The Stone Age to the Middle Ages	3.0
ART 102	Art History: Renaissance to Present	3.0
ART 102H	Art History: Renaissance to Present – Honors	3.0
ART 105	History of Modern Art	3.0
ART 107	Art History: Africa, Oceania and the Americas	3.0
ART 108	Art of Mexico and Mesoamerica	3.0
		Total: 25.0

Total: 27.0

This is a Gainful Employment Program

Rationale: Updating ENGL 101/101H to ENGL C1000/C1000H.

Effective: Fall 2025

DEGREE MODIFICATION

Accounting - A.A. Degree

The Associate of Arts (AA) - in accounting - is designed to provide fundamental skills for individuals planning to enter the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, payroll clerk, credit clerk, bookkeeper, accounting intern, tax preparer or comparable positions. This AA program focuses on entry-level accounting skills including communication and ethics needed in today's professional environment. The program provides a fundamental understanding of not only essential practitioner skills but also addresses the unique skills needed by an entry-level accountant. Accounting topics include - financial accounting, managerial accounting, federal taxation, payroll, bookkeeping and the use of business application and accounting software.

REQUIRED COURSES:

ACCT 047	Computerized Accounting	3.0
ACCT 200	Financial Accounting	4.0
ACCT 201	Managerial Accounting	4.0
BUSAD 100	Introduction to Business	3.0
BUSAD 210	Business Law	3.0
ECON 208	Business and Economic Statistics OR	4.0
STAT C1000	Introduction to Statistics OR	4.0
STAT C1000H	Introduction to Statistics – Honors	4.0
ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
RECOMMEN	DED COURSES:	
ACCT 030	Federal and State Individual Income Taxation	4.0
ACCT 090	Payroll Accounting	3.0
CIT 101	Introduction to Computer Literacy	3.0
CIT 114	Spreadsheets: Excel	3.0
MATH 102	College Algebra	4.0

Rationale: Updating MATH 108/108H to STAT C1000/C1000H.

Effective: Fall 2025

DEGREE MODIFICATION

Audio Production - A.A. Degree

The Associates Degree in Audio Production is an immersive program which provides students with the chance to explore the essential functions of audio production. Students will earn their degree while learning industry level hardware and software systems. The students will gain knowledge of the technical while forming their creative voice. This is done through focusing on sound design and audio production techniques.

FTVM 130	Film and TV Production Basics	3.0
FTVM 111	Studio Audio Production	3.0
FTVM 112	Film Audio Production	3.0
FTVM 110	Audio Performance	3.0
Four courses from the following:		
FTVM 213	Radio and Podcast Operations	3.0

FTVM 114	Editing I	3.0
FTVM 233	TV Studio Production	3.0
MUS 123	Electronic Music I	3.0
THART 131	Sound for Stage and Screen	3.0
Work Experi	ence - Complete a minimum of three units from the following:	
FTVM 098	Media Arts Work Experience OR	1.0-4.0
FTVM 198	Media Practicum	3.0
Electives - T	wo Courses:	
FTVM 234	Film and Video Production II	3.0
FTVM 235	Cinema Production	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
FTVM 132	Film and Video Production I	3.0
FTVM 133	Broadcast News	3.0
FTVM 134	Sports Broadcasting	3.0
	•	Total: 30.0-31.0

Rationale: Updating FTVM 132 and FTVM 234 course titles.

Effective: Fall 2025

DEGREE MODIFICATION

Automotive Clean Vehicle Technology - A.S. Degree

This degree is designed to provide students with the fundamentals of alternative fuel and electric vehicle technology as it applies to the automotive industry. The curriculum prepares students for entry-level positions in alternative fuel/hybrid/electric vehicle maintenance, service and repair, including alternative fuel and electric power technology.

REQUIRED COURSES:

AUTO 010	Introduction to Hybrid and Electric Vehicle Technology	4.0
AUTO 011	Electric Vehicle (EV) and Alternative Fuel Vehicle	3.0
AUTO 011L	Electric Vehicle (EV) and Alternative Fuel Vehicle – Laboratory	1.0
AUTO 064	Auto/Truck Electrical Systems OR	4.0
HMDT 064	Auto/Truck Electrical Systems	4.0
AUTO 065	Advanced Automotive Electrical Systems	4.0
AUTO 050	Automotive Brakes	3.0
AUTO 050L	Automotive Brakes – Laboratory	1.0
AUTO 052	Automotive Suspension and Steering	3.0
AUTO 052L	Automotive Suspension and Steering – Laboratory	1.0
RECOMMEN	DED COURSES:	
ELECTR 110	Direct Current Circuit Analysis	3.0
ELECTR 111	Direct Current Circuit Laboratory	1.0
ELECTR 115	Alternating Current Circuit Analysis	3.0
ELECTR 116	Alternating Current Circuit Laboratory	1.0
	•	Total: 24.0

Rationale: Updating AUTO 065 course title.

Effective: Fall 2025

DEGREE MODIFICATION

Automotive Engine Performance - A.S. Degree

This degree is designed to prepare students for entry-level work as an engine performance specialist, diagnostic technician, or a state certified Smog check and repair technician. Students will become familiar with computer systems, hybrid and electrical systems, basic engine diagnosis, emissions repair, and the Smog certification test. To graduate with a specialization in Engine Performance, students must complete all requirements for the

certificate with a grade of C or better plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:

AUTO 062	Engine Performance	3.0
AUTO 062L	Engine Performance – Laboratory	1.0
AUTO 064	Auto/Truck Electrical Systems OR	4.0
HMDT 064	Auto/Truck Electrical Systems	4.0
AUTO 065	Advanced Automotive Electrical Systems	4.0
AUTO 090	Engine Repair	3.0
AUTO 090L	Engine Repair – Laboratory	1.0
TECALC 087	Technical Calculations	4.0

Total: 20.0

Rationale: Updating AUTO 065 course title.

Effective: Fall 2025

DEGREE MODIFICATION

Automotive Technician - A.S. Degree

The Automotive Technology curriculum is designed to concentrate on technically related courses in the repair of today's high-tech computerized automobile. Upon completion of the program, the degree holder will be able to seek employment as an entry level automobile repair technician in a dealership or the aftermarket service area and can move into advanced automotive opportunities such as service advising and manufacturer corporate positions.

REQUIRED COURSES:

AUTO 050	Automotive Brakes	3.0
AUTO 050L	Automotive Brakes – Laboratory	1.0
AUTO 052	Automotive Suspension and Steering	3.0
AUTO 052L	Automotive Suspension and Steering – Laboratory	1.0
AUTO 056	Automotive Heating and Air Conditioning	4.0
AUTO 062	Engine Performance	3.0
AUTO 062L	Engine Performance – Laboratory	1.0
AUTO 064	Auto/Truck Electrical Systems OR	4.0
HMDT 064	Auto/Truck Electrical Systems	4.0
AUTO 065	Advanced Automotive Electrical Systems	4.0
AUTO 075	Automatic Transmissions and Transaxles	3.0
AUTO 075L	Automatic Transmissions and Transaxles – Laboratory	1.0
AUTO 077	Manual Transmissions and Transaxles	3.0
AUTO 077L	Manual Transmissions and Transaxles – Laboratory	1.0
AUTO 084	General Automotive Technology	3.0
AUTO 084L	General Automotive Technology – Laboratory	1.0
AUTO 090	Engine Repair	3.0
AUTO 090L	Engine Repair – Laboratory	1.0
		Total: 40.0

Rationale: Updating AUTO 065 course title.

Effective: Fall 2025

DEGREE MODIFICATION

Business Administration - A.A. Degree

The Business Administration Associate of Arts degree helps students start or advance careers in the business field. By enrolling in this degree program, students will develop skills required to plan, organize, make effective decisions, communicate, and lead complex organizations. For those already working in the business field, but lack the education to advance their career, obtaining an associate of arts degree in Business Administration can help move to the next level. Two of the greatest benefits of a career in business administration are the flexibility and choice of industries that offer employment. Business Administration graduates can work in fields such as Human Resources, Marketing, Pre-law, Small Business, International Management, Sales, Accounting, Banking Finance, Management, and Import/Export.

REQUIRED COURSES:

ACCT 200	Financial Accounting	4.0
ACCT 201	Managerial Accounting	4.0
ECON 208	Business and Economic Statistics OR	4.0
STAT C1000	Introduction to Statistics OR	4.0
STAT C1000H	H Introduction to Statistics – Honors	4.0
BUSAD 100	Introduction to Business	3.0
BUSAD 103	Marketing Principles	3.0
BUSAD 210	Business Law	3.0
CIT 101	Introduction to Computer Literacy	3.0
ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
ECON 201	Principles of Microeconomics OR	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0

Total: 30.0

Rationale: Updating MATH 108/108H to STAT C1000/C1000H.

Effective: Fall 2025

DEGREE MODIFICATION

Environmental Science - A.S. Degree

The goals of the Environmental Science program are to: 1) meet the needs of students who are majoring in one of the diverse fields encompassed by environmental science, and 2) provide options for students fulfilling general education science requirements.

Awareness of the issues of environmental quality, environmental racism, and environmental justice are increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Within the human population, socioeconomically and politically disenfranchised communities oftentimes suffer the consequences of polluted environments when compared with more advantaged communities. This is one of the many aspects of structural racism. This degree helps students to understand how environmental racism, environmental justice, and multiculturalism are vital components of the environmental landscape.

Environmental Science Majors need to complete an interdisciplinary set of core requirements that provide a basic understanding of the physical, biological, and social sciences and the relevance of these sciences to environmental processes and issues. In addition, the coursework will prepare students for related baccalaureate majors, including biology, chemistry, engineering, geography, geographic information systems (GIS), geology, mathematics, oceanography, and physics. For non-majors, the program's goal is to educate students to make better-informed choices about key environmental, health, and justice issues.

Students planning to transfer to a four-year institution and major in Environmental Science should consult with a counselor regarding the transfer process and institution-specific lower-division requirements. In upper division and graduate studies, students majoring in environmental science usually specialize in areas such as

environmental toxicology, public health, environmental law, education, environmental economics, soil and water science, restoration ecology, environmental landscaping, environmental management, urban planning, and related careers.

To graduate with a specialization in Environmental Science, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

REQ	UIRED	COURSES:	

ENVSCI 100	Introduction to Environmental Science	3.0
BIOL 205	Cell and Molecular Biology	4.0
BIOL 206	Organismal Biology	4.0
CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0
ECON 201	Principles of Microeconomics OR	3.0
ECON 201H		3.0
POLS C1000	American Government and Politics OR	3.0
POLS C1000	H American Government and Politics – Honors	3.0
GEOG 110	Physical Geography	3.0
MATH 250		4.0
MATH 251	•	4.0
ONE OF THE	FOLLOWING:	
GEOG 111	Physical Geography Laboratory OR	1.0
GEOG 111H	Physical Geography Laboratory – Honors	1.0
GEOL 101	Introduction to Physical Geology	3.0
GEOL 111	Introduction to Physical Geology Laboratory	1.0
ONE OF THE	FOLLOWING PHYSICS COURSE SEQUENCES:	
PHYSIC 151	General Physics for the Life Sciences I AND	4.0
PHYSIC 152	General Physics for the Life Sciences II OR	4.0
PHYSIC 202	Physics I AND	4.0
PHYSIC 203	Physics II AND	4.0
PHYSIC 204	Physics III	4.0
TWO COURS	SES FROM THE FOLLOWING:	
BIOL 104	Human Ecology	3.0
BIOL 207	Evolutionary Ecology	4.0
CHEM 205	Quantitative Chemical Analysis	5.0
CHEM 212	Organic Chemistry I	5.0
CHEM 213	Organic Chemistry II	5.0
GEOG 130	Introduction to Geographic Information Systems (GIS) OR	3.0
GIS 130	Introduction to Geographic Information Systems (GIS)	3.0
STAT C1000	Introduction to Statistics OR	4.0
STAT C1000H	H Introduction to Statistics – Honors	4.0
MATH 266	Ordinary Differential Equations	4.0
		Total: 50.0-63.0

Rationale: Updating courses to align with CCN.

Effective: Fall 2025

DEGREE MODIFICATION

Film - A.A. Degree

The Associate of Arts Degree in Film offers students specified professional paths in direction, camera operation, post-production, and story development. The first half of the program provides an overview of all facets of filmmaking. During the student's last half of the program, they will specialize in the area of their choice. In all areas of specialization, students are exposed to a significant amount of practical work experience on film sets.

REQUIRED COURSES:

FTVM 112	Film Audio Production	3.0
FTVM 114	Editing I	3.0
FTVM 130	Film and TV Production Basics OR	3.0
FTVM 131	Cinematography	3.0
FTVM 120	Writing for Streaming and Broadcast OR	3.0
FTVM 121	Intermediate Screen, Media, and Broadcast Writing	3.0
Work Experi	ence - Complete a minimum of three units from the following:	
FTVM 098	Media Arts Work Experience OR	1.0-4.0
FTVM 198	Media Practicum	3.0
One Pathway	y from the Following:	
Directing Pa	thway - Take Five Courses:	
THART 120	•	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
FTVM 132	Film and Video Production I	3.0
THART 136	Introduction to Theatre Design	3.0
FTVM 234	Film and Video Production II	3.0
FTVM 235	Cinema Production	3.0
	opment Pathway - Take Four Courses:	
THART 105	Script Analysis	3.0
FTVM 120	Writing for Streaming and Broadcast OR	3.0
FTVM 121	Intermediate Screen, Media, and Broadcast Writing	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
THART 166	Improvisational Acting	3.0
FTVM 110	Audio Performance	3.0
FTVM 111	Studio Audio Production	3.0
FTVM 132	Film and Video Production I	3.0
Story Develo	opment Electives - Two Courses:	
FTVM 234	Film and Video Production II	3.0
FTVM 235	Cinema Production	3.0
FTVM 114	Editing I	3.0
FTVM 215	Editing II	3.0
FTVM 216	Color Correction for Film and Media	3.0
Post-Produc	tion Pathway - Take Four Courses:	
FTVM 111	Studio Audio Production	3.0
FTVM 215	Editing II	3.0
FTVM 216	Color Correction for Film and Media	3.0
ART 145	Introduction to Digital Applications for Graphic Design	3.0
ART 280	Beginning 3D Digital Animation and Visualization	3.0
	tion Electives - Two Courses:	
FTVM 234	Film and Video Production II	3.0
FTVM 235	Cinema Production	3.0
FTVM 110	Audio Performance	3.0
FTVM 120	Writing for Streaming and Broadcast	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
Camera Ope	ration Pathway - Take Four Courses:	
FTVM 131	Cinematography	3.0
FTVM 234	Film and Video Production II	3.0
FTVM 235	Cinema Production	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
ART 161	Digital Photography	3.0
ART 124A	Beginning Drawing	3.0
Camera Ope	ration Electives - Two Courses:	

Total: 30.0-34.0

FTVM 234	Film and Video Production II	3.0
FTVM 235	Cinema Production	3.0
FTVM 114	Editing I	3.0
FTVM 215	Editing II	3.0
FTVM 122	Acting and Directing for Television and Film	3.0

Rationale: Updating FTVM 120, 132, and 234 course titles.

Effective: Fall 2025

DEGREE MODIFICATION

Geography - A.S. Degree

The Associate of Science Degree in Geography provides a transfer path to four-year baccalaureate degrees, and it serves the diverse needs of students who wish to obtain a broad and an in-depth understanding of the field. Additionally, this degree allows students to examine the environmental and spatial science of geography, including physical and cultural landscapes across the Earth. Courses in Geography prepare students interested in careers in environmental studies, environmental and social justice, education, engineering, urban planning, politics, law, and architecture.

The environmental and spatial science of geography examines physical and human landscapes across the Earth. As a spatial science, physical and human location and patterns on Earth's surface are central to the study of geography. It includes the study of all forces of nature and the consequences of those forces, with an emphasis on human-environment interactions.

Geography integrates multiple physical and social sciences and includes: the nature and interactions of the atmosphere and the land, plants and animals, the Earth's waters, weather, climate, the Earth's dynamic surface, landforms and soil, and the way people have inhabited and altered the Earth by creating various forms of agriculture, language, religion, and cities.

Students planning to transfer to a four-year institution as a geography major should consult with a counselor regarding the transfer process and lower division requirements.

To graduate with a specialization in Geography, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

REQUIRED COURSES:

GEOG 102	Cultural Geography	3.0		
GEOG 110	Physical Geography	3.0		
GEOG 111	Physical Geography Laboratory OR	1.0		
GEOG 111H	Physical Geography Laboratory – Honors	1.0		
12 UNITS FR	OM THE FOLLOWING:			
GEOG 100	Map Interpretation and Geospatial Analysis OR	3.0		
GIS 100	Map Interpretation and Geospatial Analysis	3.0		
GEOG 106	Geographic Perspectives on the Environment	3.0		
GEOG 114	Weather and Climate	4.0		
GEOG 118	California Geography	3.0		
GEOG 120	World Regional Geography	3.0		
GIS 130	Introduction to Geographic Information Systems (GIS) OR	3.0		
GEOG 130	Introduction to Geographic Information Systems (GIS)	3.0		
GIS 133	GIS Cartography and Base Map Development	3.0		
ECON 208	Business and Economic Statistics OR	4.0		
STAT C1000	Introduction to Statistics OR	4.0		
STAT C1000H	Introduction to Statistics – Honors	4.0		
RECOMMEN	RECOMMENDED COURSES:			
ECON 100	Introduction to Economics	3.0		
POLS C1000	American Government and Politics OR	3.0		
POLS C1000I	H American Government and Politics – Honors	3.0		

POLS 141	Introduction to World Politics OR	3.0
POLS 141H	Introduction to World Politics – Honors	3.0
SOC 100	Introduction to Sociology OR	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
	•	Total: 19.0

Rationale: Updating courses to align with CCN.

Effective: Fall 2025

DEGREE MODIFICATION

Human Services - A.A. Degree

To graduate with an Associate Degree with one of the following Human Services certificate specializations, (1) Addiction Studies, (2) Case Management in the Public Sector, or (3) Human Services, students must complete all of the requirements for the appropriate certificate with a grade of "C" or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

Another option for students who want to graduate with an Associate Degree in Human Services, without one of the above certificate specializations, is to complete 18 units from the following required courses for the Human Services major plus the general education breadth requirements for the Associate Degree (minimum total=60 units).

REQUIRED COURSES:

	00.1020.		
HUMSV 170	Introduction to Social Work and Human Services	3.0	
HUMSV 172	Group and Family Dynamics	3.0	
HUMSV 173	Helping and Interpersonal Skills	3.0	
HUMSV 179	Law and Ethics	3.0	
Two courses	s from the following:		
HUMSV 130	Introduction to Addiction Studies: Drugs, Health, and Society	3.0	
HUMSV 131	Co-Occur Disorders	3.0	
HUMSV 132	Diverse Populations	3.0	
HUMSV 134	Family Dynamics of Addiction	3.0	
HUMSV 135	Prevention, Intervention and Recovery	3.0	
HUMSV 140	Case Management in Public Service	3.0	
HUMSV 167	Crisis Intervention	3.0	
Required Behavioral Foundation Course: (3 units)			
PSYC C1000	Introduction to Psychology OR	3.0	
PSYC C1000	H Introduction to Psychology – Honors	3.0	
SOC 100	Introduction to Sociology OR	3.0	
SOC 100H	Introduction to Sociology – Honors	3.0	

Rationale: Updating courses to align with CCN.

Effective: Fall 2025

DEGREE MODIFICATION

Information Systems and Technology - A.S. Degree

To graduate with a specialization in Information Systems and Technology students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units). The A.S. Degree in Information Systems and Technology is designed to prepare students who wish to pursue a Bachelor Degree from a four-year institution.

REQUIRED COURSES:

ECON 208 Business and Economic Statistics OR

Total: 21.0

2 0

STAT C1000	Introduction to Statistics OR	4.0
STAT C1000	H Introduction to Statistics – Honors	4.0
BUSAD 210	Business Law	3.0
CIT 101	Introduction to Computer Literacy	3.0
CIT 116	Database Management: Access	3.0
CIT 140	Introduction to Systems Analysis and Design	3.0
CIT 160	Introduction to Information Systems Security	3.0
CIT 215	Database Management Systems	3.0
CIT 232	Computer Network Fundamentals	3.0
CS 120	Introduction to Visual Basic.NET	4.0
MATH 102	College Algebra OR	4.0
MATH 151	Precalculus	4.0
RECOMMENDED COURSES:		
CS 215	Programming with Java	4.0
CS 077	Introduction to C-Sharp	4.0
		Total: 33.0

Rationale: Updating MATH 108/108H to STAT C1000/C1000H

Effective: Fall 2025

DEGREE MODIFICATION

Kinesiology - A.A. Degree

The Kinesiology Associate of Arts Degree provides students with an education in the core aspects of the Exercise of Science, Pedagogical, and Health and Human Performance. Lecture and laboratory course content offers a comprehensive understanding of the human body and wellness. This degree will prepare students to transfer to a 4-year institution, enter the workforce, and establish lifelong healthy and fit lifestyle habits.

REQUIRED COURSES:

IZINI OOO

KIN 200	Introduction to Kinesiology	3.0
PSYC C1000	Introduction to Psychology OR	3.0
PSYC C1000H	Introduction to Psychology – Honors	3.0
One Health C	ourse from the Following:	
HEALTH 100	Introduction to Public Health	3.0
	Personal Health and Wellness	3.0
HEALTH 103	Introduction to Holistic Health	3.0
	Women's Health	3.0
•	Course Sequence:	
BIOL 250	Human Anatomy and Physiology I AND	4.0
BIOL 251	Human Anatomy and Physiology II OR	4.0
BIOL 260	Human Anatomy AND	4.0
BIOL 261	Human Physiology	4.0
	Fitness: One Course from the Following: (1 Unit Minimum)	
KINF 100A	Beginning Pilates Mat	1.0
KINF 100B	Intermediate Pilates Mat	1.0
KINF 100C	Advanced Pilates Mat	1.0
KINF 101A	Beginning Boxing for Fitness	1.0
KINF 101B	Intermediate Boxing for Fitness	1.0
KINF 101C	Advanced Boxing for Fitness	1.0
KINF 102A	Beginning Spinning	1.0
KINF 102B	Intermediate Spinning	1.0
KINF 102C	Advanced Spinning	1.0
KINF 105A	Beginning Low Impact Aerobics	1.0
KINF 105B	Intermediate Low Impact Aerobics	1.0

KINF 105C	Advanced Law Impact Acrobics	1.0
	Advanced Low Impact Aerobics	
KINF 108A	Beginning Weight Training	1.0
KINF 108B	Intermediate Weight Training	1.0
KINF 108C	Advanced Weight Training	1.0
KINF 112A	Beginning Body Conditioning	1.0
KINF 112B	Intermediate Body Conditioning	1.0
KINF 112C	Advanced Body Conditioning	1.0
KINF 115A	Beginning HIIT	1.0
KINF 115B	Intermediate HIIT	1.0
KINF 115C	Advanced HIIT	1.0
KINF 127A	Beginning Walking for Fitness	1.0
KINF 127B	Intermediate Walking for Fitness	1.0
KINF 127C	Advanced Walking for Fitness	1.0
KINF 132A	Beginning Distance Running	1.0
KINF 132B	Intermediate Distance Running	1.0
KINF 132C	Advanced Distance Running	1.0
KINF 138A	Beginning Physical Fitness	1.0
KINF 138B	Intermediate Physical Fitness	1.0
KINF 138C	Advanced Physical Fitness	1.0
KINF 142A	Beginning Conditioning for Sports	1.0
KINF 142B	Intermediate Conditioning for Sports	1.0
KINF 142C	Advanced Conditioning for Sports	1.0
KINF 154A	Beginning Hiking for Fitness	1.0
KINF 154B	Intermediate Hiking for Fitness	1.0
KINF 154C	Advanced Hiking for Fitness	1.0
KINF 168A	-	1.0
KINF 168B	Beginning Yoga	1.0
	Intermediate Yoga	
KINF 168C	Advanced Yoga	1.0
KINF 184A	Beginning Karate	1.0
KINF 184B	Intermediate Karate	1.0
KINF 184C	Advanced Karate	1.0
KINF 190A	Beginning Tai Chi	1.0
KINF 190B	Intermediate Tai Chi	1.0
KINF 190C	Advanced Tai Chi	1.0
	- Sports or Athletics: One Course from the Following:	
KINS 100A	Beginning Baseball	1.0
KINS 100B	Intermediate Baseball	1.0
KINS 100C	Advanced Baseball	1.0
KINS 103A	Beginning Badminton	1.0
KINS 103B	Intermediate Badminton	1.0
KINS 103C	Advanced Badminton	1.0
KINS 104A	Beginning Basketball	1.0
KINS 104B	Intermediate Basketball	1.0
KINS 104C	Advanced Basketball	1.0
KINS 107A	Beginning Ultimate Frisbee	1.0
KINS 107B	Intermediate Ultimate Frisbee	1.0
KINS 107C	Advanced Ultimate Frisbee	1.0
KINS 108A	Beginning Football	1.0
KINS 108B	Intermediate Football	1.0
KINS 108C	Advanced Football	1.0
KINS 110A	Beginning Futsal	1.0
KINS 110B	Intermediate Futsal	1.0

KINS 110C	Advanced Futsal	1.0
KINS 112A	Beginning Indoor Soccer	1.0
KINS 112B	Intermediate Indoor Soccer	1.0
KINS 112C	Advanced Indoor Soccer	1.0
KINS 116A	Beginning Soccer	1.0
KINS 116B	Intermediate Soccer	1.0
KINS 116C	Advanced Soccer	1.0
KINS 120A	Beginning Softball	1.0
KINS 120B	Intermediate Softball	1.0
KINS 120D KINS 120C	Advanced Softball	1.0
KINS 120C KINS 124A		
	Beginning Volleyball	1.0
KINS 124B	Intermediate Volleyball	1.0
KINS 124C	Advanced Volleyball	1.0
KINS 150A	Beginning Table Tennis	1.0
KINS 150B	Intermediate Table Tennis	1.0
KINS 150C	Advanced Table Tennis	1.0
KINX 090x4		1.0-2.0
	Intercollegiate Cross Country – Men	3.0
	Intercollegiate Cross Country - Men Pre-Season Athletics	1.0
KINX 110Cx3	Intercollegiate Cross Country - Men Off-Season Athletics	2.0
KINX 111Ax3	Intercollegiate Cross Country – Women	3.0
KINX 111Bx3	Intercollegiate Cross Country Women Pre-Season Athletics	1.0
KINX 111Cx3	Intercollegiate Cross Country - Women Off-Season Athletics	2.0
	Intercollegiate Football – Offense	3.0
	Intercollegiate Football - Offense Pre-Season Athletics	1.0
	Intercollegiate Football - Offense Off-Season Athletics	2.0
	Intercollegiate Football – Defense	3.0
	Intercollegiate Football - Defense Pre-Season Athletics	1.0
	Intercollegiate Football - Defense Off-Season Athletics	2.0
	Intercollegiate Soccer – Men	3.0
	Intercollegiate Soccer - Men Pre-Season Athletics	1.0
	Intercollegiate Soccer - Men Off-Season Athletics	2.0
	Intercollegiate Soccer – Women	3.0
	Intercollegiate Soccer - Women Pre-Season Athletics	1.0
	Intercollegiate Soccer - Women Off-Season Athletics	2.0
	Intercollegiate Volleyball – Women	3.0
	Intercollegiate Volleyball - Women Pre-Season Athletics	1.0
		2.0
	Intercollegiate Volleyball - Women Off-Season Athletics	1.5
	Intercollegiate Basketball - Men, Fall	
	Intercollegiate Basketball - Men, Spring	1.5
	Intercollegiate Basketball - Men Pre-Season Athletics	1.5-2.0
	Intercollegiate Basketball - Men Off-Season Athletics	0.5-1.0
	Intercollegiate Basketball - Women, Fall	1.5
	Intercollegiate Basketball - Women, Spring	1.5
	Intercollegiate Basketball - Women Pre-Season Athletics	1.5-2.0
	Intercollegiate Basketball - Women Off-Season Athletics	0.5-1.0
	Intercollegiate Baseball	3.0
	Intercollegiate Baseball Pre-Season Athletics	2.0
	Intercollegiate Baseball Off-Season Athletics	1.0
	Intercollegiate Softball	3.0
KINX 131Bx3	Intercollegiate Softball Pre-Season Athletics	2.0
KINX 131Cx3	Intercollegiate Softball Off-Season Athletics	1.0

	3 Intercollegiate Track and Field – Men	3.0
KINX 132Bx3	3 Intercollegiate Track and Field - Men Pre-Season Athletics	2.0
KINX 132Cx3	3 Intercollegiate Track and Field - Men Off-Season Athletics	1.0
KINX 133Ax3	3 Intercollegiate Track and Field – Women	3.0
KINX 133Bx3	3 Intercollegiate Track and Field - Women Pre-Season Athletics	2.0
KINX 133Cx3	3 Intercollegiate Track and Field - Women Off-Season Athletics	1.0
Electives - T	wo courses:	
CHEM 101	Introductory Chemistry	4.0
FN 162	Introduction to Food and Nutrition	3.0
KIN 101	Sports Psychology	3.0
KIN 104	Exercise Nutrition	3.0
KIN 106	Athletic Administration	3.0
KIN 202	History of Physical Education and Sport in the United States	3.0
KIN 203	Theory of Coaching	3.0
KIN 205	Sports Management	3.0
KIN 231	First Aid and CPR	3.0
KIN 232	Prevention and Care of Athletic Injuries	3.0
KIN 236	Stress Management and Wellness	3.0
		Total: 25 0-28

Total: 25.0-28.0

Rationale: Updating PSYCH 100/100H to PSYCH C1000/C1000H and adding KINX 090x4.

Effective: Fall 2025

DEGREE MODIFICATION

Library Technology - A.A. Degree

The Library Technology Degree equips students for professions in libraries or information management, encompassing modern technology and traditional print media. This curriculum is tailored to prepare individuals for roles as paraprofessionals in various library settings, including public, school, academic, or special libraries, as well as related industries.

REQUIRED COURSES:

LIB 063	Reader's Advisory	2.0
LIB 064	Introduction to Library Services	2.0
LIB 065	Public Services	2.0
LIB 066	Acquisitions	2.0
LIB 067	Cataloging and Classification	2.0
LIB 070	Library Technology and Computer Services	2.0
LIB 110	Information Literacy and Research	3.0
Two Courses	s from the Following:	
LIB 062	Care and Repair of Library Materials	1.0
LIB 071	Youth Services and Programs	2.0
LIB 072	School Library Media Centers	2.0
LIB 073	Library Digital Archives and Resources	2.0
One Literatur	re Course from the Following:	
ENGL 140	Exploring the World of Science Fiction	3.0
ENGL 141	Mystery and Detective Fiction	3.0
ENGL 153	Literature and Film	3.0
ENGL 161	Women Writers	3.0
ENGL 163	Chicana/o Literature	3.0
ETHS 163	Chicana/o Literature	3.0
ENGL 165	African-American Literature	3.0
ETHS 165	African-American Literature	3.0
ENGL 260	American Literature to Mid 19th Century	3.0

ENGL 260H American Literature to 1865 – Honors 3.0
ENGL 261 American Literature from 1865 to Present 3.0

Total: 21.0-22.0

Rationale: Adding ENGL 260H to course list.

Effective: Fall 2025

DEGREE MODIFICATION

Social Justice, Advocacy, and Community - A.A. Degree

The Associate of Arts Degree in Social Justice, Advocacy and Community is designed to provide students with a comprehensive understanding of the complex social, political and economic issues that contribute to social inequalities and injustices. Courses in this program will cover a range of topics, including the history and theories of social justice, the role of advocacy and activism in effecting change, and the principles and practices of community organizing. Graduates of this program will be well-equipped to pursue further education in related fields, or to enter the workforce in a variety of roles, such as community organizer, social worker, activist, policy analyst, or advocate. They will be prepared to make a positive impact in their communities and to contribute to the ongoing struggle for social justice and equity.

REQUIRED COURSES:

ILQUINED C		
ETHS 100	Introduction to Ethnic Studies	3.0
	Introduction to Public Speaking OR	3.0
	0H Introduction to Public Speaking – Honors	3.0
ECON 200	Principles of Macroeconomics OR	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
MUS 108	History of Hip Hop Music	3.0
COMM 135	Mass Media and Society OR	3.0
FTVM 103	Ethnicity and Identity in Media OR	3.0
ETHS 103	Ethnicity and Identity in Media	3.0
SOC 110	Social Problems OR	3.0
SOC 110H	Social Problems – Honors	3.0
SOC 141	Race and Ethnic Relations OR	3.0
SOC 141H	Race and Ethnic Relations – Honors OR	3.0
ETHS 141	Race and Ethnic Relations OR	3.0
ETHS 141H	Race and Ethnic Relations – Honors	3.0
SOC 150	Aging and the Life Course	3.0
POLS 139	Service Learning: Community Leadership OR	3.0
POLS 139H	Service Learning: Community Leadership – Honors	3.0
POLS 150	Introduction to Public Policy	3.0
SDEV 103	Career Exploration and Life Planning OR	3.0
SDEV 103H	Career Exploration and Life Planning – Honors	3.0
One course f	rom the following:	
ANTHRO 108	Introduction to Native American Studies	3.0
ETHS 108	Introduction to Native American Studies	3.0
HIST 107	Native American Experiences in U.S. History	3.0
HIST 107H	Native American Experiences in U.S. History – Honors	3.0
ETHS 107	Native American Experiences in U.S. History	3.0
ETHS 107H	Native American Experiences in U.S. History – Honors	3.0
HIST 139	The African American Experience in U.S. History from 1877	3.0
HIST 142	Experiences of Asian Americans in U.S. History	3.0
Health - One	course from the following:	
	Introduction to Public Health	3.0
HEALTH 101	Personal Health and Wellness	3.0
HEALTH 104	Women's Health	3.0

Total: 40.0-41.0

Self-Care - One course from the following:

DANCE 105A	Beginning Jazz Dance	2.0
KINF 127A	Beginning Walking for Fitness	1.0
KINF 154A	Beginning Hiking for Fitness	1.0
MUS 150X4	Mixed Chorus	1.0

Rationale: Updating courses to align with CCN.

Effective: Fall 2025

DEGREE MODIFICATION

Television - A.A. Degree

The Associate in Art degree in Television is designed to prepare students for career paths in the television and streaming industries in a variety of areas, including serialized narrative and documentary, remote and studio production, writing, preproduction, and editing. Students will learn the basics of television production within the first half of the program then choose between an emphasis in either unscripted or scripted content for television and streaming.

RFO	UIRED	COL	IRSFS:
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FTVM 130	Film and TV Production Basics	3.0
FTVM 114	Editing I	3.0
FTVM 111	Studio Audio Production	3.0
FTVM 233	TV Studio Production	3.0
Work Experie	ence - Complete a minimum of three units from the following:	
FTVM 098	Media Arts Work Experience OR	1.0-4.0
FTVM 198	Media Practicum	3.0
One Pathway	r from the Following:	
Unscripted P	athway - Take Four Courses:	
FTVM 198	Media Practicum	3.0
FTVM 133	Broadcast News	3.0
FTVM 134	Sports Broadcasting	3.0
FTVM 215	Editing II	3.0
FTVM 216	Color Correction for Film and Media	3.0
Unscripted E	ilectives - Two Courses:	
FTVM 234	Film and Video Production II	3.0
FTVM 235	Cinema Production	3.0
FTVM 114	Editing I	3.0
FTVM 215	Editing II	3.0
FTVM 216	Color Correction for Film and Media	3.0
Scripted Pati	hway - Take Four Courses:	
FTVM 120	Writing for Streaming and Broadcast	3.0
FTVM 121	Writing for Cinema	3.0
FTVM 122	Acting and Directing for Television and Film	3.0
FTVM 234	Film and Video Production II	3.0
FTVM 131	Cinematography	3.0
FTVM 235	Cinema Production	3.0
		Total: 27.0-33.0

Rationale: Updating FTVM 120 and FTVM 234 course titles.

Effective: Fall 2025

DEGREE MODIFICATION

Water Technology - A.S. Degree

The Water Supply Technology Program is designed to serve students who are employed or interested in employment in water/wastewater occupations. The program provides technical classes in water distribution, water treatment, wastewater collection, and wastewater treatment. The courses prepare students to upgrade their skills and/or prepare them for certification examinations from the California State Water Resource Control Board, the American Water Works Association, and the California Water Environment Association. The certificate program is designed to prepare students for entry level jobs in water treatment, water distribution, and wastewater reclamation industries. The associate of science degree graduates often work in city, county, or state agencies in positions such as plant operator, engineering technician, surface water manager, environmental laboratory coordinator, and industrial pre-treatment coordinator.

To graduate with a specialization in Water Technology, students must complete the following required courses in addition to the general breadth requirements for Associate of Science degree (total = 60 units).

REQUIRED COURSES:

		Total: 25.0
WST 098	Water Supply Technology Work Experience	1.0-4.0
CIT 101	Introduction to Computer Literacy	3.0
RECOMME	NDED COURSES:	
WST 092	Wastewater Treatment II	3.0
WST 091	Wastewater Treatment I	3.0
WST 088	Pumps and Motors	3.0
WST 086	Electrical Instrumentation for Water and Wastewater Operations	3.0
WST 082	Wastewater Collection II	3.0
WST 081	Wastewater Collection I	3.0
WST 072	Water Treatment II	3.0
WST 071	Water Treatment I	3.0
WST 062	Water Distribution II	3.0
WST 061	Water Distribution I	3.0
WST 048	Cross-Connection Control	3.0
WST 045	Backflow Prevention Devices	3.0
WST 038	Geographic Information Systems (GIS) in Water Resources	3.0
WST 036	Water Utility Management	3.0
WST 031	Water Use Efficiency Practitioner I	3.0
Five course	es from the following:	
WST 075	Water/Wastewater Chemistry and Analysis	4.0
WST 037	Environmental Laws and Regulations	3.0
WST 034	Introduction to Water Resource Management	3.0
	000110201	

Rationale: Adding WST 088 to course list.

Effective: Fall 2025

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: April 10, 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 EmployeesPresented for Information April 10, 2025

[v.3.18.2025.p.2|2]

2024 - 2025 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Barrie, Trinette	CHC	Counseling	Counseling
Bogh, Debbie	CHC	Counseling	Counseling
Chavira, Rejoice	CHC	Counseling	Counseling
Clement, Brooke	CHC	Counseling	Counseling
Garcia, Claudia	CHC	Counseling	Counseling
Grabow , James	CHC	Counseling	Counseling
Hoehn, Marisela	CHC	Counseling	Counseling
Macamay, Mariana	CHC	Counseling	Counseling
McAtee, Robert	CHC	Counseling	Counseling
Muller, Katherine	CHC	Counseling	Counseling
Rivera, Ernesto	CHC	Counseling	Counseling
Scott, Shella	CHC	Counseling	Counseling
Shum, Chang	CHC	Counseling	Counseling
Sosa, Sara	CHC	Counseling	Counseling
Sternard, Evan	CHC	Counseling	Counseling
Wilson, Debbie	CHC	Counseling	Counseling
Xayaphanthong, Soutsakone	CHC	Counseling	Counseling

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: April 10, 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 April 10, 2025

[v.3.24.2025.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Dijkstra, Benjamin Human Resources Generalist DSO Human Resources	04/14/25	Confidential 15A	Christine Ayala	Human Resources General Fund	TBD
Smith, Amanda Associate Dean Student Health & Wellness CHC Health & Wellness Center	04/28/25	Management 21C	New	Student Health Fee & Mental Health Grant Fund	TBD

[†]Live Scan clearance pending; employee will not start without clearance.

^{*}Salary placement to be determined upon verification of education and experience.

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: April 10, 2025

SUBJECT: Consideration of Approval of Confidential/Supervisory Job Description

Revision

RECOMMENDATION

It is recommended that the Board of Trustees approve the confidential/supervisory job description revisions as attached.

- 1. Job Description Update
 - a. Human Resources EEO, Compliance, and Legal Analyst

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.





Confidential/Supervisory Range: 21

Board Approved: 02/13/25Pending Board Approval: 04/10/25

P. 1|4

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Under the general direction of the Vice Chancellor 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. This position will assist with learning and development programs that promote personal and career development, social connection, and a sense of belonging.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- Assumes a proactive and innovative leadership role in the vision and implementation of meaningful
 District-wide professional development activities, which comply with District and state objectives in
 professional development
- 2. Support district professional development for all groups, including mandatory training, compliance, and a bias education program.
- 1.3. 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.
- 2.4. 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.
- 3.5. Support and may conduct highly confidential and time-sensitive investigations such as Title IX, sexual harassment, or discrimination. 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.
- 4.6. Assist in collecting and analyzing data related to the implementation and outcomes of recruitment and retention strategies or initiatives.
- 5.7. 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.



Confidential/Supervisory Range: 21

Board Approved: 02/13/25Pending Board Approval: 04/10/25

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- 8. Select providers and consultants to conduct training and workshops based on investigation trends or issues; conduct individual program evaluations, analyze performance indicators, and prepare reports.
- 6.9. 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.
- 7.10. 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.
- 11. Designs, plans, and implements leadership, mentorship, and other related programs, including employee orientation sessions. Works with campuses to implement programs and support orientation for all groups.
- 8.12. 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.
- 10.13. 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.
- 11.14. Supports, trains, leads and collaborates with investigators on matters such as discrimination, harassment, and sexual misconduct.
- 15. Compiles human resources (HR) data and prepares reports and/or surveys to assess the department's metrics and those of related areas.
- 12.16. Perform 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:

- 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.



Confidential/Supervisory Range: 21

Board Approved: 02/13/25Pending Board Approval: 04/10/25

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- 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.
- 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.



Confidential/Supervisory Range: 21

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 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 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.

<u>Physical</u>: 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.

<u>Vision</u>: 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.

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Gilbert Contreras President, SBVC

Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services,

and Health and Safety Administration

DATE: April 10, 2025

SUBJECT: Consideration of Approval to Grant Tenure

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure for the academic employees on the attached list.

OVERVIEW

The campus Tenure Review Committees are recommending approval of tenure to faculty members per the attached list.

ANALYSIS

Each academic employee has received four fully satisfactory evaluations per Article 16, Evaluation Procedure, Section F. 7. of the CTA Agreement.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There is no financial implication with this board item.





Approval to Grant Tenure Submitted for Board Approval April 10, 2025

[v.3.20.2025.p.2|2]

Employee Name	Site	Division
Ghazaleh, Rema	SBVC	Student Services

Amendment: Correct the division submitted to the March 2025 Board from Science to Student Services.

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: April 10, 2025

SUBJECT: Consideration of Approval of Management Job Description and

Placement on the Management Salary Schedule

RECOMMENDATION

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

- 1. Job Description
 - Police Compliance Manager

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.





Police Compliance Manager

Management Range: 10

Pending Board Approval: 04/10/2025

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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

Oversees federally mandated statistical tracking and reporting, including Clery Act compliance. Maintains databases and reporting systems, develops police records policies, and liaises with external agencies. Assists in policy development, provides training, and ensures regulatory compliance.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- 1. Ensures District compliance with the Clery Act; assists in gathering, compiling, and publishing the Annual Security Report.
- 2. Researches, prepares statistical reports, and manages reporting systems such as CLETS, NCIC, and DOJ compliance, including audits and investigations.
- 3. Acts as Police Department Custodian of Records; oversees record storage, retention, and legal compliance for public record requests.
- 4. Manages criminal case filings with the District Attorney's Office and Superior Court, including discovery requests and subpoenas.
- 5. Assists with POST training reimbursements, scheduling, and compliance audits.
- 6. Ensures adherence to local, state, and federal laws regarding police records; oversees staff training on CLETS and confidentiality protocols.
- 7. Reviews police reports for accuracy and compliance, providing training as needed.
- 8. Oversees registration and monitoring of court-mandated registrants in coordination with probation officers.
- 9. Assists in managing department equipment, maintenance, and compliance.
- 10. Provides administrative support, liaises with internal and external stakeholders, and ensures positive relationships.
- 11. Oversees office functions, workflows, and process improvements.
- 12. Develops training schedules, coordinates meetings and training, and manages travel arrangements.
- 13. Assists with onboarding and certification of incoming sworn personnel.
- 14. Collects, analyzes, and reports statistical and financial data; oversees and maintains department budget; prepares budget recommendations and monitors expenditures.
- 15. Prepares Board agenda items, ensures legal compliance, and provides necessary documentation.



Police Compliance Manager

Management Range: 10

Pending Board Approval: 04/10/2025

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- 16. Responds to inquiries, complaints, and public records requests.
- 17. Composes and maintains confidential correspondence and reports.
- 18. Performs 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:

- Law enforcement operations, policies, and regulatory compliance requirements.
- Federal, state, and local laws, including the Clery Act, DOJ regulations, and Public Records Act.
- Criminal case processing, court procedures, and evidence handling.
- Law enforcement records management, retention policies, and data confidentiality.
- California Law Enforcement Telecommunications System (CLETS) and related security protocols.
- Budget management, purchasing processes, and financial reporting.
- Police training requirements, POST compliance, and certification procedures.
- Office administration, data analysis, and statistical reporting.
- Effective communication, public relations, and conflict resolution techniques.

Ability to:

- Interpret and apply laws, policies, and procedures to ensure compliance.
- Oversee statistical reporting and audit processes for law enforcement programs.
- Maintain and safeguard confidential records and sensitive information.
- Train personnel on compliance, records management, and security protocols.
- Manage multiple priorities with attention to detail and accuracy.
- Prepare clear and concise reports, correspondence, and policy documents.
- Use law enforcement databases and software applications effectively.
- Work collaboratively with law enforcement agencies and institutional stakeholders.
- Communicate effectively, both verbally and in writing.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree in Business, Public Administration, Criminal Justice, or a related field.

Experience:

 Three (3) years of experience with public safety records and/or reporting, including one (1) year in a supervisory capacity.



Police Compliance Manager

Management Range: 10

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License or Certificates:

- Possession of or the ability to obtain within one (1) year of employment:
- POST Records Certification
- Public Records Act Certification
- CLETS Full Access User Certification
- CLETS Train the Trainer Certification
- CIBRS Certification

DESIRED EDUCATION/EXPERIENCE:

Experience with or knowledge of:

- Clery act statistical tracking, preferably in a college environment
- POST Records Management and/or POST EDI
- CIBRS

SPECIAL REQUIREMENTS

- 1. Must be a U.S. Citizen of the United States or a permanent resident alien.
- 2. Appointment to this position is contingent upon satisfactory completion of a background investigation by an independent investigator including, but not limited to, investigation of a past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

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 frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

<u>Physical</u>: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 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.

<u>Vision</u>: 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.

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: April 10, 2025

SUBJECT: Consideration of Approval of Management Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve tuition reimbursements for the following management employees:

 Connie Leyva to pursue a Master of Science in Organizational Leadership degree from the University of Redlands.

OVERVIEW

Connie Leyva is the Executive Director KVCR at District Support Operations and plans to start this program May 5, 2025.

ANALYSIS

This request is in compliance with Administrative Procedure 7260 which allows that Classified Supervisors shall be eligible for tuition cost reimbursement from an accredited institution and that all courses for which a manager is seeking reimbursement be approved by the Board of Trustees.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of this reimbursement will be covered by the appropriate 2024-2025 General Fund budget.



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: April 10, 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

Cameron Kroetz, CSEA LRR

Noah Snyder, CSEA LRR

Diana Vaichis, Team Member

Cedrick Wrenn, Team Member

Kevin Limoges, Team Member

endis Battle, Team Member



Classified Salary Schedule Board Approved 08/08/24 Pending Board Approval 04/10/25

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RANGE	POSITION	Α	В	С	D	S E	TEP 	F		н		J.
18						\$ 20.98	\$	•		\$ 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		\$ 22.10	\$ 23.21	\$ 24.37	\$	25.59	\$ 26.36		\$ 27.96	\$ 28.80
25	Lead Food Service Worker * D.F. & Athletic Fracingment Specialist	\$ 20.53	\$ 21.56	\$ 22.65	\$ 23.78	\$ 24.97	\$	26.22	\$ 27.01 \$ 27.66	\$ 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	\$ 27.00	\$ 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
	Aquatic Center Pool Attendant	\$ 22.11	\$ 23.22	\$ 24.38		\$ 26.87	\$	28.21	\$ 29.06			\$ 31.75
29	Administrative ClerkCDC Food Service SpecialistCustodian	\$ 22.69	\$ 23.82	\$ 25.00	\$ 26.24	\$ 27.58	\$	28.96	\$ 29.83	\$ 30.72	\$ 31.64	\$ 32.59
30	Grounds CaretakerStudent 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 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	\$ 25.63	\$ 26.03	\$ 28.28	\$ 20.68	\$ 31.18	\$	32.7/	¢ 33 72	\$ 34.73	\$ 35.77	\$ 36.84
	 Grant Technician Library Technical Assistant I Maintenance Worker Student Services Technician II Warehouse Technician 											
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 SpecialistBroadcast 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 04/10/25

			Pending Board Approval 04/10/25									
RANGE	POSITION	А	В	С	D	S ^r	TEP İ F			н		J
42	Academic Support Services Specialist Accountant Admissions and Record Coordinator * Admissions and Record Evaluator Dreamers Resource Center Coordinator HVAC/R Technician Laboratory Assistant II - Allied Health Laboratory Assistant II - Culinary Arts Laboratory Assistant II - Welding Laboratory Assistant II - Welding Maintenance Technician Producer, Radio Research Data Specialist Schedule/ Catalog Data Specialist Traffic Coordinator, TV Veterans Services Coordinator		\$ 32.83			\$ 37.99	\$ 3	39.89	\$ 41.09	\$ 42.32	\$ 43.59	\$ 44.90
43	Curriculum Coordinator	\$ 32.04	\$ 33.62	\$ 35.31	\$ 37.08	\$ 38.93	\$ 4	88.0	\$ 42.11	\$ 43.37	\$ 44.67	\$ 46.01
44	Graphic Specialist Planetarium Production & Presentation Coordinator Project Analyst Senior Producer, Radio** Telecommunications Engineer** User Liaison	\$ 32.84	\$ 34.47	\$ 36.18	\$ 37.99	\$ 39.91	\$ 4	11.91	\$ 43.17	\$ 44.47	\$ 45.80	\$ 47.17
45	Administrative Coordinator* Development Coordinator COPS Coordinator Financial Aid Coordinator* Institutional Advancement Coordinator Interpreting Services Specialist	\$ 33.66	\$ 35.34	\$ 37.11	\$ 38.95	\$ 40.92	\$ 4	2.97	\$ 44.26	\$ 45.59	\$ 46.96	\$ 48.37
46	Basic Needs Coordinator Coordinator, Outreach and Relations with Schools Distance Education Systems Administrator Environmental Health & Safety Specialist Senior Accountant * Senior Payroll Technician* Student Services Coordinator	\$ 34.49	\$ 36.23	\$ 38.02	\$ 39.94	\$ 41.93	\$ 4	14.03	\$ 45.35	\$ 46.71	\$ 48.11	\$ 49.55
47	Admissions & Records Lead Evaluator * Lab Technician I - Biological Sciences Lab Technician I - Computer Information Lab Technician I - Geo-Science & Anthropology Lab Technician I - Physics/Astronomy	\$ 35.35	\$ 37.12	\$ 38.99	\$ 40.95	\$ 42.99	\$ 4	5.14	\$ 46.49	\$ 47.88	\$ 49.32	\$ 50.80
48	Alternative Media and Assistive Technology Specialist Program/Content Coordinator, KVCR	\$ 36.26	\$ 38.05	\$ 39.95	\$ 41.99	\$ 44.07	\$ 4	6.27	\$ 47.66	\$ 49.09	\$ 50.56	\$ 52.08
49	Senior Maintenance Technician *	\$ 37.13	\$ 38.99	\$ 40.96	\$ 43.01	\$ 45.14	\$ 4	7.40	\$ 48.82	\$ 50.28	\$ 51.79	\$ 53.34
50	Athletic Trainer Laboratory Technician II - Anatomy & Physiology Laboratory Technician II - Microbiology Marketing & Communications Coordinator - KVCR/FNX Producer/Director, TV Program Coordinator ATTC** Senior Theatre Arts Technical Support Specialist * Technology Support Specialist I	\$ 38.07	\$ 39.96	\$ 42.00	\$ 44.08	\$ 46.27		8.58	\$ 50.04	\$ 51.54	\$ 53.09	\$ 54.68
51 52	Laboratory Technician III - Chemistry	\$ 39.00 \$ 39.98	\$ 40.98 \$ 42.01			\$ 47.44 \$ 48.61		9.81	\$ 51.30 \$ 52.57	\$ 52.84 \$ 54.15	\$ 54.43 \$ 55.77	\$ 56.06 \$ 57.44
52 53 54	Data Analyst Budget Analyst Instructional Technology Specialist Research Analyst Student Services Technology Coordinator Technology Support Specialist II Web Developer		\$ 42.01 \$ 43.05 \$ 44.13			\$ 48.61 \$ 49.83 \$ 51.08	\$ 5	52.32	\$ 52.57 \$ 53.89 \$ 55.24	\$ 55.51 \$ 56.90	\$ 55.77 \$ 57.18 \$ 58.61	\$ 57.44 \$ 58.90 \$ 60.37
55		\$ 43.07	\$ 45.22	\$ 47.48	\$ 49.87	\$ 52.36	\$ 5	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 04/10/25

RANGE POSITION		STEP										
RANGE	A	В	С	D	Ε		F				J	
56	\$ 44.15	\$ 46.34	\$ 48.65	\$ 51.11	\$ 53.65	\$	56.33	\$ 58.02	\$ 59.76	\$ 61.55	\$ 63.40	
Systems Analyst	\$ 45.25	\$ 47.51	\$ 49.89	\$ 52.38	\$ 55.01	\$	57.76	\$ 59.49	\$ 61.27	\$ 63.11	\$ 65.00	
 RF/ Microwave Engineer** 												
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	
 Senior Programmer/Analyst * 	\$ 52.79	\$ 55.44	\$ 58.22	\$ 61.12	\$ 64.19	\$	67.40	\$ 69.42	\$ 71.50	\$ 73.65	\$ 75.86	
 Senior Research and Planning 	Analyst *											
 Senior Technology Support Spenior 	ecialist *											
 Senior Web Developer * 												
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.

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: April 10, 2025

SUBJECT: Consideration of Ratification of Memorandum of Understanding (MOU) between

SBCCD and the San Bernardino Community College District Teachers

Association (CTA)

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Memorandum of Understanding (MOU) between the SBCCD and the San Bernardino Community College District Teachers Association (CTA) regarding:

Article 10 Wages

OVERVIEW

The SBCCD and the CTA met and entered into the attached Memorandums of Understanding (MOU) regarding Article 10 Wages.

ANALYSIS

The attached is based on negotiations between SBCCD and the SBCCDTA and is subject to ratification and all approvals required by the SBCCDTA.

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 CTA salaries and benefits is to become part of the appropriate budgets, where applicable.



MEMORANDUM OF UNDERSTANDING

By and Between

San Bernardino Community College District Teachers Association And San Bernardino Community College District March 14, 2025

Article 10: Wages

WHEREAS: The District is mindful of Appendix A, Objective #1 of the Agreement and will continue efforts to move the full-time faculty salary schedule to the median salary of the agreed upon comparative community college districts by the end of the fiscal year 2021 – 2022 using current (2021 or the most current) comparison college districts' data. If at any time, the District determines it is fiscally unable to fulfill this commitment based on state budget, enrollment and other factors, it will demand to bargain,

WHEREAS; it is reasonable to expect that fair compensation comparisons can be made using current salary schedules from each district,

WHEREAS; San Bernardino Community College District full time faculty are on average 17.42% below the median based on the agreed upon cells,

WHEREAS; part time faculty are behind the median by 11.10% for instructional faculty and 5.42% for non-instructional faculty,

WHEREAS: Parity for part-time instructors has been a concern for both the Association and the District as described in Appendix A1 Objective #4, Restructure the part-time faculty salary schedule to enhance the overall competitiveness of the part-time faculty salaries and move toward parity, and

WHEREAS, To attract and retain the most qualified candidates we need to offer wages for both full and part-time faculty to be competitive with our comparison colleges.

IT IS THEREFORE AGREED THAT:

A. A multi-year proposal will be implemented to bring faculty to median.

a. Full-time Faculty

- i. 2024/2025 1% increase effective July 1, 2024
- ii. 2025/2026 2% increase and adjust the percentages between rows (rows 1 10 to 3.5%, row 11 to 3%, row 12 to 2.5%, and rows 13 -21 to 1%) effective July 1, 2025.
- iii. 2026/2027 Negotiate adjustments to various areas using the value of a 3% increase effective July 1, 2026

b. Part-time Faculty

- 2024/2025 Four (4) hours of compensation at the non-instructional rate for District mandated training in addition to the 1% increase effective July 1, 2024, which was previously negotiated and applied.
- ii. 2025/2026 3% increase, effective July 1, 2025.
- iii. 2026/2027 Negotiate adjustments to various areas using the value of a 3% increase effective July 1, 2026

B. The District and SBCCDTA acknowledge the need for a comprehensive plan to bring faculty salaries to the median. Both parties have agreed to continue working on wages and part-time compensation for mandated training throughout the duration of the agreement. The goal is to develop a plan that addresses bringing faculty salaries up to the median and to create a unified salary schedule for both full-time and part-time faculty.

For SBCCD:

Kristina Hannon (Mar 14, 2025 12:40 PDT)

Date: 3/14/2025

Kristina Hannon

Vice Chancellor, Human Resources & Police Services,

SBCCD Lead Negotiator

For SBCCDTA:

Jamie Salyer (Mar 14, 2025 15:31 PDT)

Date: 3/14/2025

Jamie Salyer

SBCCDTA Lead Negotiator

				.UMN			
	С	D	E	F	G	Н	ı
STEP							
1	403.08	417.19	431.80	446.90	462.55	478.73	495.49
2	417.19	431.80	446.90	462.55	478.73	495.49	512.83
3	431.80	446.90	462.55	478.73	495.49	512.83	530.79
4	446.90	462.55	478.73	495.49	512.83	530.79	549.36
5	462.55	478.73	495.49	512.83	530.79	549.36	568.59
6	474.10	490.70	507.88	525.65	544.05	563.10	582.80
7	485.96	502.97	520.57	538.79	557.65	577.17	597.37
8	498.11	515.54	533.59	552.27	571.59	591.60	612.30
9	510.57	528.43	546.93	566.07	585.88	606.39	627.61
10	523.33	541.64	560.60	580.22	600.53	621.54	643.30
11	531.18	549.77	569.01	588.92	609.54	630.88	652.95
12	539.15	558.01	577.55	597.76	618.69	640.34	662.74
13	547.23	566.39	586.20	606.73	627.96	649.95	672.69
14	555.44	574.88	595.00	615.83	637.38	659.69	682.78
15	563.77	583.51	603.93	625.07	646.95	669.59	693.02
16	572.23	592.25	612.99	634.44	656.64	679.63	703.41
17	580.81	601.14	622.18	643.96	666.50	689.82	713.97
18	589.53	610.16	631.51	653.61	676.49	700.17	724.68
19	598.36	619.31	640.99	663.42	686.64	710.68	735.54
20	607.34	628.60	650.60	673.37	696.94	721.33	746.58
21	616.45	638.03	660.36	683.48	707.39	732.15	757.78

[■] Per MOU, for 2024/2025 academic year - 1% increase effective July 1, 2024.

[•] Annual rate shall be calculated by multiplying the number of contract days (175, 198, 219) by the per diem.

			COI	LUMN			
	C	D	E	F	G	н	1
STEP							
1	411.14	425.53	440.44	455.84	471.80	488.30	505.40
2	425.53	440.44	455.84	471.80	488.30	505.40	523.09
3	440.44	455.84	471.80	488.30	505.40	523.09	541.41
4	455.84	471.80	488.30	505.40	523.09	541.41	560.35
5	471.80	488.30	505.40	523.09	541.41	560.35	579.96
6	488.31	505.39	523.09	541.40	560.36	579.96	600.26
7	505.40	523.08	541.40	560.35	579.97	600.26	621.27
8	523.09	541.39	560.35	579.96	600.27	621.27	643.01
9	541.40	560.34	579.96	600.26	621.28	643.01	665.52
10	560.35	579.95	600.26	621.27	643.02	665.52	688.81
11	577.16	597.35	618.27	639.91	662.31	685.49	709.47
12	591.59	612.28	633.73	655.91	678.87	702.63	727.21
13	597.51	618.40	640.07	662.47	685.66	709.66	734.48
14	603.49	624.58	646.47	669.09	692.52	716.76	741.82
15	609.52	630.83	652.93	675.78	699.45	723.93	749.24
16	615.62	637.14	659.46	682.54	706.44	731.17	756.73
17	621.78	643.51	666.05	689.37	713.50	738.48	764.30
18	628.00	649.95	672.71	696.26	720.64	745.86	771.94
19	634.28	656.45	679.44	703.22	727.85	753.32	779.66
20	640.62	663.01	686.23	710.25	735.13	760.85	787.46
21	647.03	669.64	693.09	717.35	742.48	768.46	795.33

[•] Per MOU, for 2025/2026 academic year - 2% increase and adjust the percentages between rows (rows 1-10 to 3.5%, row 11 to 3%, row 12 to 2.5%, and rows 13-21 to 1%) effective July 1, 2025.

[•] Annual rate shall be calculated by multiplying the number of contract days (175, 198, 219) by the per diem.

Part-Time Academic Salary Schedule (Adjuncts) Pending Board Approval 04/10/25

		NSTRUCTIONA		NON-INSTRUCTIONAL			
	GROUP 1	GROUP 2	GROUP 3		GROUP 1	GROUP 2	GROUP 3
STEP				STEP			
1	\$79.92	\$82.22	\$84.54	1	\$63.70	\$66.01	\$68.33
2	\$82.22	\$84.54	\$86.87	2	\$66.01	\$68.33	\$70.65
3	\$84.54	\$86.87	\$89.18	3	\$68.33	\$70.65	\$72.97
4	\$86.87	\$89.18	\$91.49	4	\$70.65	\$72.97	\$75.27

FT/PT NON-TEACHING AGREEMENTS/PT PROFESSIONAL DEVELOPMENT: \$57.89

[•] Per MOU, for 2025/2026 academic year - 3% increase effective July 1, 2025.

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: April 10, 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

Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The cost of the non-instructional pay is included in the appropriate 2024-2025 budgets.





[v.3.24.2025.p.1|8]

Employee Name Funding Source	Location Assignment	From	То	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Begg, Erica Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Bernardo, Yecica Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Buffong, Keynasia Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Elpel, Kristina Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Garcia, Armando Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Giles, Keenan Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Gregory, Leslie Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Hecht, Andrea Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Huang, Michael Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation



[v.3.24.2025.p.2|8]

Larivee, Elizabeth Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Lopez, Maria Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Moeung, Botra Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Orozco, Brenda Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Orozco, Debbie Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Ortiz Archila, Roberto Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Perez, Alecia Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Rivera, Amairany Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Salyer, Jamie Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation
Smith Morton, Daniele Student Transfer Reform Act - AB928	SBVC	04/12/25	05/10/25	\$57.89	10	\$578.90	AB 928: Cal-GETC Implementation



[v.3.24.2025.p.3|8]

Damgen, Carol	SBVC	04/11/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
Instruction Office General Fund				,		,	-
Garcia, Jaime Instruction Office General Fund	SBVC	04/11/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
Joshua, Judith Instruction Office General Fund	SBVC	04/11/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
Mahpar, Shelly Instruction Office General Fund	SBVC	04/11/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
Limas, Joanna Middle College Grant Fund	SBVC	03/13/25	06/30/25	\$64.09	246	\$15,766.14	Adjunct Counselor -Middle College Program
Ontiveros, Doris Instruction Office-General Fund	SBVC	02/14/25	06/30/25	\$57.89	100	\$5,789.00	Pharm Tech Program Director Ratification. The Pharmacy Technician Program director must work on program structure and data. This was submitted by the department after the prior month's board submission deadline.
Ramirez, Jessica L. Tutoring Center General Fund	SBVC	03/13/25	05/22/25	\$57.89	360	\$20,840.40	Tutoring Center Adjunct
Slusser, Michael Instruction Office General Fund	SBVC	04/11/25	05/22/25	\$57.89	4	\$231.56	Instruction for Honors Class
Sogomonian, Nori Instruction Office General Fund	SBVC	04/11/25	05/22/25	\$57.89	6	\$347.34	Instruction for Honors Class
Valdez, Maria Instruction Office-General Fund	SBVC	02/14/25	06/30/25	\$57.89	80	\$4,631.20	Psychiatric Tech Program Director Ratification. The Psychiatric Tech Program must have a director to meet board requirements and maintain program standards. This was submitted by the department after the prior month's board submission deadline.



[v.3.24.2025.p.4|8]

Wardell, Matthew Instruction Office General Fund	SBVC	04/11/25	05/22/25	\$57.89	10	\$578.90	Instruction for Honors Class
Wilkins, Janice AB 1111 Common Course Numbering Categorical Funds	SBVC	04/11/25	06/30/25	\$57.89	100	\$5,789.00	AB 1111 Common Course
Gallo, Cyndy SAS (DSPS) Categorical	SBVC	01/06/25	05/23/25	\$64.09	388	\$24,866.92	Counseling Amendment: This item is being amended due to an increase of hours listed for the pay periods. Board approved on 11/14/2024.
Gallo, Cyndy SAS (DSPS) Categorical	SBVC	05/27/25	06/30/25	\$64.09	138	\$8,844.42	Counseling Amendment: This item is being amended due to an increase of hours listed for the pay periods. Board approved on 11/14/2024.
Caldwell-Betties, Melita HRTP 1 Grant	SBVC	01/01/25	06/30/25	\$57.89	65	\$3,762.85	Mentorship Train the Trainer Project Amendment: This item is being amended due to an increase of hours listed for the pay periods. Board approved on 10/10/2024.
Clement, Brooke Student Equity and Achievement	CHC	05/27/25	06/30/25	\$70.84	103	\$7,296.52	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.



[v.3.24.2025.p.5|8]

Gallegos, Maria de Jesus Student Equity and Achievement	CHC	01/21/25	05/23/25	\$64.09	326	\$20,893.34	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. Amendment: To increase additional adjunct counseling hours from the January 9, 2025 board meeting to 289 to 326 hours.
Gallegos, Maria de Jesus Student Equity and Achievement	CHC	05/27/25	06/30/25	\$64.09	112	\$7,178.08	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Garcia, Claudia Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	104	\$7,367.36	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. Amendment: To increase additional adjunct counseling hours from January 9, 2025 board meeting from 68 to 104 hours.
Garcia, Claudia Student Equity and Achievement	CHC	05/27/25	06/30/25	\$70.84	74	\$5,242.16	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Hart, Danae Ethnic Studies Grant Fund	CHC	03/11/25	05/30/25	\$57.89	75	\$4,341.75	Development of Ethnic Studies Transfer Programs Ratification: Paperwork submitted after prior month's board deadline.



[v.3.24.2025.p.6|8]

Hart, Danae Ethnic Studies Grant Fund	CHC	06/01/25	06/30/25	\$57.89	25	\$1,447.25	Development of Ethnic Studies Transfer Programs
Hoehn, Marisela Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	323	\$22,881.32	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. Amendment: To increase additional adjunct counseling hours from January 9, 2025 board meeting to 255 to 323 hours.
Hoehn, Marisela Student Equity and Achievement	CHC	05/27/25	06/30/25	\$70.84	110	\$7,792.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Mulder, Katheryn Student Equity and Achievement	CHC	01/21/25	05/23/25	\$68.59	202	\$13,855.18	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. Amendment: To increase additional adjunct counseling hours from the January 9, 2025 board meeting to 170 to 202 hours.
Mulder, Katheryn Student Equity and Achievement	CHC	05/27/25	06/30/25	\$68.59	59	\$4,046.81	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.



[v.3.24.2025.p.7|8]

Romasanta, Justine Student Equity and Achievement	CHC	01/21/25	05/23/25	\$64.09	300	\$19,227.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. Amendment: To increase additional adjunct counseling hours from the January 9, 2025 board meeting to 289 to 300 hours.
Romasanta, Justine Student Equity and Achievement	CHC	05/27/25	06/30/25	\$64.09	110	\$7,049.90	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Scott, Shella Student Equity and Achievement	CHC	01/21/25	05/23/25	\$70.84	335	\$23,731.40	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling. Amendment: To increase additional adjunct counseling hours from January 9, 2025 board meeting to 221 to 335 hours.
Scott, Shella Student Equity and Achievement	CHC	05/27/25	06/30/25	\$70.84	104	\$7,367.36	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Shum, Chang Student Equity and Achievement	CHC	05/27/25	06/30/25	\$70.84	99	\$7,013.16	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.



[v.3.24.2025.p.8|8]

Snowhite, Mark Office of Instruction General Fund	CHC	03/11/25	05/30/25	\$57.89	75	\$4,341.75	Institutional Self-Evaluation Report (ISER) Project Ratification: Paperwork submitted after prior month's board deadline.
Snowhite, Mark Office of Instruction General Fund	CHC	06/01/25	06/30/25	\$57.89	25	\$1,447.25	Institutional Self-Evaluation Report (ISER) Project
VanAken, Cameron Student Equity and Achievement	CHC	05/27/25	06/30/25	\$64.09	110	\$7,049.90	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.

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: April 10, 2025

SUBJECT: Consideration of Approval of Reclassification of Employee

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The financial implications resulting from these reclassifications will be an additional cost to the appropriate 2024-25 budgets.





Employee ReclassificationsSubmitted for Board Approval April 10, 2025

[v.3.25.2025.p.1|1]

Employee Name Location Assignment & Department	From	То	Effective Date
Jeannotte, Michele DSO Police Department	Administrative Coordinator Classified Schedule Range 45, Step F	Police Compliance Manager Management Schedule Range 10, Step F	04/11/25
Rodriguez-Cruz, Bonnie SBVC Career Center/Cooperative Ed	Administrative Assistant II Classified Schedule Range 37, Step F	Administrative Assistant III Classified Schedule Range 41, Step D	03/01/24

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: April 10, 2025

SUBJECT: Consideration of Approval of Revised Salary Schedule Increase for POA,

Confidential/Supervisory, and Management Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary schedule increase for POA, confidential/supervisory, and management employees as presented.

OVERVIEW

For 2024-2025, the District will increase the POA, confidential/supervisory, and management salary schedules using the adopted formula for salary increases, retroactive to July 1, 2024.

ANALYSIS

The adjustment to the salary schedules is based on the formula being adopted by SBCCD and aligns with the goal to maintain salaries at median.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The financial impact of these changes has been included in the appropriate 2024-2025 budgets.





POA Salary Schedule Pending Board Approval 04/10/25

	POSITION					ST	EP				
RANGE											
		Α	В	С	D	E	F	G	Н	1	J
50	 College Police Officer 	\$ 38.07	\$ 39.97	\$ 42.00	\$ 44.08	\$ 46.28	\$ 47.67	\$ 49.10	\$ 50.57	\$ 52.09	\$ 53.65

Confidential/Supervisory Salary Schedule Pending Board Approval 04/10/25

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RANGE	POSITION					ST	EP				
		Α	В	С	D	Е	F	G	Н	I	J
1		\$ 27.99	\$ 28.86	\$ 29.75	\$ 30.67	\$ 31.62	\$ 32.59	\$ 33.60	\$ 34.61	\$ 35.65	\$ 36.73
2		\$ 28.68	\$ 29.57	\$ 30.50	\$ 31.44	\$ 32.40	\$ 33.41	\$ 34.44	\$ 35.47	\$ 36.54	\$ 37.63
3		\$ 29.41	\$ 30.32	\$ 31.25	\$ 32.22	\$ 33.23	\$ 34.25	\$ 35.31	\$ 36.36	\$ 37.46	\$ 38.57
4	Recruitment Specialist	\$ 30.15	\$ 31.07	\$ 32.05	\$ 33.03	\$ 34.06	\$ 35.11	\$ 36.19	\$ 37.27	\$ 38.39	\$ 39.54
5		\$ 30.90	\$ 31.86	\$ 32.84	\$ 33.86	\$ 34.90	\$ 35.98	\$ 37.09	\$ 38.21	\$ 39.36	\$ 40.54
6		\$ 31.67	\$ 32.64	\$ 33.66	\$ 34.70	\$ 35.77	\$ 36.88	\$ 38.03	\$ 39.17	\$ 40.34	\$ 41.54
7		\$ 32.45	\$ 33.47	\$ 34.50	\$ 35.58	\$ 36.66	\$ 37.80	\$ 38.98	\$ 40.14	\$ 41.35	\$ 42.59
8		\$ 33.27	\$ 34.30	\$ 35.37	\$ 36.46	\$ 37.58	\$ 38.74	\$ 39.95	\$ 41.15	\$ 42.38	\$ 43.65
9		\$ 34.11	\$ 35.17	\$ 36.26	\$ 37.37	\$ 38.52	\$ 39.71	\$ 40.96	\$ 42.17	\$ 43.44	\$ 44.74
10	Human Resources Coordinator	\$ 34.96	\$ 36.05	\$ 37.16	\$ 38.30	\$ 39.48	\$ 40.71	\$ 41.97	\$ 43.23	\$ 44.53	\$ 45.86
11		\$ 35.83	\$ 36.95	\$ 38.08	\$ 39.26	\$ 40.48	\$ 41.72	\$ 43.02	\$ 44.31	\$ 45.64	\$ 47.01
12		\$ 36.73	\$ 37.86	\$ 39.03	\$ 40.25	\$ 41.49	\$ 42.76	\$ 44.10	\$ 45.42	\$ 46.77	\$ 48.18
13		\$ 37.65	\$ 38.80	\$ 40.02	\$ 41.25	\$ 42.52	\$ 43.84	\$ 45.20	\$ 46.55	\$ 47.94	\$ 49.39
14		\$ 38.59	\$ 39.79	\$ 41.02	\$ 42.28	\$ 43.59	\$ 44.95	\$ 46.33	\$ 47.71	\$ 49.16	\$ 50.62
15	Human Resources Generalist	\$ 39.55	\$ 40.77	\$ 42.04	\$ 43.34	\$ 44.67	\$ 46.06	\$ 47.48	\$ 48.91	\$ 50.38	\$ 51.88
16		\$ 40.54	\$ 41.79	\$ 43.09	\$ 44.41	\$ 45.79	\$ 47.21	\$ 48.68	\$ 50.14	\$ 51.63	\$ 53.19
17	Senior Human Resources Generalist	\$ 41.56	\$ 42.84	\$ 44.16	\$ 45.52	\$ 46.94	\$ 48.39	\$ 49.89	\$ 51.39	\$ 52.93	\$ 54.51
18		\$ 42.59	\$ 43.90	\$ 45.27	\$ 46.67	\$ 48.11	\$ 49.61	\$ 51.14	\$ 52.68	\$ 54.25	\$ 55.87
19	Human Resources & Payroll AnalystSafety & Risk Management Analyst	\$ 43.65	\$ 45.01	\$ 46.40	\$ 47.83	\$ 49.32	\$ 50.84	\$ 52.40	\$ 53.98	\$ 55.60	\$ 57.27
20	-Administrative Project Coordinator	\$ 44.75	\$ 46.14	\$ 47.57	\$ 49.03	\$ 50.55	\$ 52.11	\$ 53.72	\$ 55.34	\$ 56.99	\$ 58.70
21	Human Resources AnalystHuman Resources EEO, Compliance and Legal Analyst	\$ 45.87	\$ 47.29	\$ 48.75	\$ 50.26	\$ 51.81	\$ 53.42	\$ 55.07	\$ 56.72	\$ 58.42	\$ 60.19

Confidential/Supervisory Salary Schedule

Pending Board Approval 04/10/25

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RANGE	POSITION					ST	EP				
		Α	В	С	D	E	F	G	Н	1	J
22	■ Executive Administrative Assistant to the Chief Human Resource Officer * ■ Executive Administrative Assistant, President's Office * ■ Senior Executive Administrative Assistant *	\$ 47.01	\$ 48.48	\$ 49.96	\$ 51.51	\$ 53.11	\$ 54.74	\$ 56.45	\$ 58.14	\$ 59.87	\$ 61.67
23	Administrative Officer to the Chancellor *	\$ 48.18	\$ 49.68	\$ 51.22	\$ 52.80	\$ 54.44	\$ 56.12	\$ 57.85	\$ 59.59	\$ 61.38	\$ 63.22
24	Human Resources Senior Analyst *	\$ 49.40	\$ 50.92	\$ 52.50	\$ 54.13	\$ 55.80	\$ 57.52	\$ 59.31	\$ 61.07	\$ 62.91	\$ 64.79
25		\$ 50.63	\$ 52.21	\$ 53.81	\$ 55.48	\$ 57.20	\$ 58.95	\$ 60.78	\$ 62.60	\$ 64.49	\$ 66.42
26		\$ 51.89	\$ 53.50	\$ 55.16	\$ 56.86	\$ 58.63	\$ 60.44	\$ 62.31	\$ 64.18	\$ 66.09	\$ 68.07
27		\$ 53.20	\$ 54.83	\$ 56.53	\$ 58.28	\$ 60.08	\$ 61.93	\$ 63.85	\$ 65.77	\$ 67.75	\$ 69.79
28		\$ 54.52	\$ 56.22	\$ 57.94	\$ 59.75	\$ 61.59	\$ 63.49	\$ 65.45	\$ 67.42	\$ 69.44	\$ 71.53
29		\$ 55.88	\$ 57.62	\$ 59.40	\$ 61.23	\$ 63.13	\$ 65.07	\$ 67.09	\$ 69.11	\$ 71.17	\$ 73.32



RANGE	POSITION	1	A		В		c l	D		ST E	ΈP	F	G	Н	1 1	J
1			· ·							_		·	Ü			
2																
3																
4 5																
6	Assistant Manager, Workforce Development Caltrans Work Crew Supervisor Tool Room Supervisor	\$	71,304.99	\$	73,444.17	\$	75,647.99	\$ 77,917.46	\$	80,255.61	\$	82,662.44	\$ 85,143.00	\$ 87,697.29	\$ 92,082.71	\$ 96,686.29
7		\$	74,872.31	\$	77,118.55	\$	79,432.46	\$ 81,815.05	\$	84,269.35	\$	86,797.38	\$ 89,401.16	\$ 92,082.71	\$ 96,686.29	\$ 101,520.15
8	Circulation Supervisor Custodial Supervisor	\$	78,614.36	\$	80,972.71	\$	83,402.77	\$ 85,905.55	\$	88,483.07	\$	91,137.35	\$ 93,870.41	\$ 96,686.29	\$ 101,520.15	\$ 106,596.41
9	Printing & Graphic Services	\$	82,545.28	\$	85,021.80	\$	87,573.06	\$ 90,200.07	\$	92,905.86	\$	95,693.46	\$ 98,563.88	\$ 101,521.16	\$ 106,597.42	\$ 111,927.19
10	 Apprenticeship Program Administrator Aquatics Director Braille Program Manager College Corps Program Manager Food Services Supervisor Community Engagement Manager, KVCR Maintenance & Grounds Supervisor Manager, Workforce Development 	\$	86,672.14	\$	89,272.89	\$	91,950.40	\$ 94,709.72	\$	97,550.85	\$	100,477.83	\$ 103,491.67	\$ 106,597.42	\$ 111,927.19	\$ 117,523.60
11	Project Administrator, Career Education	\$	• 1,000.100	•	93,738.10	,	,		_	-		105,501.57	 	 	 	
12	Assistant Director of Development	\$	95,556.10				101,375.72	 · ·		•	_		 	 · ·	 ,	
13	Manager, Marketing and MediaManager, Regional Employer Engagement	\$	100,335.42	\$	103,345.22	\$	106,444.91	\$ 109,639.54	\$	112,928.10	\$	116,315.64	\$ 119,805.19	\$ 123,398.77	\$ 129,568.86	\$ 136,048.01
14	Business Services Administrator Director, Child Development Center Director, Workforce Development Environmental Health & Safety Administrator Manager, CalWORKs & Workforce Development Manager, Production Payroll Manager	\$	105,352.09	\$	108,513.39	\$	111,767.61	\$ 115,120.81	\$	118,575.01	\$	122,131.22	\$ 125,794.49	\$ 129,568.86	\$ 136,048.01	\$ 142,850.36
15	Director, Adult Education Block Grant (AEBG)	\$	110,618.23	\$	113,937.09	\$	117,355.94	\$ 120,876.80	\$	124,502.70	\$	128,238.69	\$ 132,085.78	\$ 136,048.01	\$ 142,850.36	\$ 149,992.07
16	Police Sergeant	\$	116,151.01	\$	119,635.51	\$	123,224.04	\$ 126,919.63	\$	130,728.34	\$	134,650.17	\$ 138,689.16	\$ 142,850.36	\$ 149,992.07	\$ 157,492.33



RANGE	POSITION					ST	ΈP				
KANGE	POSITION	А	В	С	D	E	F	G	Н	1	J
17	Associate Director, Fiscal Services Associate Director, Employee Health & Wellness, Compliance, and College Support Services Associate Director, Human Resources Associate Director of Legislative & Community Relations Campus Director of Marketing, Creative Services & Public Affairs Campus Project Manager Director, Alternative Text Production Center Director, Economic Development Corporate Training Director, Library and Learning Support Services Director, Police Academy Director, Television Director, Workforce Development DSN ICT Director of Audits and Analysis Director of Enterprise Application Systems Facilities Project Manager Head Football Coach Local Business Outreach Administrator - Measure CC Manager, Programming – KVCR TV/FM									\$ 157,492.33	
18	Development Director Director of Athletics Director of Operations Director, Admissions & Records Director, Development & Strategic Relations - KVCR Director, EOPS & CARE, SBVC Director, Financial Aid and Scholarships Director, MESA Director, Outreach & Educational Partnerships Director, Secondary Educational Partnerships Director, STEM-MESA College Director, Technology Services		\$ 131,897.92	\$ 135,854.09	\$ 139,929.44	\$ 144,127.00	\$ 148,450.81	\$ 152,904.91	\$ 157,492.33	\$ 165,367.30	\$ 173,635.16



RANGE	POSITION	1	۸ ۱	В	l c	D	ST L	TEP F	G	Н		1
19	Associate Director of Bond Program Planning and Construction Associate Director of Facilities Planning, Sustainability & Construction Director, Corporate & Strategic Relations - KVCR Director, Development & Community Relations Director, Facilities, Maintenance & Operations Director of Institutional Advancement Director, KVCR Broadcast Media Systems Director, Security and User Services Director, Student Accessibility Services (SAS) - SBVC Director, Student Accessibility Services and Health & Wellness Center - CHC Director, Student Life District, Director of Grants	\$ 13	A					,	-		\$ 173,634.15	\$ 182,316.11
20	Director of Administrative Application Systems District Director, Technology Services	\$ 14	11,179.82	\$ 145,415.76	\$ 149,777.95	\$ 154,270.43	\$ 158,899.26	\$ 163,666.46	\$ 168,576.07	\$ 173,634.15	\$ 182,316.11	\$ 191,432.37
21	Associate Dean, Student Health and Wellness Associate Dean, Health Services and Director of Nursing Associate Dean, Student Support Services Associate Dean, Public Safety/Allied Health (CHC) Business Manager Director, Fiscal Services District Director of Research, Planning & Institutional Effectiveness Director, Human Resources, and Labor Relations Police Lieutenant										\$ 191,432.37	
22		\$ 15	55,651.10	\$ 160,320.33	\$ 165,129.95	\$ 170,085.01	\$ 175,186.52	\$ 180,442.56	\$ 185,856.16	\$ 191,432.37	\$ 201,004.14	\$ 211,053.64



RANGE	POSITION	A	В	l c	D	ST E	EP F	G	Н	l ı	J
23	Chief of Police Dean, Student Services Dean of Academic Success, Grants and Learning Services (SBVC) Dean of Research, Planning, & Institutional Effectiveness Dean of Research, Planning, & Institutional Effectiveness with Grants Oversight District Dean, Educational and Student Support Services District Director, Diversity, EEO, Employee Wellness, and Compliance District Director, Human Resources, Environmental Health & Safety Administration, and Police Services District Director, Human Resources, Retirement, and Payroll Services Division Dean (Instructional) Division Dean (Non-Instructional) Executive Development Director Executive Director, Institutional Advancement and Foundation	\$ 163,436.18	\$ 168,338.72	\$ 173,389.73	\$ 178,590.22	\$ 183,948.27	\$ 189,466.91	\$ 195,150.18	\$ 201,005.15	\$ 211,055.66	\$ 221,607.13
24										\$ 221,607.13	
25	Executive Director, Business and Fiscal Services Executive Director, Economic Development & Corporate Training Executive Director, Facilities, Planning, Sustainability & Construction Executive Director, Research Planning Institutional Effectiveness Executive Director, KVCR									\$ 232,687.84	
26	Chief Technology Officer Vice President, Administrative Services Vice President, Instruction Vice President, Student Services	\$ 189,197.24	\$ 194,873.44	\$ 200,719.32	\$ 206,740.94	\$ 212,942.34	\$ 219,330.59	\$ 225,910.74	\$ 232,687.84	\$ 244,322.03	\$ 256,537.98

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: April 10, 2025

SUBJECT: Consideration of Approval to Adopt Resolution #2025-04-10-FS-01

Approving Transfers from the Reserve for Contingencies to Various

Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2025-04-10-FS-01 approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

The 2024-25 Final Budget adopted by the Board of Trustees on September 12, 2024, represented SBCCD's best estimates for income and expenditures for the fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees shall approve the transfer of funds, upon recommendation of the Chancellor, to or from the reserve for contingencies to or from any expenditure classification. Transfers of funds shall be done via the adoption of a resolution by a two-thirds majority vote.

ANALYSIS

The Board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies from the expenditure classifications indicated on the attached resolution.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The approval of this board item will change the reserve for contingency accounts by the amounts indicated in the attached resolution.



RESOLUTION #2025-04-10-FS-01 OF THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS

[v.3.20.2025.p.1|1]

the follow	ON MOTION of Member, sving resolution is hereby adopted:	seconded by Member,
the 2024-	WHEREAS, on the 12 th day of September 2024, the San Bernar -25 Final Budget specifying the maximum amount which may be e	
Board of	WHEREAS Title 5, §58307 of the California Code of Regulations Trustees to approve transfers from the reserve for contingencies t	
	WHEREAS transfers of funds shall be done via the adoption of a	resolution by a two-thirds majority vote; and
	WHEREAS the transfers listed on the attached Exhibit A were de	emed necessary and prudent by the District;
hereby a	NOW THEREFORE, BE IT RESOLVED that the governing boodopts this resolution and authorizes, by a two-thirds majority vote,	
	PASSED AND ADOPTED by the Board of Trustees on April 10, 2	2025, by the following majority vote:
AYES	:	
NOES): ::	
ABST	ENTIONS:	
ABSE	NT:	
	OF CALIFORNIA) 'OF SAN BERNARDINO)	
	Z. Rodriguez, Secretary to the Board of Trustees, do hereby certify passed and adopted by the Board at a regularly called and cond	
	WITNESSED my hand this day of	20
		Secretary to the Board of Trustees

San Bernardino Community College District Resolution #2025-04-10-FS-01 to Appropriate Assured Income Over the Final Budgeted Allocation From General Reserve to Various Expenditure Classifications April 10, 2025

			34,429,575 -	2024-25 Initial Fund Balance Net Change from Previous Transfers	
		_	34,429,575	Fund Balance Before Transfer(s)	
BOARD	DATE OF		TO/(FROM)	EXPENDITURE	
APPROVED	TRANSFER	RERERENCE #	RESERVE	CLASSIFICATION	JUSTIFICATION
4/10/2025	1/29/2025	BT21372	(60,000)	5000 Other Expenses	To fund marketing contracting for student recruitment
4/10/2025	1/29/2025	BT20679	(17,200)	5000 Other Expenses	To reimburse HR for President search expenes
4/10/2025	2/1/2025	BT20711	(40,000)	6000 Capital Outlay	To reverse Safety & Emergency budget reduction made during budget development
4/10/2025	2/1/2025	BT20711	(140,000)	5000 Other Expenses	To reverse Safety & Emergency budget reduction made during budget development
4/10/2025	2/1/2025	BT20967	(19,530)	5000 Other Expenses	To reimburse Safety & Emergency budget for FY24 payment made in FY25
		_	(276,730)	Total Approved at this Board Meeting	
		=	34,152,845	Fund Balance After Transfer(s)	
BOARD APPROVED	DATE OF TRANSFER	RERERENCE#	13,149,326 13,149,326 TO/(FROM) RESERVE	2024-25 Initial Fund Balance Net Change from Previous Transfers Fund Balance Before Transfer(s) EXPENDITURE CLASSIFICATION	JUSTIFICATION
BOARD	DATE OF	RERERENCE # BT20648 BT20648 BT21370 BT20730 BT20865	- 13,149,326 TO/(FROM)	Net Change from Previous Transfers Fund Balance Before Transfer(s) EXPENDITURE	JUSTIFICATION To replace HVAC filter after the Line/Bridge fires To replace HVAC filter after the Line/Bridge fires To reinstate original budget for EV Charging Project To increase funding for Board Room project To setup budget for Facilities contingencies
BOARD APPROVED 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025	DATE OF TRANSFER 1/29/2025 1/29/2025 2/1/2025 2/1/2025	BT20648 BT20648 BT21370 BT20730 BT20865	13,149,326 TO/(FROM) RESERVE (83,300) (33,000) (8,739) (165,618) (500,000) (790,657) 12,358,669 57,029,969	Net Change from Previous Transfers Fund Balance Before Transfer(s) EXPENDITURE CLASSIFICATION 4000 Supplies & Materials 5000 Other Expenses 6000 Capital Outlay 6000 Capital Outlay 5000 Other Expenses Total Approved at this Board Meeting Fund Balance After Transfer(s) 2024-25 Initial Fund Balance Net Change from Previous Transfers Fund Balance Before Transfer(s)	To replace HVAC filter after the Line/Bridge fires To replace HVAC filter after the Line/Bridge fires To reinstate original budget for EV Charging Project To increase funding for Board Room project
BOARD APPROVED 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025	DATE OF TRANSFER 1/29/2025 1/29/2025 1/29/2025 2/1/2025 2/1/2025	BT20648 BT20648 BT21370 BT20730 BT20865	13,149,326 TO/(FROM) RESERVE (83,300) (33,000) (8,739) (165,618) (500,000) (790,657) 12,358,669	Net Change from Previous Transfers Fund Balance Before Transfer(s) EXPENDITURE CLASSIFICATION 4000 Supplies & Materials 5000 Other Expenses 6000 Capital Outlay 6000 Capital Outlay 5000 Other Expenses Total Approved at this Board Meeting Fund Balance After Transfer(s) 2024-25 Initial Fund Balance Net Change from Previous Transfers	To replace HVAC filter after the Line/Bridge fires To replace HVAC filter after the Line/Bridge fires To reinstate original budget for EV Charging Project To increase funding for Board Room project
BOARD APPROVED 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025	DATE OF TRANSFER 1/29/2025 1/29/2025 2/1/2025 2/1/2025 2/1/2025	BT20648 BT20648 BT21370 BT20730 BT20865	13,149,326 TO/(FROM) RESERVE (83,300) (33,000) (8,739) (165,618) (500,000) (790,657) 12,358,669 57,029,969 TO/(FROM) RESERVE	Net Change from Previous Transfers Fund Balance Before Transfer(s) EXPENDITURE CLASSIFICATION 4000 Supplies & Materials 5000 Other Expenses 6000 Capital Outlay 6000 Capital Outlay 5000 Other Expenses Total Approved at this Board Meeting Fund Balance After Transfer(s) 2024-25 Initial Fund Balance Net Change from Previous Transfers Fund Balance Before Transfer(s) EXPENDITURE CLASSIFICATION	To replace HVAC filter after the Line/Bridge fires To replace HVAC filter after the Line/Bridge fires To reinstate original budget for EV Charging Project To increase funding for Board Room project To setup budget for Facilities contingencies
BOARD APPROVED 4/10/2025 4/10/2025 4/10/2025 4/10/2025 4/10/2025	DATE OF TRANSFER 1/29/2025 1/29/2025 2/1/2025 2/1/2025 DATE OF TRANSFER	BT20648 BT20648 BT21370 BT20730 BT20865	13,149,326 TO/(FROM) RESERVE (83,300) (33,000) (8,739) (165,618) (500,000) (790,657) 12,358,669 57,029,969 TO/(FROM)	Net Change from Previous Transfers Fund Balance Before Transfer(s) EXPENDITURE CLASSIFICATION 4000 Supplies & Materials 5000 Other Expenses 6000 Capital Outlay 6000 Capital Outlay 5000 Other Expenses Total Approved at this Board Meeting Fund Balance After Transfer(s) 2024-25 Initial Fund Balance Net Change from Previous Transfers Fund Balance Before Transfer(s) EXPENDITURE	To replace HVAC filter after the Line/Bridge fires To replace HVAC filter after the Line/Bridge fires To reinstate original budget for EV Charging Project To increase funding for Board Room project To setup budget for Facilities contingencies

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: April 10, 2025

SUBJECT: Consideration of Approval to Adopt Resolution #2025-04-10-FS-02

Authorizing Temporary Interfund Borrowing

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution #2025-04-10-FS-02 to authorize temporary interfund borrowing between all funds to meet cash flow needs in the 2024-25 fiscal year.

OVERVIEW

According to California Education Code 42603, the Board of Trustees may direct that money be temporarily transferred from one fund to another for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds and shall not be available for appropriation or considered income. Amounts transferred shall be repaid in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of fiscal year.

ANALYSIS

Adoption of this resolution will allow SBCCD to maintain the necessary flexibility to address any cash flow shortfalls.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Approval of this board item will be positive for cash flow.



RESOLUTION #2025-04-10-FS-02 OF THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT AUTHORIZING TEMPORARY INTERFUND BORROWING

[v.3.19.2025.p.1|1]

ON MOTION of Member		, seconded by Member	
, the	e following resolution is he	reby adopted:	
		not have authority to honor warrants drawn on e of an approved borrowing arrangement with the)
		nay direct that moneys held in any fund or accoun district for payment of obligations as authorized by	
WHEREAS, actual interfund tr not be available for appropriation or be		d for as temporary loans between funds and shall borrowing fund or account; and	I
WHEREAS, amounts transferr if the transfer takes place within the final		n the same fiscal year, or in the following fiscal ye iscal year;	ar
NOW THEREFORE, BE IT RE	ESOLVED that:		
2025-26, temporary transfers between	een the following funds an	lege District hereby authorizes, for fiscal year and authorizes the San Bernardino County Treasur cash balances, provided the aggregate cash balan	
- All Available Funds			
their designee to approve any actu	al interfund transfers proc	lege District hereby authorizes the Chancellor or essed between the above-mentioned funds and olution be ratified by the Board as soon as	
PASSED AND ADOPTED by	the Governing Board on A	pril 10, 2025, by the following vote:	
AYES: NOES: ABSTENTIONS: ABSENT:			
STATE OF CALIFORNIA COUNTY OF SAN BERNARDINO)		
		by certify that the foregoing is a full, true, and a regularly called and conducted meeting held on	l
WITNESSED my hand this	day of	, 20	
		Secretary of the Governing Board	

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: April 10, 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.



Requestor Conference

Site CHC

Name & Department & Funding Source – Student Equity and Achievement

Willie Blackmon – Student Services
Zach Cortez – Student Life
Danae Hart – Instruction
Kevin Horan – President's Office
Ernesto Rivera – Counseling
Glen Thronson – Instruction

Name & Department & Funding Source – Equal Employment Opportunity Best Practices Grant

Chloe De Los Reyes – Instruction Latesha Hagler – EOPS Kashaunda Harris – EOPS Karen Peterson – Tutoring

Name & Department & Funding Source – CCC Equitable Placement and Completion Grant Program (AB1705)

Shirley Juan – Instruction Natalie Lopez – Library Jillian Robertson – Instruction

NCORE 2025

Dates of Travel/Conference

5/26/2025 - 6/01/2025

Location

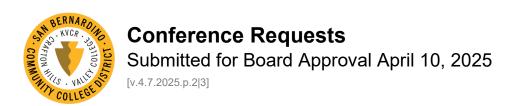
New York, New York

Purpose

Annual conference is a place of community and inclusion; it is a forum of building skills, alliances, and knowledge about issues of race and ethnicity in higher education. The conference will allow individuals and teams to work collaboratively under the guidance, tutelage and expertise of recognized and effective scholars, practitioners, and change makers.

Estimated Cost Per Person

\$5,670.50



Requestor	Conference
Site SBVC Name	The Mindfulness Meditation Teacher Certificate Program Dates of Travel/Conference 3/04/2024 - 2/02/2025
Romana Pires Department	Location Virtual
Sociology Funding Source Categorical Funds	Purpose The purpose of this program is to cultivate mindfulness, compassion, and inclusive teaching practices that enhance student engagement, foster a supportive learning environment, and contribute to personal and professional growth.
	Ratification Professional development reimbursement, faculty member received certificate Spring 2025.
	Estimated Cost \$8,016.00

Site DSO

Name

Nohemy Ornelas, Ed.D. **Department**

Office of the Chancellor

Funding Source

General Funds

Western Association of College and University Business

Officers (WACUBO)

Dates of Travel/Conference

5/03/2025 - 5/07/2025

Location

Hilo, Hawaii

Purpose

WACUBO conference includes inspiring speakers, stimulating

educational content, and opportunities to network with higher

education and business partner colleagues.

Estimated Cost

\$4,980.00

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: April 10, 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 April 10, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
	San Bernardino County Sheriff's Department Basic Training Agreement for Police increase funding by \$638,563.49; c				\$ 6,595,171.39 onal Hour; this is to ap	prove Amei	\$ 638,563.49 Indment 07 to
	EIDIM Group Inc CMAS 3-24-09-1004: Information T contract term from 09/04/2024 to	= :	SBCCD ons non-clou	Facilities ud goods and ser	\$ 1,000,000.00 rvices: this is to set the	e not to exc	eed amount;

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: April 10, 2025

SUBJECT: District & College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for district and college expenses.

OVERVIEW

SBCCD AP 6925 requires the Board authorize the expenditure of funds related to various functions planned for the colleges and district office as indicated below.

- Meetings or trainings attended only by employees and/or currently enrolled students for which the total cost will be in excess of \$1,000.
- Meetings or trainings attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, for which the total cost will be more than \$500.
- Any refreshments and/or meals for an event. Events are defined as activities in which nonemployees and/or non-students will/can attend or participate (e.g., job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training.

ANALYSIS

Details of the various events are included in the attached list being presented for approval.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of these expenditures is included in the budgets shown on the attached.



Event Information

Date(s)

4/29/2025 - 4/30/2025

Site SBVC

Estimated Cost \$30,000

HACU 30th National Capitol Forum on Hispanic Higher Education

To be purchased are registration, expenses, lodging, airfare, per diem, transportation. Staff and members of the Associated Student Government will be in attendance. The two-day Capitol Forum features policy briefings on Hispanic-Serving Institution priorities and delegation visits to Capitol Hill to meet in person with congressional leaders to advocate for HSIs. Highlights include; informational sessions about grant opportunities; impactful plenaries on investments in HSIs. Raymond Carlos and/or Maritza Portillo and/or LaCretia Smith will serve as chaperone/s.

Funding Source(s)

Student Representation Fee; ASB General Fund; Student Life Trust

Date(s)

3/25/2025 - 3/28/2025

Site SBVC

Estimated Cost \$5.000

3C2A (California Community College Athletic Association Annual Convention)

To be purchased are registration, expenses, lodging, airfare, per diem, transportation, for Raymond Carlos and David Rubio to attend the 3C2A Annual Convention where members discuss, address and establish rules and regulations to administer the intercollegiate athletic activities and improve the overall landscape of community college athletics in California. ts for approximately 150 staff, students and community members. Facilitator was Joanna Oxendine.

Funding Source(s)
Student Life Trust

Date(s) 4/3/2025 - 4/6/2025

Site SBVC

Estimated Cost \$15,000

2025 General Assembly

To be purchased are registration, expenses, lodging, per diem, transportation. Staff and members of the Associated Student Government will be in attendance. During the General Assembly, delegates come together to provide the Board of Directors, through the resolution process with priorities that guide the organization for the upcoming year. There will be an opportunity to network with other students and also includes engaging in workshops and speakers throughout the event. Raymond Carlos and/or Maritza Portillo and/or LaCretia Smith will serve as chaperone/s.

Funding Source(s)

Student Representation Fee; ASB General Fund

Event Information

Date(s)

5/22/2025 - 5/23/2025

Site SBVC

Estimated Cost \$111,000

2025 Commencement Ceremony and Breakfast

Sponsored by the Office of Student Life celebrating the achievements of the 2025 graduating class at the 66ers Stadium. All-inclusive 66ers contracts to include, stage, chairs, ushers, ticket takers, cleaning crew, parking attendants, security officers city access fee. Rental equipment, audio/video, sound, screen, streaming, regalia rental, flowers, decorations, giveaways, meals, refreshments & speaker.

Funding Source(s)

Commencement General Fund, Student Life Trust Account, Associated Student Government General Fund, Arts, Lecture & Diversity General Fund

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: April 10, 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.

SITE, INDIVIDUALS, AND AMOUNT

MEMBERSHIP AND FUNDING SOURCE

DSO

Christopher Crew Nohemy Ornelas Myung Koh Rena Salayeva-O'Sullivan Daniella Esparaza \$95.00/person

Society for College and University Planning (SCUP)

General Fund – Éducational & Student Support Services

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: April 10, 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 April 10, 2025

Asset #	Date Retired	Description	Initial Value	Current Value
37186	2/5/2025	Scaler	\$2,534.83	\$0.00
37427	2/5/2025	Dell Latitude 7350	\$1,642.43	\$0.00
37635	2/5/2025	OptiPlex 7440 AIO	\$1,162.46	\$0.00

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: April 10, 2025

SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to

Azusa Pacific University

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of a Redman Full Training Suit to Azusa Pacific University.

OVERVIEW

SBVC's Police Academy wishes to surplus the item which is no longer used by the program. Education Code 81452 (c) provides that the governing board may, by unanimous vote, declare property of insignificant value as surplus and donate the surplus property to a charitable organization. The estimated value of the donation is \$200.

ANALYSIS

SBVC no longer uses these items and they are non-essential to ongoing operations. Azusa Pacific University has examined the item and is willing to accept the donation for use in supporting their mission.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

No Cost to the 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: April 10, 2025

SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to

the City of Yucaipa

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of 12 disc golf targets to the City of Yucaipa.

OVERVIEW

Crafton Hills College wishes to surplus the items which are no longer needed by the District. Education Code 81450.5 provides that a community college district may donate property to another college or public entity. The estimated value of the donation is \$2,400.

ANALYSIS

Crafton Hills College no longer uses the items and they are non-essential to ongoing operations. The City of Yucaipa has examined the equipment and is willing to accept the donation for use in supporting their mission.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

No Cost to the 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: April 10, 2025

SUBJECT: Approval of Award of Bid #CC02-3624.00 and Contract for

Student Services Building Project

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #CC02-3624.00 | Student Services Building Project at Crafton Hills College**, and contract, to J.A. Urban, Inc. of Monrovia, CA in the amount of \$420,000.00

OVERVIEW

This project will renovate the Student Services Building, a cornerstone structure within the Crafton Hills College campus. The renovation addresses the critical need for upgrading infrastructure and structural items. Furthermore, the renovation will include revamping the second floor.

Additionally, the project prioritizes the enhancement of the building's interior infrastructure and aesthetics. Work will include interior demolition, upgraded electrical raceways and receptacles, new doors, carpet tiles and LED lighting. These upgrades aim to enhance overall efficiency within the facility.

ANALYSIS

A Notice Inviting Bids was publicly advertised, and on February 27, 2025, the District received two responsive bids. On March 5, 2025, the Project Team, consisting of District staff, AECOM team members, and Construction Management Team members, held a virtual meeting to review the bids for responsiveness. The lowest bids are:

Vendor	Total Bid
J.A. Urban, Inc. of Monrovia, CA	\$420,000.00
MLC Constructors, Inc. of Corona, CA	\$727,382.00

An analysis of the bids received indicates that J.A. Urban, Inc. of Monrovia, CA is the lowest responsive bidder.



SBCCD GOALS

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- 4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.

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: April 10, 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 April 10, 2025

	TASK ORDERS					
Firm	Pool Approval	Amount	Site	Project	Task Order	Date Executed
*Leighton Consulting Rancho Cucamonga, CA	Special Inspections and Material Testing Services 2/13/2020	\$248,282.00	SBVC	Technical Building Replacement	CC03-3640.09 (TO#03-062.5) Special Inspections and Material Testing Services	1/31/2025
*DLR Group Riverside, CA	Architecture and Engineering Services 12/12/2021	\$45,090.00	снс	New Performing Arts Center	CC03-3640.03 (TO#01-059.9) Architecture and Engineering Services	2/6/2025
TYR, Inc Huntington Beach, CA	Division of the State Architect Inspector of Records Services 5/13/2021	\$439,776.00	снс	Instructional Building	CC03-3640.10 (TO#11-032.0) Division of the State Architect Inspector of Records Services	2/6/2025

^{*}Issued as a supplement to an existing Task Order.



Master Services Agreements, Task Orders, and Professional Services Agreements for Bond Construction Submitted for Ratification April 10, 2025

	PROFESSIONAL SERVICES AGREEMENTS						
Firm	Services	Amount	Site	Project	Date Executed		
*SGH Architects Redlands, CA	Architectural and Engineering Services	\$2,650.00	СНС	Wayfinding & Signage	2/11/2025		
*A & I Reprographics Ontario, CA	Wayfinding Signage	\$724.68	СНС	Instructional Building	1/27/2025		
*Mowbray's Tree Service Inc, San Bernardino, CA	Tree Removal Service	\$49,050.00	СНС	Instructional Building	12/10/2024		
A & I Reprographics Ontario, CA	Wayfinding Signage	\$1,398.96	SBVC	Student Services Building – Swing Space	2/6/2025		
ConvergeOne Inc. Rancho Cucamonga, CA	Furniture, Fixtures, and Equipment	\$101,354.80	SBVC	Technical Building Replacement	2/20/2025		

^{*}Issued as an Amendment



Master Services Agreements, Task Orders, and Professional Services Agreements for Bond Construction Submitted for Ratification April 10, 2025

PROFESSIONAL SERVICES AGREEMENTS					
Firm	Services	Amount	Site	Project	Date Executed
*LY Environmental Inc. Redlands, CA	Water Testing Services	\$2,300.00	SBVC	Technical Building & Student Services Building	1/28/2025
*Corovan Moving & Storage Poway, CA	Moving Services	\$43,468.97	СНС	Central Complex 2 Renovation	2/7/2025
Omega Environmental Newport Beach, CA	Environmental Services	\$10,850.00	СНС	Instructional Building	2/7/2025

^{*}Issued as an Amendment.

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: April 10, 2025

SUBJECT: Ratification of Agreement for Acquisition of Real Property Identified

as "Minadora Homes."

RECOMMENDATION

It is recommended that the Board of Trustees ratify the agreement for the acquisition of Real Property identified as "Minadora Homes", which consists of approximately .28 acres commonly known as Land Parcels: 0141-151-36-0000 and 0141-151-37-0000.

OVERVIEW

Pursuant to direction from the District Board of Trustees on December 9, 2022, District staff, in consultation with District legal counsel, negotiated a Purchase of Real Estate Agreement that details the terms and conditions of the sale of the Property to the District.

ANALYSIS

This ratification will establish the Board's directives concerning the acquisition of the Property and is in line with its previous direction to staff.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This purchase will be funded by Measure CC.





Ratification of Agreement for Acquisition of Real Property Identified as "Minadora Homes" Submitted for Board Ratification April 10, 2025

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STANDARD OFFER, AGREEMENT AND ESCROW INSTRUCTIONS FOR PURCHASE OF REAL ESTATE

(Non-Residential)

Dated: November, 2024
1. Buyer. 1.1 San Bernardino Community College District, ("Buyer") hereby offers to purchase the real property, hereinafter described, from the owner thereof ("Seller") (collectively, the "Parties" or individually, a "Party"), through an escrow ("Escrow") to close 30 erg. days after the waiver or satisfaction of the Buyer's Contingencies, ("Expected Closing Date"). Buyer holds a monthly Board of Trustees
meeting on the second Thursday of each month. Shall the closing of Escrow date land before the Board of Trustees meeting for that month, then the closing of Escrow date shall be amended to one (
week following the Board of Trustees meeting for that month. Escrow is to be held by Commonwealth Land Title Insurance Company attn: Crystal Leyvas ("Escrow Holder") whose address is 601 South Figueroa
Street, Suite 4000, Los Angeles, CA 90017, Phone No. 213-330-3059, Facsimile No. Email clevvas@cltic.com upon the terms and conditions set forth in this agreement ("Agreement"). Buyer shall have the right to assign Buyer's rights hereunder, but any such assignment shall not relieve Buyer of Buyer's obligations herein unless Seller expressly releases Buyer. 1.2 The term "Date of Agreement" as used herein shall be the date when by execution and delivery (as defined in paragraph 20.2) of this document or a subsequent counteroffer thereto, Buyer and Seller have reached agreement in writing whereby Seller agrees to sell, and Buyer agrees to purchase, the Property upo terms accepted by both Parties.
2. Property.
2.1 The real property ("Property") that is the subject of this offer consists of (insert a brief physical description) <u>two land parcels</u> <u>consisting of approximately 0.28 acres</u> is located in the County of <u>San Bernardino</u> , is commonly known as (street address, city, state, zip) <u>Land Parcels 0141-151-36-0000 and 0141-151-37-0000</u> and is legally described as: <u>To be determined in escrow</u> (APN: <u>0141-151-36-0000 and 0141-151-37-0000</u>). 2.2 If the legal description of the Property is not complete or is inaccurate, this Agreement shall not be invalid and the legal description shall be completed or corrected to meet the requirements of <u>Commonwealth Land Title Insurance Company attn: Crystal Leyvas</u> ("Title Insurance Company attn: Crystal Leyvas ("Title Insurance Comp
Company"), which shall issue the title policy hereinafter described. 2.3 The Property includes, at no additional cost to Buyer, the permanent improvements thereon, including those items which pursuant to applicable law are part of the property, as well as the following items, if any, owned by Seller and at present located on the Property: electrical distribution systems (power panel, bus ducting, conduits, disconnects, lighting fixtures); telephone distribution systems (lines, jacks and connections only); space heaters; heating, ventilating, air conditioning equipment ("HVAC"); air lines; fire sprinkler systems; security and fire detection systems; carpets; window coverings; wall coverings; and (collectively, the "Improvements"). 2.4 The fire sprinkler monitor: is owned by Seller and included in the Purchase Price, is leased by Seller, and Buyer will need to negotiate a new lease.
with the fire monitoring company, ownership will be determined during Escrow, or there is no fire sprinkler monitor. 2.5 Except as provided in Paragraph 2.3, the Purchase Price does not include Seller's personal property, furniture and furnishings, and all of which shall be removed by Seller prior to Closing.
 3. Purchase Price. 3.1 The purchase price ("Purchase Price") to be paid by Buyer to Seller for the Property shall be \$150,000.00 , payable as follows: (Strike any not applicable)
(a) Cash down payment, including the Deposit as defined in paragraph 4.3 (or if an all cash transaction, the Purchase Price):
(b) Amount of "New Loan" as defined in paragraph 5.1, if any:
(c) Buyer shall take title to the Property subject to and/or assume the following existing deed(s) of trust ("Existing Deed(s) of Trust") securing the existing promissory note(s) ("Existing Note(s)"): (i) An Existing Note ("First Note") with an unpaid principal balance as of the Closing of approximately:
Said First Note is payable at per month, including interest at the rate of% per annum until paid (and/or the entire unpaid balance is due on). (ii) An Existing Note ("Second Note") with an unpaid principal balance as of the Closing of approximately:
Said-Second Note is payable at per month, including interest at the rate of% per annum until paid (and/or the entire unpaid balance is due on).
INITIALS INITIALS

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(d) Buyer shall give Seller a deed of trust ("Purchase Money Deed of Trust") on the property, to secure the promissory note of Buyer to Seller described in paragraph 6 ("Purchase Money Note") in the amount of:

Total Purchase Price: \$150, 000.00

3.2 If Buyer is taking title to the Property subject to, or assuming, an Existing Deed of Trust and such deed of trust permits the beneficiary to demand payment

		ncluding, but not limited to, points, processing fees, and apprai m of 1.5% of the unpaid principal balance of the applicable Exis	isal fees as a condition to the transfer of the Property, Buyer agrees to pay such fees up to a sting Note.
4.	Dep	posits.	
	4.1	Buyer has delivered to Broker a check in the sum of	, payable to Escrow Holder, to be delivered by Broker to Escrow Holder within 2 or
		business days after both Parties have executed this Agree	ement and the executed Agreement has been delivered to Escrow Holder, or within 2 or
			ement and the executed Agreement has been delivered to Escrow Holder Buyer shall deliver to
unila und	ateral er this	ally terminate this transaction by giving written notice of such e	eck is not received by Escrow Holder within said time period then Seller may elect to election to Escrow Holder whereupon neither Party shall have any further liability to the other ement for purchase and sale, Buyer's check or funds shall, upon request by Buyer, be promptly
		Additional deposits:	
		,	uyer shall deposit with Escrow Holder the additional sum of to be applied to the
Purc	nase	e Price at the Closing. (b) Within 5 business days after the contingencies discuss:	ed in paragraph 9.1 (a) through (m) are approved or waived, Buyer shall deposit with Escrow-
Hole	ler th	he additional sum of to be applied to the Purcha	
		(c) If an Additional Deposit is not received by Escrow Holo	der within the time period provided then Seller may notify Buyer, Escrow Holder, and Brokers,
	_		r within 2 business days following said notice, the Escrow shall be deemed terminated without
furt		notice or instructions.	Owner and the consequence of a conditional the IID constally in a Chate on Forderally
	tered	d bank in an interest bearing account whose term is appropriate	Buyer pursuant to paragraphs 4.1 and 4.2 (collectively the " Deposit "), in a State or Federally te and consistent with the timing requirements of this transaction. The interest therefrom sha ay be penalties or interest forfeitures if the applicable instrument is redeemed prior to its
spec	ified	d maturity. Buyer's Federal Tax Identification Number is	. NOTE: Such interest bearing account cannot be opened until Buyer's Federal Tax
of sa	4.4 aid m	nonies to Seller as and for independent consideration for Seller d. Such independent consideration is non-refundable to Buyer	Holder receives the monies described in paragraph 4.1 above, Escrow Holder shall release \$100 r's' execution of this Agreement and the granting of the contingency period to Buyer as herein but shall be credited to the Purchase Price in the event that the purchase of the Property is
	4.5	Upon waiver of all of Buyer's contingencies the Deposit shal	l become non-refundable but applicable to the Purchase Price except in the event of a Seller
brea	ch, o	or in the event that the Escrow is terminated pursuant to the p	rovisions of Paragraph 9.1(n) (Destruction, Damage or Loss) or 9.1(o) (Material Change).
to at	5.1 least erty. follo	st % of the Purchase Price, on terms acceptable to. If this Agreement provides for Seller to carry back junior fina owing receipt of the commitment setting forth the proposed to	nnce company, financial institution or other lender, a commitment to lend to Buyer a sum equa to Buyer. Such loan (" New Loan ") shall be secured by a first deed of trust or mortgage on the ncing, then Seller shall have the right to approve the terms of the New Loan. Seller shall have erms of the New Loan to approve or disapprove of such proposed terms. If Seller fails to notify
Escr			pe conclusively presumed that Seller has approved the terms of the New Loan.
haa		! If Buyer shall fail to notify its Broker, Escrow Holder and Se	uller, in writing withindays following the Date of Agreement, that the New Loa has either obtained said New Loan or has waived this New Loan contingency.
Loar	5.3 1, this	If Buyer shall notify its Broker, Escrow Holder and Seller, in w	vriting, within the time specified in paragraph 5.2 hereof, that Buyer has not obtained said Nev to the prompt return of the Deposit, plus any interest earned thereon, less only Escrow Holder
6.	Sell	ller Financing. (Purchase Money Note). (Strike if not applicable	<u>el</u>
			Purchase Money Note shall provide for interest on unpaid principal at the rate of
% p€	er anr	nnum, with principal and interest paid as follows:	- The Purchase Money Note and Purchase Money Deed of Trust shall be on the current forms
com		The Purchase Money Note and/or the Purchase Money Dee (a) Prepayment. Principal may be prepaid in whole or in p	
it is	due.		respect to any payment of principal, interest, or other charges, not made within 10 days after
		(c) Due On Sale. In the event the Buyer sells or transfers t	title to the Property or any portion thereof, then the Seller may, at Seller's option, require the
enti		npaid balance of said Note to be paid in full.	other financing, Escrow Holder shall, at Buyer's expense prepare and record on Seller's behalf
real		for notice of default and/or sale with regard to each mortgage	
-46			Y JUDGEMENTS ON SELLER FINANCING. IF BUYER ULTIMATELY DEFAULTS ON THE LOAN,
SELL		S SOLE REMEDY IS TO FORECLOSE ON THE PROPERTY.	
state			eller's reasonable approval of Buyer's financial condition. Buyer to provide a current financial eller within 10 days following the Date of Agreement. Seller has 10 days following receipt of
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such documentation to satisfy itself with regard to Buyer's financial condition and to notify Escrow Holder as to whether or not Buyer's financial condition is If Seller fails to notify Escrow Holder, in writing, of the disapproval of this contingency within said time period, it shall be conclusively presumed that proved Buyer's financial condition. If Seller is not satisfied with Buyer's financial condition or if Buyer fails to deliver the required documentation then Seller may notify Escrow Holder in writing that Seller Financing will not be available, and Buyer shall have the option, within 10 days of the receipt of such notice, to either te this transaction or to purchase the Property without Seller financing. If Buyer fails to notify Escrow Holder within said time period of its election to ate this transaction then Buyer shall be conclusively presumed to have elected to purchase the Property without Seller financing. If Buyer elects to terminate Buyer's Deposit shall be refunded less Title Company and Escrow Holder cancellation fees and costs, all of which shall be Buyer's obligation.

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7	RASI	Estate	Rro	VΔrc

7.1 Each Party acknowledges receiving a Disclosure Regarding Real Estate Agency Relationship, confirms and consents to the following agency relationships in
this transaction with the following real estate broker(s) ("Brokers") and/or their agents ("Agent(s)"):
Seller's Brokerage Firm <u>Avison Young</u> License No. <u>01908328</u> is the broker of (check one): Very the Seller; or both the Buyer and Seller
(dual agent).
Seller's Agent <u>Luke Tatman and Cody Lerner</u> License No. <u>02217368</u> is (check one): V the Seller's Agent (salesperson or
Seller 3 Agent Little L
broker associate); or U both the Seller's Agent and the Buyer's Agent (dual agent).
Buyer's Brokerage Firm <u>CBRE</u> , <u>Inc.</u> License No. 00409987 is the broker of (check one): $$ the Buyer; or both the Buyer and Seller
(dual agent).
Buyer's Agent <u>Austin Reuland</u> License No. <u>02101405</u> is (check one): the Buyer's Agent (salesperson or broker associate); or
both the Buyer's Agent and the Seller's Agent (dual agent).
The Parties acknowledge that other than the Brokers and Agents listed above, there are no other brokers or agents representing the Parties or due any fees and/or
commissions under this Agreement. Buyer shall use the services of Buyer's Broker exclusively in connection with any and all negotiations and offers with respect to
commissions under this Agreement. Duyer shall use the services of duyer's broker exclusively in connection with any and all negotiations and offers with respect to

the Property for a period of 1 year from the date inserted for reference purposes at the top of page 1. 7.2 Buyer and Seller each represent and warrant to the other that he/she/it has had no dealings with any person, firm, broker, agent or finder in connection with the negotiation of this Agreement and/or the consummation of the purchase and sale contemplated herein, other than the Brokers and Agents named in paragraph 7.1, and no broker, agent or other person, firm or entity, other than said Brokers and Agents is/are entitled to any commission or finder's fee in connection with this transaction as the result of any dealings or acts of such Party. Buyer and Seller do each hereby agree to indemnify, defend, protect and hold the other

harmless from and against any costs, expenses or liability for compensation, commission or charges which may be claimed by any broker, agent, finder or other similar party, other than said named Brokers and Agents by reason of any dealings or act of the indemnifying Party.

Escrow and Closing.

- 8.1 Upon acceptance hereof by Seller, this Agreement, including any counteroffers incorporated herein by the Parties, shall constitute not only the agreement of purchase and sale between Buyer and Seller, but also instructions to Escrow Holder for the consummation of the Agreement through the Escrow. Escrow Holder shall not prepare any further escrow instructions restating or amending the Agreement unless specifically so instructed by the Parties or a Broker herein. Subject to the reasonable approval of the Parties, Escrow Holder may, however, include its standard general escrow provisions. In the event that there is any conflict between the provisions of the Agreement and the provisions of any additional escrow instructions the provisions of the Agreement shall prevail as to the Parties and the Escrow Holder.
- 8.2 As soon as practical after the receipt of this Agreement and any relevant counteroffers, Escrow Holder shall ascertain the Date of Agreement as defined in paragraphs 1.2 and 20.2 and advise the Parties and Brokers, in writing, of the date ascertained.
- 8.3 Escrow Holder is hereby authorized and instructed to conduct the Escrow in accordance with this Agreement, applicable law and custom and practice of the community in which Escrow Holder is located, including any reporting requirements of the Internal Revenue Code. In the event of a conflict between the law of the state where the Property is located and the law of the state where the Escrow Holder is located, the law of the state where the Property is located shall prevail.
- 8.4 Subject to satisfaction of the contingencies herein described, Escrow Holder shall close this escrow (the "Closing") by recording a general warranty deed (a grant deed in California) and the other documents required to be recorded, and by disbursing the funds and documents in accordance with this Agreement.
- 8.5 Buyer and Seller shall each pay one-half of the Escrow Holder's charges and Seller shall pay the usual recording fees and any required documentary transfer taxes. Seller shall pay the premium for a standard coverage owner's or joint protection policy of title insurance. (See also paragraph 11.)
- 8.6 Escrow Holder shall verify that all of Buyer's contingencies have been satisfied or waived prior to Closing. The matters contained in paragraphs 9.1 subparagraphs (b), (c), (d), (e), (g), (i), (n), and (o), 9.4, 12, 13, 14, 16, 18, 20, 21, 22, and 24 are, however, matters of agreement between the Parties only and are not instructions to Escrow Holder.
- 8.7 If this transaction is terminated for non-satisfaction and non-waiver of a Buyer's Contingency, as defined in paragraph 9.2 or disapproval of any other matter subject to Buyer's approval, then neither of the Parties shall thereafter have any liability to the other under this Agreement, except to the extent of a breach of any affirmative covenant or warranty in this Agreement. In the event of such termination, Buyer shall, subject to the provisions of paragraph 8.10, be promptly refunded all funds deposited by Buyer with Escrow Holder, less only the \$100 provided for in paragraph 4.4 and the Title Company and Escrow Holder cancellation fees and costs, all of which shall be Buyer's obligation. If this transaction is terminated as a result of Seller's breach of this Agreement then Seller shall pay the Title Company and Escrow Holder cancellation fees and costs.
- 8.8 The Closing shall occur on the Expected Closing Date, or as soon thereafter as the Escrow is in condition for Closing; provided, however, that if the Closing does not occur by the Expected Closing Date and said Date is not extended by mutual instructions of the Parties, a Party not then in default under this Agreement may notify the other Party, Escrow Holder, and Brokers, in writing that, unless the Closing occurs within 5 business days following said notice, the Escrow shall be deemed terminated without further notice or instructions.
- 8.9 Except as otherwise provided herein, the termination of Escrow shall not relieve or release either Party from any obligation to pay Escrow Holder's fees and costs or constitute a waiver, release or discharge of any breach or default that has occurred in the performance of the obligations, agreements, covenants or warranties contained therein.

8.10. If this Escrow is terminated for any reason other than Seller's breach or default, then as a condition to the return of Buyer's deposit. Buyer shall within 5

	
9.	Contingencies to Closing.
item	s prepared by or for Buyer that pertain to the Property.
days	after written request deliver to Seller, at no charge, copies of all surveys, engineering studies, soil reports, maps, master plans, feasibility studies and other similar
	o.10 If this Escrow is terminated for any reason other than sener s breach or delatify their as a contain to the retain of bayer's deposit, bayer shall within s

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9.1 IF, BEFORE EXPIRATION OF THE APPLICABLE TIME, BUYER FAILS TO PROVIDE ESCROW HOLDER WRITTEN NOTICE OF BUYER'S DISAPPROVAL OF ANY OF
BUYER'S CONTINGENCIES OR ANY OTHER MATTER THAT IS SUBJECT TO BUYER'S APPROVAL IN THIS AGREEMENT, THEN BUYER SHALL BE CONCLUSIVELY DEEMED TO HAVE SATISFIED SUCH BUYER'S CONTINGENCIES AND/OR APPROVED OF SUCH OTHER MATTERS. If a number of days is completed in any of the optional spaces
in subparagraphs 9.1 (a) through (m), then such number shall apply and override the pre-printed number, even if the pre-printed number is not stricken. The Closing of this transaction is contingent upon the satisfaction or waiver of the following contingencies:
(a) Disclosure. Seller shall make to Buyer, through Escrow, all of the applicable disclosures required by law (See AIR CRE ("AIR") standard form entitled "Seller's
Mandatory Disclosure Statement") and provide Buyer with a completed Property Information Sheet ("Property Information Sheet") concerning the Property, duly executed by or on behalf of Seller in the current form or equivalent to that published by the AIR within 10 or days following the Date of Agreement.
Buyer has 10. 30 days from the Date of Agreement receipt of said disclosures to approve or disapprove the matters disclosed.
(b) Physical Inspection. Buyer has 10 or 30 days following the receipt of the Property Information Sheet or the Date of Agreement, whichever is later, to satisfy itself with regard to the physical aspects and size of the Property.
(c) Hazardous Substance Conditions Report. Buyer has 30 or days following the receipt of the Property Information Sheet or the Date of
Agreement, whichever is later, to satisfy itself with regard to the environmental aspects of the Property. Seller recommends that Buyer obtain a Hazardous Substance Conditions Report concerning the Property and relevant adjoining properties. Any such report shall be paid for by Buyer. A "Hazardous Substance" for purposes of this Agreement is defined as any substance whose nature and/or quantity of existence, use, manufacture, disposal or effect, render it subject to Federal, state or local regulation, investigation, remediation or removal as potentially injurious to public health or welfare. A "Hazardous Substance Condition" for purposes of this Agreement is defined as the existence on, under or relevantly adjacent to the Property of a Hazardous Substance that would require remediation and/or removal
under applicable Federal, state or local law.
(d) Soil Inspection. Buyer has 30-or days following the receipt of the Property Information Sheet or the Date of Agreement, whichever is later, to satisfy itself with regard to the condition of the soils on the Property. Seller recommends that Buyer obtain a soil test report. Any such report shall be paid for by Buyer. Seller shall provide Buyer copies of any soils report that Seller may have within 10 days following the Date of Agreement.
(e) Governmental Approvals. Buyer has 30-or days following the Date of Agreement to satisfy itself with regard to approvals and permits
from governmental agencies or departments which have or may have jurisdiction over the Property and which Buyer deems necessary or desirable in connection with its intended use of the Property, including, but not limited to, permits and approvals required with respect to zoning, planning, building and safety, fire, police, handicapped and Americans with Disabilities Act requirements, transportation and environmental matters.
(f) Conditions of Title. Escrow Holder shall cause a current commitment for title insurance ("Title Commitment") concerning the Property issued by the Title Company, as well as legible copies of all documents referred to in the Title Commitment ("Underlying Documents"), and a scaled and dimensioned plot showing
the location of any easements to be delivered to Buyer within 10 or days following the Date of Agreement. Buyer has 10 30 days from the Date
of Agreement receipt of the Title Commitment, the Underlying Documents and the plot plan to satisfy itself with regard to the condition of title. The disapproval by Buyer of any monetary encumbrance, which by the terms of this Agreement is not to remain against the Property after the Closing, shall not be considered a failure of this contingency, as Seller shall have the obligation, at Seller's expense, to satisfy and remove such disapproved monetary encumbrance at or before the Closing.
(g) Survey. Buyer has 30 or days following the receipt of the Title Commitment and Underlying Documents to satisfy itself with regard to any ALTA title supplement based upon a survey prepared to American Land Title Association ("ALTA") standards for an owner's policy by a licensed surveyor, showing the legal description and boundary lines of the Property, any easements of record, and any improvements, poles, structures and things located within 10 feet of either side of the Property boundary lines. Any such survey shall be prepared at Buyer's direction and expense. If Buyer has obtained a survey and approved the ALTA title supplement, Buyer may elect within the period allowed for Buyer's approval of a survey to have an ALTA extended coverage owner's form of title policy, in which event Buyer shall pay any additional premium attributable thereto.
(h) Existing Leases and Tenancy Statements. Seller shall within 10 or days following the Date of Agreement provide both Buyer and Escrow Holder with legible copies of all leases, subleases or rental arrangements (collectively, "Existing Leases") affecting the Property, and with a tenancy statement ("Estoppel Certificate") in the latest form or equivalent to that published by the AIR, executed by Seller and/or each tenant and subtenant of the Property. Seller shall
use its best efforts to have each tenant complete and execute an Estoppel Certificate prior to the Close of Escrow. If any tenant fails or refuses to
provide an Estoppel Certificate then Seller shall complete and execute an Estoppel Certificate for that tenancy. Buyer has 10 30 days from the Date of
Agreement receipt of said Existing Leases and Estoppel Certificates to satisfy itself with regard to the Existing Leases and any other tenancy issues. (i) Owner's Association. Seller shall within 10 er days following the Date of Agreement provide Buyer with a statement and transfer package from any owner's association servicing the Property. Such transfer package shall at a minimum include: copies of the association's bylaws, articles of incorporation, current budget and financial statement. Buyer has 10 days from the receipt of such documents to satisfy itself with regard to the association. (j) Other Agreements. Seller shall within 10 er days following the Date of Agreement provide Buyer with legible copies of all other agreements ("Other Agreements") known to Seller that will affect the Property after Closing. Buyer has 10 days from the receipt of said Other Agreements to satisfy itself with regard to such Agreements.
(k) Financing. If paragraph 5 hereof dealing with a financing contingency has not been stricken, the satisfaction or waiver of such New Loan contingency.
(I) Existing Notes. If paragraph 3.1(c) has not been stricken, Seller shall within 10 or days following the Date of Agreement provide Buyer with legible copies of the Existing Notes, Existing Deeds of Trust and related agreements (collectively, "Loan Documents") to which the Property will remain subject
after the Closing. Escrow Holder shall promptly request from the holders of the Existing Notes a beneficiary statement ("Beneficiary Statement") confirming: (1) the
amount of the unpaid principal balance, the current interest rate, and the date to which interest is paid, and (2) the nature and amount of any impounds held by the
beneficiary in connection with such loan. Buyer has 10 or days following the receipt of the Loan Documents and Beneficiary Statements to satisfy itself-with regard to such financing. Buyer's obligation to close is conditioned upon Buyer being able to purchase the Property without acceleration or change in the terms
of any Existing Notes or charges to Buyer except as otherwise provided in this Agreement or approved by Buyer, provided, however, Buyer shall pay the transfer fee- referred to in paragraph 3.2 hereof. Likewise if Seller is to carry back a Purchase Money Note then Seller shall within 10 or days following the Date of
Agreement provide Buyer with a copy of the proposed Purchase Money Note and Purchase Money Deed of Trust. Buyer has 10 or
receipt of such documents to satisfy itself with regard to the form and content thereof.
(m) Personal Property. In the event that any personal property is included in the Purchase Price, Buyer has 10 or days following the Date of Agreement to satisfy itself with regard to the title condition of such personal property. Seller recommends that Buyer obtain a UCC-1 report. Any such report shall be

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paid for by Buyer. Seller shall provide Buyer copies of any liens or encumbrances affecting such personal property that it is aware of within 10 or following the Date of Agreement.

- (n) Destruction, Damage or Loss. Subsequent to the Date of Agreement and prior to Closing there shall not have occurred a destruction of, or damage or loss to, the Property or any portion thereof, from any cause whatsoever, which would cost more than \$10,000.00 to repair or cure. If the cost of repair or cure is \$10,000.00 or less, Seller shall repair or cure the loss prior to the Closing. Buyer shall have the option, within 10 days after receipt of written notice of a loss costing more than \$10,000.00 to repair or cure, to either terminate this Agreement or to purchase the Property notwithstanding such loss, but without deduction or offset against the Purchase Price. If the cost to repair or cure is more than \$10,000.00, and Buyer does not elect to terminate this Agreement, Buyer shall be entitled to any insurance proceeds applicable to such loss. Unless otherwise notified in writing, Escrow Holder shall assume no such destruction, damage or loss has occurred prior to Closing.
- (o) Material Change. Buyer shall have 10 days following receipt of written notice of a Material Change within which 30 days from the Date of Agreement to satisfy itself with regard to such change. "Material Change" shall mean a substantial adverse change in the use, occupancy, tenants, title, or condition of the Property that occurs after the date of this offer and prior to the Closing. Unless otherwise notified in writing, Escrow Holder shall assume that no Material Change has occurred prior to the Closing.
- (p) Seller Performance. The delivery of all documents and the due performance by Seller of each and every undertaking and agreement to be performed by Seller under this Agreement.
- (q) Brokerage Fee. Payment at the Closing of such brokerage fee as is specified in this Agreement or later written instructions to Escrow Holder executed by Seller and Brokers ("Brokerage Fee"). It is agreed by the Parties and Escrow Holder that Brokers are a third party beneficiary of this Agreement insofar as the Brokerage Fee is concerned, and that no change shall be made with respect to the payment of the Brokerage Fee specified in this Agreement, without the written consent of Brokers.
- 9.2 The contingencies specified in subparagraphs 9.1(a) through (m) are for the benefit of, and may be waived by, Buyer, and are referred to collectively as "Buyer's Contingencies" and individually as a "Buyer's Contingency."
- 9.3 Buyer's timely and written disapproval or conditional approval of a Buyer's Contingency or any other matter that is subject to Buyer's approval in this Agreement shall constitute disapproval thereof ("Disapproved Item(s)"). Concurrent with notice of a Disapproved Item, Buyer may make a request to Seller regarding such Disapproved Item ("Buyer's Request"). If Buyer fails to make a timely and written Buyer's Request, then this Agreement shall terminate due to the non-satisfaction and non-waiver of a contingency. Seller may respond to a Buyer's Request within 10 days following Seller's receipt thereof ("Seller's Response"). Seller's acceptance of a Buyer's Request shall amend this Agreement accordingly. If Seller fails to provide a timely and written Seller's Response, then Seller's Response shall be deemed to be a rejection of Buyer's Request. Buyer may, within 10 days following the earlier of Buyer's receipt of a Seller's Response (which is not an acceptance of Buyer's Request) or the date of Seller's deemed rejection of a Buyer's Request ("Buyer's Reply Period"), reply to a Seller's Response ("Buyer's Reply") and elect to (i) terminate this Agreement due to the non-satisfaction and non-waiver of the applicable contingency, (ii) accept the Seller's Response in which event this Agreement shall be amended accordingly, or (iii) withdraw Buyer's Request and waive the Disapproved Item in which event Buyer shall accept the Property subject to the Disapproved Item. If Buyer fails to provide a timely and written Buyer's Reply, then Buyer shall be deemed to have elected to terminate this Agreement as of the end of the Buyer's Reply Period. The date Buyer accepts a Seller's Response or withdraws a Buyer's Request and waives a Disapproved Item shall be the date of Buyer's approval of the Disapproved Item. A Party shall provide to Escrow Holder copy of all notices of a Disapproved Item, Buyer's Request, Seller's Response and Buyer's Reply and Escrow Holder shall promptly provide copies thereof to the other Party. Unless the Parties in writing agree otherwise, if the Expected Closing Date is a specific calendar date and a Buyer's Reply Period expires after such specific calendar date, then notwithstanding paragraph 1.1, the Expected Closing Date shall be extended to be 3 business days after the earlier of the date Buyer withdraws a Buyer's Request and waives the applicable Disapproved Item or Buyer accepts the applicable Seller's Response.
- 9.4 The Parties acknowledge that extensive local, state and Federal legislation establish broad liability upon owners and/or users of real property for the investigation and remediation of Hazardous Substances. The determination of the existence of a Hazardous Substance Condition and the evaluation of the impact of such a condition are highly technical and beyond the expertise of Brokers. The Parties acknowledge that they have been advised by Brokers to consult their own technical and legal experts with respect to the possible presence of Hazardous Substances on the Property or adjoining properties, and Buyer and Seller are not relying upon any investigation by or statement of Brokers with respect thereto. The Parties hereby assume all responsibility for the impact of such Hazardous Substances upon their respective interests herein.

10. Documents and Other Items Required at or Before Closing.

- 10.1 Five days prior to the Closing date Escrow Holder shall obtain an updated Title Commitment concerning the Property from the Title Company and provide copies thereof to each of the Parties.
 - 10.2 Seller shall deliver to Escrow Holder in time for delivery to Buyer at the Closing:
 - (a) Grant or general warranty deed, duly executed and in recordable form, conveying fee title to the Property to Buyer.
 - (b) If applicable, the Beneficiary Statements concerning Existing Note(s).
- (c) If applicable, the Existing Leases and Other Agreements together with duly executed assignments thereof by Seller and Buyer. The assignment of Existing Leases shall be on the most recent Assignment and Assumption of Lessor's Interest in Lease form published by the AIR or its equivalent.
- (d) An affidavit executed by Seller to the effect that Seller is not a "foreign person" within the meaning of Internal Revenue Code Section 1445 or successor statutes. If Seller does not provide such affidavit in form reasonably satisfactory to Buyer at least 3 business days prior to the Closing, Escrow Holder shall at the Closing deduct from Seller's proceeds and remit to the Internal Revenue Service such sum as is required by applicable Federal law with respect to purchases from foreign sellers.
- (e) If the Property is located in California, an affidavit executed by Seller to the effect that Seller is not a "nonresident" within the meaning of California Revenue and Tax Code Section 18662 or successor statutes. If Seller does not provide such affidavit in form reasonably satisfactory to Buyer at least 3 business days prior to the Closing, Escrow Holder shall at the Closing deduct from Seller's proceeds and remit to the Franchise Tax Board such sum as is required by such statute.
 - f) If applicable, a bill of sale, duly executed, conveying title to any included personal property to Buyer.
 - (g) If the Seller is a corporation, a duly executed corporate resolution authorizing the execution of this Agreement and the sale of the Property.

 10.3 Buyer shall deliver to Seller through Escrow:
- (a) The cash portion of the Purchase Price and such additional sums as are required of Buyer under this Agreement shall be deposited by Buyer with Escrow Holder, by federal funds wire transfer, or any other method acceptable to Escrow Holder in immediately collectable funds, no later than 2:00 P.M. on the business day prior to the Expected Closing Date provided, however, that Buyer shall not be required to deposit such monies into Escrow if at the time set for the deposit of such monies Seller is in default or has indicated that it will not perform any of its obligations hereunder. Instead, in such circumstances in order to reserve its rights to proceed Buyer need only provide Escrow with evidence establishing that the required monies were available.

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- (b) If a Purchase Money Note and Purchase Money Deed of Trust are called for by this Agreement, the duly executed originals of those documents, the Purchase Money Deed of Trust being in recordable form, together with evidence of fire insurance on the improvements in the amount of the full replacement cost naming Seller as a mortgage loss payee, and a real estate tax service contract (at Buyer's expense), assuring Seller of notice of the status of payment of real property taxes during the life of the Purchase Money Note.
 - (c) The Assignment and Assumption of Lessor's Interest in Lease form specified in paragraph 10.2(c) above, duly executed by Buyer.
 - (d) Assumptions duly executed by Buyer of the obligations of Seller that accrue after Closing under any Other Agreements.
 - (e) If applicable, a written assumption duly executed by Buyer of the loan documents with respect to Existing Notes.
 - (f) If the Buyer is a corporation, a duly executed corporate resolution authorizing the execution of this Agreement and the purchase of the Property.
- 10.4 At Closing, Escrow Holder shall cause to be issued to Buyer a standard coverage (or ALTA extended, if elected pursuant to 9.1(g)) owner's form policy of title insurance effective as of the Closing, issued by the Title Company in the full amount of the Purchase Price, insuring title to the Property vested in Buyer, subject only to the exceptions approved by Buyer. In the event there is a Purchase Money Deed of Trust in this transaction, the policy of title insurance shall be a joint protection policy insuring both Buyer and Seller.

IMPORTANT: IN A PURCHASE OR EXCHANGE OF REAL PROPERTY, IT MAY BE ADVISABLE TO OBTAIN TITLE INSURANCE IN CONNECTION WITH THE CLOSE OF ESCROW SINCE THERE MAY BE PRIOR RECORDED LIENS AND ENCUMBRANCES WHICH AFFECT YOUR INTEREST IN THE PROPERTY BEING ACQUIRED. A NEW POLICY OF TITLE INSURANCE SHOULD BE OBTAINED IN ORDER TO ENSURE YOUR INTEREST IN THE PROPERTY THAT YOU ARE ACQUIRING.

11. Prorations and Adjustments.

- 11.1 Taxes. Applicable real property taxes and special assessment bonds shall be prorated through Escrow as of the date of the Closing, based upon the latest tax bill available. The Parties agree to prorate as of the Closing any taxes assessed against the Property by supplemental bill levied by reason of events occurring prior to the Closing. Payment of the prorated amount shall be made promptly in cash upon receipt of a copy of any supplemental bill.
- 11.2 Insurance. WARNING: Any insurance which Seller may have maintained will terminate on the Closing. Buyer is advised to obtain appropriate insurance to cover the Property.
- 11.3 Rentals, Interest and Expenses. Scheduled rentals, interest on Existing Notes, utilities, and operating expenses shall be prorated as of the date of Closing. The Parties agree to promptly adjust between themselves outside of Escrow any rents received after the Closing.
 - 11.4 Security Deposit. Security Deposits held by Seller shall be given to Buyer as a credit to the cash required of Buyer at the Closing.
- 11.5 Post Closing Matters. Any item to be prorated that is not determined or determinable at the Closing shall be promptly adjusted by the Parties by appropriate cash payment outside of the Escrow when the amount due is determined.
- 11.6 Variations in Existing Note Balances. In the event that Buyer is purchasing the Property subject to an Existing Deed of Trust(s), and in the event that a Beneficiary Statement as to the applicable Existing Note(s) discloses that the unpaid principal balance of such Existing Note(s) at the closing will be more or less than the amount set forth in paragraph 3.1(c) hereof ("Existing Note Variation"), then the Purchase Money Note(s) shall be reduced or increased by an amount equal to such Existing Note Variation. If there is to be no Purchase Money Note, the cash required at the Closing per paragraph 3.1(a) shall be reduced or increased by the amount of such Existing Note Variation.
- 11.7 Variations in New Loan Balance. In the event Buyer is obtaining a New Loan and the amount ultimately obtained exceeds the amount set forth in paragraph 5.1, then the amount of the Purchase Money Note, if any, shall be reduced by the amount of such excess.
- 11.8 Owner's Association Fees. Escrow Holder shall: (i) bring Seller's account with the association current and pay any delinquencies or transfer fees from Seller's proceeds, and (ii) pay any up front fees required by the association from Buyer's funds.

12. Representations and Warranties of Seller and Disclaimers.

- 12.1 Seller's warranties and representations shall survive the Closing and delivery of the deed for a period of 3 years, and any lawsuit or action based upon them must be commenced within such time period. Seller's warranties and representations are true, material and relied upon by Buyer and Brokers in all respects. Seller hereby makes the following warranties and representations to Buyer and Brokers:
- (a) Authority of Seller. Seller is the owner of the Property and/or has the full right, power and authority to sell, convey and transfer the Property to Buyer as provided herein, and to perform Seller's obligations hereunder.
- (b) Maintenance During Escrow and Equipment Condition At Closing. Except as otherwise provided in paragraph 9.1(n) hereof, Seller shall maintain the Property until the Closing in its present condition, ordinary wear and tear excepted.
- (c) Hazardous Substances/Storage Tanks. Seller has no knowledge, except as otherwise disclosed to Buyer in writing, of the existence or prior existence on the Property of any Hazardous Substance, nor of the existence or prior existence of any above or below ground storage tank.
- (d) Compliance. Except as otherwise disclosed in writing, Seller has no knowledge of any aspect or condition of the Property which violates applicable laws, rules, regulations, codes or covenants, conditions or restrictions, or of improvements or alterations made to the Property without a permit where one was required, or of any unfulfilled order or directive of any applicable governmental agency or casualty insurance company requiring any investigation, remediation, repair, maintenance or improvement be performed on the Property.
- (e) Changes in Agreements. Prior to the Closing, Seller will not violate or modify any Existing Lease or Other Agreement, or create any new leases or other agreements affecting the Property, without Buyer's written approval, which approval will not be unreasonably withheld.
- (f) Possessory Rights. Seller has no knowledge that anyone will, at the Closing, have any right to possession of the Property, except as disclosed by this Agreement or otherwise in writing to Buyer.
 - (g) Mechanics' Liens. There are no unsatisfied mechanics' or materialmens' lien rights concerning the Property.
- (h) Actions, Suits or Proceedings. Seller has no knowledge of any actions, suits or proceedings pending or threatened before any commission, board, bureau, agency, arbitrator, court or tribunal that would affect the Property or the right to occupy or utilize same.
- (i) Notice of Changes. Seller will promptly notify Buyer and Brokers in writing of any Material Change (see paragraph 9.1(o)) affecting the Property that becomes known to Seller prior to the Closing.
- (j) No Tenant Bankruptcy Proceedings. Seller has no notice or knowledge that any tenant of the Property is the subject of a bankruptcy or insolvency proceeding.
 - (k) No Seller Bankruptcy Proceedings. Seller is not the subject of a bankruptcy, insolvency or probate proceeding.
- (I) Personal Property. Seller has no knowledge that anyone will, at the Closing, have any right to possession of any personal property included in the Purchase Price nor knowledge of any liens or encumbrances affecting such personal property, except as disclosed by this Agreement or otherwise in writing to Buyer.
- 12.2 Buyer hereby acknowledges that, except as otherwise stated in this Agreement, Buyer is purchasing the Property in its existing condition and will, by the time called for herein, make or have waived all inspections of the Property Buyer believes are necessary to protect its own interest in, and its contemplated use of, the Property. The Parties acknowledge that, except as otherwise stated in this Agreement, no representations, inducements, promises, agreements, assurances, oral or

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written, concerning the Property, or any aspect of the occupational safety and health laws, Hazardous Substance laws, or any other act, ordinance or law, have been made by either Party or Brokers, or relied upon by either Party hereto.

- 12.3 In the event that Buyer learns that a Seller representation or warranty might be untrue prior to the Closing, and Buyer elects to purchase the Property anyway then, and in that event, Buyer waives any right that it may have to bring an action or proceeding against Seller or Brokers regarding said representation or warranty.
- 12.4 Any environmental reports, soils reports, surveys, and other similar documents which were prepared by third party consultants and provided to Buyer by Seller or Seller's representatives, have been delivered as an accommodation to Buyer and without any representation or warranty as to the sufficiency, accuracy, completeness, and/or validity of said documents, all of which Buyer relies on at its own risk. Seller believes said documents to be accurate, but Buyer is advised to retain appropriate consultants to review said documents and investigate the Property.

13. Possession.

Possession of the Property shall be given to Buyer at the Closing subject to the rights of tenants under Existing Leases.

14. Buyer's Entry.

At any time during the Escrow period, Buyer, and its agents and representatives, shall have the right at reasonable times and subject to rights of tenants, to enter upon the Property for the purpose of making inspections and tests specified in this Agreement. No destructive testing shall be conducted, however, without Seller's prior approval which shall not be unreasonably withheld. Following any such entry or work, unless otherwise directed in writing by Seller, Buyer shall return the Property to the condition it was in prior to such entry or work, including the re-compaction or removal of any disrupted soil or material as Seller may reasonably direct. All such inspections and tests and any other work conducted or materials furnished with respect to the Property by or for Buyer shall be paid for by Buyer as and when due and Buyer shall indemnify, defend, protect and hold harmless Seller and the Property of and from any and all claims, liabilities, losses, expenses (including reasonable attorneys' fees), damages, including those for injury to person or property, arising out of or relating to any such work or materials or the acts or omissions of Buyer, its agents or employees in connection therewith.

15. Further Documents and Assurances.

The Parties shall each, diligently and in good faith, undertake all actions and procedures reasonably required to place the Escrow in condition for Closing as and when required by this Agreement. The Parties agree to provide all further information, and to execute and deliver all further documents, reasonably required by Escrow Holder or the Title Company.

16. Attorneys' Fees.

If any Party or Broker brings an action or proceeding (including arbitration) involving the Property whether founded in tort, contract or equity, or to declare rights hereunder, the Prevailing Party (as hereafter defined) in any such proceeding, action, or appeal thereon, shall be entitled to reasonable attorneys' fees and costs. Such fees may be awarded in the same suit or recovered in a separate suit, whether or not such action or proceeding is pursued to decision or judgment. The term "Prevailing Party" shall include, without limitation, a Party or Broker who substantially obtains or defeats the relief sought, as the case may be, whether by compromise, settlement, judgment, or the abandonment by the other Party or Broker of its claim or defense. The attorneys' fees award shall not be computed in accordance with any court fee schedule, but shall be such as to fully reimburse all attorneys' fees reasonably incurred.

17. Prior Agreements/Amendments.

- 17.1 This Agreement supersedes any and all prior agreements between Seller and Buyer regarding the Property.
- 17.2 Amendments to this Agreement are effective only if made in writing and executed by Buyer and Seller.

18. Broker's Rights.

- 18.1 If this sale is not consummated due to the default of either the Buyer or Seller, the defaulting Party shall be liable to and shall pay to Brokers the Brokerage Fee that Brokers would have received had the sale been consummated. If Buyer is the defaulting party, payment of said Brokerage Fee is in addition to any obligation with respect to liquidated or other damages.
 - 18.2 Upon the Closing, Brokers are authorized to publicize the facts of this transaction.

19. Notices

- 19.1 Whenever any Party, Escrow Holder or Brokers herein shall desire to give or serve any notice, demand, request, approval, disapproval or other communication, each such communication shall be in writing and shall be delivered personally, by messenger, or by mail, postage prepaid, to the address set forth in this agreement or by facsimile transmission, electronic signature, digital signature, or email.
- 19.2 Service of any such communication shall be deemed made on the date of actual receipt if personally delivered, or transmitted by facsimile transmission, electronic signature, digital signature, or email. Any such communication sent by regular mail shall be deemed given 48 hours after the same is mailed. Communications sent by United States Express Mail or overnight courier that guarantee next day delivery shall be deemed delivered 24 hours after delivery of the same to the Postal Service or courier. If such communication is received on a Saturday, Sunday or legal holiday, it shall be deemed received on the next business day.
- 19.3 Any Party or Broker hereto may from time to time, by notice in writing, designate a different address to which, or a different person or additional persons to whom, all communications are thereafter to be made.

20. Duration of Offer.

- 20.1 If this offer is not accepted by Seller on or before 5:00 P.M. according to the time standard applicable to the city of _____ on the date of ____ , it shall be deemed automatically revoked.
- 20.2 The acceptance of this offer, or of any subsequent counteroffer hereto, that creates an agreement between the Parties as described in paragraph 1.2, shall be deemed made upon delivery to the other Party or either Broker herein of a duly executed writing unconditionally accepting the last outstanding offer or counteroffer.

21. LIQUIDATED DAMAGES. (This Liquidated Damages paragraph is applicable only if initialed by both Parties).

THE PARTIES AGREE THAT IT WOULD BE IMPRACTICABLE OR EXTREMELY DIFFICULT TO FIX, PRIOR TO SIGNING THIS AGREEMENT, THE ACTUAL DAMAGES WHICH WOULD BE SUFFERED BY SELLER IF BUYER FAILS TO PERFORM ITS OBLIGATIONS UNDER THIS AGREEMENT. THEREFORE, IF, AFTER THE SATISFACTION OR WAIVER OF ALL CONTINGENCIES PROVIDED FOR THE BUYER'S BENEFIT, BUYER BREACHES THIS AGREEMENT, SELLER SHALL BE ENTITLED TO LIQUIDATED DAMAGES IN THE AMOUNT OF \$20,000. UPON PAYMENT OF SAID SUM TO SELLER, BUYER SHALL BE RELEASED FROM ANY FURTHER LIABILITY TO SELLER, AND ANY ESCROW CANCELLATION FEES AND TITLE COMPANY CHARGES SHALL BE PAID BY SELLER.

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OFA-20.30. Revised 10-13-2022

Buyer's Initials	Seller's Initials

22. ARBITRATION OF DISPUTES. (This Arbitration of Disputes paragraph is applicable only if initialed by both Parties.)

22.1 ANY CONTROVERSY AS TO WHETHER SELLER IS ENTITLED TO LIQUIDATED DAMAGES AND/OR BUYER IS ENTITLED TO THE RETURN OF THE DEPOSIT SHALL BE DETERMINED BY BINDING ARBITRATION ADMINISTERED BY THE JUDICIAL ARBITRATION & MEDIATION SERVICES, INC. ("JAMS") IN ACCORDANCE WITH ITS COMMERCIAL ARBITRATION RULES ("COMMERCIAL RULES"). ARBITRATION HEARINGS SHALL BE HELD IN THE COUNTY WHERE THE PROPERTY IS LOCATED. SUCH CONTROVERSY SHALL BE ARBITRATED BY A SINGLE ARBITRATOR, APPOINTED UNDER THE COMMERCIAL RULES WHO HAS HAD AT LEAST 5 YEARS OF EXPERIENCE IN THE TYPE OF REAL ESTATE THAT IS THE SUBJECT OF THIS AGREEMENT. THE ARBITRATOR SHALL HEAR AND DETERMINE SAID CONTROVERSY IN ACCORDANCE WITH APPLICABLE LAW OF THE JURISDICTION WHERE THE PROPERTY IS LOCATED, THE INTENTION OF THE PARTIES AS EXPRESSED IN THIS AGREEMENT AND ANY AMENDMENTS THERETO, AND UPON THE EVIDENCE PRODUCED AT AN ARBITRATION HEARING. PRE-ARBITRATION DISCOVERY SHALL BE PERMITTED IN ACCORDANCE WITH THE COMMERCIAL RULES OR STATE LAW APPLICABLE TO ARBITRATION PROCEEDINGS. THE ARBITRATOR SHALL RENDER AN AWARD WITHIN 30 DAYS AFTER THE CONCLUSION OF THE HEARING, WHICH MAY INCLUDE ATTORNEYS' FEES AND COSTS TO THE PREVAILING PARTY PER PARAGRAPH 16 HEREOF AND SHALL BE ACCOMPANIED BY A REASONED OPINION. THE FAILURE OR REFUSAL OF A PARTY TO PAY SUCH PARTY'S REQUIRED SHARE OF THE DEPOSITS FOR ARBITRATOR COMPENSATION OR ADMINISTRATIVE CHARGES SHALL CONSTITUTE A WAIVER BY SUCH PARTY TO PRESENT EVIDENCE OR CROSS-EXAMINE WITNESSES, BUT SUCH WAIVER SHALL NOT ALLOW FOR A DEFAULT JUDGMENT AGAINST THE NON-PAYING PARTY IN THE ABSENCE OF EVIDENCE AND LEGAL ARGUMENT AS THE ARBITRATOR MAY REQUIRE FOR MAKING AN AWARD. JUDGMENT MAY BE ENTERED ON THE AWARD IN ANY COURT OF COMPETENT JURISDICTION NOTWITHSTANDING THE FAILURE OF A PARTY DULY NOTIFIED OF THE ARBITRATION HEARING TO APPEAR THEREAT.

22.2 BUYER'S RESORT TO OR PARTICIPATION IN SUCH ARBITRATION PROCEEDINGS SHALL NOT BAR SUIT IN A COURT OF COMPETENT JURISDICTION BY THE BUYER FOR DAMAGES AND/OR SPECIFIC PERFORMANCE UNLESS AND UNTIL THE ARBITRATION RESULTS IN AN AWARD TO THE SELLER OF LIQUIDATED DAMAGES, IN WHICH EVENT SUCH AWARD SHALL ACT AS A BAR AGAINST ANY ACTION BY BUYER FOR DAMAGES AND/OR SPECIFIC PERFORMANCE.

22.3 NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS SUCH RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL ARBITRATION.

Buyer's Initials	Seller's Initials	

23. Miscellaneous.

- 23.1 **Binding Effect**. This Agreement shall be binding on the Parties without regard to whether or not paragraphs 21 and 22 are initialed by both of the Parties. Paragraphs 21 and 22 are each incorporated into this Agreement only if initialed by both Parties at the time that the Agreement is executed. Signatures to this Agreement accomplished by means of electronic signature or similar technology shall be legal and binding.
- 23.2 **Applicable Law**. This Agreement shall be governed by, and paragraph 22.3 is amended to refer to, the laws of the state in which the Property is located. Any litigation or arbitration between the Parties hereto concerning this Agreement shall be initiated in the county in which the Property is located.
 - 23.3 **Time of Essence**. Time is of the essence of this Agreement.
- 23.4 **Counterparts**. This Agreement may be executed by Buyer and Seller in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Escrow Holder, after verifying that the counterparts are identical except for the signatures, is authorized and instructed to combine the signed signature pages on one of the counterparts, which shall then constitute the Agreement.
- 23.5 Waiver of Jury Trial. THE PARTIES HEREBY WAIVE THEIR RESPECTIVE RIGHTS TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING INVOLVING THE PROPERTY OR ARISING OUT OF THIS AGREEMENT.
- 23.6 **Conflict**. Any conflict between the printed provisions of this Agreement and the typewritten or handwritten provisions shall be controlled by the typewritten or handwritten provisions. **Seller and Buyer must initial any and all handwritten provisions**.
- 23.7 **1031** Exchange. Both Seller and Buyer agree to cooperate with each other in the event that either or both wish to participate in a 1031 exchange. Any party initiating an exchange shall bear all costs of such exchange. The cooperating Party shall not have any liability (special or otherwise) for damages to the exchanging Party in the event that the sale is delayed and/or that the sale otherwise fails to qualify as a 1031 exchange.
 - 23.8 Days. Unless otherwise specifically indicated to the contrary, the word "days" as used in this Agreement shall mean and refer to calendar days.

24. Disclosures Regarding the Nature of a Real Estate Agency Relationship.

- 24.1 The Parties and Brokers agree that their relationship(s) shall be governed by the principles set forth in the applicable sections of the California Civil Code, as summarized in paragraph 24.2.
- 24.2 When entering into a discussion with a real estate agent regarding a real estate transaction, a Buyer or Seller should from the outset understand what type of agency relationship or representation it has with the agent or agents in the transaction. Buyer and Seller acknowledge being advised by the Brokers in this transaction, as follows:
- (a) Seller's Agent. A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or subagent has the following affirmative obligations: (1) To the Seller: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Seller. (2) To the Buyer and the Seller: a. Diligent exercise of reasonable skills and care in performance of the agent's duties. b. A duty of honest and fair dealing and good faith. c. A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.

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- (b) Buyer's Agent. A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations. (1) To the Buyer: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Buyer. (2) To the Buyer and the Seller: a. Diligent exercise of reasonable skills and care in performance of the agent's duties. b. A duty of honest and fair dealing and good faith. c. A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.
- (c) Agent Representing Both Seller and Buyer. A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer. (1) In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer: a. A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either Seller or the Buyer. b. Other duties to the Seller and the Buyer as stated above in their respective sections (a) or (b) of this paragraph 24.2. (2) In representing both Seller and Buyer, the agent may not, without the express permission of the respective Party, disclose to the other Party confidential information, including, but not limited to, facts relating to either Buyer's or Seller's financial position, motivations, bargaining position, or other personal information that may impact price, including Seller's willingness to accept a price less than the listing price or Buyer's willingness to pay a price greater than the price offered. (3) The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect their own interests. Buyer and Seller should carefully read all agreements to assure that they adequately express their understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional. Buyer has the duty to exercise reasonable care to protect Buyer, including as to those facts about the Property which are known to Buyer or within Buyer's diligent attention and observation. Both Seller and Buyer should strongly consider obtaining tax advice from a competent professional because the federal and state tax consequences of a transaction can be complex and subject to change.
- (d) Further Disclosures. Throughout this transaction Buyer and Seller may receive more than one disclosure, depending upon the number of agents assisting in the transaction. Buyer and Seller should each read its contents each time it is presented, considering the relationship between them and the real estate agent in this transaction and that disclosure. Buyer and Seller each acknowledge receipt of a disclosure of the possibility of multiple representation by the Broker representing that principal. This disclosure may be part of a listing agreement, buyer representation agreement or separate document. Buyer understands that Broker representing Buyer may also represent other potential buyers, who may consider, make offers on or ultimately acquire the Property. Seller understands that Broker representing Seller may also represent other sellers with competing properties that may be of interest to this Buyer. Brokers have no responsibility with respect to any default or breach hereof by either Party. The Parties agree that no lawsuit or other legal proceeding involving any breach of duty, error or omission relating to this transaction may be brought against Broker more than one year after the Date of Agreement and that the liability (including court costs and attorneys' fees), of any Broker with respect to any breach of duty, error or omission relating to this Agreement shall not exceed the fee received by such Broker pursuant to this Agreement; provided, however, that the foregoing limitation on each Broker's liability shall not be applicable to any gross negligence or willful misconduct of such Broker.
- 24.3 Confidential Information. Buyer and Seller agree to identify to Brokers as "Confidential" any communication or information given Brokers that is considered by such Party to be confidential.
- **25. Construction of Agreement.** In construing this Agreement, all headings and titles are for the convenience of the Parties only and shall not be considered a part of this Agreement. Whenever required by the context, the singular shall include the plural and vice versa. This Agreement shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.

26. Additional Provisions.

OFA-20.30. Revised 10-13-2022

Additional provisions of this offer, if any, are as follows or are attached hereto by an addendum or addenda consisting of paragraphs	NONE	through
(If there are no additional provisions write "NONE".)		

ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY AIR CRE OR BY ANY BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS AGREEMENT OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:

- 1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS AGREEMENT.
- 2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PROPERTY. SAID INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS SUBSTANCES, THE ZONING OF THE PROPERTY, THE INTEGRITY AND CONDITION OF ANY STRUCTURES AND OPERATING SYSTEMS, AND THE SUITABILITY OF THE PROPERTY FOR BUYER'S INTENDED USE.

WARNING: IF THE PROPERTY IS LOCATED IN A STATE OTHER THAN CALIFORNIA, CERTAIN PROVISIONS OF THIS AGREEMENT MAY NEED TO BE REVISED TO COMPLY WITH THE LAWS OF THE STATE IN WHICH THE PROPERTY IS LOCATED.

NOTE:

- 1. THIS FORM IS NOT FOR USE IN CONNECTION WITH THE SALE OF RESIDENTIAL PROPERTY.
- 2. IF EITHER PARTY IS A CORPORATION, IT IS RECOMMENDED THAT THIS AGREEMENT BE SIGNED BY TWO CORPORATE OFFICERS.

The undersigned Buyer offers and agrees to buy the Property on the terms and conditions stated and acknowledges receipt of a copy hereof.

	Date.
BROKER	BUYER
CBRE, Inc.	San Bernardino Community College District
Attn: Austin Reuland Title: Vice President	By: Name Printed:
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Address:	Title:
Phone: (949) 725 8471	Phone:
Fax:	Fax:
Email: _austin.reuland2@cbre.com_	
	Email:
Federal ID No.:	
Broker DRE License #: 00409987	Ву:
Agent DRE License #: <u>02101405</u>	Name Printed:
	Title:
	Phone:
	Fax:
	Email:
	Address:
	Federal ID No.:
27. Acceptance.	
	and hereby agrees to sell the Property to Buyer on the terms and conditions therein specified.
	by Brokers, Seller agrees to pay Brokers a real estate Brokerage Fee in a sum equal to $\underline{5.0\%}$
of the Purchase Price to be	divided between the Brokers as follows: Seller's Broker 2.5 % and Buyer's Broker
2.5 % of the Purchase Price. This Agreement st	hall serve as an irrevocable instruction to Escrow Holder to pay such Brokerage Fee to Brokers
out of the proceeds accruing to the account of Seller at the Closing.	tall serve as an interocaste instruction to Estrow Holder to pay such shokerage rece to shokers
27.3 Seller acknowledges receipt of a copy hereof and authorizes	s Brokers to deliver a signed copy to Buyer.
NOTE: A PROPERTY INFORMATION SHEET IS REQUIRED TO BE DELIVE	RED TO BUYER BY SELLER UNDER THIS AGREEMENT.
	Date
	Date:
BROKER	SELLER
Avison Young	Minadora Homes Corporation
Attn: Luke Tatman and Cody Lerner	
	Ву:
Title:	Name Printed: <u>Suzan Hakim</u>
Address	Title: <u>CEO</u>
Address:	Phone:
Phone:	Fax:
Fax:	Email:
Email:	
Federal ID No.:	By:
Broker DRE License #: 01908328	Name Printed:
Agent's DRE License #: 02217368	
	Title:
	Phone:
	Fax:
	Email:
	Address:
	Federal ID No.:
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SBCCD EXPANDING CAREER PATHWAYS THROUGH APPRENTICESHIPS

SBCCD is making strides in expanding hands-on career training through robust apprenticeship partnerships. By fostering real-world learning experiences, these six programs help bridge the gap between education and employment, ensuring students are career-ready.

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4.10.2025

REPORT



SBCCD STRENGTHENING LEADERSHIP IN CAMPUS SAFETY

Over the past three weeks, SBCCD Police Department Lieutenants participated in a rigorous 104-hour leadership course hosted by the CSU Long Beach Center for Criminal Justice Research and Training. This intensive program provided essential skills in community engagement, ethical

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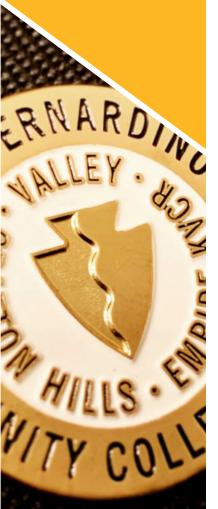
SBCCD IS TRAINING TO SUPPORT UNDOCUMENTED STUDENTS AND ENSURE CAMPUS SAFETY

SBCCD is continuously working to equip our teams with the knowledge and tools needed to better serve our diverse student body.

Our managers took part in a professional development workshop focused on supporting undocumented students. The

cont. on page 3





CHC'S REBECCA ABEYTA NOMINATED FOR STATEWIDE AWARD



Crafton Hills College Administrative Assistant Rebecca Abeyta has been nominated for the California Community Colleges Classified Employee of the Year Award. This honor

recognizes classified employees dedicated to Vision 2030 and equitable student success.

A key member of CHC's counseling office, Abeyta is known for her professionalism, leadership, and commitment to students. With over five years of service, she has played a vital role in improving student services, training new counselors, and fostering collaboration among staff.

Abeyta's journey at Crafton has been deeply personal. Having experienced both strong leadership and significant challenges early in her career, she was determined to surround herself with educators who would inspire her to continue her own education. She credits Crafton for not only supporting her academic and professional growth but also providing a sense of family and purpose. She is especially grateful to her mentors, colleagues, and leaders, including Grabow, who encouraged her to return to school, and others like Ivan, Kevin, and Delmy, who have offered guidance and opportunities along the way.

"Crafton is more than just a workplace," Abeyta shared. "It's a place of joy, purpose, and love. If I can make a difference in even one person's life, that is more than I could ever ask for."

Winners of the award will be announced at the Board of Governors meeting in Sacramento on May 20, 2025.

SBVC HONORS THE LEGACY OF THE LIBERAL ARTS BUILDING



San Bernardino Valley College recently bid heartfelt farewell to the Liberal Arts Building. cherished campus landmark that had served generations of students since 1970. On March 26, 2025. the campus community

came together to celebrate its legacy with special tributes, a VR experience, and a final walk-through—one last opportunity to step inside before it makes way for a new Student Services Building.

During the farewell ceremony. former current faculty, alumni, retirees, classified professionals, students, and community members gathered to reflect on the building's impact. Attendees wrote messages on the walls, sharing personal memories and honoring the countless stories held within its classrooms and hallways. A time capsule, dedicated to preserving its history, was sealed and will be opened in 2080—55 years from now—serving as a lasting tribute to the many lives it touched.

The Liberal Arts Building was more than just a structure—it was a foundation of knowledge, friendships, and aspirations. It witnessed students take their first college courses, discover their passions, and work toward their dreams. Generations of educators devoted their careers to shaping young minds within its walls. While saying goodbye was bittersweet, this transition marked an exciting step forward for SBVC, as the new Student Services Building will enhance resources and support for future students.

FNX TO UNVEIL NEW FNX APP AT STAR-STUDDED GALA & CONCERT 436

Exciting News!





KVCR and FNX are set to officially launch the new FNX app at a red carpet gala and concert on May 1 at the Agua Caliente Casino in Rancho Mirage. This special event is hosted in partnership with the San Manuel Band of Mission Indians, FNX's founding partner.

The demand for authentic Indigenous storytelling is stronger than ever, and FNX is at the forefront of bringing these narratives to a broader audience.

Among the Most-Watched Titles

The Lesser Blessed – A coming-of-age drama set in Canada's Northwest Territories

The Sun at Midnight – A gripping adventure following a teenage girl's journey in the Arctic

Rhymes for Young Ghouls – A powerful story about resilience and resistance

Sasquatch'n – A lighthearted exploration of Indigenous folklore and the legendary Sasquatch

FNX's growing influence was recently highlighted on the national stage at the Reservation Economic Summit (RES) in Las Vegas. This premier event brings together Native American business leaders, entrepreneurs, and organizations to discuss economic growth and opportunities within Indigenous communities.

While presenting on the Main Stage at RES typically costs between \$15,000 and \$20,000, FNX was invited to give a 20-minute presentation free of charge—a rare and significant opportunity. Frank Blanquet and the FNX team used this moment to showcase the app's impact, demonstrating

how it is not only expanding FNX's reach but also redefining Native media and storytelling.

The FNX app is playing a crucial role in advancing Native storytelling, making it more accessible than ever before. Trustees and supporters are encouraged to download the app, explore its content, and see firsthand how FNX is shaping the future of Indigenous media.

With its rapidly growing audience and national recognition, FNX continues to pave the way for Native voices in digital media. Stay tuned for more updates as the app expands its reach and influence!

cont. from page 1

session was led by a representative from TODEC Legal Services, one of our key partners through the Foundation for California Community Colleges. TODEC provides valuable resources and free legal support to our students, faculty, and staff, helping to ensure they have the assistance they need.

Additionally, members of our Human Resources and Police Department teams participated in safety training with San Bernardino County and completed Title IX workshops. Title IX is a federal law that protects against sex-based discrimination in education, including safeguards against sexual harassment and assault.

These trainings are essential to fostering a safe, supportive, and inclusive environment where every member of our community feels empowered to succeed.

PROGRESS IN OUR APPRENTICESHIP PROGRAMS



Automotive & Heavy Medium Duty Technology

Students gain industry-relevant skills through partnerships with OmniTrans, Direct Truck and Auto Repair, and BMW.



Healthcare Pathways

Our nursing students progress from LVN to RN while working with healthcare providers such as Providence Group Healthcare, Del Rosa Villa, Riverside Post Acute, and Jurupa Post Acute.



Pharmacy Technology

Through collaboration with CVS Health, students seamlessly transition into pharmacy careers.



Social & Human Services

We connect students with organizations including LAUNCH Apprenticeship Network, Tomorrow's Talent, Operation New Hope, VARP, Maximus, Youth Action Project, Hawkeye Youth Opportunity, HOPE Culture, and Goodwill Southern CA.



Paramedic Training

American Medical Response (AMR) is equipping students with the necessary training for emergency response careers.



Pre-Apprenticeships with K-12

Our work with Cajon High School, San Bernardino City Unified, IE Connect, and the San Bernardino Superintendent of Schools helps students explore careers in education and develop essential job skills early.

Apprenticeships play a crucial role in removing barriers to success by offering students paid, hands-on experience while they earn their credentials. As we look forward to the state's Career Education Master Plan creating even more pathways, SBCCD remains committed to expanding partnerships that meet both student and employer needs. Together, we are building stronger career pathways and fostering success beyond the classroom.



cont. from page 1

accountability, and cultural competency. Leadership training like this our police department that equipped to meet the evolving needs our diverse campus community, reinforcing campus safety as key component of student success.

Lieutenant and Acting Chief of Police, Blake Bonnet, took part in a group presentation at the training, highlighting the importance

of leadership in maintaining a safe and inclusive campus environment. Research shows that students learn best when they feel safe and valued, making initiatives like this vital in fostering a supportive educational setting.

Recognizing the significance of this effort, our HR Department has shared this update with the HR-DEIA group and is actively exploring ways to reinforce the message that all students belong and are safe on campus. This initiative reaffirms our commitment to fostering a strong sense of belonging while supporting the social and structural determinants of health—critical factors in ensuring students can focus on their education and thrive.

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: April 10, 2025

SUBJECT: Strategic Plan Goal - 3 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 3 (Be a Leader and Partner In Addressing Regional Issues).

ANALYSIS

SBCCD has made substantial progress in establishing itself as a leader and collaborative partner in addressing regional challenges. This progress includes efforts to promote economic inclusion through meaningful engagement with local businesses. Actively advocating for increased funding for workforce development, specifically targeting pre-apprenticeship programs. In pursuit of sustainability, SBCCD is initiating conservation projects and forming essential partnerships aimed at enhancing emergency preparedness. The district is focused on improving communication strategies to ensure the efficient dissemination of information during emergencies, thereby contributing to a safer environment for the local community.

SBCCD GOALS

1. Be a Leader and Partner In Addressing Regional Issues.

FINANCIAL IMPLICATIONS

There are no financial implications.



GOAL 3: BE A LEADER AND PARTNER IN ADDRESSING REGIONAL ISSUES

LOCAL BUSINESS OUTREACH

SBCCD and McCarthy Construction jointly organized a vendor outreach event that drew over **450 participants** and presented 41 subcontracting opportunities. Notifications were disseminated to more than 30,000 local vendors to promote economic inclusion.

WORKFORCE DEVELOPMENT

SBCCCD's Multi-Craft Core Curriculum (MC3) pre-apprenticeship program has trained **29 formerly incarcerated individuals**, providing essential certifications and job readiness skills to help them reintegrate into the workforce.

STATE POLICY ADVOCACY

SBCCD successfully advocated for the enactment of six new state laws aimed at expanding Cal Grant deadlines, enhancing EBT access, and increasing workforce funding. These will impact over **20,000 students** by improving food security, financial aid, and educational outcomes.

WATER CONSERVATION

SBCCD has undertaken a project to replace 28,000 square feet of traditional turf with drought-tolerant landscaping in the vicinity of Lots 3, 4, and the Child Development Center (CDC). This initiative is anticipated to conserve nearly 1 million gallons of water on an annual basis.

OUTCOME ACHIEVED

SBCCD collaborated with the City of Grand Terrace to create a Local Hazard Mitigation Plan that identifies and reduces community risks, enhancing public safety and resilience against natural disasters. Additionally, SBCCD is engaging with regional agencies to strengthen emergency preparedness and improve communication strategies for timely information dissemination during emergencies, ensuring a safer environment for residents.





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: April 10, 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 April 10, 2025

MONTHLY Consent Agenda

INSTRUCTION/STUDENT SERVICES

- Curriculum Modifications
- Donations

HUMAN RESOURCES

- Classification Advancements for Academic Employees
- Non-instructional Pay, Stipends, and Reduced Workload
- Tuition Reimbursement
- Employment Contracts
- Promotions, Transfers, Reclassifications, Step Advancements
- New Hires (Adjuncts, Substitutes, Classified, Management, Temporary, Interim, Permanent)
- Job Descriptions and Revised Salary Schedules
- CSEA/CTA/POA Agreements

Information Items Reports/Updates

OFFICE OF THE CHANCELLOR

- Applause Recognition
- Retirements
- Board Committee Reports
- Reports from Represented Groups
- Board Master Planning Action Calendar

BUSINESS & FISCAL SERVICES

- Alcoholic Beverages
- Board Policies (Final Approval)
- Conferences Over \$5K or Outside US
- District/College Expenses
- Individual Memberships
- Surplus Property & Authorization for Private Sale or Disposal
- Contracts Above Bid Limit
- · Resolution: Fund Balance Transfer
- Ratification of Interfund Transfers
- Signature List Changes

FACILITIES

- Informal Bid Award (UCCAP)
- CBOC Appointees
- Award RFQ/RFP/Bids & Contracts
- Master Service Agreement & Task Orders For Bond Construction
- Small Scale Construction Contract Award

BUSINESS & FISCAL SERVICES/FACILITIES

- Board Policies (1st Reading)
- Budget Revenue & Expenditure Summary
- General Fund Cash Flow Analysis
- Purchase Order Report
- Contracts Below Bid Limit
- Construction Change Orders and Amendments Bond/Non-Bond
- KVCR Update

HUMAN RESOURCES

- CSEA/CTA/POA MOUs
- Professional Expert, Short-Term, and Substitute Employees
- Resignations
- Retirements
- Volunteers

JANUARY

- Legislative Priorities and State Budget Priorities
- 2022-2027 SBCCD Strategic Plan Mid-Year Update (Goals 1-4)
- 2022-2027 SBCCD Strategic Plan (begin renewal mid-year for approval in August)
- § 53003. Updated District EEO Plan Presentation and ACTION (with comments from CCCCO)
- EEO Plan (monitor, evaluate, and report annually)
- Adopt Budget Calendar (by 2/1)
- Budget Directives 1st Reading (BFC)
- 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 April 10, 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)

MAY

- Recognition of Outgoing Student Trustees
- P&Ps: 6320 (annual; last approved 4/2023); 4235 (every three years; last approved 5/13/21)
- 2022-2027 Strategic Plan Update (Goal 4)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P2
- Preliminary Budget & Presentation (optional strategy session)
- Resolution: Interfund Transfers for Next Fiscal Year

JUNE

- Presentation: Administer Oath of Office to New Student Trustees
- New Student Trustee Orientation Information
- Executive Summary of Goals 1-4 (Board Retreat)
- Presentation: DEIA (HR)
- Employment Contracts for Academic and Classified Managers
- Employment Contract for Chancellor
- Salary Placement for Executive Management (3-year placement)
- Adopt Tentative Budget (by 7/1)
- Authorized Signature List for Next Fiscal Year
- Resolution: Expenditures of Prop 30 EPA Funds
- Resolution: Signature Authorizations for State of CA Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services
- Resolution: GANN Limit
- Sole Source Suppliers for Fiscal Year
- 2023-2028 CHC & SBVC Educational Master Plan
- 2023-2028 DSO Plan
- District Bank Accounts
- Resolution: Increase Board Compensation and Approve Excused Absences
- Fiscal Year Meals, Refreshments on District and College Expenses
- Quarterly Financial Status Report (Jan-Mar)
- Quarterly Investment & Deposit Report (Jan-Mar)
- Five-Year Construction Plan (CCCCO annual requirement)

^{*}This guide is for internal use only and is subject to change.

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information April 10, 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 CCCCO
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

OCTOBER

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

NOVEMBER

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

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BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information April 10, 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 selfevaluation/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

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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: Jose F. Torres, Executive Vice Chancellor and

Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services,

and Health & Safety Administration

DATE: April 10, 2025

SUBJECT: Consideration of Board Policies for First Reading

RECOMMENDATION

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

OVERVIEW

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

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

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

ANALYSIS

The following policies and procedures are being forwarded to the Board today for first reading. All have undergone SBCCD's process for Board Policies & Administrative Procedures as outlined in AP 2410. As necessary, they have been reviewed by the Board Policies and Procedures Ad Hoc Committee. Any proposed changes are indicated in the attached recommendations. It is anticipated that these items will appear for second read and final approval on next month's Board agenda.



Policies & Procedures Presented for First Reading
3430 Prohibition of Harassment
3501 Campus Security and Access
3530 Weapons on Campus
6610 Local, Minority, Women, and Veterans Owned Enterprise Program
7240 Confidential Employees
5130 Financial Aid
5220 Shower Facilities for Homeless Students
5510 Off-Campus Student Organization

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

This is an information item and does not have any direct financial implications.





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

Reasons for Review

>FYI Only

Level 2 Review Schedule

01/29/2025 ◆ Estimated Receipt of Recommendation

02/20/2025 ♦ PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

03/05/2025 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3430 Prohibition of Harassment

This policy prohibits District employees, students, and student organizations from engaging in unlawful discrimination and harassment including sexual misconduct. Allegations that an employee, student or student organization has violated the Discrimination and Harassment Policy will be resolved consistent with AP 3430: Prohibition of Harassment.

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law; and this policy prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful discrimination and harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, pregnancy, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or because an individual is perceived to have one or more of the foregoing characteristics. Sexual violence (e.g.: non-consensual sexual intercourse and non-consensual sexual contact) and interpersonal/relationship violence are always violations of the sex and gender-based discrimination and harassment policies and stalking often can be as well.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of discrimination or harassment or for participating in a related investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

The District recognizes that sex discrimination, including sexual harassment and violence, harms all students, undermines students' physical safety, impedes students' ability to learn, and can reinforce social inequality throughout a student's lifetime. The District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.





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

Any individual who believes that they have been harassed, discriminated against, or retaliated against in violation of this policy may report such incidents by following the procedures described in AP 3435. The District requires supervisors to report all incidents of discrimination, harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to admission, classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor or designee shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor or designee shall establish procedures that define harassment on campus. The Chancellor or designee shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, unpaid interns, and volunteers, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

References:

Education Code Sections 212.5, 44100, 66252, 66281.5, and 66262.5;

Government Code Sections 12923, 12940 and 12950.1;

Civil Code Section 51.9;

Title 2 Sections 10500 et seg.:

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e;

Age Discrimination in Employment Act of 1967 (ADEA);

Americans with Disabilities Act of 1990 (ADA)

End Recommendation for BP 3430 Prohibition of Harassment





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Reasons for Review

> Legal Update 44 Summer: This procedure was revised to update references to BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX and clarify to whom the procedure applies.

Level 2 Review Schedule

01/29/2025 • Estimated Receipt of Recommendation

02/20/2025 ◆ PPAC Approves Review Level

02/21/2025 • Level 2 to Constituents and AS for Feedback

03/05/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

03/20/2025 PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

04/10/2025 • BOT 1st Read

05/08/2025
BOT Final Approval

Begin Recommendation for AP 3430 Prohibition of Harassment

Procedures for handling complaints of unlawful discrimination under title 5 sections 59300 ET SEQ.

Introduction and Scope

The District is committed to providing an academic and work environment free of unlawful discrimination and harassment. This procedure defines discrimination and other forms of harassment. AP 3435 Discrimination and Harassment Complaints and Investigations sets forth a procedure for the investigation and resolution of complaints of harassment by or against any students, employees, unpaid interns, or volunteers within the District. on campus, and sets forth a procedure for the investigation and resolution of complaints of discrimination by or against any staff or faculty member within the District.

These are This procedures and the related policy protects students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

for filing and processing complaints of unlawful discrimination at San Bernardino Community College District. These procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of relevant procedures on unlawful discrimination will be displayed in a prominent location in the Office of Human Resources, San Bernardino Valley College President's Office, Crafton Hills College President's Office and other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

For information on the District's prohibition of sex discrimination including sex-based harassment under Title IX, see BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX. For other forms of harassment, Complainants should use this procedure.





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The San Bernardino Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Board Approved February 2010

U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Authority: Cal. Code Regs., tit. 5, § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700, and 70901; Gov. Code § 11138. Reference: Ed. Code §§ 66250 et seq. and 72011; Gov. Code, §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794 and 794d; 42 U.S.C. §§ 6101, 12100 et seq. and 2000d; 36 C.F.R. § 1194.

References:

Education Code Sections 212.5, 44100, 66281.5, and 66281.8;

Government Code Sections 12940 and 12923;

Civil Code Section 51.9;

Title 2 Sections 10500 et seq.;

Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Gender based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape,





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sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;

submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;

the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or

submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro que" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance, or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders. The standard for





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determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee, to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Responsible District Officer

The San Bernardino Community College District has identified the Vice Chancellor Human Resources and Police Services to the State Chancellor's Office and to the public as the single District officer responsible for receiving unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation and resolution. Informal charges of unlawful discrimination should be brought to the attention of the Vice Chancellor Human Resources and Police Services, who shall oversee the informal resolution process pursuant to section 59327. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the Vice Chancellor is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the Vice Chancellor Human Resources and Police Services.

Authority: Cal. Code Regs., tit. 5, § 59324; 34 C.F.R. § 106.8.

Informal/Formal Complaint Procedure

(see Complaint Procedure Checklist at the end of the procedure)

When a person brings charges of unlawful discrimination to the attention of the Vice Chancellor of Human Resources and Police Services, they will:

- · Undertake efforts to informally resolve the charges;
- Advise the complainant that they need not participate in informal resolution;
- · Notify the person bringing the charges of their right to file a formal complaint and explain the procedure for doing





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so;

- Assure the complainant that they will not be required to confront, or work out problems with, the person accused
 of unlawful discrimination;
- Advise the complainant that they may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- If the complaint is employment-related, the complainant should also be advised that they may file a complaint
 with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair
 Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if they determine that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The District will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

Authority: Cal. Code Regs., tit. 5, §§ 59327, 59328, 59334, 59336, and 59339; NLRB v. Weingarten, Inc. (1975) 420 U.S. 251.

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, they must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District and also at the State Chancellor's website, as follows: https://www.cccco.edu/About-Us/Contact.

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges. Complainants may contact the Vice Chancellor of Human Resources and Police





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Services for assistance in filling out the form, if necessary.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct shall be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present their side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Authority: Cal. Code Regs., tit. 5, §§ 59311 and 59328.

Threshold Requirements Prior to Investigation of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under title 5, section 59300.
- The complaint must be filed by one who alleges that they have personally suffered unlawful discrimination or by
 one who has learned of such unlawful discrimination in their official capacity as a faculty member or
 administrator.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Authority: Cal. Code Regs., tit. 5, § 59328.

Defective Complaint

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.

Authority: Cal. Code Regs., tit. 5, §§ 59328, 59332.

Administrative Determination

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:





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- the determination of the chief executive officer or their designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- a description of actions taken, if any, to prevent similar problems from occurring in the future;
- the proposed resolution of the complaint; and
- the complainant's right to appeal to the District governing board and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

The San Bernardino Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

Authority: Cal. Code Regs., tit. 5, § 59336.

Complainant's Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or their designee shall notify the complainant of their appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal to the District's governing board within 15
 days from the date of the administrative determination. The District's governing board will review the original
 complaint, the investigative report, the administrative determination, and the appeal.
- The District's governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District's governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's governing board will be forwarded to the complainant and to the State Chancellor's Office.

Complainants must submit all appeals in writing.

Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59339.

Extensions

If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the Vice Chancellor of Human Resources and Police Services will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether the case involves employment discrimination. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that they may file written objections with the State Chancellor within 5 days of receipt. The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

Authority: Cal. Code Regs., tit. 5, § 59342.

Definitions

Definitions applicable to nondiscrimination policies are as follows:

Appeal means a request by a complainant made in writing to the San Bernardino Community College District governing board pursuant to title 5, section 59338, and/or to the State Chancellor's Office pursuant to title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

Association with a person or group with these actual or perceived characteristics includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

Complaint means a written and signed statement meeting the requirements of title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at title 5, sections 59300 et seq.

Days means calendar days.

District means the San Bernardino Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

Gender means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

General Harassment is based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment is found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining

whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment is it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions, demands for sexual favors, verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in their immediate surroundings, although the conduct is directed at other(s). The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonable interferes with an individual's learning or work.

Mental disability includes, but is not limited to, all of the following:

- Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
- Limits shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
- A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
- Major life activities shall be broadly construed and shall include physical, mental, and social activities and working.
- Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which
 is known to the District.
- Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition
 that has no present disabling effect, but that may become a mental disability as described in paragraph 1 or 2.

Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs. Physical disability includes, but is not limited to, all of the following:

- Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
- Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense
 organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and
 lymphatic, skin, and endocrine.
- Limits a major life activity. For purposes of this section:
- Limits" shall be determined without regard to mitigating measures such as medications, assistive devices,
 prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
- A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it
 makes the achievement of the major life activity difficult.
- Major life activities shall be broadly construed and include physical, mental, and social activities and working.
- Any other health impairment not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
- Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic

disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph 1 or 2.

Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs. Quid Pro Quo sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

Responsible District Officer means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to title 5, section 59328, and coordinating their investigation. The Responsible District Officer for San Bernardino Community College District is the Vice Chancellor of Human Resources and Police Services.

Sex includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. 'Sex' also includes, but is not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.

Sexual harassment is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, and/or invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)

Continuing to express sexual interest after being informed that the interest is unwelcome.

Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.

Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassification, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.





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information about such matters except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that their name not be revealed, the responsible officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.

Authority: Cal. Const. Art. I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; Silberg v. Anderson (1990) 50 Cal.3d. 205; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Notice, Training, and Education for Students and Employees

The San Bernardino Community College District's Vice Chancellor of Human Resources and Police Services shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with notice of online access to the District's written procedure on unlawful discrimination at the beginning of the first semester of the college year each time the procedure is revised.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and annually thereafter. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.





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Authority: Ed. Code, § 66281.5; Cal. Code Regs., tit. 5, §§ 59324 and 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

Academic Freedom

The San Bernardino Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom San Bernardino Community College District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Reference: Cohen v. San Bernardino Valley College (1995) 883 F.Supp. 1407, 1412-1414, affd. in part and revd. in part on other grounds, (1996) 92 F.3d 968; Cal. Code Regs., tit. 5, § 59302.

Record Retention

Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1
Permanent records and retained indefinitely or microfilmed in accordance with title 5, California Code of Regulations, section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records. Class-2 Optional records shall be retained until reclassified as Class-3 Disposable Records. Class-3 Disposable Records shall be retained for a period of three years after being classified as Class-3 Disposable records.

Records related to a student discrimination complaint will be deemed worthy of preservation if, at the end of three years after the case is closed, a complaint on similar grounds has been filed against the same employee. In such cases, the records shall continue to be classified as Class 2 records and shall not be reclassified as Class-3 Disposable Records until complaints against that particular employee have been resolved.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination





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procedure.

Authority: 20 U.S.C. Sections 1681 et seq.; 34 C.F.R. Section 106; Cal. Code Regs., titl 5, Sections 59300 et Seq.; Complaint Procedure Checklist

- Complaint received by Vice Chancellor of Human Resources and Police Services
 - Acting in role of Equal Opportunity Officer
 - Within 180 days of occurrence
 - Extension of 90 days if knowledge attained after 180 days
- Acknowledgement of receipt in writing to complainant and State Chancellor's Office (SCO)
 - Within 10 days of complaint receipt
 - Designate resolution/investigation coordinator
 - Advise of formal complaint filing with Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).
- Advise individual accused
 - General nature of complaint
 - Assessment of accuracy has not yet been made
 - An investigation will be conducted
 - · Accused will be provided an opportunity to present their side of the matter
 - Retaliation of complainant or witnesses must be avoided
- District schedules informal resolution efforts or impartial investigation
 - Complete within 90 days of complaint receipt (extensions may be requested from SCO)
 - Extension requests must
 - Be filed at least 10 days prior to the original 90-day deadline
 - State reason why extension is necessary
 - The date by which District expects a determination
 - Corresponding copy sent to complainant
 - Notice to complainant of right to send objection to SCO within 5 days
 - Factual description of the matter
 - Summary of testimony provided by each witness
 - Analysis of data or evidence collected
 - · Probable cause determination for each allegation in the complaint
 - Other appropriate information
- If a formal complaint is filed with EEOC or DFEH, send complaint copy to SCO and request whether to continue with District formal investigation





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- Investigative report and administrative determination letter forwarded to complainant and SCO
 - Within 90 days of complaint receipt
 - Pertinent information in letter
 - Ultimate determination on probably cause
 - Description of actions taken to prevent similar future allegations
 - Proposed resolution
 - Complainant's appeal DFEH rights
- · Complainant may file appeal to governing board
 - Within 15 days from date of administrative determination
 - Board issues final district decision within 45 days of receiving appeal
 - Forwarded to complainant with DFEH appeal rights
- Governing board determination is final
 - No appeal rights to SCO

References:

Education Code Sections 212.5; 44100; 66281.5; and 66281.8

Government Code Sections 12940 and 12923;

Civil Code Section 51.9:

Title 2 Sections 10500 et seq.;

Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

End Recommendation for AP 3430 Prohibition of Harassment

CCLC Legal Update 44 Summer AP 3430 Prohibition of Harassment

References:

Education Code Sections 212.5, 44100, 66281.5, and 66281.8;

Government Code Sections 12940 and 12923;

Civil Code Section 51.9:

Title 2 Sections 10500 et seq.;

Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

NOTE: This procedure is **legally required**.





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The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual-harassment_ and other forms of harassment on campus. AP 3435 Discrimination and Harassment Resolution Procedures Complaints and Investigations and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any students, employees, unpaid interns, or volunteers staff or student, within the District.

This procedure and the related policy protects students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

For information on the District's Pprohibition of sSex-based Discrimination harassment under Title IX, see BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX. For other forms of harassment, Complainants should use this procedure.

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.





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Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting
 the individual regarding benefits and services, honors, programs, or activities available at or through the
 community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance, or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships





Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, or staff membersemployees and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members, or employees staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee, to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Ban on Certain Consensual Relationships with College Students

A consensual relationship that might be appropriate in other circumstances is prohibited when a District employee has responsibility for supervising, directing, overseeing, evaluating, advising, or influencing the employment or educational status of a student.

• Exception: There may be instances where a District employee is the only employee in the college that can provide a course or service to a person with whom they have a preexisting consensual relationship. Prior to supervising, directing, overseeing, evaluating, advising or influencing the employment or educational status of a student with whom they have a pre-existing consensual relationship, the District employee shall disclose this relationship to the appropriate College Vice President, or the appropriate Vice Chancellor (for employees that do not work at a college) and obtain their written approval. Additional controls, such as periodic review or providing additional oversight, shall be undertaken to prevent or detect problems.

NOTE: The following language is **legally advised**.

Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Revised 7/02, 2/03, 2/05, 3/12, 4/14, 11/14, 4/15, 10/16, 3/19, 7/20, 4/22, 7/24



3501 Campus Security and Access



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

Reasons for Review

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

Level 2 Review Schedule

01/29/2025 • Estimated Receipt of Recommendation

02/20/2025 • PPAC Approves Review Level

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04/10/2025 • BOT 1st Read

05/08/2025 ◆ BOT Final Approval

Begin Recommendation for BP 3501 Campus Security and Access

The Chancellor shall establish procedures for security and access to District facilities.

The institution provides safe and effective physical resources at all locations where it offers instruction, student services, and learning supports.

Reference:

34 Code of Federal Regulations Part 668.46 subdivision (b)(3) ACCJC Accreditation Standard III.B.1 3.8

End Recommendation for BP 3501 Campus Security and Access



3501 Campus Security and Access



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

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

Level 2 Review Schedule

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05/08/2025 ♦ BOT Final Approval

Begin Recommendation for AP 3501 Campus Security and Access

During business hours, the District will be open to students, parents, employees, contractors, guests, and invitees. Business hours vary during different times of the year and the District has the right to close areas as needed. All District facilities and grounds are closed between 10:00 p.m. and 6:00 a.m. each day. Emergencies may necessitate changes or alterations to any posted schedules. During an emergency closure, the District Police Department will provide access approved by the Chancellor or designee. After hours visitors must check in with the District Police Department. During non-business hours access to all District facilities is by key, if issued, or by admittance via the District Police Department only-. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys.

<u>During the academic year, a</u>Administrators from the District Police Department/<u>Environmental Health & SafetySafety & Risk</u>
<u>Management Department</u>, and <u>Administrative Services</u> <u>Maintenance Supervisors, shall meet periodically to discuss security, safety, and access issues such as: and other concerned areas review these results. These surveys examine security issues such as general <u>safety issues</u>, landscaping, locks, alarms, lighting, and communications. <u>Additionally, during the academic year, the District Police Department/Environmental Health & Safety, and Maintenance staff shall meet to discuss campus security and access issues of <u>pressing concern.</u></u></u>

Distribution of Keys and Control Measures

The distribution of keys and key records for buildings shall be the responsibility and maintained by the Administrative Services Office at each college. Procedures for secure storage, issuing, returning and monitoring keys shall be established. All keys for new equipment and furniture are to be the responsibility and maintained by the college Administrative Services Office. Keys for equipment and furniture are to be turned in to the Administrative Services Office to maintain control and accurate records.

Keys and access control devices are provided to employees by the Administrative Services Office at each college on a need-to-enter basis when approved by the appropriate manager in accordance with the key distribution procedures attached herein. Lost keys and access control cards must be reported immediately to the manager and to the District Police Department. Payment for lost keys/access control cards may be required. Keys and access control cards may not be loaned to other employees or to students.

01/14/25



3501 Campus Security and Access



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

District keys may not be duplicated. District property may not be removed from District facilities without authorization. Misuse, abuse, lost keys, lost access control cards and non-compliance with the key distribution procedures may result in disciplinary action of employees.

Reference:

34 Code of Federal Regulations Section 668.46 subdivision (b)(3) ACCJC Accreditation Standard III.B.1 3.8

End Recommendation for AP 3501 Campus Security and Access



3530 Weapons on Campus



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

Reasons for Review

> Minor update

Level 2 Review Schedule

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05/08/2025 ◆ BOT Final Approval

Begin Recommendation for BP 3530 Weapons on Campus

(Replaces current SBCCD BP 3530)

The District strives to provide employees, visitors, and students with a safe environment in which to work, learn, and visit; therefore, the District does not tolerate violence or threats of violence within the District.

Firearms or other weapons shall be prohibited on any <u>campus or in other grounds or properties owned, controlled, or administered by the District</u> <u>college or District center or in any facility of the District except</u> for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

References:

Penal Code Sections 626.7, 626.9 and 626.10

End Recommendation for BP 3530 Weapons on Campus



3530 Weapons on Campus



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> Legal Update 44 - Updated to clarify the prohibition on weapons.

Level 2 Review Schedule

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05/08/2025 ◆ BOT Final Approval

Begin Recommendation for AP 3530 Weapons on Campus

Except as set forth below, F firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus and other grounds or properties owned, operated, controlled, or administered by the or at any-District center, or in any facility of the District. The prohibition of firearms on any campus and other grounds or properties owned, controlled, or administered by the District includes both loaded and unloaded firearms and applies to persons holding a valid license to carry a concealed firearm.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the District Police Department before taking place.

Any person who believes that he/she they may properly possess a firearm or other weapon on campus or in other grounds or properties owned, controlled, or administered by the District a District center or other facility of the District must promptly notify the District Police Department.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her their employment, has been authorized by Chief of Police Vice Chancellor of Human Resources and Police Services or designee to have the knife, or is a duly appointed peace officer, who is engaged in the performance of his/her their duties, is prohibited on any campus or in other grounds or properties owned, controlled, or administered by the District District campus or at any District Center, or in any facility of the District. Any student or employee who is authorized by the Chief of Police Vice Chancellor of Human Resources and Police Services or designee to have a knife, including kitchen knives, must exercise caution in using and storing the knife.

Any person who, without the written permission of the Chief of Police or designee, brings or possesses a less lethal weapon, as defined in Section 16780, or a stun gun, as defined in Section 17230, upon on campus or in other grounds or properties owned, controlled, or administered by the District is guilty of a misdemeanor.

References:

Penal Code Sections 626.9 and 626.10

End Recommendation for AP 3530 Weapons on Campus

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback



6610 Local, Minority, Women, and Veteran Owned Enterprise Program



Non 10+1 ◆ Non CCLC ◆ Chapter Lead Torres ◆ No Matching BP or AP Exists

Reasons for Review

> Chapter Lead: Requested changes to align with SBCCD goals and legal constraints.

Level 2 Review Schedule

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05/08/2025 ♦ BOT Final Approval

Begin Recommendation for BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program

(Replaces current SBCCD BP 6610)

Definitions.

- "Bid" shall mean all <u>SBCCD Bond Measures M and all Nnon-bond measure UCCAP (Uniform Construction Cost Accounting Procedures) construction projects exceeding \$1 million the UCCAP maximum value as determined by the State of California that are to be funded by the District and are first advertised after the effective date of this policy.
 </u>
- "Local Hire" shall mean individuals residing within the District or the Inland Empire providing work on District Bid work sites.
- 3. "Local Business" shall mean a business serving as a contractor or supplier that has its principal headquarters or permanently staffed regional office located within the District or the Inland Empire, and that has held a business license with one of the cities counties within the Inland Empire for a minimum of three months.
- 4. Minority Business Enterprise (MBE) shall mean a business concern that meets all of the definitional requirements set forth in California Public Contract Code §§ 2050-2051.
- 5. Woman Business Enterprise (WBE) shall mean a business concern that meets all of the definitional requirements set forth in California Public Contract Code §§ 2050-2051.
- 6.4. Veteran Owned Business Enterprise (VOBE) shall mean a business concern certified as a VOBE by the U.S. Office of Small Business Administration.
- 7-5. Veteran Owned Small Business (VOSB) shall mean a business concern certified as a VOSB by the U.S. Office of Small Business Administration.
- 8-6. Service Disabled Veteran Business Enterprise (SDVBE) shall mean a business concern certified as a SDVBE by the U.S. Office of Small Business Administration.
- 9.7. Disabled Veteran Business Enterprise (DVBE) shall mean a business concern certified as a DVBE by the U.S. Office of Small Business Administration.

2. Goals.

1. Local Hires and Local Business: The Board establishes goals of fifty percent (50%) participation of Local Hires and twenty-five



6610 Local, Minority, Women, and Veteran Owned Enterprise Program



Non 10+1 ◆ Non CCLC ◆ Chapter Lead Torres ◆ No Matching BP or AP Exists

percent (25%) participation of Local Businesses in its District Bid projects awarded each fiscal year. These goals are reflective of the demographics and diversity of the District's community. Bid documents will be amended to include these responsiveness requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.

- 2. Minority/Women Owned Business Enterprises: The Board establishes a goal of twenty-five percent (25%) combined participation of minority and women owned certified businesses as contractors on District Projects. Bid documents will be amended to include these responsiveness requirements on a project by project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.
- 3.2. The District encourages participation of all Veterans Owned Businesses, Women Owned Business, Small and Disadvantaged Businesses, as contractors on District Projects. Veteran Owned Business Enterprise Program: The Board establishes a goal of ten percent (10%) participation of veteran owned certified businesses as contractors on District Projects. Bid documents will be amended to include these responsiveness requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.

3. Bidding.

As a condition to be considered responsive, a Bid must include the following:

- 1. Demonstrated participation of at least fifty percent, (50%), and twenty-five percent, (25%), of the total bid being performed by Local Hires and Local Businesses; or
- 2. A demonstrated good faith effort, in writing, to include Local Hires and Local Businesses, in accordance with regulations to be issued by the Chancellor; or,
- The bidder certifies that it intends to perform ninety-five percent (95%) of the work within the scope of their contract.
- The District has set a goal of 25% combined utilization of MBE and WBE contractors on its District Projects.
- 5.3. The District has set a goal of 10% combined utilization of VOBE, VOSB, SDVBE AND DVBE contractors on its District Projects.
- 6.4. The District recognizes MBE, WBE, VOSB, VOSB, SDVBE, and DVBE businesses certified by the appropriate federal, state, and local agencies approved by the District for such purpose.
- 7.5. All Prime Contractors/Consultants are required to complete the Local, Minority/ Women, and Veteran Owned Enterprise Program Contractor/Consultant Identification Form.
- 8.6. If there is less than 25% participation of MBE/WBE businesses and/or less than 10% participation of VOBE, VOSB, SDVBE, and DVBE businesses on a District Project, then contractor must justify this deviation in a letter ("Justification Letter") to the District that accompanies the bid that shall be signed by contractor's Chief Executive Officer (CEO).

4. Community Outreach.

The District shall use effective efforts with community groups to bolster public awareness of the Local, Minority/Women, and Veteran Owned Enterprise Program, including its goals and how to participate. Community outreach shall include bid advertisements and articles of interest in local and minority media.

5. **Reporting.**

The Chancellor or his/her designee shall make a report to the Board at least quarterly regarding the District's performance of the Local, Minority/Women and Veteran Owned Enterprise Program.

References:

None

End Recommendation for BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program



7240 Confidential Employees



Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations. Minor changes, clerical and title.

Level 2 Review Schedule

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05/08/2025 ♦ BOT Final Approval

Begin Recommendation for BP 7240 Confidential Employees

CONFIDENTIAL EMPLOYEES

Confidential employees are those who are required to develop or represent management positions with respect to employeremployee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board of Trustees in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Human Resources Departmen_tVice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor, and are outlined in the Confidential Employee Handbook. Additional local practice is provided in the Confidential Handbook. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments. The evaluation of confidential employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

The probationary period for Ceonfidential employees shall be one (1) year.

Reference:

Government Code Section 3540.1(c); Title 5 Section 53602; and Confidential Handbook

End Recommendation for BP 7240 Confidential Employees

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback



7240 Confidential Employees



Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Hannon ◆ Both BP & AP Exist

Reasons for Review

> Minor Changes, clerical and title.

Level 2 Review Schedule

01/29/2025 ♦ Estimated Receipt of Recommendation

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04/10/2025 • BOT 1st Read

05/08/2025 ◆ BOT Final Approval

Begin Recommendation for AP 7240 Confidential Employees

The terms and conditions of employment for Confidential <u>e</u>Employees are provided for as necessary by procedures developed by the <u>Vice Chancellor Human Resources</u>, <u>Payroll</u>, <u>Police Services</u>, <u>and Health and Safety Administrator</u> <u>Human Resources Department</u>. A Confidential Employee Handbook has been developed and is located on the SBCCD website.

End Recommendation for AP 7240 Confidential Employees





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

Reasons for Review

- > Legal Update 44 Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Legal Update 42: The Service updated this policy to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.

Level 3 Review Schedule

12/05/2024 ◆ Recommendation Received

12/12/2024 ◆ PPAC Approves Review Level

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03/05/2025 AS Reviews Level 3 for Final Input

03/20/2025 PPAC Reviews Final AS Input

04/10/2025 • BOT First Read

05/08/2025
BOT Final Approval

Begin Recommendation for BP 5130 Financial Aid

The Financial Aid Office is responsible for the administration of federal and state financial aid programs. Financial Aid programs may include, internal and external scholarships, grants, waivers and work study programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by federal and state laws and other applicable regulatory and institutional requirements.

The Financial Aid Office shall establish, publicize and apply satisfactory academic progress standards to all participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

Scholarship Displacement

The District shall not engage in scholarship displacement. The Chancellor shall establish procedures that provide that the District shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance.





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References:

Education Code Sections 66021.6, 70045, et seq., and 76300;

20 U.S. Code Sections 1070, et seq.;

34 Code of Federal Regulations Section 668; (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard III.D.15 3

End Recommendation for BP 5130 Financial Aid





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

Reasons for Review

- > Legal Update 44 Updated to add a legal citation pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Legal Update 42: The Service updated this procedure to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.

Begin Recommendation for AP 5130 Financial Aid

San Bernardino Community College District participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal regulations and requirements.

San Bernardino Community College District offers the following financial aid awards to all students who are enrolled at the colleges within the District:

- 1. The California College Promise Grant (formerly known as the Board of Governors Fee Waiver (BOG Fee Waiver)
- 2. Chafee Grant
- 3. Cal Grant A, B and C
- 4. California DREAM Loan Program Federal Direct Loans
- Federal Pell Grant
- Federal Work Study
- 7. Federal Supplemental Educational Opportunity Grant (FSEOG)
- 8. Full Time Student Success Grant Student Success Completion Grant (SSCG)
- 9. Internal and external scholarships

The financial aid procedures, listed below, provide guidance in the financial aid process within the District and give students information needed to make informed decisions about financing their education. Students should regularly check the financial aid website at the college they are attending and receiving financial aid, as these procedures and policies are reviewed and updated to remain compliant with federal and state requirements to ensure that the District is supporting the success of our students.

Application Procedures

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and include either San Bernardino Valley College school code (001272) or Crafton Hills College school code (009272). The application is available beginning in October for the following academic award year unless specified by the U.S.Department of Education. If a student is applying for a Cal Grant, the FAFSA or CADAA and cumulative GPA must be submitted to the California Student Aid Commission (CSAC). Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students complete the FAFSA or CADAA by the state published deadline.

Student Eligibility

General student eligibility requirements consist of the following:

- demonstrate financial need for need-based federal student aid programs;
- be a U.S. citizen or an eligible noncitizen;





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

- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled as a <u>regular student</u> in an eligible degree or certificate program;
- maintain <u>satisfactory academic progress</u>;
- provide consent and approval to have your federal tax information transferred directly into your *Free Application for Federal Student Aid* (FAFSA®) form;
- not in default or overpayment on any federal aid;
- have a high school diploma, GED, or equivalent.

CADAA eligibility requirements are different than the list above. Please check with your financial aid office for more information.

1.

There are also program specific eligibility requirements that may be required.

Deadlines

See the Financial Aid office website for semester-specific financial aid deadlines. All deadlines shall be strictly adhered to.

Payment Procedures

Financial aid disbursements are calculated based on a student's Expected Family Contribution (EFC) Student Aid Index (SAI), financial need, availability of funds, and enrollment intensity. the number of units in which the student is enrolled in each semester.

Waitlist courses are not considered as enrolled units and are not included in the calculation of eligibility.

Disbursements are refunded electronically to the students BankMobile (Bmtx) selection. college issued Debit Card. Students must enroll and make their selection at https://disbursements.bmtx.com/refundchoices/, request their Debit Card at www.enroll.moneynetworkedu.com/. Students also have the ability to have their refunds transferred to their existing bank account using the ACHoption,, applying for a Vibe account, or having a check mailed to them. This option may delay a student receiving their disbursement 3-5 business days depending on the existing banking institution procedures. Students who do not select a refund preference will default to a refund check being processed and mailed 21 days after disbursement to the student's home address as reported with Admissions and Records.

Overpayment Recovery (Return of Title IV)

The District Financial Aid Office will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV Funds (R2T4) requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received within 30 days of being notified. If students do not repay within the 30-day requirements the student account will be forwarded to collections with the department of education. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received.

Determination of a student's withdrawal date:

- The date the student officially notified the Admissions and Records Office of their intent to withdraw;
- The midpoint of the semester for a student who leaves without notifying the college;
- The student's last date of attendance at a document academically-related activity; or
- The date posted by the instructor indicating the last day of attendance.

Accounting Requirements and Disbursement of Funds

The District ensures internal checks and balances by separating the functions of authorizing payments and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

Fraudulent Documents

Students may be reported to the Office of Inspector General (OIG), or Department of ED (DOE) if they are committing or suspected of committing Federal Fraud.

Submission of fraudulent documents is a violation of the Standards of Student Conduct and as such, subject to disciplinary action. The student will

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback



5130 Financial Aid



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

be informed that withdrawing the fraudulent document is not a pardon from disciplinary action. • Any student submitting a fraudulent document will be referred to the Chief Student Services Officer or designee for disciplinary action.

Satisfactory Academic Progress

In accordance with Federal and State regulations, financial aid recipients are required to meet Satisfactory Academic Progress (SAP) requirements. SAP requirements include qualitative, quantitative, and maximum time frame standards by which the financial aid office can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their course of study. Students who are receiving federal student aid must be enrolled in a course of study leading to an associate's degree, a certificate program, and/or a transfer program to a four-year college. Failure to maintain SAP standards will result in the loss of financial aid assistance. The Financial Aid Office reviews academic progress, annually, at the end of each Spring semester. Satisfactory Academic Progress will evaluate periods of enrollment in which the student did not receive financial aid funds as well as courses that were taken at another college and apply towards their program of study.

Students are required to adhere to the following SAP requirements:

- Maintain a cumulative GPA of 2.0 or above (qualitative);
- Successfully complete a minimum of 67% of the total number of units attempted/ completed (quantitative); and
- Not exceed 150% of the published length of an academic program. Program timeframes will vary.

These procedures may change periodically and may be superseded by current state and federal laws and regulations.

Satisfactory Academic Progress (SAP) Appeal Procedure

Appeal Process

SAP Appeals, Petition for Reinstatements or Term Dismissals, can be requested through the Financial Aid office. You must read the appeal carefully and submit your supporting documentation, prior to the appeal deadline. Incomplete appeals will be rejected.

SAP Appeal Special Circumstances

In reviewing a student's appeal and documentation, the Financial Aid Office may consider any additional special circumstances that the institution deems appropriate and shall consider a broad range of special circumstances, including, but not limited to, any of the following:

- Death of a relative or other significant person
- Injury or illness, including, but not limited to, behavioral health conditions, of the student or a relative or other significant person
- · Pregnancy or birth of a child
- Homelessness
- Loss of childcare
- Loss or change in employment
- Loss of access to personal or public transportation
- Being a victim of a serious crime, including, but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal prosecution or civil liability
- Natural disaster
- Change of major (Once per SAP Policy)

If a student does not successfully complete the courses on the SEP plan with a passing grade of A, B, C, or D where applicable, and/or maintain a 2.0 for the term, this will revoke the Term Dismissal agreement and the student will no longer receive Financial Aid. Students will be notified of the appeal decision via their student email within 45 days of a complete appeal submission. If the student has outside transcripts, they must be evaluated, and students must submit their official transcripts to Admissions & Records before the appeal submission is considered complete.



5130 Financial Aid



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If a student has been approved and is eligible for a financial aid disbursement, they may receive a disbursement within 2-4 weeks after the SAP approval notification.

If the student's appeal is denied, the decision notification will specify the conditions for future consideration for financial aid eligibility. Students may request a second review process from the Financial Aid Office if the initial SAP appeal is denied.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for California College Promise Grant (formerly known as a BOG Fee Waiver)

A student shall become ineligible for a <u>California College Promise Grant</u> if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the <u>California College Promise Grant BOG Fee Waiver</u> until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility California College Promise Grant BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a <u>California College Promise Grant BOG Fee Waiver</u> due to extenuating circumstances, or whenever a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, Homeless and SAS student status.

Foster Youth shall not be subject to loss of <u>California College Promise Grant BOG Fee Waiver</u> due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

Students Enrolled in a Baccalaureate Degree Program

Students enrolled in a baccalaureate degree program who wish to apply for a California College romise Grant (CCPG) waiver must submit either a Free Application for Federal Student Aid (FAFSA) or a California Dream Act application in lieu of completing the California College Promise Grant Board of Governors-fee waiver application.

Scholarship Displacement

The Financial Aid Office shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance. The Financial Aid Office shall not consider receipt or anticipated receipt of private scholarships when considering a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for qualification for institutional gift aid.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback



5130 Financial Aid



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

References:

Education Code Sections 66021.3, 66021.6, 66025.9, 69432.7, 69514, <u>70045 et seq.</u>, 70030 et seq., 76300, <u>78042</u>, and 94912.5; Title 5 Sections 55031,58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section $668_{\tilde{z}}$ (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard 111. D.15 3

End Recommendation for AP 5130 Financial Aid

2/7/2025



5220 Shower Facilities for Homeless Students



10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> Chapter Lead: Good Practice BP being Presented for adoption

Level 3 Review Schedule

12/05/2024 ◆ Recommendation Received

12/12/2024 ◆ PPAC Approves Review Level

12/13/2024 ◆ Level 3 to Constituents and AS for Feedback

02/02/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 • PPAC Hears Feedback on Level 2 and AS Initial Feedback on Level 3

03/05/2025 ◆ AS Reviews Level 3 for Final Input

03/20/2025 • PPAC Reviews Final AS Input

04/10/2025 • BOT First Read

05/08/2025 ◆ BOT Final Approval

Begin Recommendation for BP 5220 Shower Facilities for Homeless Students

The Chancellor shall establish procedures necessary to make on-campus shower facilities available to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the District.

References:

Education Code Section 76011

End Recommendation for BP 5220 Shower Facilities for Homeless Students

2/7/2025



5220 Shower Facilities for Homeless Students



10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> Chapter Lead: Good Practice AP Presented for adoption

Begin Recommendation for AP 5220 Shower Facilities for Homeless Students

An unhoused student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Shower facilities are available for unhoused students who are actively enrolled in courses and are in good standing with the District. Students may refer to the individual campuses for specific locations, building names, days, and hours of availability at San Bernardino Valley College, Crafton Hills College, and Economic Development & Corporate Training. In the event of any conflicts in hours due to intercollegiate athletic programs or other scheduled events, each campus will implement appropriate measures to ensure access to these resources.

References:

Education Code Section 76011

End Recommendation for AP 5220 Shower Facilities for Homeless Students



5510 Off-Campus Student Organizations



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

Reasons for Review

>Need to adopt; this is a legally required policy.

Level 3 Review Schedule

12/05/2024 ◆ Recommendation Received

12/12/2024 ◆ PPAC Approves Review Level

12/13/2024 ◆ Level 3 to Constituents and AS for Feedback

02/02/2025 AS Reviews Level 2 for Feedback and Level 3 for Initial Input

02/20/2025 • PPAC Hears Feedback on Level 2 and AS Initial Feedback on Level 3

03/05/2025 AS Reviews Level 3 for Final Input

03/20/2025 • PPAC Reviews Final AS Input

04/10/2025 • BOT First Read

05/08/2025 ◆ BOT Final Approval

Begin Recommendation for BP 5510 Off-Campus Student Organizations

The District shall work with local law enforcement agencies to monitor and record criminal activity at off-campus locations of owned or controlled by student organizations officially recognized by the District or used to support the District's educational purpose.

This policy includes student organizations with off-campus housing facilities.

Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

End Recommendation for BP 5510 Off-Campus Student Organizations



5510 Off-Campus Student Organizations



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

Reasons for Review

> Need to adopt; this is a legally required procedure

Begin Recommendation for AP 5510 Off-Campus Student Organizations

The SBCCD Police Department does not provide law enforcement service to off-campus organizations, nor are off-campus activities monitored by the District. Any incidents or investigations that occur off-campus fall under the jurisdiction of the local police in that area, which would lead in any investigation or response. However, SBCCD Police may assist local agencies when needed and maintain radio communication with them for events in close proximity to the campuses.

Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

End Recommendation for AP 5510 Off-Campus Student Organizations

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: April 10, 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 March 18, 2025. As of that date, SBCCD was 71.5% through the fiscal year and had spent and/or encumbered approximately 65.9% 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 03/18/25

[v.3.19.2025.p.1|2]

71.5% of Fiscal Year Elapsed

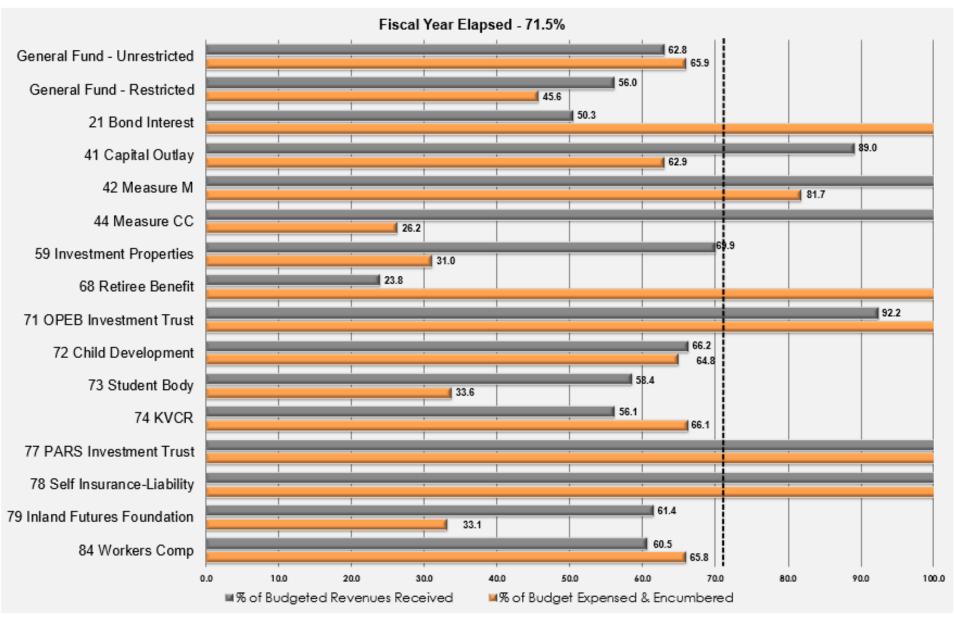
7 1.5 % OI FISCALTE	Liapse	ч					
	ı	REVENUES		EXP	ENDITURES		
					Expense	ed/	
FUND	Budget	Received	YTD	Budget	Encumbere		COMMENTS
01 General Fund - Unrestricted	143,959,350	90,475,151	62.8%	144,984,428	95,565,956	65.9%	Expenditures are consistent with the needs of the fund given the current climate.
01 General Fund - Restricted	123,064,967	68,913,116	56.0%	124,309,620	56,690,172	45.6%	Some grants are multi-year and it is expected that those budget will be carred over to the next fiscal
							year.
21 Bond Interest & Redemption	55,000,000	27,681,884	50.3%	55,000,000	70,519,904	128.2%	Taxes are determined and collected by the County for bond measures.
41 Capital Outlay	3,714,676	3,305,461	89.0%	9,364,040	5,887,175	62.9%	Higher than budgeted tax revenue received for Q1 & Q2.
42 Measure M	800,000	1,684,686	210.6%	11,538,428	9,432,232	81.7%	Purchase orders covering expenses for the entire fiscal year are created early in the year. Q1 & Q2
							interest higher than estimated.
44 Measure CC	6,000,000	6,946,667	115.8%	297,489,492	78,090,835	26.2%	Interest earning for Q1 & Q2 were higher than estimated. A significant portion of the budgeted capital
							expenditures is expected to be spent in the last few months of the fiscal year.
59 Investment Properties	5,201,007	3,635,278	69.9%	6,937,803	2,150,203	31.0%	Revenue and expenditure activity posted one month in arrears. A significant portion of the budgeted
							capital expenditures is expected to be spent in the last few months of the fiscal year.
68 Retiree Benefit	371,000	88,342	23.8%	2,871,000	3,176,329	110.6%	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	922,439	92.2%	82,000	577,365	704.1%	Investment earnings for Q1 & Q2 were higher than estimated. Recorded a significant investment loss of
							\$532,509.39 during Q2.
72 Child Development	5,603,053	3,706,785	66.2%	5,603,053	3,629,872	64.8%	
73 Student Body Center Fee	346,950	202,540	58.4%	346,950	116,709	33.6%	Revenues are posted in arrears. Expenditures are consistent with the needs of the fund.
74 KVCR	9,782,111	5,486,780	56.1%	9,762,890	6,455,474	66.1%	
77 PARS Trust	5,400,000	6,571,363	121.7%	5,202,000	6,405,982	123.1%	Investment earnings were higher than estimated. Annual withdrawal posted in November. Recorded a
							significant investment loss of \$2,290,335.97 during Q2.
78 Self Insurance-Liability	1,200,000	1,205,567	100.5%	1,200,000	1,234,239	102.9%	Revenues transferred in full at the beginning of the fiscal year. Insurance premiums paid early in the
							year.
79 Inland Futures Foundation	1,483,453	910,435	61.4%	1,483,453	491,274	33.1%	Expenditures are consistent with the needs of the fund.
84 Workers Compensation	2,444,920	1,478,611	60.5%	2,986,865	1,966,134	65.8%	Revenues are posted in arrears.
Total (All Funds)	365,371,487	223,215,108	61.1%	679,162,022	342,389,854	50.4%	
Total (All Fullus)	303,311,401	223,213,100	01.170	079,102,022	34Z,303,034	JU.470	



Budget Revenue & Expenditure Summary

Year to Date 03/18/25

[v.3.19.2025.p.2|2]



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: April 10, 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 Bond program-wide 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 Bond 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 Bond Construction Contracts	Total Bond Program Change Order Amount	Program-Wide Change Order %
\$304,504,703	\$6,174,171	2.03

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate bond 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	\$4,671,077.41	\$181,720,134.21	2.64%
CC02-2000 : Crafton Hills College	\$127,269,146.13	\$1,498,266.19	\$128,767,412.32	1.18%
CC03-3000 : San Bernardino Community College District Wide	\$186,500.17	\$4,812.02	\$191,312.19	2.58%
TOTAL FOR CHANGE ORDERS	\$304,504,703.10	\$6,174,155.62	\$310,678,858.72	2.03%



SBCCD CONSTRUCTION CHANGE ORDER SUMMARY

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College				
Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC01-3601 : Technical Building Replacement (DBB)	\$69,832,624.00	\$3,358,803.38	\$73,191,427.38	4.81%
CC01-3605 : Softball Field	\$7,687,500.00	\$651,922.52	\$8,339,422.52	8.48%
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	\$660,351.51	\$15,339,558.39	4.50%
CC01-1000 : San Bernardino Valley College Total	\$177,049,056.80	\$4,671,077.41	\$181,720,134.21	2.64%

CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date

			Original Construction		Cumulative Change	Current Contract				
Project	Contract	Change Order	Contract Amount	Change Orders	Order Amount	Amount	Order % of Contract	Order % of Contracts	Executed Date	Board Date
C01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc Change Order #0006*	\$4,100,000.00	\$6,954.15	\$294,172.52	\$4,394,172.52	0.17%	7.17%	07-Mar-25	10-Apr-25
C01-3601 : Technical Building eplacement (DBB)	Icon West, Inc.	Icon West, Inc Change Order #0052	\$69,832,624.00	\$36,708.00	\$3,358,803.38	\$73,191,427.38	0.05%	4.81%	24-Feb-25	10-Apr-25
CO1-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc Change Order #0051	\$69,832,624.00	\$50,681.00	\$3,322,095.38	\$73,154,719.38	0.07%	4.76%	24-Feb-25	10-Apr-25
CC01-3601 : Technical Building	Icon West, Inc.	Icon West, Inc Change Order #0050	\$69,832,624.00	-\$216,677.92	\$3,271,414.38	\$73,104,038.38	-0.31%	4.68%	03-Feb-25	10-Apr-25
C01-3601 : Technical Building eplacement (DBB)	Icon West, Inc.	Icon West, Inc Change Order #0049	\$69,832,624.00	\$105,444.00	\$3,488,092.30	\$73,320,716.30	0.15%	4.99%	23-Jan-25	10-Apr-25
CO1-3601 : Technical Building	Icon West, Inc.	Icon West, Inc Change Order #0048	\$69,832,624.00	\$70,625.00	\$3,382,648.30	\$73,215,272.30	0.10%	4.84%	23-Jan-25	10-Apr-25
CC01-3610 : Campus-Wide nfrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc Change Order #0024*	\$7,582,685.00	\$97,981.00	\$527,625.00	\$8,110,310.00	1.29%	6.96%	15-Jan-25	13-Mar-25
CO1-3601 : Technical Building eplacement (DBB)	Icon West, Inc.	Icon West, Inc Change Order #0047	\$69,832,624.00	\$82,741.00	\$3,312,023.30	\$73,144,647.30	0.12%	4.74%	15-Jan-25	13-Mar-25
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc Change Order #0046	\$69,832,624.00	\$50,536.00	\$3,229,282.30	\$73,061,906.30	0.07%	4.62%	15-Jan-25	13-Mar-25
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc Changer 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
CO1-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc Change Order #0045	\$69,832,624.00	\$50,556.00	\$3,178,746.30	\$73,011,370.30	0.07%	4.55%	21-Nov-24	09-Jan-25
C01-3601 : Technical Building eplacement (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
CO1-3601 : 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
CO1-3601 : Technical Building eplacement (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 nfrastructure 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
CO1-3601 : Technical Building eplacement (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
CO1-3601 : Technical Building eplacement (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
CO1-3601 : 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
C01-3601 : Technical Building eplacement (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
CO1-3610 : Campus-Wide frastructure 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
C01-3610 : Campus-Wide frastructure 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
C01-3610 : Campus-Wide frastructure 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
C01-3601 : Technical Building eplacement (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
C01-3601 : Technical Building eplacement (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
C01-3601 : Technical Building eplacement (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
C01-3601 : Technical Building	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

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
CC01-3601 : 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
C01-3605 : 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
C01-3605 : 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
C01-3605 : 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
01-3605 : 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
C01-3601 : Technical Building eplacement (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
C01-3601 : Technical Building eplacement (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
C01-3601 : Technical Building eplacement (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
01-3601 : Technical Building placement (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
01-3601 : Technical Building placement (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
C01-3601 : Technical Building eplacement (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
C01-3601 : Technical Building eplacement (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
C01-3601 : Technical Building eplacement (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
C01-3601 : Technical Building eplacement (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
01-3610 : Campus-Wide rastructure 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
01-3610 : Campus-Wide rastructure 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
C01-3601 : Technical Building	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
C01-3601 : Technical Building	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
C01-3601 : Technical Building eplacement (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
C01-3601 : Technical Building eplacement (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
C01-3601 : Technical Building	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
C01-3610 : Campus-Wide rastructure 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
C01-3610 : Campus-Wide rastructure 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
C01-3610 : Campus-Wide rastructure 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
01-3610 : Campus-Wide rastructure 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
01-3610 : Campus-Wide rastructure 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
C01-3610 : Campus-Wide rastructure 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
01-3610 : Campus-Wide rastructure 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
01-3610 : Campus-Wide astructure 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
01-3610 : Campus-Wide astructure 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
C01-3610 : Campus-Wide rastructure 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
:01-3610 : Campus-Wide	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
:01-3610 : Campus-Wide rastructure 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
01-3610 : Campus-Wide	Icon West, Inc. SBVC CWI East Wing	Icon West, Inc Change Order	\$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
C01-3610 : Campus-Wide frastructure 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
C01-3601 : Technical Building eplacement (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
C01-3610 : Campus-Wide frastructure 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
CO1-3610 : Campus-Wide	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	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 nfrastructure 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
CO1-3601 : Technical Building	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
C01-3601 : Technical Building	Icon West, Inc.	Icon West, Inc Change Order	\$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
Replacement (DBB)	Icon West, Inc. SBVC CWI East Wing	#0013 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
nfrastructure SBVC (DBB) CO1-3610 : Campus-Wide	Mechanical Improvements Icon West, Inc. SBVC CWI East Wing	Icon West, Inc Change Order	\$7,582,683.00	\$4,500.00	\$110,905.00	\$7,693,588.00	0.06%	1.46%	21-Aug-23	19-Oct-23
nfrastructure SBVC (DBB) CC01-3610 : Campus-Wide	Mechanical Improvements Icon West, Inc. SBVC CWI East Wing	#0006 Icon West, Inc Change Order	\$7,582,683.00	\$15,554.00	\$106,405.00	\$7,689,088.00	0.21%	1.40%	21-Aug-23	19-Oct-23
nfrastructure SBVC (DBB) CC01-3610 : Campus-Wide	Mechanical Improvements Icon West, Inc. SBVC CWI East Wing	#0005 Icon West, Inc Change Order	\$7,582,683.00	\$21,125.00	\$90,851.00	\$7,673,534.00	0.28%	1.20%	21-Aug-23	19-Oct-23
nfrastructure SBVC (DBB)	Mechanical Improvements Icon West, Inc. SBVC CWI East Wing	#0004 Icon West, Inc Change Order	\$7.582.683.00	\$35,998.00	\$69,726,00	\$7,652,409.00	0.47%	0.92%	21-Aug-23	19-Oct-23
nfrastructure SBVC (DBB)	Mechanical Improvements Allison Mechanical, Inc. SBVC Old Central	#0003 Allison Mechanical, Inc. Change	\$495,230.00	\$5,053.27	\$41,419.75	\$536,649.75	1.02%	8.36%	03-Aug-23	14-Sep-23
nfrastructure SBVC (DBB)	Plant Re-Purpose	Order #0003*							-	
CC01-3610 : Campus-Wide nfrastructure 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
CO1-3601 : Technical Building eplacement (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
C01-3601 : Technical Building eplacement (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	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	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	Allison Mechanical, Inc. SBVC Old Central	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
CO1-3610 : Campus-Wide	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 frastructure 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
CO1-3610 : Campus-Wide	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
C01-3610 : Campus-Wide	Allison Mechanical, Inc. SBVC Old Central	Allison Mechanical, Inc Change	\$495,230.00	\$0	\$0.00	\$495,230.00	-	-	24-May-23	13-Jul-23
nfrastructure SBVC (DBB) CC01-3601 : Technical Building	Plant Re-Purpose Icon West, Inc.	Order #0001 Icon West, Inc Change Order	\$69,832,624.00	\$10,524.00	\$757,637.00	\$70,590,261.00	0.02%	1.00%	24-May-23	13-Jul-23
Replacement (DBB) CC01-3601 : Technical Building	Icon West, Inc.	#0008 Icon West, Inc Change Order	\$69,832,624.00	\$21,097.00	\$747,113.00	\$70,579,737.00	0.03%	1.07%	24-May-23	13-Jul-23
Replacement (DBB) CC01-3610 : Campus-Wide	Rebekah and Company	#0007 Rebekah and Company - Change	\$324,089.00	\$16,000.00	\$16,000.00	\$340,089.00	4.94%	4.94%	10-Apr-23	08-Jun-23
ofrastructure SBVC (DBB) CC01-3610 : Campus-Wide	RAN Enterprises, Inc. SBVC PS&HLS	Order #0001 RAN Enterprises, Inc Change	\$1,866,600.00	\$1,606.33	\$59,504.78	\$1,926,104.78	0.09%	3.19%	30-Mar-23	11-May-23
nfrastructure SBVC (DBB) CC01-3610 : Campus-Wide	Mechanical Improvements RAN Enterprises, Inc. SBVC PS&HLS	Order #0006 RAN Enterprises, Inc Change	\$1,866,600.00	\$12,861.33	\$57,898.45	\$1,924,498.45	0.69%	3.10%	30-Mar-23	11-May-23
nfrastructure SBVC (DBB)	Mechanical Improvements Icon West, Inc.	Order #0005 Icon West, Inc Change Order	\$69,832,624.00	\$165,093.00	\$726,016.00	\$70,558,640.00	0.24%	1.04%	23-Mar-23	11-May-23
eplacement (DBB)	Icon West, Inc.	#0005	\$69,832,624.00	\$105,093.00	\$560,923.00	\$70,338,640.00	0.24%	0.80%	23-Mar-23	11-May-23
eplacement (DBB)		Icon West, Inc Change Order #0004								·
C01-3601 : Technical Building eplacement (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
CO1-3601 : Technical Building deplacement (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
CO1-3601 : 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
:C01-3610 : Campus-Wide nfrastructure 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
CC01-3610 : Campus-Wide nfrastructure 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	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

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 Change Order #0001	\$1,866,600.00	\$10,670.11	\$10,670.11	\$1,877,270.11	0.57%	0.57%	12-Jan-23	09-Mar-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc Change Order #0001	\$69,832,624.00	\$71,728.00	\$71,728.00	\$69,904,352.00	0.10%	0.10%	22-Nov-22	12-Jan-23
CC01-3605 : Softball Field	Green Contractor Studio Construction	Green Contractor Studio, Inc	\$3,587,500.00	\$357,750.00	\$357,750.00	\$3,945,250.00	9.97%	9.97%	09-Sep-22	08-Sep-22
CC01-3610 : Campus-Wide	C.I. Services Construction Agreement -	C.I. Services - Change Order #02*	\$398,000.00	\$23,512.86	\$37,450.59	\$435,450.59	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide	C.I. Services Construction Agreement -	C.I. Services - Change Order #01	\$398,000.00	\$13,937.73	\$13,937.73	\$411,937.73	3.50%	3.50%	04-May-22	09-Jun-22
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction Inc. CO#003	\$483,000.00	-\$10,000.00	-\$24,340.40	\$458,659.60	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc Change	\$483,000.00	\$0	-\$14,340.40	\$468,659.60	-	-2.97%	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc Change	\$483,000.00	-\$14,340.40	-\$14,340.40	\$468,659.60	-2.97%	-2.97%	28-Oct-20	14-Jan-21
CC01-1000 : San Bernardino Valley	College - Executed Change Orders To Date			\$4,671,077.41						

^{*} 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 Previous Original Contract This Amendment Guaranteed Maximum Board Date Project Contract Amendment Amendments **Executed Date** Amount Amount Price Contract Amount Cumulative Total CC01-3606 : Student Services Building (New McCarthy DB Agreement Amendment #04 - Swing Space -Pending Board \$79,028,832.00 \$1,070,237.00 \$8,101.00 \$80,107,170.00 10-Apr-25 Preconstruction & Design Services Construction) Approval CC01-3606 : Student Services Building (New McCarthy DB Agreement Amendment #03 - Swing Space -\$79,028,832.00 \$950,481.00 \$119,756.00 \$80,099,069.00 09-Dec-24 13-Mar-25 Construction) Preconstruction & Design Services CC01-3606 : Student Services Building (New 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 Construction) CC01-3608 : Career Pathways Phase 2 (PDB) McCarthy DB Agreement Amendment #01 - Design/Preconstruction \$79.028.832.00 \$79,218,832.00 09-Nov-23 Time Extension \$0 \$190,000.00 13-Nov-23 CC01-3608 : Career Pathways Phase 2 (PDB) Sundt Construction Inc. Amendment #04 - Credit for Termination \$65,436,634.00 \$147,974.00 -\$60,714,195.08 \$4,870,412.92 13-Jul-23 14-Sep-23 for Convenience CC01-3608 : Career Pathways Phase 2 (PDB) Sundt Construction Inc. Amendment #03 - Design / Preconstruction \$65,436,634.00 \$70,000.00 \$77,974.00 \$65,584,608.00 14-Sep-23 Time Extension 13-Jul-23 CC01-3608 : Career Pathways Phase 2 (PDB) Sundt Construction Inc. Amendment #02 - Programming Scope & \$65,436,634.00 \$0 \$70,000.00 \$65,506,634.00 04-Mar-22 14-Sep-23



SBCCD CONSTRUCTION CHANGE ORDER SUMMARY

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College				
Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3621 : 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	\$1,278,973.00	\$47,177,973.00	2.79%
CC02-2000 : Crafton Hills College Total	\$127,269,146.13	\$1,498,266.19	\$128,767,412.32	1.18%

Bernards Bros. Bernards Bros. Bernards Bros. Change Order #008	5,899,000.00 5,899,000.00 5,899,000.00 5,899,000.00 5,899,000.00 5,899,000.00 5,899,000.00 5,899,000.00 5,899,000.00	\$104,539.00 \$224,426.00 \$53,598.00 \$223,419.00 \$138,996.77 \$176,861.00 \$91,785.00	Amount \$1,278,973.00 \$1,174,434.00 \$950,008.00 \$896,410.00 -\$92,671.77 \$672,991.00 \$496,130.00	\$47,073,434.00 \$46,849,008.00 \$46,795,410.00 \$9,416,474.23 \$46,571,991.00 \$46,395,130.00	0.23% 0.49% 0.12% 0.49% -1.46% 0.39% -	2.79% 2.56% 2.07% 1.95% -0.97% 1.47% 1.08%	27-Feb-25 26-Feb-25 29-Jan-25 06-Dec-24 28-Oct-24 28-Oct-24	10-Apr-25 10-Apr-25 10-Apr-25 13-Feb-25 13-Dec-24 13-Dec-24
### C02-3635 : New Performing Arts Center ### D8B ### C02-3635 : New Performing Arts Center ### D8B ##	5,899,000.00 5,899,000.00 9,509,146.00 5,899,000.00 5,899,000.00 5,899,000.00	\$53,598.00 \$223,419.00 -\$138,996.77 \$176,861.00 \$0 \$91,785.00	\$950,008.00 \$896,410.00 -\$92,671.77 \$672,991.00 \$496,130.00	\$46,849,008.00 \$46,795,410.00 \$9,416,474.23 \$46,571,991.00 \$46,395,130.00	0.12% 0.49% -1.46% 0.39%	2.07% 1.95% -0.97% 1.47%	29-Jan-25 06-Dec-24 28-Oct-24 28-Oct-24	10-Apr-25 13-Feb-25 13-Dec-24 13-Dec-24
DBB) #008 #008 #007 #007 #007 #007 #007 #007 #008	5,899,000.00 9,509,146.00 5,899,000.00 5,899,000.00 5,899,000.00	\$223,419.00 -\$138,996.77 \$176,861.00 \$0 \$91,785.00	\$896,410.00 -\$92,671.77 \$672,991.00 \$496,130.00	\$46,795,410.00 \$9,416,474.23 \$46,571,991.00 \$46,395,130.00	0.49%	1.95% -0.97% 1.47%	06-Dec-24 28-Oct-24 28-Oct-24	13-Feb-25 13-Dec-24 13-Dec-24
DBB) W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation DB) W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation DB) CC02-3633 : Central Complex 2 Renovation DB) CC02-3635 : New Performing Arts Center DBB) Bernards Bros. Bernards Bros Change Order #006 CC02-3635 : New Performing Arts Center DBB) CC02-3626 : Campus-Wide Infrastructure Accessibility and Site Improvements Accessibility and Site Improvements - Phase Renovation (DBB) Accessibility and Site Improvements - Phase Renovation (DBB) CC02-3633 : Central Complex 2 Renovation DBB) CC02-3633 : Central Complex 2 Renovation DBB) CC02-3633 : Central Complex 2 Renovation DBB) CC02-3635 : New Performing Arts Center DBB CC02-3633 : Central Complex 2 Renovation DBB CC02-3633 : Central Complex 2 Renovation DBB CC02-3635 : New Performing Arts Center DBB CC02-3633 : Central Complex 2 Renovation DBB CC02-3635 : New Performing Arts Center DBB CC02-3633 : Central Complex 2 Renovation DBB CC02-3633 : Central Complex 2 Renovation DBB CC02-3635 : New Performing Arts Center DBB CC02-3633 : Central Complex 2 Renovation DBB CC02-3633 : Central Complex 2 Renovation DBB CC02-3635 : New Performing Arts Center DBB CC02-3633 : Central Complex 2 Renovation DBB CC02-3635 : New Performing Arts Center DBB CC02-3635 : New Performi	9,509,146.00 5,899,000.00 5,899,000.00 5,899,000.00	-\$138,996.77 \$176,861.00 \$0 \$91,785.00	-\$92,671.77 \$672,991.00 \$496,130.00	\$9,416,474.23 \$46,571,991.00 \$46,395,130.00	-1.46% 0.39%	-0.97% 1.47% 1.08%	28-Oct-24 28-Oct-24	13-Dec-24 13-Dec-24
DB) Complex 2 Renovation Change Order #003 CC02-3635 : New Performing Arts Center Bernards Bros. Bernards Bros Change Order #006 CC02-3635 : New Performing Arts Center Bernards Bros. Bernards Bros Change Order #005 CC02-3635 : New Performing Arts Center Bernards Bros. Bernards Bros Change Order #005 CC02-3635 : New Performing Arts Center Bernards Bros. Bernards Bros Change Order #004 CC02-3626 : Campus-Wide Infrastructure Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements CC02-3626 : Campus-Wide Infrastructure Accessibility and Site Improvements - Phase #002 CC02-3626 : Campus-Wide Infrastructure Accessibility and Site Improvements - Phase #002 CC02-3634 : Child Development Center Agreement Agreement Hamel - Change Order #03 CC02-3635 : New Performing Arts Center Bernards Bros. Bernards Bros Change Order #03 CC02-3633 : Central Complex 2 Renovation W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation Com	5,899,000.00 5,899,000.00 5,899,000.00	\$176,861.00 \$0 \$91,785.00	\$672,991.00 \$496,130.00	\$46,571,991.00 \$46,395,130.00	0.39%	1.47%	28-Oct-24	13-Dec-24
DBB) #006 CC02-3635 : New Performing Arts Center Bernards Bros. Bernards Bros Change Order #005 CC02-3635 : New Performing Arts Center Bernards Bros. Bernards Bros Change Order #004 CC02-3626 : Campus-Wide Infrastructure Accessibility and Site Improvements CC02-3626 : Campus-Wide Infrastructure Accessibility and Site Improvements CC02-3626 : Campus-Wide Infrastructure Accessibility and Site Improvements - Phase Accessibility and Site Improvements	5,899,000.00 5,899,000.00	\$91,785.00	\$496,130.00	\$46,395,130.00	-	1.08%		
DBB) #005 #005 #005 #006 #007 #007 #007 #008 #	5,899,000.00	\$91,785.00					15-Oct-24	13-Dec-24
DBB) #004 #004 #004 #004 #004 #004 #004 #005 #005 #020-3626 : Campus-Wide Infrastructure Accessibility and Site Improvements #0002 #002-3626 : Campus-Wide Infrastructure Accessibility and Site Improvements #0002 #002-3634 : Child Development Center Agreement #0002 #002 #003 #002 #003 #003 #003 #003 #003 #003 #003 #003 #004 #003 #003 #004 #004 #004 #004 #004 #004 #004 #004 #004 #004 #004 #004 #004 #004 #004 #004 #005 #006 #007 #007 #008 #0	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		\$496,130.00	\$46,395,130.00	0.20%			
Accessibility and Site Improvements J. A. Urban, Inc CHC CWI Campus Accessibility and Site Improvements - Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Hongus Accessibility and Site Improvements - Phase - Hongus Hongus Hongus Hamel - Change Order #03 Scalaria - Change Order #03 W.E. O'Neil Construction Co Change Order - Phase - Phase - Hongus Hamel - Change Order #03 W.E. O'Neil Construction Co Change Order - Phase - Phase - Hongus Hamel - Change Order #03 W.E. O'Neil Construction Co Change Order + Hongus Change Order #001	\$835,134.45	\$35.341.73				1.08%	20-Sep-24	14-Nov-24
Accessibility and Site Improvements - Phase #0002 CO2-3634 : Child Development Center Agreement Agreement Phase Hamel - Change Order #03 \$2		4,	\$44,889.39	\$880,023.84	4.23%	5.38%	27-Aug-24	10-Oct-24
Renovation (DBB) Agreement SC02-3635 : New Performing Arts Center Bernards Bros. Bernards Bros Change Order #003 SC02-3633 : Central Complex 2 Renovation BB W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation Complex 2 Renovation W.E. O'Neil Construction Co \$9 SC02-3633 : Central Complex 2 Renovation BB W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation Complex 2 Renovation W.E. O'Neil Construction Co \$9 SC02-3635 : New Performing Arts Center Bernards Bros. Bernards Bros Change Order \$45	1,002,371.50	-\$12,097.52	\$33,411.83	\$1,035,783.33	-1.21%	3.33%	03-Sep-24	10-Oct-24
DBB #003 #003	2,023,008.00	-\$44,618.65	\$58,862.86	\$2,081,870.86	-2.21%	2.91%	03-Sep-24	10-Oct-24
DB) Complex 2 Renovation Change Order #002 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 Change Order #001 Change Order #001 Bernards Bros Change Order #001 \$45	5,899,000.00	\$207,539.00	\$404,345.00	\$46,303,345.00	0.45%	0.88%	20-Aug-24	10-Oct-24
DB) Complex 2 Renovation Change Order #001 CC02-3635 : New Performing Arts Center Bernards Bros. Bernards Bros. Change Order \$45	9,509,146.00	\$0	\$46,325.00	\$9,555,471.00	·	0.49%	23-Aug-24	10-Oct-24
	9,509,146.00	\$46,325.00	\$46,325.00	\$9,555,471.00	0.49%	0.49%	22-Jul-24	12-Sep-24
H002	5,899,000.00	\$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 Bernards Bros. Bernards Bros Change Order \$45 DBB) #001	5,899,000.00	\$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 Erickson-Hall Construction Co. Erickson-Hall - Change Order #02 \$8	8,501,117.00	-\$20,698.59	-\$30,976.59	\$8,470,140.41	-0.24%	-0.36%	13-May-24	11-Jul-24
	1,002,371.50	\$45,509.35	\$45,509.35	\$1,047,880.85	4.54%	4.54%	13-Mar-24	09-May-24
	8,501,117.00	-\$10,278.00	-\$10,278.00	\$8,490,839.00	-0.12%	-0.12%	12-Oct-23	11-Jan-24
CO2-3626 : Campus-Wide Infrastructure Hamel Contracting, Inc. CHC CWI Campus Hamel - Change Order #02 \$ Accessibility and Site Improvements	\$835,134.45	\$850.00	\$9,547.66	\$844,682.11	0.10%	1.14%	05-Jun-23	13-Jul-23
CHC (DBB) Accessibility and Site Improvements	\$835,134.45	\$8,697.66	\$8,697.66	\$843,832.11	1.04%	1.04%	01-Jun-23	13-Jul-23
Renovation (DBB) Agreement	2,023,008.00	\$5,229.04	\$103,481.51	\$2,126,489.51	0.26%	5.12%	24-Feb-23	11-May-23
Renovation (DBB) Agreement	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 TotalEnergies (formerly SunPower) DB TotalEnergies Renewables, LLC - \$7 CHC (DBB) Contract - CHC CWI Solar PV 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

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)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	SunPower Corporation, Systems - Change Order #01	\$7,308,428.00	-\$17,891.20	-\$17,891.20	\$7,290,536.80	-0.24%	-0.24%	10-Oct-22	10-Nov-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	\$686,675.00	-\$19,592.00	-\$19,592.00	\$667,083.00	-2.85%	-2.85%	17-Mar-22	12-May-22

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	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
CC02-2000 : Crafton Hills College - Execut	ed Change Orders To Date		\$1,498,266.19							

^{*} 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 V				
Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0002 : Program Expenses	\$695.00	\$0	\$695.00	-
CC03-3640 : District-Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
CC03-3000 : San Bernardino Community College D	\$186,500.17	\$4,812.02	\$191,312.19	2.58%

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date

Child Development Center Ren	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
		J.A. Urban PMO TI - Change Order #002 - No Cost Time Extension	\$185,805.17	\$0	-	2.59%	17-Mar-21	13-May-21
		J.A. Urban District PMO TI - Change Order #001	\$185,805.17	\$4,812.02	2.59%	2.59%	19-Nov-20	14-Jan-21
CC03-3000 : San Bernardine	istrict Wide - Executed Change Orders To I	\$4,812.02						

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Executive Director, Facilities Planning, Construction,

& Sustainability

DATE: April 10, 2025

SUBJECT: Construction Change Orders and Amendments – Non-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. Based on the approved process, change orders <\$250,000 which result in a cumulative increase to the 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

The Change Orders listed on the attached 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 SBCCD procedures and goals.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate construction budget.





Construction Change Orders – Non-Bond

Presented for Information April 10, 2025

[v.3.18.2025.p.1|1]

Project	Contractor	Change Order	Original Contract Amount	Change Order Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	New Contract Amount	Executed Date	Board Approval Date
SM-01-2223-06D Xeriscaping Landscaping Around Parking areas	4 Seasons Landscaping Inc.	Change Order #1	\$398,000	\$7,393.65	1.86 %	1.86%	\$405,393.65	3/12/2025	12/17/2024
SM-01-2223-06D Xeriscaping Landscaping Around Parking areas	4 Seasons Landscaping Inc.	Change Order #2	\$398,000	\$8,568.85	2.15%	4.01%	\$413,962.50	3/12/2025	12/17/2024

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: April 10, 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.





Control #	Vendor	Contract Type	Site	Department	Expense	li	ncome	Amendment
30667	Cross Connection Environmental LLC	Services	SBVC	Applied Tech	\$ 4,676.26			
30668	Light & Noise LLC	Broadcasting Rights	KVCR	KVCR	\$ 18,500.00			
30669	EKC Enterprises Inc	Consultants	DSO	TESS	\$ 2,475.00			
30670	H&L Charter Co Inc	Bus Rental	SBVC	Counseling	\$ 1,731.50			
30671	United Wraps	Services	SBVC	Applied Tech	\$ 5,672.47			
30672	United Wraps	Services	SBVC	Applied Tech	\$ 5,733.81			
30673	United Wraps	Services	SBVC	Applied Tech	\$ 10,556.50			
30674	Ascend Learning Holdings LLC	Software/Licensing	SBVC	Allied Health	\$ 3,920.00			
30675	Loma Linda Academy	Income - Facilities Use	СНС	Pool		\$	2,500.00	



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Control #	Vendor	Contract Type	Site	Department		Expense		Income	Amendment
30676	Accenture LLP	Professional Services	SBCCD	Facilities	\$	80,000.00			
		Clinical Site							
30677	American Surgical Pharmacy	Agreement	SBVC	Pharmacy Tech		No Cost			
	,	Income -		,					
20670	Discounida CCD	Participation	CHC	la stancetica			۸	206 022 00	
30678	Riverside CCD	Agreement	CHC	Instruction			\$	306,033.00	
	Peripheral Vision								
30679	International	Broadcasting Rights	KVCR	KVCR		No Cost			
30680	Intermex Inc	Bus Rental	СНС	Student Services	\$	1,200.00			
					•	,			
22524				10.425	_	252.22			
30681	Party Plus Rentals	Rental	KVCR	KVCR	\$	260.20			
30682	Bio-Key International Inc	Software/Licensing	DSO	TESS	\$	42,000.00			
30683	Blue Icon Advisors	Services	CHC	Financial Aid	\$	44,625.00			
30000	2140 10011 / 14410010	35.71053	0.10	· ····································		,023.00			
				Government					
30684	Pyro Spectaculars Inc	Services	SBCCD	Relations	\$	4,000.00			



Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30685	Gwynn, Maya	On Demand Services	KVCR	KVCR	\$ 10,000.00		
				Government			
30686	Pro Audio Video Inc	Rental	SBVC	Relations	\$ 42,202.26		
	Making Hope Happen						
30687	Foundation	Sponsorship	DSO	Chancellor	\$ 2,500.00		
	Eastern Educational Television						
30688	Network Inc (APT)	Broadcasting Rights	KVCR	KVCR	\$ 5,335.00		
30689	Morics, Andrea	Performer	SBVC	Theatre	\$ 500.00		
30690	Art of the City Production	Consultants	KVCR	KVCR	\$ 60,000.00		
30691	Bayview Entertainment LLC	Broadcasting Rights	KVCR	KVCR	\$ 56,000.00		
30692	Inland Empire Stages LTD	Bus Rental	SBVC	Athletics	\$ 1,983.60		
30693	H&L Charter Co Inc	Bus Rental	SBVC	Grants	\$ 1,650.00		



Control #	Vendor	Contract Type	Site	Department		Expense	Income	Amendment
				Human				
30694	Law Office of Arturo Ocampo	Services	SBCCD	Resources	\$	20,000.00		
20005	0 100 00000	D	10.465	10.400		4 422 40		
30695	Quinn Company	Repairs	KVCR	KVCR	\$	1,423.40		
30696	Quinn Company	Repairs	KVCR	KVCR	\$	1,188.95		
30697	Myers Information Systems Inc	Software/Licensing	KVCR	KVCR	\$	20,961.58		
30097	IIIC	301tware/Licensing	KVCK	KVCK	۲	20,301.38		
30698	Gravesande, Cadisha	Speaker Agreement	SBVC	Student Services	\$	6,000.00		
	Coversion Mind Duadvation							
30699	Sovereign Mind Production LLC	Broadcasting Rights	KVCR	KVCR	\$	550.00		
30033	110	Droddodding mgmes	NV GIV	N. C.N.	Ψ	330.00		
30700	Amudipe, William	Performer	SBVC	Student Services	\$	600.00		
30701	Schutten, Carolyn	Services	SBVC	Art	\$	7,000.00		
	2 2000 2000 700	33111333			т	.,		
30702	Financial Space LLC	Services	CHC	Student Life	\$	2,691.00		



Control #	Vendor	Contract Type	Site	Department	Expense		Income	An	nendment
30703	Paws-To-Share	Services	CHC	Student Life	\$	640.00			
23984	Burgess Moving & Storage	Amendment 04	DSO	Facilities	\$	35,286.00		\$	4,710.00
30705	Inland Empire Stages LTD	Bus Rental	SBVC	Student Services	\$	1,150.00			
30706	Top Transportation Service	Bus Rental	SBVC	Student Life	\$	10,280.00			
				Human					
30707	Todec Legal Center Perris	Services	SBCCD	Resources	\$	1,500.00			
30708	Alaska Public Media	Broadcasting Rights	KVCR	KVCR		No Cost			
	South Dakota Public								
30709	Broadcasting	Broadcasting Rights	KVCR	KVCR		No Cost			
	Howard Gary Shannon								
30710	Productions	Broadcasting Rights	KVCR	KVCR		No Cost			
	Pivoreido County Office of								
30711	Riverside County Office of Education	Broadcasting Rights	KVCR	KVCR		No Cost			



Control #	Vendor	Contract Type	Site	Department		Expense	Income	An	nendment
				Government					
30712	McGrath's Catering	Catering	SBVC	Relations	\$	2,486.30			
30713	Sunbelt Controls Inc	Building Improvement	SBVC	Maintenance	\$	14,955.91			
30714	Inland Empire Stages LTD	Bus Rental	SBVC	Athletics	\$	1,667.25			
30715	Fitness Repair Shop Inc	Repairs	СНС	Admin Services	\$	300.00			
30716	Inland Empire Stages LTD	Bus Rental	SBVC	Student Services	\$	1,150.00			
30717	Indian Gaming Assoication	Rental	KVCR	KVCR	\$	3,000.00			
30172	Southern California Business Report LLC	Amendment 01	KVCR	KVCR	\$	24,000.00		\$	12,000.00
30172	neport LLC	/ differential of	KVCK	IXV CIX	٧	24,000.00		ر	12,000.00
30719	Pro Audio Video Inc	Rental	SBCCD	Government Relations	\$	13,050.00			
30720	Niechayev, Nicholas	Speaker Agreement	СНС	SINS	\$	100.00			



Control #	Vendor	Contract Type	Site	Department		Expense		Income	Amendment
30721	Kuo, Thomas	Services	SBVC	Film & Media	\$	1,000.00			
30722	Ellucian Company LP	Software/Licensing	DSO	TESS	\$	47,366.00			
30723	Pasifika Success Collective LLC	Speaker Agreement	SBVC	First Year	\$	200.00			
	- I IA								Change
27051	Federal Aviation Administration	Income - Amendment 01	SBVC	Grants			\$	498,555.00	disbursement schedule
27031	/ diffinistration	7 anenament of	3570	Granes			7	130,333.00	Seriedate
30725	Ellucian Company LP	Services	DSO	TESS	\$	47,400.00			
30726	Vision Maker Media	Broadcasting Rights	KVCR	KVCR	\$	32,450.00			
	Thermo Electron North								
30727	America LLC	Repairs	SBVC	Science	\$	3,387.00			
						•			
30728	Party Plus Rentals	Rental	SBVC	Marketing	\$	5,470.70			
30,20	. arey rias nemas	Heritar	3570	.viariceting	<u> </u>	3,173.70			
	Thermo Electron North								
30729	America LLC	Repairs	SBVC	Science	\$	3,387.00			



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Control #	Vendor	Contract Type	Site	Department		Expense	Income	Amendment
	Thermo Electron North							
30730	America LLC	Repairs	SBVC	Science	\$	3,387.00		
20724		Building	500		,	2 062 04		
30731	Inland Signs Inc	Improvement	DSO	Facilities	\$	3,862.04		
30732	P2S LP	Professional Services	DSO	Facilities	\$	90,000.00		
		Building			_			
30733	C.I. Services Inc	Improvement	DSO	Facilities	\$	56,100.00		
30734	Stutz, Nicole	Services	SBVC	First Year	\$	300.00		
30735	El Clasificado	Facility Use	SBVC	Admin Services		No Cost		
30737	Charter Up	Bus Rental	SBCCD	Fiscal	\$	790.92		
		2 33 11311331		1.000.	7			
30738	Waters Media	Broadcasting Rights	KVCR	KVCR	\$	10,000.00		
30739	United Wraps	Services	SBVC	Applied Tech	\$	400.00		



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Control #	Vendor	Contract Type	Site	Department		Expense	Income	Amendment
30740	Sans Institute	Software/Licensing	DSO	TESS	\$	3,420.00		
30741	Eaton Corporation	Services	KVCR	KVCR	\$	9,068.00		
30741	Laton corporation	Services	RVCR	RVCR	۲	9,008.00		
30742	Intermex Inc	Bus Rental	CHC	Language Arts	\$	1,300.00		
30743	Avalon Transportation LLC	Bus Rental	SBVC	Science	\$	2,059.00		
	•					·		
30744	Avalon Transportation LLC	Bus Rental	SBVC	Science	\$	2,059.00		
30745	Avalon Transportation LLC	Bus Rental	SBVC	Science	\$	1,856.00		
30746	Public Safety Academy	Concurrent Enrollment	SBVC	Academic Success		No Cost		
30746	Public Salety Academy	Enromment	SBVC	Success		NO COST		
				Academic				
30747	Public Safety Academy	MOU	SBVC	Success		No Cost		
30748	Audacy Operations Inc	Advertising	KVCR	KVCR	\$	3,970.00		



					_		
Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
227.12			221/2				
30749	Sade Burrell & Associates	Speaker Agreement	SBVC	EOPS	\$ 5,300.00		
30750	Shred-It USA LLC	Services	SBVC	EOPS	\$ 2,000.00		
30751	Edu Business Solutions	Software/Licensing	SBCCD	Print Shop	\$ 8,480.00		
30752	Krueger International Inc	Building Improvement	DSO	Facilities	\$ 28,698.03		
30753	Goengineer Inc	Software/Licensing	SBVC	Applied Tech	\$ 4,578.75		
30754	R Dependable Construction Inc	Building Improvement	SBVC	Child Center	\$ 75,000.00		
30755	Julie's Party Rentals	Rental	KVCR	KVCR	\$ 1,610.00		
30756	National Bus Charters	Bus Rental	CHC	Student Services	\$ 1,790.00		
30757	Franck Firm Inc	Consultants	KVCR	KVCR	\$ 10,000.00		



Contracts Below \$114,800

Presented for Information April 10 , 2025

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Control #	Vendor	Contract Type	Site	Department	Expense		Income	Amendment
30758	H21 Group Inc	Services	SBVC	Applied Tech	\$	99,549.20		
30759	Inland Empire 66er Baseball Club of San Bernardino	Rental	SBVC	Student Life	\$	81,000.00		
30739	Club of Sail Bernarumo	Kentai	SBVC	Student Life	Ş	81,000.00		
30760	United Wraps Inc	Services	SBVC	Applied Tech	\$	1,235.00		
30761	Party Plus Rentals	Rental	SBVC	First Year	\$	937.09		
	,							
30762	Party Plus Rentals	Rental	SBVC	First Year	\$	6,841.00		
30763	Intermex Inc	Bus Rental	SBVC	First Year	\$	18,000.00		
30764	Gail Davis & Associates Inc	Speaker Agreement	SBVC	Student Services	خ	12,000.00		
30704	dali Davis & Associates Ilic	Speaker Agreement	SBVC	Student Services	Ą	12,000.00		
30765	H&L Charter Co Inc	Bus Rental	CHC	MESA	\$	1,500.00		
30766	Hyattward Advertising Inc	Services	СНС	Student Services	\$	50,000.00		



Contracts Below \$114,800

Presented for Information April 10 , 2025

Control #	Vendor	Contract Type	Site	Department	Expense		Income		Amendment
30767	G/M Business Interiors	Services	SBVC	Admin Services	\$	7,965.30			
30707	d/ W Business interiors	Services	3570	Admin Services	٦	7,905.30			
	San Bernardino County	Income - Facilities							
30768	Superintendent of Schools	Use	SBVC	Admin Services			\$	1,256.88	
30770	H21 Group Inc	Software/Licensing	SBVC	Applied Tech	\$	6,940.00			
30771	H&L Charter Co Inc	Bus Rental	SBVC	Athletics	\$	2,155.00			
20772	Arrowhood Crodit Union	Incomo Logos	CDVC	Admin Convisos			٠	25 000 00	
30772	Arrowhead Credit Union	Income - Lease	SBVC	Admin Services			\$	25,000.00	

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: April 10, 2025

SUBJECT: Districtwide Grant Submissions and Awards

RECOMMENDATION

This item is for information only.

OVERVIEW

Between July 1, 2024 and March 21, 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**: 35 applications were submitted districtwide from July 1, 2024, through March 21, 2025.
- Total Grant Funding Applied: \$19,786,352.20 collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.
- Grants Awarded: Grants awarded totaling \$2,332,017
- **Grants Awaiting Awards**: 14 grants pending for a total of \$17,454,335.20 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
 - o California Community College Chancellor's Office (Nursing) \$179,053
 - California Community College Chancellor's Office (MC/HS) \$131,142
 - Fred Rogers Inc.: \$10,000
 - o Inland Empire Community Foundation (Journalism Hub+: \$25,000



- California Endowment: \$50,000Edison SBVC (STEM): \$25,000
- Edison SBVC (Clean Energy) \$50,000
- SoCal Gas \$20,000Amazon: \$10,000
- CSUSB Local Subaward: \$35,534Chico State Subaward: \$171,888
- o CA Department of Healthcare Access and Information: \$810,000
- o Edison CHC \$25,000 (STEM)
- Edison CHC \$25,000 (Fire Academy)
- California Community College Chancellor's Office \$200,000 (Institutional Effectiveness CHC)
- LA84 Foundation
- o Foundation for Community Colleges \$150,000 (Finish Line Scholars)

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: April 10, 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 35 grants in FY 24/25 totaling \$19,786,352.20

Total Grants Awarded: \$2,332,017.00

• **Strategic Alignment:** All grants align with SBCCD's strategic directions and the colleges' educational master plans.

New Grant Awards

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 Awarded \$125,000

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.

CCC Finish Line Scholars Program

Purpose: This grant provides funding for scholarships, or additional student aid as an emergency resource for those in need.

- Grantor: Foundation for California Community Colleges
- Application Amount: \$150,000
- Lead Entity SBVC Foundation
- Application Submitted January 2025
- 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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Recent Grant Submissions

Rising Scholars Grant - SBVC

Purpose: This grant provides assistance and supportive services to students who have been previously incarcerated, or justice involved, helping them to discover a viable career pathway for lifelong success.

• Grantor: CCCCO

• Application Amount: \$901,709

- Lead Entity SBVC
- Application Submitted February 27, 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.
- ✓ **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.

Rising Scholars Grant - CHC

Purpose: California newsrooms are a vital part of the <u>California Local News Fellowship</u> 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: CCCCO

• Application Amount: \$912,698

- Lead Entity CHC
- Application Submitted February 25, 2025
- Application Status Waiting on Announcement

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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.

Community Project Funding Request (Aguilar)

Purpose: This funding request provides per student dollar amounts for our commercial pilot program at San Bernardino Valley College. We have requested \$50,000 per student and given a menu of options for how many could be enrolled into training within the first two years of operations.

- **Grantor:** General Federal Funds
- Application Amount: \$5,000,000
- Lead Entity SBVC
- Application Submitted March 15, 2025
- Application Status Waiting on Announcement, and submitting additional letters of support.

- ✓ **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.

Grants Previously Reported

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

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 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: CCCCO Lead Entity – SBVC

Application Amount: \$179,053
 Application Status – AWARDED

- ✓ 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: CCCCO 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 ProductionsApplication Amount: \$10,000

• Lead Entity: KVCR

Submitted: November 2024Application Status: AWARDED

- ✓ 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

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

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 September 17, 2024
- Application Status AWARDED

- ✓ 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 September 17, 2024
- 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 September 2024
- Application Status AWARDED

- ✓ 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 – September 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.

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** September 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.

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 September 2024
- Application Status AWARDED

- ✓ CHC Strategic Direction 1: Increase Student Enrollment
 - Supporting Action 3: Focus outreach on disproportionately impacted groups and special populations.
 - Supporting Action 3: Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ CHC Strategic Direction 5: Foster and support inquiry, accountability, and campus sustainability.
 - Supporting Action 4: Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - Supporting Action 2: Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.

Supporting Action 1: Strengthen a culture of inclusion.

Pathways to Success Grant

Purpose: This grant creates opportunities in the fields of Arts and Humanities. It is a subaward 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: \$35,534Application 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: \$171,888Application Status - AWARDED

- ✓ 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: \$810,000Application Status AWARDED

- ✓ 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 – September 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.

Edison Foundation – CHC Fire Academy Grant

Purpose: This grant supports the Fire Academy at Crafton Hills College

Grantor: Edison Foundation

• Lead Entity – CHC Foundation

• Application Amount: \$25,000

- Application Submitted September 2024
- Application Status AWARDED

- ✓ 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: July 15, 2024
- **Application Status** Waiting on Announcement

- ✓ 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 September 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 September 18, 2024
- Application Status Waiting on Award

- ✓ 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 September 4, 2024
- Application Status Waiting on Announcement

- ✓ 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 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

- ✓ 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.
 - o **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

- ✓ 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 – Al Bootcamp

Purpose:

This grant was written in partnership with San Bernardino Valley College, Crafton Hills College and Copper Mountain College to provide for an Al 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: CCCCO
- Application Amount: \$180,000
- Lead Entity San Bernardino Valley College
- Application Submitted December 20, 2024
- Application Status Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ CHC Strategic Direction 1: Increase Student Enrollment
 - Supporting Action 3: Focus outreach on disproportionately impacted groups and special populations.
 - Supporting Action 3: Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ CHC Strategic Direction 5: Foster and support inquiry, accountability, and campus sustainability.
 - Supporting Action 4: Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - Supporting Action 2: Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ SBVC Strategic Direction 6: Create and sustain a sense of belonging for all college and community stakeholders.
 - Supporting Action 1: Strengthen a culture of inclusion.

Foster Youth College Access Demonstration Grant - CHC

Purpose: This grant fosters partnerships with local high schools to facilitate dual enrollment and pathways into community colleges for foster care youth.

- Grantor: CCCCO
- Application Amount: \$180,000
- Lead Entity Crafton Hills College
- Application Submitted December 20, 2024
- **Application Status** Waiting on Announcement

- ✓ 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.

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 <u>California Local News Fellowship</u> 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

- ✓ 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.
 - o 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

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: April 10, 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 \$37,977 to \$82,523,628 from the previous estimate of \$82,561,605. 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 March 14, 2025, rounded to the nearest \$1,000)

									PROJECTED						
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL	
Estimated Beginning Cash Balance	82,796	88,219	77,997	82,313	77,846	71,827	88,150	84,177	75,664	75,256	78,185	81,900			
Receipts															
Federal		186	4	5	53	135	192	307	178	795	101	1,020		2,977	
State	13,261	8,157	13,652	7,282	7,800	42,359	7,277	10,535	16,844	10,084	15,227	16,393		168,870	
Local	6,309	699	4,522	1,189	-932	31,849	6,177	-11,087	369	11,569	10,206	508		61,377	
Interfund Transfer & Sale of Assets					3,253	29	-28	4,989			354	8,025		16,623	
Accounts Receivable/Accruals	-3,045	438	3,090	5,345	1,337	-6,877	787	2,704	-65	-154	-505	659		3,715	
Total Receipts	16,525	9,480	21,268	13,821	11,511	67,496	14,405	7,449	17,326	22,293	25,383	26,606		253,562	
Disbursements															
Academic Salaries	10	5,227	5,071	5,905	5,912	3,983	5,442	5,023	5,850	5,910	5,979	10,596		64,907	
Classified Salaries	3,304	3,643	3,690	4,149	4,000	3,740	3,964	3,640	4,082	5,041	4,273	4,874		48,400	
Benefits	1,699	3,102	3,189	3,419	3,583	-673	3,382	3,303	2,494	4,185	5,559	5,367		38,609	
Supplies & Materials	136	195	119	262	216	27	197	458	221	640	383	515		3,369	
Other Operating Exp	2,486	1,221	2,374	2,580	2,026	-276	3,373	1,097	3,871	2,037	2,430	7,007		30,224	
Capital Outlay	521	-45	768	212	277	127	239	258	459	577	1,473	167		5,032	
Other Outgo	1,099	589	2,054	1,833	1,794	2,610	1,295	2,094	806	909	1,586	3,686		20,354	
Longterm Post-Employment Benefits	-5	-7	-7	-7	-7	-7	11	12	-8	-8	31	5		2	
Accounts Payable/Accruals	1,853	5,778	-306	-64	-271	41,644	475	78	-41	73	-48	-6,234		42,938	
Total Disbursements	11,103	19,702	16,953	18,288	17,529	51,173	18,379	15,961	17,734	19,365	21,668	25,982		253,835	
Increase / (Decrease) in Cash Balance	5,423	-10,222	4,316	-4,467	-6,018	16,322	-3,973	-8,512	-408	2,929	3,715	623			
Estimated Ending Cash Balance	88,219	77,997	82,313	77,846	71,827	88,150	84,177	75,664	75,256	78,185	81,900	82,524			

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: March 13, 2025

SUBJECT: MOUs between SBCCD and the California School Employees Association and

its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

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

OVERVIEW

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost associated with an MOU is included in the appropriate budgets, where applicable.



MEMORANDUM OF UNDERSTANDING By and Between SAN BERNARDINO COMMUNITY COLLEGE DISTRICT And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 11, 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"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Veada Benjamin, Admissions & Records Coordinator to the Interim Director of Admissions & Records, San Bernardino Valley College, under the following stipulations:

- 1. The length of the assignment will be February 18, 2025, through June 30, 2025, or until a decision is made by the Employee or management to end the assignment.
- 2. The Employee will be compensated from the Management Salary Schedule at Range 18, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
- 3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA; ; however, the Employee will be ineligible to receive the following special compensation: shift differential or bilingual/bi-literate during the length of Out-of-Class service.
- 4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Interim Director of Admissions & Records or be evaluated during this Out-of-Class service.
- 5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Admissions & Records Coordinator.
- 6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Admissions & Records Coordinator will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
- 7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Veada Benjamin.

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 and Health and

Safety Administration

For CSEA

Ernest Guillen, President CSEA #291

Cameron Kroetz, CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

MEMORANDUM OF UNDERSTANDING By and Between SAN BERNARDINO COMMUNITY COLLEGE DISTRICT And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 11, 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"), collectively referred to as "the Parties."

Schedule Change: Art - CHC

In accordance with **Article 6.4 regarding Permanent Changes to Work Schedules**, the Parties have reached an agreement regarding Michael Bedoya's permanent work schedule, which will change as described below. Accordingly, the first day of the permanent schedule will be **Tuesday**, **April 1**, **2025**.

a. Incumbent, Michael Bedoya's work schedule will be changed as follows:

From: Monday – Friday 8:00 a.m. to 4:30 p.m. To: Monday – Friday 7:00 a.m. to 3:30 p.m.

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

For the District

Kristina Hannon, SBCCD

Vice-Chancellor, Human Resources, Payroll, Police Services and Health and

Safety Administration

For CSEA

Ernest Guillen, President CSEA #291

Cameron Kroetz, CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

MEMORANDUM OF UNDERSTANDING By and Between SAN BERNARDINO COMMUNITY COLLEGE DISTRICT And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 18, 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"), collectively referred to as "the Parties".

The District and CSEA have been reviewing and implementing the 2024 Classification Study recommendations. The Study recommended that the Administrative Assistant II assigned to the Career Center/Cooperative ED at San Bernardino Valley College ("SBVC") be reclassified. Accordingly, both Parties agree as part of the 2024 Study, to the following effects:

1. Effective March 1, 2024, Bonnie Rodriguez Cruz, Range 37 Step F 8 hours/260-day work year in the Career Center/Cooperative ED at SBVC will be reclassified into the classification of Administrative Assistant III, Range 41, Step D 8 hours/260-day work year. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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

For the District

Kristina Hannon, SBCCD

Vice-Chancellor, Human Resources, Payroll, Police Services and Health and

Safety Administration

For CSEA

Ernest Guillen, President CSEA #291

Cameron Kroetz, CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

MEMORANDUM OF UNDERSTANDING By and Between SAN BERNARDINO COMMUNITY COLLEGE DISTRICT And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 18, 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"), collectively referred to as "the Parties".

The District and CSEA have been reviewing and implementing the 2024 Classification Study recommendations. The Study recommended that the Administrative Coordinator assigned to the Police Department be reclassified into a management position due to the duties performed being found outside the bargaining unit. Accordingly, both Parties agree to, as part of the 2024 Study, to the following effects:

1. Effective April 11, 2025, Michele Jeannotte, Administrative Coordinator, Range 45 Step F, 8 hours/260-day work year in the Police Department at District, will be reclassification into the classification of Police Compliance Manager.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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

For the District

Kristina Hannon, SBCCD

Vice-Chancellor, Human Resources, Payroll, Police Services and Health and

Safety Administration

For CSEA

Ernest Guillen, President CSEA #291

Cameron Kroetz, CSEA LRR

Diana Vaichis, Team Member

Keyin Limoges, Team Member

Yendis Battle, Team Member

Cedrick Wrenn, Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services,

and Health and Safety Administration

DATE: April 10, 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

- 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 One-Time Stipend for Chairs and Coaches February 28, 2025

WHEREAS, the District and the Association recognize the importance of examining chair and coach stipends to ensure they reflect both comparable standards and the associated workload; and

WHEREAS, further research is needed to fully assess and determine appropriate adjustments, and such research may not be completed by the conclusion of the Spring 2025 semester; and

WHEREAS, the District and SBCCDTA are committed to continuing negotiations in good faith regarding reassigned time and compensation for chairs and coaches for 2025-2026.

IT IS THEREFORE AGREED THAT:

A stipend of \$900.00 per semester will be given to individuals holding the positions of chairs and coaches during the 2024-2025 academic year. To be eligible to receive the stipend, the individual must have worked the entire semester in the assigned role.

In the case of a shared position, such as co-chairs or co-coaches, the stipend amount will be divided between the individuals sharing the role, based on the established agreement.

This off cycle stipend shall not affect any future negotiations regarding reassigned time or compensation. It is an interim measure designed to address immediate needs and will not set a precedent for future payments or salary adjustments.

For SBCCD:

on (Mar 10, 2025 08:17 PDT)

Kristina Hannon

Vice Chancellor, Human Resources & Police Services,

SBCCD Lead Negotiator

For SBCCDTA:

Jamie Salver

SBCCDTA Lead Negotiator

MEMORANDUM OF UNDERSTANDING

By and Between

San Bernardino Community College District Teachers Association And San Bernardino Community College District

PPE: Work Boots March 14, 2025

WHEREAS: Faculty members teaching in Welding, Automotive, Aeronautic, HVAC, Electronics, and Machinist Technology are required to wear protective boots; and

WHEREAS: The parties agree to continue conversations regarding District required safety training and Personal Protective Equipment (PPE);

IT IS THEREFORE AGREED THAT:

Faculty in the aforementioned disciplines shall receive a one-time voucher in the amount of \$180.00 for the purchase of work boots from a designated vendor.

Date: <u>03/14/2025</u>

Date: 03/14/2025

For SBCCD:

MAHan

Kristina Hannon (Mar 14, 2025 12:40 PDT)

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

For SBCCDTA:

Jamie Salyer (Mar 14, 2025 15:31 PDT)

Jamie Salyer

SBCCDTA Lead Negotiator

MEMORANDUM OF UNDERSTANDING

By and Between

San Bernardino Community College District Teachers Association And San Bernardino Community College District Evaluation for Clarisse Carbajal March 14, 2025

WHEREAS: Clarisse Carbajal, Assistant Professor, Nursing Science/Clinical Practice (Full-Time Temporary) is currently 100% reassigned to remediation/skills lab with no assigned courses or load; and

WHEREAS: The duties of the reassigned role still entail significant student contact and interaction; and

WHEREAS: The current Student Evaluation/Feedback forms for Non-instructional Faculty with Student Contact are for Counselors, Librarians, and Nurses;

IT IS THEREFORE AGREED THAT:

Clarisse Carbajal's respective evaluating manager will modify and utilize the Librarian Student Evaluation Questions for evaluating performance for the Spring 2025.

Date: 03/14/2025

For SBCCD:	
16Han	Date: 03/14/2025
Kristina Hannon (Mar 14, 2025 12:40 PDT)	Date:
Kristina Hannon	
Vice Chancellor, Human Resources & Po	olice Services,
SBCCD Lead Negotiator	

For SBCCDTA:

Jamie Salyer (Mar 14, 2025 15:31 PDT)

Jamie Salyer 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: April 10, 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:

- <u>Professional Expert:</u> 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.



[v.3.20.2025.p.1|4]

Professional Expert

Cuevas, Julia	Employee Name	Duties	From	То	Hourly
CHC Public Safety and Emergency Services Instructor/EMS Specialist \$25.00/ \$30.00		Balloc	1 10111	10	-
CHC Public Safety and Emergency Services Instructor/EMS Specialist \$25.00/ Services \$30.00					
Services			03/10/25	06/30/25	
Respiratory Care Clinical CHC Respiratory Care	, , , , , , , , , , , , , , , , , , , ,	Instructor/EMS Specialist			•
CHC Respiratory Care Respiratory Care Clinical 03/18/25 06/30/25 \$57.13 CHC Respiratory Care Workforce Development Trainer 03/18/25 06/30/25 \$60.00 Scarbrough, Micheal A DIST Economic Development & Corporate Training Workforce Development Trainer 03/18/25 06/30/25 \$60.00 Gibson, Shawna L DIST Human Resources HR Intern 03/31/25 06/30/25 \$20.00 Dahlqvist, Jeffrey S SEVC Academic Success Center Tutor III 02/11/25 06/30/25 \$20.00 Amaton, Gabriela T SEVC Applied Technology, Transportation & Culinary Arts Program Assistant 03/17/25 06/30/25 \$20.00 BVC Applied Technology, Transportation & Culinary Arts Program Assistant 03/17/25 06/30/25 \$20.00 Chung, Unjoo SBVC Arts & Humanities Program Assistant 03/17/25 06/30/25 \$45.00 Chacon Ventura, Wendy B SBVC CallWORKs & Workforce Development Tutor III 03/10/25 \$20.00 BBVC English Tutor II 03/10/25 06/30/25 \$20.00 Coulon, Shaun O SBVC STEM-MESA Tutor III 03/10/25 06/30/25 \$20.00		Despiratory Cara Clinical	02/04/25	06/20/25	
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Chacon Ventura, Wendy B SBVC CalWORKs & Workforce Development Program Assistant 02/11/25 06/30/25 \$20.00 Hammond, Elisa SBVC English Tutor III 03/10/25 06/30/25 \$20.00 Coulon, Shaun O SBVC STEM-MESA Tutor III 03/10/25 06/30/25 \$17.00 Flores Salas, Edwin M SBVC STEM-MESA Tutor III 03/10/25 06/30/25 \$20.00 Williams, Kyrah S Tutor I 02/24/25 06/30/25 \$17.00	Chung, Unjoo	Program Assistant	03/17/25	06/30/25	\$45.00
SBVC CalWORKs & Workforce Development 03/10/25 \$20.00 Hammond, Elisa SBVC English Tutor III 03/10/25 \$20.00 Coulon, Shaun O SBVC STEM-MESA Tutor I 03/10/25 \$6/30/25 \$17.00 Flores Salas, Edwin M SBVC STEM-MESA Tutor III 03/10/25 \$20.00 Williams, Kyrah S Tutor I 02/24/25 06/30/25 \$17.00	SBVC Arts & Humanities	-			
Development Image: Coulon of Service Step Step Step Step Step Step Step Ste		Program Assistant	02/11/25	06/30/25	\$20.00
Hammond, Elisa Tutor III 03/10/25 \$20.00 SBVC English Tutor I 03/10/25 06/30/25 \$17.00 Coulon, Shaun O Tutor I 03/10/25 06/30/25 \$17.00 SBVC STEM-MESA Tutor III 03/10/25 06/30/25 \$20.00 SBVC STEM-MESA Tutor I 02/24/25 06/30/25 \$17.00					
SBVC English Tutor I 03/10/25 06/30/25 \$17.00 SBVC STEM-MESA Tutor III 03/10/25 06/30/25 \$20.00 SBVC STEM-MESA Tutor I 02/24/25 06/30/25 \$17.00				22/22/27	
Coulon, Shaun O Tutor I 03/10/25 06/30/25 \$17.00 SBVC STEM-MESA Tutor III 03/10/25 06/30/25 \$20.00 SBVC STEM-MESA Tutor I 02/24/25 06/30/25 \$17.00		l utor III	03/10/25	06/30/25	\$20.00
SBVC STEM-MESA Tutor III 03/10/25 \$20.00 SBVC STEM-MESA Tutor I 02/24/25 06/30/25 \$17.00	·	Tuton I	02/40/25	06/20/25	¢17.00
Flores Salas, Edwin M Tutor III 03/10/25 \$20.00 SBVC STEM-MESA Tutor I 02/24/25 06/30/25 \$17.00		i utor i	03/10/25	00/30/25	Φ17.00
SBVC STEM-MESA Tutor I 02/24/25 06/30/25 \$17.00		Tutor III	03/10/25	06/30/25	\$20.00
	· · · · · · · · · · · · · · · · · · ·	1 3 3 1 11	30, 10,20	33,33,20	Ψ20.00
	Williams, Kyrah S	Tutor I	02/24/25	06/30/25	\$17.00

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	То	Hourly Rate
Hamilton, Brendon	Pool Attendant	02/11/25	02/28/25	\$21.89
CHC Aquatics				
Ext: Sick/Vacation Coverage				



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Substitute

Substitute				
Employee Name Location Assignment & Department Justification	Duties	From	То	Hourly Rate
Pacheco, Gabriel CHC Biological Sciences New: Vacation Coverage	Laboratory Technician II - Anatomy & Physiology	05/14/25	06/12/25	\$37.69
Salazar, Jacqueline CHC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	02/03/25	04/02/25	\$18.42
Shalhoub, Irene CHC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	02/03/25	04/02/25	\$18.42
Shalhoub, Irene CHC Child Development Center Ext: Sick/Vacation Coverage	Child Development Teacher	02/03/25	04/02/25	\$26.01
Henderson, Kristine CHC Facilities Ext: Vacancy	Custodian	01/16/25	03/15/25	\$22.47
Williams, Miriam CHC Health and Wellness Center Ext: Vacancy	Administrative Assistant II	02/11/25	04/10/25	\$27.34
Sabawi, Ola CHC Institutional Effectiveness, Research and Planning New: Sick Coverage	Research Analyst	03/17/25	06/30/25	\$52.08
Cabrera, Moris CHC Student Accessibility Services New: Vacancy	Assistive Technology & Alternative Media Specialist	02/18/25	04/17/25	\$35.90
Veliz, Andrew DIST EDCT New: Vacancy	Grant Technician	03/06/25	05/06/25	\$25.83
Velasco, Amber DIST Facilities EXT: Vacancy	Administrative Clerk	03/23/25	05/21/25	\$22.47
Anderson, Ebony SBVC Admissions & Records Ext: Vacancy	Admissions & Records Technician	01/10/25	03/10/25	\$24.78
Anderson, Ebony SBVC Admissions & Records Ext: Vacancy	Admissions & Records Technician	03/11/25	03/31/25	\$24.78
Ageeb, Nermen SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	03/06/25	05/04/25	\$18.42



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Substitute

Substitute				
Employee Name Location Assignment & Department Justification	Duties	From	То	Hourly Rate
Ageeb, Nermen SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	05/05/25	06/30/25	\$18.42
Ayala, Mariana SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	03/06/25	05/04/25	\$18.42
Ayala, Mariana SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	05/05/25	06/30/25	\$18.42
Bobadilla, Mayra SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	03/06/25	05/04/25	\$18.42
Bobadilla, Mayra SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	05/05/25	06/30/25	\$18.42
Bracamontes, Yvette SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	03/28/25	05/30/25	\$18.42
Bracamontes, Yvette SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	05/31/25	06/30/25	\$18.42
Diaz-Bocanegra, Edith SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	03/24/25	05/26/25	\$18.42
Diaz-Bocanegra, Edith SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	05/27/25	06/30/25	\$18.42
Lozano, Feliciana SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	03/06/25	05/04/25	\$18.42
Lozano, Feliciana SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	05/05/25	06/30/25	\$18.42
Rodriguez, Dana SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	03/06/25	05/04/25	\$18.42
Rodriguez, Dana SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Assistant	05/05/25	06/30/25	\$18.42



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Substitute

Employee Name Location Assignment & Department Justification	Duties	From	То	Hourly Rate
Ageeb, Nermen SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Teacher	03/28/25	05/30/25	\$26.01
Ageeb, Nermen SBVC Child Development Center Ext: Sick/Vacation Coverage	Child Development Teacher	06/01/25	06/30/25	\$26.01
Bock, Timothy SBVC Custodial Ext: Sick/Vacation Coverage	Custodian	03/01/25	04/29/25	\$22.47
Galindo, Richard SBVC Custodial Ext: Sick/Vacation Coverage	Custodian	03/01/25	04/29/25	\$22.47
Hernande III, Luis SBVC Custodial Ext: Sick/Vacation Coverage	Custodian	03/04/25	05/05/25	\$22.47
Martinez, Luis SBVC Custodial Ext: Sick/Vacation Coverage	Custodian	03/01/25	04/29/25	\$22.47
Martinez-Alarcon, Aziel SBVC Custodial Ext: Sick/Vacation Coverage	Custodian	03/04/25	05/05/25	\$22.47
Reyes, Ruben SBVC Custodial Ext: Sick/Vacation Coverage	Custodian	03/01/25	04/29/25	\$22.47
Villalpando, Lauren SBVC Custodial Ext: Sick/Vacation Coverage	Custodian	03/01/25	04/29/25	\$22.47

Short-Term

Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Shumway, Sofia CHC Aquatics	Lifeguard	03/17/25	06/30/25	\$17.50
Leathers, Juliette CHC Aquatics	Project Assistant II	03/10/25	06/30/25	\$17.50

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: April 10, 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 2/6/2025 - 3/12/2025 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.



PO#	Supplier Name	Amount
PO2503281	STAPLES BUSINESS ADVANTAGE	\$ 76.11
PO2503282	FOLLETT CORPORATION	\$ 1,136.44
PO2503284	NILES BIOLOGICAL INC	\$ 53.29
PO2503285	POLICE RECORDS & INFORMATION MANAGEMENT GROUP INC	\$ 279.00
PO2503286	POLICE RECORDS & INFORMATION MANAGEMENT GROUP INC	\$ 279.00
PO2503288	A & I REPROGRAPHICS	\$ 1,398.96
PO2503289	CDW LLC	\$ 819.00
PO2503290	MPG CONSTRUCTION LLC	\$ 4,800.00
PO2503291	STAPLES BUSINESS ADVANTAGE	\$ 82.70
PO2503292	STAPLES BUSINESS ADVANTAGE	\$ 1,812.61
PO2503293	DROPBOX INC	\$ 11,606.40
PO2503294	HERITAGE GLASS & HARDWARE LLC	\$ 35,700.00
PO2503295	INNOVATIVE SIGNS & DESIGNS	\$ 2,832.94
PO2503296	ALWAYS KIND CO	\$ 2,050.00
PO2503297	ULINE INC	\$ 79.26
PO2503298	PAPAS EL GUERO	\$ 2,610.00
PO2503299	INSTITUTE FOR EVIDENCE-BASED CHANGE, THE	\$ 3,000.00
PO2503300	AARDVARK CLAY & SUPPLIES INC	\$ 1,409.29
PO2503301	GETTY IMAGES US INC	\$ 5,175.00
PO2503303	FARM FRESH TO YOU LLC	\$ 5,800.00
PO2503304	LEADERSHIP EDUCATION FOR ASIAN PACIFICS	\$ 900.00
PO2503305	PANERA LLC	\$ 1,800.00
PO2503308	QUADIENT LEASING USA, INC	\$ 2,200.00
PO2503309	QUADIENT LEASING USA, INC	\$ 2,800.00
PO2503310	STAPLES BUSINESS ADVANTAGE	\$ 253.81
PO2503311	STAPLES BUSINESS ADVANTAGE	\$ 147.93
PO2503312	DESIGN WEST ENGINEERING	\$ 11,631.40
PO2503313	AXIOS HQ INC	\$ 6,250.00
PO2503315	STATE WATER RESOURCES CONTROL BOARD	\$ 835.00
PO2503316	GET NOTICED PROMOS LLC	\$ 2,728.33
PO2503317	SAN BERNARDINO CCD	\$ 416.45
PO2503318	SAN BERNARDINO CCD	\$ 825.63
PO2503319	JOJO'S GRILL-A-DOG	\$ 6,525.00
PO2503320	SAN BERNARDINO CCD	\$ 140.50
PO2503321	MARTINEZ, WALTER	\$ 1,650.00
PO2503322	STAPLES BUSINESS ADVANTAGE	\$ 111.72
PO2503323	STAPLES BUSINESS ADVANTAGE	\$ 321.86
PO2503324	ON THE GO DJ PRO INC	\$ 650.00
PO2503325	STAPLES BUSINESS ADVANTAGE	\$ 132.63
PO2503326	IE GOURMET FOOD TRUCKS LLC	\$ 7,630.85
PO2503327	PANERA LLC	\$ 1,000.00
PO2503328	ALLIED REFRIGERATION INC	\$ 26,250.60
PO2503329	DESIGN SOURCE USA, INC	\$ 3,790.62
PO2503330	MUNOZ, CLAUDIA LARISSA	\$ 400.00
PO2503332	EMPIRE WELDING SUPPLY INC	\$ 922.47

PO#	Supplier Name	Amount
PO2503333	BENNER METALS CORPORATION	\$ 489.38
PO2503335	GERBER, GUY	\$ 2,890.00
PO2503339	SAN BERNARDINO CCD	\$ 4,283.88
PO2503340	UNIVERSITY OF SOUTHERN CALIFORNIA - LOS ANGELES, UNIVERSITY OF	\$ 18,000.00
PO2503344	STAPLES BUSINESS ADVANTAGE	\$ 80.78
PO2503345	CAROLINA BIOLOGICAL SUPPLY CO	\$ 486.51
PO2503347	HOLLIS, CYRA	\$ 92.00
PO2503348	PUENTES, ALYSSA	\$ 92.00
PO2503349	SMITH, SIMONE	\$ 92.00
PO2503350	BABINO, ERIC	\$ 92.00
PO2503351	PASCHAL, ZAHIR RAY	\$ 92.00
PO2503352	NASH, ALAYSHA	\$ 92.00
PO2503353	BURNHAM, DAVID	\$ 92.00
PO2503354	WATSON, GREGORY	\$ 92.00
PO2503355	QUIROZMELARA, MATTHEW	\$ 92.00
PO2503356	STAPLES BUSINESS ADVANTAGE	\$ 63.73
PO2503357	STAPLES BUSINESS ADVANTAGE	\$ 794.66
PO2503358	STAPLES BUSINESS ADVANTAGE	\$ 199.65
PO2503359	PLATINUM VISUAL SOLUTIONS	\$ 4,759.67
PO2503360	UNISOURCE SOLUTIONS INC	\$ 1,656.00
PO2503361	BRAILLE AUTHORITY OF NORTH AMERICA	\$ 1,000.00
PO2503362	ROBLES, ABRAHAM	\$ 92.00
PO2503363	PASCHAL, ZAMIR	\$ 92.00
PO2503364	NWAUGHA, ANGELA	\$ 92.00
PO2503365	FOWLER, DONAVAN	\$ 92.00
PO2503366	DEKU, ANTHONY	\$ 92.00
PO2503367	DARBY, LEEAH	\$ 92.00
PO2503368	CAMPBELL, DONOVIN	\$ 92.00
PO2503369	BROWN, MYLASIA	\$ 92.00
PO2503370	BOLTON, JALESSA SHAMIYA	\$ 92.00
PO2503371	CHAVEZ, LORENA	\$ 92.00
PO2503372	DUCK & OWL LLC	\$ 2,600.00
PO2503373	SAN BERNARDINO CCD	\$ 239.09
PO2503374	CRAWFORD, RODERICK	\$ 92.00
PO2503375	CROWN PROMOTIONS GROUP, INC	\$ 14,886.47
PO2503376	FOLLETT CORPORATION	\$ 311.79
PO2503377	FD OPCO LLC	\$ 1,008.98
PO2503378	ACCUCUT	\$ 1,054.88
PO2503379	MEDIFY AIR LLC	\$ 6,679.90
PO2503380	FRITTS FORD	\$ 57,210.93
PO2503381	SYSCO RIVERSIDE INC	\$ 3,500.00
PO2503382	SYSCO RIVERSIDE INC	\$ 40,000.00
PO2503384	IE GOURMET FOOD TRUCKS LLC	\$ 7,272.09
PO2503386	GRAPHIC AFFECT INC	\$ 20,872.68
PO2503387	CPR1 LLC	\$ 4,578.71

PO#	Supplier Name	Amount
PO2503390	BALLOON CART COMPANY, THE	\$ 2,910.00
PO2503392	STAPLES BUSINESS ADVANTAGE	\$ 135.00
PO2503393	STAPLES BUSINESS ADVANTAGE	\$ 120.33
PO2503394	CALIFORNIA COMMUNITY COLLEGE ATHLETIC TRAINERS' ASSOCIATION INC	\$ 75.00
PO2503395	HENRY SCHEIN INC	\$ 224.67
PO2503396	SAN BERNARDINO CCD	\$ 75,000.00
PO2503397	SAN BERNARDINO CCD	\$ 1,998.77
PO2503399	ULINE INC	\$ 397.56
PO2503401	STAPLES BUSINESS ADVANTAGE	\$ 193.94
PO2503402	STAPLES BUSINESS ADVANTAGE	\$ 860.43
PO2503403	STAPLES BUSINESS ADVANTAGE	\$ 350.39
PO2503404	STAPLES BUSINESS ADVANTAGE	\$ 41.48
PO2503405	STAPLES BUSINESS ADVANTAGE	\$ 512.03
PO2503406	CALIFORNIA SOCIETY FOR RESPIRATORY CARE	\$ 870.00
PO2503407	HARDY DIAGNOSTICS	\$ 1,291.49
PO2503408	SAN BERNARDINO CCD	\$ 216,000.00
PO2503409	SAN BERNARDINO CCD	\$ 734.55
PO2503410	CONSTANT CONTACT INC	\$ 4,662.00
PO2503411	DOING GOOD WORKS	\$ 38,895.80
PO2503412	INTEGRA BIOSCIENCES CORPORATION	\$ 380.63
PO2503413	CAROLINA BIOLOGICAL SUPPLY CO	\$ 1,444.52
PO2503414	CROWN PROMOTIONS GROUP, INC	\$ 2,726.08
PO2503417	BIO-RAD LABORATORIES INC	\$ 600.00
PO2503418	ANATOMY WAREHOUSE	\$ 2,968.88
PO2503419	ANATOMY WAREHOUSE	\$ 3,896.73
PO2503420	HEMOSTAT LABORATORIES INC	\$ 257.74
PO2503421	VWR INTERNATIONAL LLC	\$ 7,797.16
PO2503423	3FORMS LLC	\$ 37,073.43
PO2503424	4IMPRINT INC	\$ 2,401.07
PO2503426	CAROLINA BIOLOGICAL SUPPLY CO	\$ 921.20
PO2503429	CPR SAVERS & FIRST AID SUPPLY	\$ 304.28
PO2503430	DUCK & OWL LLC	\$ 97.00
PO2503431	YUCAIPA EQUESTRIAN ARENA COMMITTEE INC	\$ 500.00
PO2503432	PENNINGTON DESIGNS	\$ 439.84
PO2503433	STAPLES BUSINESS ADVANTAGE	\$ 6,105.84
PO2503434	CONVERGEONE INC	\$ 128.43
PO2503435	HONORS TRANSFER COUNCIL OF CA, THE	\$ 200.00
PO2503436	LAPEL PINS PLUS	\$ 1,293.00
PO2503437	ICPC FOUNDATION	\$ 800.00
PO2503438	STAPLES BUSINESS ADVANTAGE	\$ 113.08
PO2503439	STAPLES BUSINESS ADVANTAGE	\$ 755.74
PO2503441	BIVIAN, VIVIANA	\$ 2,164.48
PO2503443	FARONICS TECHNOLOGIES USA INC	\$ 4,344.00
PO2503444	CPR SAVERS & FIRST AID SUPPLY	\$ 349.97
PO2503445	FERGUSON ENTERPRISES INC	\$ 3,724.42

PO#	Supplier Name	Amount
PO2503446	4IMPRINT INC	\$ 862.13
PO2503447	IBM CORPORATION	\$ 4,538.24
PO2503449	MEJIA, ELIAS	\$ 1,200.00
PO2503451	CINTAS CORPORATION NO. 2	\$ 3,500.00
PO2503452	SAN BERNARDINO CCD	\$ 988.75
PO2503453	SAN BERNARDINO CCD	\$ 2,563.78
PO2503454	STAPLES BUSINESS ADVANTAGE	\$ 276.01
PO2503455	STAPLES BUSINESS ADVANTAGE	\$ 334.83
PO2503456	CDW LLC	\$ 1,706.13
PO2503457	CALIFORNIA COMMUNITY COLLEGES CALWORKS ASSOCIATIONS	\$ 2,400.00
PO2503458	PANERA LLC	\$ 428.40
PO2503460	CROWN PROMOTIONS GROUP, INC	\$ 2,106.56
PO2503462	LEADERSHIP EDUCATION FOR ASIAN PACIFICS	\$ 600.00
PO2503463	LEADERSHIP EDUCATION FOR ASIAN PACIFICS	\$ 900.00
PO2503464	NATIONAL BUSINESS FURNITURE LLC	\$ 585.08
PO2503465	PALOMAR COMMUNITY COLLEGE DISTRICT	\$ 4,541.00
PO2503466	IRWIN INTERNATIONAL INC	\$ 18,161.25
PO2503467	FISHER SCIENTIFIC COMPANY LLC	\$ 2,193.51
PO2503468	STAPLES BUSINESS ADVANTAGE	\$ 75.37
PO2503469	STAPLES BUSINESS ADVANTAGE	\$ 59.89
PO2503470	STAPLES BUSINESS ADVANTAGE	\$ 209.04
PO2503471	STAPLES BUSINESS ADVANTAGE	\$ 64.22
PO2503472	STAPLES BUSINESS ADVANTAGE	\$ 311.60
PO2503473	STAPLES BUSINESS ADVANTAGE	\$ 57.10
PO2503474	STAPLES BUSINESS ADVANTAGE	\$ 82.53
PO2503475	STAPLES BUSINESS ADVANTAGE	\$ 75.23
PO2503476	STAPLES BUSINESS ADVANTAGE	\$ 112.20
PO2503477	FISHER SCIENTIFIC COMPANY LLC	\$ 616.81
PO2503479	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$ 54,397.84
PO2503480	ATECH TRAINING INC	\$ 4,367.16
PO2503481	PRINT & FINISHING SOLUTIONS	\$ 500.00
PO2503483	HUBERT COMPANY LLC	\$ 10,374.06
PO2503484	GRAINGER INC	\$ 11,335.23
PO2503485	NATIONAL LEAGUE FOR NURSING INC	\$ 1,560.00
PO2503486	MATTERHACKERS INC	\$ 4,328.63
PO2503488	MCMASTER-CARR SUPPLY CO	\$ 405.41
PO2503489	ULINE INC	\$ 554.98
PO2503490	AVOTEK	\$ 109,596.93
PO2503491	ATECH TRAINING INC	\$ 59,604.79
PO2503492	COUTS HEATING & COOLING INC	\$ 6,316.74
PO2503493	VWR INTERNATIONAL LLC	\$ 2,405.48
PO2503494	CROSS CONNECTION ENVIRONMENTAL LLC	\$ 49,046.25
PO2503496	ULINE INC	\$ 210.45
PO2503497	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	\$ 9,204.94
PO2503498	DOING GOOD WORKS	\$ 12,637.23

PO#	Supplier Name	Amount
PO2503499	RATIGAN, JAMES C	\$ 600.00
PO2503500	JOSE'S MEXICAN FOOD INC	\$ 1,503.55
PO2503501	VS ATHLETICS	\$ 511.38
PO2503502	GARCIA, AJAE	\$ 92.00
PO2503503	FATA, SALAMASINA	\$ 368.00
PO2503504	MATAUTIA, NERULETTE	\$ 368.00
PO2503505	MATAUTIA, MYAH	\$ 368.00
PO2503506	HARDY DIAGNOSTICS	\$ 511.12
PO2503507	TAHI, MALIANA	\$ 368.00
PO2503508	MOLELI, LIUSTARR	\$ 368.00
PO2503509	TEAVA, LAHAINA	\$ 368.00
PO2503510	AUMOEUALOGO, KYLEE	\$ 368.00
PO2503511	FENCEWORKS RENTAL SYSTEMS LLC	\$ 5,025.38
PO2503512	CARDIO PARTNERS INC	\$ 4,335.00
PO2503514	CDW LLC	\$ 5,024.25
PO2503515	FLINN SCIENTIFIC INC	\$ 679.08
PO2503516	GAME ONE	\$ 281.96
PO2503517	CHICK-FIL-A YUCAIPA	\$ 2,198.53
PO2503518	GALLAGHER, SANDRA L. DBA GALLAGHERS	\$ 307.76
PO2503520	ULINE INC	\$ 1,629.65
PO2503521	ANATOMY WAREHOUSE	\$ 6,291.41
PO2503522	CAROLINA BIOLOGICAL SUPPLY CO	\$ 980.84
PO2503523	BIO-KEY INTERNATIONAL INC	\$ 42,000.00
PO2503524	EASTERN EDUCATIONAL TELEVISION NETWORK INC	\$ 5,335.00
PO2503525	COLLEGE BOARD, THE	\$ 2,768.00
PO2503526	SAN BERNARDINO CCD	\$ 2,936.25
PO2503527	DUCK & OWL LLC	\$ 121.67
PO2503529	PRO AUDIO VIDEO INC	\$ 42,202.26
PO2503531	TIME FOR CHANGE FOUNDATION	\$ 1,750.00
PO2503532	CAROLINA BIOLOGICAL SUPPLY CO	\$ 129.79
PO2503533	FLINN SCIENTIFIC INC	\$ 222.83
PO2503535	ICS SERVICE CO	\$ 21,369.50
PO2503536	DIAMEDICAL USA EQUIPMENT LLC	\$ 4,240.50
PO2503537	DAN LYMAN CONSTRUCTION	\$ 5,588.00
PO2503538	POCKET NURSE ENTERPRISES INC	\$ 1,328.07
PO2503540	MATTERHACKERS INC	\$ 260.83
PO2503541	SAN BERNARDINO CCD	\$ 593.99
PO2503542	CDW LLC	\$ 35,370.00
PO2503545	CDW LLC	\$ 130.29
PO2503546	PRIME PROMOS LLC	\$ 591.68
PO2503547	WILLIAMS, MALACHI	\$ 92.00
PO2503548	MALIEITULUA, AFELETI	\$ 368.00
PO2503549	AIONO, ALIANAMARIE	\$ 368.00
PO2503550	GARCIA, DAMIEN	\$ 368.00
PO2503551	TAUILIILI, FAITHMAUAFUA	\$ 368.00

PO#	Supplier Name	Amount
PO2503552	MATAELE, HEILALA SOSFINA	\$ 368.00
PO2503553	STAPLES BUSINESS ADVANTAGE	\$ 610.98
PO2503554	SKY BLUE TECHNOLOGIES INC	\$ 7,837.00
PO2503555	STAPLES BUSINESS ADVANTAGE	\$ 629.06
PO2503556	GLOBAL EQUIPMENT COMPANY INC	\$ 108.87
PO2503561	CDW LLC	\$ 35,370.00
PO2503563	BOUND TREE MEDICAL LLC	\$ 1,411.40
PO2503564	HUMANWARE USA INC	\$ 150.00
PO2503567	QUINN COMPANY	\$ 2,544.75
PO2503568	SAN BERNARDINO CCD	\$ 5,203.69
PO2503570	GRAM'S BBQ RESTAURANT & CATERING	\$ 2,299.33
PO2503571	COLLEGE BOARD, THE	\$ 2,768.00
PO2503572	MERCADANTE, DOMINIC	\$ 940.69
PO2503573	STAPLES BUSINESS ADVANTAGE	\$ 225.22
PO2503574	CROWN LIFT TRUCKS	\$ 690.27
PO2503575	LETTERHEAD FACTORY INC	\$ 1,821.56
PO2503576	STAPLES BUSINESS ADVANTAGE	\$ 628.49
PO2503577	STAPLES BUSINESS ADVANTAGE	\$ 237.17
PO2503578	STAPLES BUSINESS ADVANTAGE	\$ 245.55
PO2503579	PEACEKEEPER PRODUCTS INTL LLC	\$ 1,462.82
PO2503580	JIM COLEMAN LTD	\$ 2,290.88
PO2503581	MATAUTIA, VAISUATOTO	\$ 4,000.00
PO2503582	TAUILIILI, FAITHMAUAFUA	\$ 700.00
PO2503583	LETTERHEAD FACTORY INC	\$ 706.88
PO2503585	SAN BERNARDINO CCD	\$ 269.91
PO2503586	SPIRAL ARTS	\$ 2,107.99
PO2503587	PERFORMANCE HEALTH SUPPLY INC	\$ 3,095.46
PO2503589	PRINT & FINISHING SOLUTIONS	\$ 350.54
PO2503590	GAME ONE	\$ 257.90
PO2503591	SAN BERNARDINO CCD	\$ 1,968.38
PO2503592	VASQUEZ, ROBERT	\$ 2,235.00
PO2503593	PRECISION BALANCE SPECIALIST	\$ 1,790.00
PO2503594	XPRESS RENT-A-CAR	\$ 268.58
PO2503595	SAN BERNARDINO CCD	\$ 1,315.00
PO2503597	CROWN PROMOTIONS GROUP, INC	\$ 7,918.01
PO2503598	THINK ENVIRO INC	\$ 2,500.00
PO2503599	SAN BERNARDINO CCD	\$ 1,309.56
PO2503600	JOSE'S MEXICAN FOOD INC	\$ 1,560.39
PO2503602	YUCAIPA-CALIMESA JOINT USD	\$ 1,000.00
PO2503603	JOHN F KENNEDY CENTER FOR THE PERFORMING ARTS	\$ 400.00
PO2503604	RDM ELECTRIC CO INC	\$ 45,000.00
PO2503605	SAN BERNARDINO CCD	\$ 10,000.00
PO2503607	FISHER SCIENTIFIC COMPANY LLC	\$ 5,002.83
PO2503608	SAN BERNARDINO COUNTY FIRE CHIEFS' ASSOCIATION	\$ 30.00
PO2503609	JOSE'S MEXICAN FOOD INC	\$ 1,560.39

PO2503610 BALLOON CART COMPANY, THE \$ 1,122.00 PO2503611 DESIGN SOURCE USA, INC \$ 1,590.16 PO2503612 WHITNEY, MICHELETT \$ 500.00 PO2503613 WEST COAST LIGHTS & SIRENS INC \$ 70,207.59 PO2503614 TACOS CHICANX LLC \$ 5,600.00 PO2503615 SAN BERNARDINO CCD \$ 9,165.45 PO2503616 BALLOON CART COMPANY, THE \$ 3,260.00 PO2503617 UILINE INC \$ 382.51 PO2503618 SAN BERNARDINO CCD \$ 8,117.10 PO2503619 DELEON, CHRISTOPHER ALFRED \$ 1,087.48 PO2503621 DOING GOOD WORKS \$ 2,988.79 PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 5,935.00 PO2503624 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 5,895.00 PO2503629 STAPLES BUSINESS ADVANTAGE <t< th=""><th>PO#</th><th>Supplier Name</th><th>Amount</th></t<>	PO#	Supplier Name	Amount
PO2503612 WHITNEY, MICHELLETT \$ 500.00 PO2503613 WEST COAST LIGHTS & SIRENS INC \$ 70,207.59 PO2503614 TACOS CHICANX LIC \$ 5,600.00 PO2503615 SAN BERNARDINO CCD \$ 9,165.45 PO2503616 BALLOON CART COMPANY, THE \$ 3,260.00 PO2503617 ULINE INC \$ 8,117.10 PO2503618 SAN BERNARDINO CCD \$ 8,117.10 PO2503619 DELEON, CHRISTOPHER ALFRED \$ 1,087.48 PO2503621 DOING GODD WORKS \$ 2,988.79 PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 5,935.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,791.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 5.7.40 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 5.7.40 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503643 STAPLES BUSINESS ADVANTAGE \$ 700.00 <td>PO2503610</td> <td>BALLOON CART COMPANY, THE</td> <td>\$ 1,122.00</td>	PO2503610	BALLOON CART COMPANY, THE	\$ 1,122.00
PO2503613 WEST COAST LIGHTS & SIRENS INC \$ 70,207.59 PO2503614 TACOS CHICANX LLC \$ 5,600.00 PO2503615 SAN BERNARDINO CCD \$ 9,165.45 PO2503616 BALLOON CART COMPANY, THE \$ 3,260.00 PO2503617 ULINE INC \$ 328.51 PO2503618 SAN BERNARDINO CCD \$ 8,117.10 PO2503619 DELEON, CHRISTOPHER ALFRED \$ 1,087.48 PO2503621 DOING GOOD WORKS \$ 2,988.79 PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 3,555.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 75.40 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 10.13 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503643 STAPLES BUSINESS ADVANTAGE \$ 70.00 PO2503649 VERIZON WIRELESS \$ 7,040.00	PO2503611	DESIGN SOURCE USA, INC	\$ 1,590.16
PO2503614 TACOS CHICANX LLC \$ 5,600.00 PO2503615 SAN BERNARDINO CCD \$ 9,165.45 PO2503616 BALLOON CART COMPANY, THE \$ 3,260.00 PO2503617 ULINE INC \$ 382.51 PO2503618 SAN BERNARDINO CCD \$ 8,117.10 PO2503619 DELEON, CHRISTOPHER ALFRED \$ 1,087.48 PO2503621 DOING GOOD WORKS \$ 2,988.79 PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 5,935.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 261.15 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 74.01 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503643 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 7,000.00 PO2503647 MAIN SQUEEZE MOBILE BAR \$ 70.000.00	PO2503612	WHITNEY, MICHELLETT	\$ 500.00
PO2503615 SAN BERNARDINO CCD \$ 9,165.45 PO2503616 BALLOON CART COMPANY, THE \$ 3,260.00 PO2503617 ULINE INC \$ 328.51 PO2503618 SAN BERNARDINO CCD \$ 8,117.10 PO2503619 DELEON, CHRISTOPHER ALFRED \$ 1,087.48 PO2503621 DOING GOOD WORKS \$ 2,988.79 PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 5,935.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,791.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 800.00 PO2503643 STAPLES BUSINESS ADVANTAGE \$ 800.00 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 70.00 PO2503647 MAIN SQUEZEZ MOBILE BAR \$ 70.00 PO2503669 VERIZON WIRELESS \$ 70.00	PO2503613	WEST COAST LIGHTS & SIRENS INC	\$ 70,207.59
PO2503616 BALLOON CART COMPANY, THE \$ 3,260.00 PO2503617 ULINE INC \$ 328.51 PO2503618 SAN BERNARDINO CCD \$ 8,117.10 PO2503619 DELEON, CHRISTOPHER ALFRED \$ 1,087.48 PO2503621 DOING GOOD WORKS \$ 2,988.79 PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 5,795.00 PO2503625 PUBLIC MEDIA PARTMERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 261.15 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 30.00 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 421.61 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 70.00 PO2503648 STAPLES BUSINESS ADVANTA	PO2503614	TACOS CHICANX LLC	\$ 5,600.00
PO2503617 ULINE INC \$ 328.51 PO2503618 SAN BERNARDINO CCD \$ 8,117.10 PO2503619 DELEON, CHRISTOPHER ALFRED \$ 1,087.48 PO2503621 DOING GOOD WORKS \$ 2,988.79 PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 5,935.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 261.15 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503643 STAPLES BUSINESS ADVANTAGE \$ 800.00 PO2503644 WERIZON WIRELESS \$ 7,040.00 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503667 STAPLES BUSINESS ADVANTAGE \$ 7,040.00 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 7,040.00 <td>PO2503615</td> <td>SAN BERNARDINO CCD</td> <td>\$ 9,165.45</td>	PO2503615	SAN BERNARDINO CCD	\$ 9,165.45
PO2503618 SAN BERNARDINO CCD \$ 8,117.10 PO2503619 DELEON, CHRISTOPHER ALFRED \$ 1,087.48 PO2503621 DOING GOOD WORKS \$ 2,988.79 PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 5,935.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,740.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,555.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 61.15 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503643 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO25036467 MAIN SQUEEZE MOBILE BAR \$ 300.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 7,040.00 PO2503667 STAPL	PO2503616	BALLOON CART COMPANY, THE	\$ 3,260.00
PO2503619 DELEON, CHRISTOPHER ALFRED \$ 1,087.48 PO2503621 DOING GOOD WORKS \$ 2,988.79 PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 5,935.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,740.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 61.15 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503643 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 800.00 PO2503647 MAIN SQUEEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 7,040.00 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE	PO2503617	ULINE INC	\$ 328.51
PO2503621 DOING GOOD WORKS \$ 2,988.79 PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY POR RESPIRATORY CARE \$ 5,935.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 261.15 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 77.40 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503645 STAPLES BUSINESS ADVANTAGE \$ 800.00 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 800.00 PO2503647 MAIN SQUEEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 7,040.00 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 79.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503679 STAPLES BUSINESS ADVANTAGE	PO2503618	SAN BERNARDINO CCD	\$ 8,117.10
PO2503622 BALLOON CART COMPANY, THE \$ 3,361.80 PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 5,935.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 261.15 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 421.61 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 40.01 PO2503647 MAIN SQUEZE MOBILE BAR \$ 80.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 7,000.00 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503691 SERVICES BUSINESS ADVANTAGE \$ 79.15 PO2503692 BROWN AVENUE INVESTMENTS LLC<	PO2503619	DELEON, CHRISTOPHER ALFRED	\$ 1,087.48
PO2503623 CALIFORNIA SOCIETY FOR RESPIRATORY CARE \$ 5,935.00 PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 261.15 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 7.40 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503643 STAPLES BUSINESS ADVANTAGE \$ 800.00 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 800.00 PO2503647 MAIN SQUEEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 7,040.00 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503667 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503667 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 115.69 PO2503691 STAPLES BUSINESS ADVANTAGE \$ 15.00 PO2503692 BROWN AVENUE INVESTMENTS LLC </td <td>PO2503621</td> <td>DOING GOOD WORKS</td> <td>\$ 2,988.79</td>	PO2503621	DOING GOOD WORKS	\$ 2,988.79
PO2503625 PUBLIC MEDIA PARTNERSHIPS INC \$ 1,791.00 PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 261.15 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 421.61 PO2503647 MAIN SQUEEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 7,000.00 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503680 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503691 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 302.72 PO2503693 COMMUNITY COLLEGE LEAGUE OF CALIFOR	PO2503622	BALLOON CART COMPANY, THE	\$ 3,361.80
PO2503627 GUISADOS LA MORENITA \$ 1,740.00 PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 261.15 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 57.40 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 421.61 PO2503647 MAIN SQUEEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503690 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503691 BROWN AVENUE INVESTMENTS LLC \$ 302.72 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 302.72 PO2503693 HANNON, KRISTINA \$ 69.	PO2503623	CALIFORNIA SOCIETY FOR RESPIRATORY CARE	\$ 5,935.00
PO2503628 ALWAYS KIND CO \$ 3,595.00 PO2503629 STAPLES BUSINESS ADVANTAGE \$ 261.15 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 57.40 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 421.61 PO2503647 MAIN SQUEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503690 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503691 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 302.72 PO2503693 HANNON, KRISTINA \$ 300.00 PO2503694 DS SERVICES OF AMERICA INC \$ 30	PO2503625	PUBLIC MEDIA PARTNERSHIPS INC	\$ 1,791.00
PO2503629 STAPLES BUSINESS ADVANTAGE \$ 261.15 PO2503641 STAPLES BUSINESS ADVANTAGE \$ 57.40 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 421.61 PO2503647 MAIN SQUEEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503690 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503691 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 302.72 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 300.00 PO2503697 ATKINSON ANDELSON LOYA RUU	PO2503627	GUISADOS LA MORENITA	\$ 1,740.00
PO2503641 STAPLES BUSINESS ADVANTAGE \$ 57.40 PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 421.61 PO2503647 MAIN SQUEEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503680 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 300.00 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503702 PRINT & FINISHING SOLUTIO	PO2503628	ALWAYS KIND CO	\$ 3,595.00
PO2503642 STAPLES BUSINESS ADVANTAGE \$ 100.13 PO2503646 STAPLES BUSINESS ADVANTAGE \$ 421.61 PO2503647 MAIN SQUEEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503680 STAPLES BUSINESS ADVANTAGE \$ 115.69 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS	PO2503629	STAPLES BUSINESS ADVANTAGE	\$ 261.15
PO2503646 STAPLES BUSINESS ADVANTAGE \$ 421.61 PO2503647 MAIN SQUEEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503680 STAPLES BUSINESS ADVANTAGE \$ 115.69 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD	PO2503641	STAPLES BUSINESS ADVANTAGE	\$ 57.40
PO2503647 MAIN SQUEEZE MOBILE BAR \$ 800.00 PO2503648 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503680 STAPLES BUSINESS ADVANTAGE \$ 115.69 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION	PO2503642	STAPLES BUSINESS ADVANTAGE	\$ 100.13
PO2503648 STAPLES BUSINESS ADVANTAGE \$ 333.20 PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503680 STAPLES BUSINESS ADVANTAGE \$ 115.69 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$	PO2503646	STAPLES BUSINESS ADVANTAGE	\$ 421.61
PO2503649 VERIZON WIRELESS \$ 7,040.00 PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503680 STAPLES BUSINESS ADVANTAGE \$ 115.69 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 54,382.34 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DIEMOUI \$ 73.57<	PO2503647	MAIN SQUEEZE MOBILE BAR	\$ 800.00
PO2503650 STAPLES BUSINESS ADVANTAGE \$ 1,609.17 PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503680 STAPLES BUSINESS ADVANTAGE \$ 115.69 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503707 ATKINSON ANDELSON LOYA RUUD & ROMO \$ 950.00 PO2503703 PRINT & FINISHING SOLUTIONS \$ 12,653.91 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DIEMOUI \$ 73.57	PO2503648	STAPLES BUSINESS ADVANTAGE	\$ 333.20
PO2503653 FULL CAPACITY MARKETING INC \$ 7,000.00 PO2503676 STAPLES BUSINESS ADVANTAGE \$ 97.37 PO2503678 STAPLES BUSINESS ADVANTAGE \$ 140.06 PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503680 STAPLES BUSINESS ADVANTAGE \$ 115.69 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503707 ATKINSON ANDELSON LOYA RUUD & ROMO \$ 950.00 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 54,382.34 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503649	VERIZON WIRELESS	\$ 7,040.00
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PO2503679 STAPLES BUSINESS ADVANTAGE \$ 79.15 PO2503680 STAPLES BUSINESS ADVANTAGE \$ 115.69 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503697 ATKINSON ANDELSON LOYA RUUD & ROMO \$ 950.00 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503676	STAPLES BUSINESS ADVANTAGE	\$ 97.37
PO2503680 STAPLES BUSINESS ADVANTAGE \$ 115.69 PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503697 ATKINSON ANDELSON LOYA RUUD & ROMO \$ 950.00 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503678	STAPLES BUSINESS ADVANTAGE	\$ 140.06
PO2503692 BROWN AVENUE INVESTMENTS LLC \$ 75,132.29 PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503697 ATKINSON ANDELSON LOYA RUUD & ROMO \$ 950.00 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503679	STAPLES BUSINESS ADVANTAGE	\$ 79.15
PO2503693 HANNON, KRISTINA \$ 69.43 PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503697 ATKINSON ANDELSON LOYA RUUD & ROMO \$ 950.00 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503680	STAPLES BUSINESS ADVANTAGE	\$ 115.69
PO2503694 DS SERVICES OF AMERICA INC \$ 302.72 PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503697 ATKINSON ANDELSON LOYA RUUD & ROMO \$ 950.00 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503692	BROWN AVENUE INVESTMENTS LLC	\$ 75,132.29
PO2503695 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \$ 3,000.00 PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503697 ATKINSON ANDELSON LOYA RUUD & ROMO \$ 950.00 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503693	HANNON, KRISTINA	\$ 69.43
PO2503696 FLINN SCIENTIFIC INC \$ 584.31 PO2503697 ATKINSON ANDELSON LOYA RUUD & ROMO \$ 950.00 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503694	DS SERVICES OF AMERICA INC	\$ 302.72
PO2503697 ATKINSON ANDELSON LOYA RUUD & ROMO \$ 950.00 PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503695	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	3,000.00
PO2503701 WEBSTAURANT STORE INC, THE \$ 12,653.91 PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503696	FLINN SCIENTIFIC INC	\$ 584.31
PO2503703 PRINT & FINISHING SOLUTIONS \$ 342.88 PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503697	ATKINSON ANDELSON LOYA RUUD & ROMO	950.00
PO2503704 SAN BERNARDINO CCD \$ 16,200.00 PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57		WEBSTAURANT STORE INC, THE	\$ 12,653.91
PO2503705 FOLLETT CORPORATION \$ 1,500.00 PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503703	PRINT & FINISHING SOLUTIONS	342.88
PO2503706 FAIRVIEW FORD \$ 54,382.34 PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503704	SAN BERNARDINO CCD	16,200.00
PO2503707 BOUZIDI, DJEMOUI \$ 73.57	PO2503705	FOLLETT CORPORATION	1,500.00
	PO2503706	FAIRVIEW FORD	54,382.34
PO2503709 STAPLES BUSINESS ADVANTAGE \$ 204.77	PO2503707	BOUZIDI, DJEMOUI	73.57
		STAPLES BUSINESS ADVANTAGE	\$ 204.77
PO2503710 DOING GOOD WORKS \$ 4,315.76	PO2503710	DOING GOOD WORKS	4,315.76
PO2503711 DESIGN SOURCE USA, INC \$ 11,868.25			
PO2503712 DICKEYS BARBECUE PIT \$ 1,982.61	PO2503712	DICKEYS BARBECUE PIT	\$ 1,982.61

PO#	Supplier Name	Amount
PO2503713	SPORTS FACILITIES GROUP INC	\$ 10,500.00
PO2503714	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	\$ 2,470.24
PO2503715	CDW LLC	\$ 3,675.95
PO2503717	FOWLER, DONAVAN	\$ 552.00
PO2503718	BOLTON, JALESSA SHAMIYA	\$ 552.00
PO2503719	LEYVA, CONNIE	\$ 48.00
PO2503720	RAMIREZ, ADELINE C.	\$ 850.00
PO2503721	PROPHET CORPORATION, THE	\$ 2,128.65
PO2503722	PERFORMANCE HEALTH SUPPLY INC	\$ 570.99
PO2503723	ULINE INC	\$ 6,126.12
PO2503725	SILENT EVENTS INC	\$ 599.00
PO2503726	VERBIT INC	\$ 297.00
PO2503727	TURF TANK	\$ 1,319.57
PO2503728	JOSE'S MEXICAN FOOD INC	\$ 3,319.26
PO2503729	KNORR SYSTEMS INC	\$ 2,018.49
PO2503730	RATIGAN, JAMES C	\$ 700.00
PO2503731	CALIFORNIA DEPT OF FORESTRY AND FIRE PROTECTION	\$ 24,300.00
PO2503732	CALIFORNIA DEPT OF FORESTRY AND FIRE PROTECTION	\$ 3,000.00
PO2503733	LETTERHEAD FACTORY INC	\$ 859.13
PO2503734	CORONA CLAY COMPANY INC	\$ 314.29
PO2503735	MCMURRAY STERN LLC	\$ 13,273.93
PO2503738	SIGMA-ALDRICH INC	\$ 690.69
PO2503739	5CTCA	\$ 420.00
PO2503740	WIZARD SPORTS EQUIPMENT INC	\$ 2,718.74
PO2503743	SOUTHERN CALIFORNIA WEST COAST ELECTRIC INC	\$ 15,088.00
PO2503746	ARBOR SCIENTIFIC	\$ 6,817.57
PO2503748	CHICK-FIL-A YUCAIPA	\$ 2,198.53
PO2503750	SAN BERNARDINO CCD	\$ 137.76
PO2503752	PANIAGUA, DANNY	\$ 850.00
PO2503754	STAPLES BUSINESS ADVANTAGE	\$ 163.48
PO2503755	SAN BERNARDINO CCD	\$ 178.83
PO2503756	CONVERGEONE INC	\$ 9,810.19
PO2503757	STAPLES BUSINESS ADVANTAGE	\$ 59.65
PO2503758	DICKEYS BARBECUE PIT	\$ 1,960.59
PO2503759	GENUINE AUTO PARTS	\$ 889.69
PO2503760	MCMASTER-CARR SUPPLY CO	\$ 853.36
PO2503761	EMPLOYMENT TRAINING PANEL - STATE OF CALIFORNIA	\$ 260.00
PO2503762	HUBERT COMPANY LLC	\$ 5,038.32
PO2503763	MCMASTER-CARR SUPPLY CO	\$ 159.25
PO2503764	POST UP STAND	\$ 1,173.02
PO2503765	POCKET NURSE ENTERPRISES INC	\$ 663.78
PO2503766	DICKEYS BARBECUE PIT	\$ 1,371.55
PO2503767	NAIR, AVIKAASH	\$ 500.00
PO2503768	RDM ELECTRIC CO INC	\$ 2,508.00
PO2503769	B&H PHOTO VIDEO	\$ 188.79

PO#	Supplier Name	Amount
PO2503770	GRAINGER INC	\$ 398.03
PO2503771	SID TOOL INC	\$ 88.02
PO2503772	BOUND TREE MEDICAL LLC	\$ 258.54
PO2503774	BURGESS MOVING & STORAGE	\$ 15,099.00
PO2503775	STAPLES BUSINESS ADVANTAGE	\$ 115.80
PO2503776	STAPLES BUSINESS ADVANTAGE	\$ 108.74
PO2503777	STAPLES BUSINESS ADVANTAGE	\$ 456.71
PO2503778	SAN BERNARDINO CCD	\$ 818.83
PO2503779	STATE WATER RESOURCES CONTROL BOARD	\$ 673.00
PO2503780	MCMASTER-CARR SUPPLY CO	\$ 220.59
PO2503781	MATAUTIA, VAISUATOTO	\$ 4,000.00
PO2503782	T.S. ENTERPRISE ASSOCIATES INC	\$ 10,847.81
PO2503783	SHARS TOOL COMPANY	\$ 2,448.99
PO2503784	GRAINGER INC	\$ 440.83
PO2503785	SID TOOL INC	\$ 547.01
PO2503786	FOLLETT CORPORATION	\$ 3,500.00
PO2503787	ASSIST DESIGN	\$ 13,244.66
PO2503789	DELL INC	\$ 33,147.16
PO2503791	SAN BERNARDINO CCD	\$ 530.00
PO2503793	TORRES, JACOB	\$ 201.00
PO2503794	HERNANDEZ, DAMARIS	\$ 201.00
PO2503797	STAPLES BUSINESS ADVANTAGE	\$ 618.50
PO2503798	POCKET NURSE ENTERPRISES INC	\$ 559.29
PO2503799	AUGUST LEARNING SOLUTIONS LLC	\$ 1,604.40
PO2503800	LOVE PROGRAM INC, THE	\$ 1,500.00
PO2503801	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES	\$ 4,348.80
PO2503802	GOWEN, LAURA	\$ 34.13
PO2503807	KRUEGER INTERNATIONAL INC	\$ 62,148.83
PO2503808	PURPOSE PRINTERY	\$ 98,703.44
PO2503809	PARR LUMBER CO	\$ 5,439.25
PO2503811	CDW LLC	\$ 3,791.61
PO2503812	STAPLES BUSINESS ADVANTAGE	\$ 97.23
PO2503813	TREETOP PRODUCTS LLC	\$ 3,161.94
PO2503814	QUALITY LIGHT AND ELECTRICAL	\$ 30,487.53
PO2503819	PURPLE EASEL	\$ 1,632.00
PO2503820	SANS INSTITUTE	\$ 3,420.00
PO2503822	CALIFORNIA STATE UNIVERSITY LONG BEACH RESEARCH FOUNDATION	\$ 157.00
PO2503823	LOPEZ, MARIA	\$ 144.00
PO2503824	GONZALEZ, PEDRO	\$ 144.00
PO2503825	MICHEL, FILI	\$ 144.00
PO2503826	UNLIMITED TELECOM INC	\$ 1,950.00
PO2503828	CDW LLC	\$ 355.51
PO2503829	MUSSON THEATRICAL	\$ 2,088.30
PO2503830	GARCIA, DAWN	\$ 350.00
PO2503833	PANERA LLC	\$ 1,120.56

PO#	Supplier Name	Amount
PO2503834	STAPLES BUSINESS ADVANTAGE	\$ 422.06
PO2503836	STAPLES BUSINESS ADVANTAGE	\$ 124.63
PO2503837	PANERA LLC	\$ 815.00
PO2503838	JOSE'S MEXICAN FOOD INC	\$ 849.84
PO2503839	ORTIZ ICE CREAM	\$ 399.60
PO2503840	CURRIQUNET SOLUTIONS LLC	\$ 500.00
PO2503844	MOBILE GLASSBLOWING STUDIOS LLC	\$ 3,379.95
PO2503845	GRAINGER INC	\$ 2,377.83
PO2503846	VERIZON WIRELESS	\$ 205.00
PO2503848	AARDVARK CLAY & SUPPLIES INC	\$ 609.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services,

and Health and Safety Administration

DATE: April 10, 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
- Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Resignations

Presented for Information April 10, 2025

[v.3.25.2025.p.2|2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Jones, Frederick Student Services Coordinator	SBVC Student Services	1	04/11/25
Joyce, Roxane Assistant Manager, Workforce Development	EDCT Professional Development Center	7.5	04/07/25
Ramirez, Carmen Director, Student Accessibility Services	CHC Student Accessibility Services	2	02/28/25

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: April 10, 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 April 10, 2025

[v.3.18.2025.p.2|2]

	Location Assignment	Department	From	То
Chencharick, John*	SBVC	Police Academies Criminal Justice	12/14/2024	06/30/25
Coleman, Billy	SBVC	Police Academies Criminal Justice	04/11/2025	06/30/25
Hernandez, Vanessa	SBVC	Police Academies Criminal Justice	04/11/2025	06/30/25
Egbunike, Ivan	SBVC	Men's Track & Field	04/14/2025	06/30/25
Espinoza, Daren	SBVC	Baseball	04/14/2025	06/30/25
Fuentes, Arianna	SBVC	Women's Track & Field	04/14/2025	06/30/25
Gardner, Keenan	SBVC	Football	04/14/2025	06/30/25
Guy-Williams, Giles	SBVC	Football	04/14/2025	06/30/25
Hollis, Cyra	SBVC	Women's Track & Field	04/14/2025	06/30/25
Jurado, Alexander	SBVC	Football	04/14/2025	06/30/25
Leyvas-Ballew, Chelsea	SBVC	Softball	04/14/2025	06/30/25
Paredez Jr, John	SBVC	Football	04/14/2025	06/30/25
Torres, Richard	SBVC	Softball	04/14/2025	06/30/25
Tripp, Paul	SBVC	Football	04/14/2025	06/30/25
Williams, Jerret	SBVC	Football	04/14/2025	06/30/25

^{*}Ratification: Paperwork for these volunteers was submitted after the prior Board deadlines.



Crafton Hills College Hosts 2nd Annual STEM Summit, Inspiring Future Scientists and Innovators



On February 21, Crafton Hills College hosted the 2nd Annual STEM Summit in partnership with Redlands Unified School District. This event introduces high school juniors and seniors to STEM programs at

Crafton, showcasing the College's hands-on, innovative approach to learning—whereby students engage in real-world applications of STEM concepts.

This year, over 60 RUSD students participated in interactive breakout sessions exploring various STEM disciplines, including mathematics, anthropology, and microbiology.

In addition to these hands-on sessions, students attended a MESA student panel featuring five CHC students. The panel provided an opportunity for juniors and seniors to ask questions about the college experience, offering valuable insights into what their own academic journey could look like in just two years.

The event was filled with innovation, learning, and inspiration. RUSD chaperones shared enthusiastic feedback, expressing their excitement for next year's summit.

Photo: RUSD students in microbiology lab.

CHC Students and Staff Attend A2MEND 18th Annual Summit



On March 6-7, a group of eight students and five staff members from Crafton Hills College attended the 18th Annual A2MEND Summit at the Hyatt Regency LAX. The conference provided a powerful space for students to connect, learn, and be inspired.

Students took full advantage of networking opportunities, especially with peers from four-year universities, helping them build relationships for a smoother transfer

experience. Being in a space with others who shared similar backgrounds fostered a strong sense of community and belonging.

The summit reinforced CHC's commitment to equity and student success, equipping attendees with knowledge and connections that will support their academic and personal growth.

Photo: CHC students on their way to the A2MEND Summit.

Author Nalo Hopkinson Provides a Glimpse into the Mind of the Artist



Crafton Hills College continued to celebrate Black History month on February 20, with the appearance of author, artist, and Professor of Creative Writing at U.C. Riverside Nalo Hopkinson.

Dressed casually and seated in an old easy chair with a small table at its side, Hopkinson succeeded in creating an atmosphere of intimacy with her audience in the College's Performing Arts Center. She briefly recounted her career as a science fiction/fantasy writer, beginning with a workshop in Canada, where she met Octavia Butler, author of The Fledgling (2007) and other highly acclaimed novels. She and Butler maintained their close friendship, and

Hopkins continued to attend writers' workshops and develop her creative skills.

Her breakthrough as a professional writer occurred when she submitted three chapters of a novel in a publisher's writing contest. When she was chosen as a finalist, she was asked to submit her entire novel for judgment. This seeming triumph posed a problem: she had written only the chapters she submitted. Undeterred, she wrote furiously until the final date of submission. Amazingly, she won the contest and went on from there to work with an agent and become a professional writer.

She also explained the importance of

her upbringing in Jamaica in her artistic development, including the influence of her parents. Her father was a writer and he mother a librarian. She was encouraged to read, especially classics such as The Iliad and The Odyssey, and learn about the foods she saw when her mother took her to the market.

In addition to writing, Hopkinson creates art in other media, including pieces incorporating fabrics and painting that emphasize her Caribbean heritage, examples of which she presented on PowerPoint.

The session ended with Hopkins answering questions from the audience, mostly about her methods of writing stories and novels. She stressed that what works for her may not work for others since creativity relies on individual preferences. She explained that some days she might write just one sentence; other days she will write thousands of words. She also revealed that she has had to overcome ADHD, autism, and fibro neuralgia.

The audience left with an understanding of what goes into the act of creating art.

Photo: Nalo Hopkinson with attendees.

Crafton Hills College Partners with Yucaipa High for Senior Takeover Event



On February 26, Crafton Hills College's Outreach and Marketing teams collaborated for a special Yucaipa High School Takeover event, designed to help seniors commit to their next step—enrolling at CHC.

Students had the opportunity to complete key steps in the matriculation process, ensuring a smooth transition to college. Outreach staff guided them through application and enrollment steps, answering questions and providing support.

Meanwhile, Marketing created an engaging atmosphere, complete with CHC branding, giveaways, and photo opportunities with

Ryker, the college's beloved mascot.

The event was a success, reinforcing CHC's commitment to making higher education accessible and exciting for local students. By the end of the day, many YHS seniors had taken their first official step toward becoming Roadrunners.

When they begin classes in the fall of 2025, these Yucaipa High School graduates will gain access to affordable, high-quality education, transfer pathways, and career training—all while staying close to home.

Photo: YHS student poses with Ryker.

Celebrating a Legacy: Bill Ahlborn's 100 Years of Learning, Teaching, and Giving



On March 8, Crafton Hills College representatives celebrated the 100th birthday of alumnus and beloved educator Bill Ahlborn. Bill first joined CHC as a student in 1980, later becoming a faculty member. After his retirement, his passion for learning led him to a second career teaching at community colleges, universities, and even on cruise ships.

Bill's impact at CHC has been profound. He was a keynote speaker at Foundation events, honored as Alumnus of the Year in 2020, and recognized in 2022 with

the naming of the Bill and Paula Ahlborn Courtyard. His generosity extends to scholarships for Earth Science students, helping them present research at national conferences.

As we celebrate Bill's milestone birthday, we honor his lasting contributions to education and his unwavering support of students. Happy 100th, Bill!

Photo: Carrie Audet, Bill Ahlborn, and Michelle Riggs.

Artlands Exhibition Provides Engaging Visitor Experience



The Artlands exhibition held an interactive reception with four of the participating artists on March 5 in the Craton Hills College art gallery. A crowd of students and community members were treated to numerous engaging works from seven artists and heard from the artists themselves about what inspired them and how they worked on their respective creations.

The program began with CHC Art Professor Yuki Toyooka Smith providing information about the exhibition and introducing the artists. Each explained their motivation for creating art and commented on their techniques.

Featured artist Zara Kand displayed the most pieces. Her two human-like figures shrouded in clouds hang from the gallery ceiling facing each other. Kand's oil paintings show people and landscapes that at first appear ordinary but include symbols that introduce a sense of mystery or spirituality and create moods that grow in complexity the more one looks at them. Along with these pieces are works by six other artists.

The exhibit will run until March 28. More artwork is on display at The Artlands Creative gallery at 18 E. Vine Street in Redlands.

Photo: Artland's Exhibition.

10th Annual ASL Educators Collaboration Conference: A Milestone in Inclusive ASL Education



On March I, Crafton Hills College and San Bernardino Valley College proudly cohosted the 10th Annual ASL Educators

Collaboration Conference at San Bernardino Valley College. This milestone event was the largest yet, with 120 registered participants and five dedicated student volunteers.

The conference featured five workshop sessions across three tracks, offering a total of 14 presentations led by faculty from institutions throughout California. While most attendees were from within the state, there were several out-of-state participants. Notably, the registration website received international engagement, highlighting the growing global interest in ASL education and the conference.

A key highlight of this year's event was the strong emphasis on Diversity, Equity, and Inclusion (DEI) in ASL pedagogy. It was inspiring to see educators collectively committed to fostering inclusive learning environments that prioritize accessibility and representation.

The high level of engagement and scholarly exchange underscored a shared dedication to advancing ASL education and ensuring equitable language access for diverse communities.

Photo: Attendees at ASL Conference.

Crafton Hills College Alumni and Students Shine in the Performing Arts



Crafton Hills College students and alumni are making their mark on stage and behind the scenes, proving that CHC's theatre arts program builds a strong foundation for careers in the arts.

At Revolution Stage Company in Palm Springs, students Meagan Lawson, Arthur Buenaventura, and Lailani Baldwin starred in Spring Awakening: The Musical, captivating audiences with their performances. Meanwhile, at the Yucaipa Performing Arts Center, alumni Sophie Ball, Andromeda Dunlop, and Jacob Brantmeyer thrive in technical theater roles, showcasing the magic behind the scenes.

Beyond Yucaipa, Sebastian Hernandez advances his career as a technician at Morongo Casino Resort & Spa. At the California Theatre of the Performing Arts, Elijah Lozano and Olivia Jacques shined in Harry Potter and the Cursed Child and Matilda, while The Lion, the Witch and the Wardrobe currently features Lozano as Peter, Sidney Pulido as the White Witch, and Alyssa Lindemann as a Creature of Light.

Crafton talent is also taking the stage Buenaventura on stage in Palm Springs.

at Riverside Community Players in A Midsummer Night's Dream, with Tristan Clift as Demetrius, Kobe Darby as Lysander, and Bella Spelman as a Faerie. At Wolverine Con, Roe McCarty screened his short film Pit, starring CHC students Jonathan Gill and Ismael Sanchez.

CHC alumni are also excelling behind the scenes—Diedra Cohen works as an assistant lighting designer, while Alex Skousen recently joined the International Alliance of Theatrical Stage Employees (IATSE).

These talented students and graduates exemplify the exceptional preparation CHC provides for careers in the performing arts.

Photo: Megan Lawson and Arthur Buenaventura on stage in Palm Springs.

Crafton Hills College Professor's Artwork Selected for Prestigious L.A. Exhibition



Renée Azenaro, Associate Professor of Visual & Multimedia Arts at Crafton Hills College, had her mixed media painting "seep/crust" selected for the L.A. Open exhibition in January at the TAG Gallery in Los Angeles. This prestigious annual exhibition highlights a diverse range of artistic talent, showcasing the works of 100 artists chosen from over 700 submissions.

TAG Gallery, an artist-owned cooperative, has been a part of the Los Angeles art

scene since 1993. Located in the vibrant Miracle Mile district, the gallery is known for promoting emerging and established artists through curated exhibitions, fostering an inclusive space for contemporary art. The L.A. Open serves as a platform for artists from various backgrounds to gain visibility and connect with the broader art community.

Photo: "seep/crust" by Renée Azenaro.

Grad Fest at Crafton Hills College



On February 26, CHC was filled with energy as students attended Grad Fest. They submitted graduation applications, picked up milestone pins, and ordered their caps and gowns.

The event featured food, photos, and music, creating a lively atmosphere. At the counseling booth, advisors provided final grad checks, ensuring students were on track. With everything in place, students left feeling confident and ready for their

upcoming graduation.

Students must submit their graduation application and RSVP by May 5 to participate in the Commencement Ceremony. The 2025 Commencement will take place on May 23 at 5 p.m. in the campus quad. More information is available at craftonhills.edu/grad.

Photo: CHC student poses for photo at Grad Fest.

EDCT

COMMUNITY COLLEGE **EDCT Partners With** Riverside County Workforce Development Department

EDCT (Economic Development and Corporate Training Divion) began the new year with outstanding training opportunities for 14 students. EDCT collaborated with the Riverside County Workforce Development (RWDD) to provide entry-level BIA Construction training to Riverside County residents in January 2025. RWDD, a division of the Riverside County Department of Housing and Workforce Solutions (HWS), is dedicated to helping job seekers access employment, education, training, and support services, while connecting employers with the skilled workers they need to thrive in the global economy. This collaboration with EDCT was an ideal match.

EDCT delivered 144 hours of construction training, approved by the Building Industry Association (BIA), combining classroom instruction with hands-on experience. Trainees earned OSHA 10 certification and CPR cards while also receiving job readiness support, including industry-specific résumé building and job search training. Additionally, each participant had the opportunity to select professional attire for job interviews from the EDCT "Suit Room."

Upon completing the training, EDCT and RWD held a completion ceremony, inviting stakeholders from BIA, the Associated General Contractors of America Apprenticeship Program, and other industry experts. Several trainees shared their experiences, expressing increased confidence and hope for their futures. After the ceremony, trainees networked with industry representatives and learned about local employment opportunities. All 14 students who started the training completed it, a testament to their dedication. Each trainee was also given a toolkit and work boots to support their future career endeavors.







Women in Leadership-EDCT Develops New Training Program

San Bernardino Community College District's Employment Training Panel (ETP) team continues its mission of supporting local businesses, with upskilling workers, layoff aversion, and retaining employers within California.

In addition to providing training and innovative meetings with employers, EDCT developed a two-day training, "Women in Leadership." Seven local employers sent 12 women to experience this training by Mary Perez. She has enjoyed a 25-year career in Human Resources across industries in the U.S. and global e-commerce, logistics, fulfillment operations, healthcare, government, and entertainment before transitioning to workforce development training.

Designed to empower women with the skills, confidence, and strategies needed to excel in leadership roles, training began with self-assessments and then continued with interactive discussions and exercises. Topics covered included emotional intelligence, personal branding, and the unique leadership challenges faced by women.

This exciting training held at San Bernardino Community College District's EDCT is helping dedicated women commit to setting their developmental goals to enhance their leadership skills.

EDCT



Lumina Focusing the Mosaic: Collective Vision for Equitable Workforce Pathways Colloquim

The Foundation for California Community Colleges hosted the Focusing the Mosaic: Collective Vision for Equitable Workforce Pathways Colloquium, bringing together key stakeholders to discuss and advance equitable workforce pathways.

The colloquium featured a presentation by Thomas Kriger, PhD, NABTU Director of Research and Education, who provided insights into the Multi-Craft Core Curriculum (MC3) national initiatives and goals. Panelists included Stacy Garcia from the San Bernardino Community College District, Beatriz Lopez from the Fresno Regional Workforce Board, and Steven Gaxiola from the San Diego Workforce Partnership. They shared innovative approaches their organizations are taking with their MC3 programs. Additionally, Tim Rainey, Policy Consultant, and California Assembly Speaker, Robert Rivas, presented on navigating the apprenticeship and labor landscape.

Attendees participated in breakout sessions to explore High Road Construction Careers models and practices. These sessions facilitated discussions on collaboration models to increase reach, efficiency, and impact. Participants shared reflections and discussed the next steps to improve and overcome challenges within the existing models of MC3. The success of the colloquium was attributed to the thoughtful contributions of all participants. Feedback from attendees highlighted the value of the discussions and the diverse perspectives shared, which were found to be highly beneficial.

As we move forward with the next steps identified during the colloquium, we will keep participants informed about opportunities for continued engagement.

The event brought together experts and stakeholders to advance the conversation on equitable workforce pathways. The insights and discussions from the colloquium will guide future efforts in this important area.







KVCR And The Community

Hosted Public Relations Society of America((PRSA) IE Media Panel & Studio tour - On Wednesday, February 19th, KVCR hosted a networking event in collaboration with the Public Relations Society of America (PRSA). The event featured a media panel. Rick Dulock, representing KVCR, was a notable member of the panel, sharing his expertise and insights. The gathering offered a unique opportunity for professionals in the industry to connect, learn, and discuss the evolving landscape of media and public relations.

Crafton Hills College Visit - KVCR visited Crafton Hills on February 24th to engage with one of their media classes, offering specifics of our media programs and discussing the various internship opportunities available. The visit was part of KVCR's effort to reestablish a strong relationship with Crafton Hills College.

KVCR Host Mira Loma Middle School tour 2/28 - The event was both educational and inspiring, giving the students a chance to ask questions and gain firsthand experience in the media industry. The students learned about the different roles within the station.

Your KVCR Newsroom

KVCR 91.9 FM Covering the Important Topics for our Region

KVCR Public Radio is excited to announce the launch of its new radio segment, Black Perspectives IE, hosted by Maya Gwynn. This series features engaging conversations with individuals who are making a meaningful impact in the Inland Empire. PBIE highlights the voices of the Black community, shining a light on their significant contributions to the region.

One of KVCR reporters did a story on the Big Bear Eagles that went nationwide on both, All Things Considered and on Here and Now and was also featured on the California Report. KVCR did a follow up when the eaglets hatched.

KVCR staff worked on two stories after attending an Immigrants rights rally in Ontario. Sound bites from a worker with IC4IJ were airing on radio.

NPR continues to hold weekly meetings to address ongoing threats to public broadcasting. These discussions are crucial in formulating strategies and responses to ensure the preservation of public media.











KVCR Financial Statement

Estimated Revenues & Expenditures For 8 Months Ended 2/28/2025

Revenues

Contributions and Grants	896,573
Contracted Services	605,868
Underwriting	157,506
Rentals and Leases	373,836
Estimated Revenues*	1,513,000
Interest Revenue	20,725
Interfund Transfers InSBCCD	798,895
Transfers InPARS Endowment	1,300,000
Total Revenues	5,666,403

Expenditures

Classified Salaries	1,675,046
Employee Benefits	729,241
Books and Supplies	17,516
Services and Operating Expenditures	3,058,595
Capital Outlay	8,956
Interfund Transfers Out-SBCCD	-
Total Expenditures	5,489,354

Revenues Less Expenditures 177,051

*Estimated per YTD activity analysis.

President's Board of Trustees Report

The President's Monthly Report to the Board of Trustees, Campus & Community

Valley College

Sarr Bernardino

Celebrating 99 Years of Community, Growth & Transformation

Grand Opening of SBVC's New Applied Technology Building Marks Historic Milestone

On March 6, San Bernardino Valley College celebrated the grand opening of the Applied Technology Building, the final facility completed within the college's first century. The event welcomed hundreds of community partners, local stakeholders, students, and employees, who gathered despite the cold and rain to mark this historic moment.

The ribbon-cutting ceremony included remarks from SBCCD Chancellor Diana Rodriguez, SBVC President Dr. Gil Contreras, and California Labor & Workforce Development Agency Secretary Stewart Knox, who emphasized the critical role SBVC plays in workforce development and hands-on training in the region.

Attendees toured the state-of-the-art facility, which will serve as a hub for career education programs in fields such as welding, automotive technology, and electrical technology. The event concluded with an open house featuring food trucks and live music, celebrating the collaborative efforts that made the project a reality.

With this ribbon-cutting, SBVC officially completes its final major construction project of the century—setting the stage for the next 100 years of innovation and student success.





ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.



BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.



BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.



ENSURE FISCAL ACCOUNTABILITY
& SUSTAINABILITY.





UPCOMING EVENTS

ends April 24

Art Gallery Exhibit

rom the Sasse Collection • valleycollege.edu/artgallery

April 24 Botanical Gardens Grand Reopening

12pm Gardens near HLS building

April 25 | Spotlighting Our Success Awards 2025

30pm Applied Technology Building

April 25

Planetarium Show

May 6

Scholarship Awards Ceremony 2025
Auditorium

More Events: valleycollege.edu/calendar

"Valley Up!" SBVC's New Sense of Pride & Belonging Campaign

A new rallying cry and gesture are making waves at SBVC: "Valley Up!" The phrase first emerged from SBVC's football program, with Head Coach James Griffin and his staff leading the charge. It gained momentum at the Applied Technology Building Grand Opening, where Chancellor Diana Rodriguez was the first to publicly use it during the ceremony. President Gilbert Contreras is all in, greeting students across campus with "Valley Up!" and the accompanying "V" hand gesture. All Wolverines are encouraged to do the same, responding to cheers of "Go Valley!" with "Valley Up!"

"Valley Up!" has become an affirmation of SBVC's growth, progress, and pride, symbolizing an unstoppable upward trajectory for the college. In addition to the new slogan, SBVC has launched a campus-wide branding initiative to enhance signage, wayfinding, and campus pride. The initiative involves a reimagining of SBVC's campus media systems, with updated directional signs to help students navigate campus, enhanced branding in The Village to create a more welcoming atmosphere, and new light pole banners featuring SBVC's diverse programs, initiatives, and student success stories, as well as a completely revamped street marquee that sleekly showcases campus highlights to passersby. As SBVC moves forward, "Valley Up!" is more than just a chant or hashtag: it's a mindset that inspires pride, community, and excellence among students, faculty, and staff.



Annual WolverineCon Spotlights Student Talent



SBVC's WolverineCon Film Festival brought the magic of filmmaking to campus in March, celebrating student creativity and storytelling. One of the festival's key highlights was the 66-Hour Film Competition, where teams had just 66 hours to write, shoot, and edit an original short

The annual festival, organized by SBVC's Film, Television, and Media (FTVM) department, also featured student film screenings, workshops, and discussions with industry professionals. Students had the opportunity to network with filmmakers, showcase their work, and gain insights into the evolving media landscape.

Under the leadership of Professor Lucas Cuny, SBVC's FTVM program continues to provide hands-on learning experiences that prepare students for careers in the entertainment industry.

SBVC Builds Bridges with Local High Schools

SBVC strengthened its relationships with local high schools at its annual High School Counselor Conference in March, where counselors from local high schools gathered to discuss pathways to higher education.

The conference featured interactive sessions, networking opportunities, and a keynote address from SBVC President Dr. Gil Contreras, who emphasized that counseling is more critical than ever in helping students navigate a rapidly changing world, and that SBVC serves as a reminder that PLACE and RACE still matter in shaping educational opportunities.

The event highlighted SBVC's ongoing commitment to building seamless transitions from high school to college, ensuring local students receive the guidance and support they need to succeed.



Rialto USD Students Experience SBVC



SBVC welcomed hundreds of students from Rialto Unified School District for a campus visit designed to introduce them to higher education opportunities.

During their visit, students learned about SBVC's student services, academic programs, and campus life. A key highlight of the event was a special presentation from SBVC's NextUp program, which provides support for current and former foster youth.

Honors Students Selected for Research Conference

Students in the SBVC Honors Program continue to impress, with six selected to present their research this month at the Honors Transfer Council of California's 25th Annual Building Bridges Research Conference at UC Riverside: James Vargas, Alyssa Puentes, Yareni Pelayo-Sanchez, Kiana Vasquez, Juanita Lorenzo-Ruiz, and Aaliyah Medawar. The conference gives community college honors students the chance to share their academic work with peers, and the SBVC participants showcased original research projects they developed under the mentorship of Professor Ed Gomez and Dr. Mandi Batalo.

The SBVC Honors Program, led by Professor Carol Damgen, provides rigorous academic experiences that prepare students for university-level research and successful transfers to four-year institutions. This semester, 54 new Honors students were welcomed to the program and 11 participants are set to graduate. Students who meet the GPA requirements and are looking to deeply engage in new learning opportunities and receive support from faculty mentors are encouraged to apply.



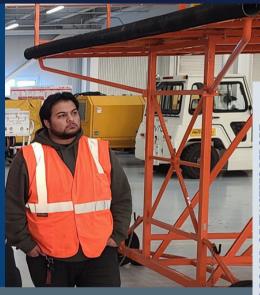
Campus Spotlights

Soaring High: Daniel Abrego Charts a Future in Aviation

The sky's the limit for Daniel Abrego.

The San Bernardino resident is pursuing his dream of becoming an aircraft maintenance technician—and he's already earned his first FAA Airframe Certification. A San Bernardino native and student in SBVC's Aeronautics Program, Abrego describes aviation techs as the "unsung heroes" who keep aircraft flying safely. Originally a business major, Abrego followed his passion into aviation and hasn't looked back. "The more you love what you do, the more you want to dedicate yourself to it," he said. With mentorship from instructors like Professors Francisco Gonzalez and Delfino Leon, he's stayed focused on his certification roadmap and career goals. Next up for Daniel: completing his Powerplant Certification and eventually pursuing an engineering degree to design aircraft engines.

"It's important for people to understand," Abrego said. "If it wasn't for San Bernardino Valley College, I wouldn't be where I am now."



SBVC Theater Students Headed to Nationals

San Bernardino Valley College Theater Arts students dazzled the judges during February's Kennedy Center American College Theater Festival (KCACTF) in Mesa, Arizona. Competing in Region 8, SBVC was invited to perform a scene from Alice by Heart, one of just five schools to receive the honor out of 12 states. Individual students also received accolades: Jasmyne Wade won the Aspire Arts Leadership Competition and earned a coveted spot at the KCACTF National Festival in Washington, D.C., and Alexa Salinas was picked to compete at Regionals for Stage Management.

The KCACTF gives theater students the opportunity to audition and perform in productions, attend workshops, and meet and make connections with like-minded peers. Students return to SBVC with new skills and appreciation for the arts and apply what they learned while putting on their spring performances.

Child Development Day Empowers Future Educators

SSBVC's Spring Child Development Day brought together students, faculty, and community partners for a day of inspiration and hands-on learning. Hosted each semester by the Child Development Department, the event is designed to inform and empower students pursuing careers in early childhood education.

The day featured presentations on degree programs, certifications, and general education pathways, along with transfer and career opportunities. Highlights included a creative puppet-making activity led by TD Early Education Training and Development, and reflections from SBVC alumni Mariana Verdugo and Cesar Beltran, who encouraged attendees to stay committed to their goals. Industry professionals shared insights on employment opportunities, including speakers from Cal State Long Beach and the Redlands Child Development Center, who emphasized the growing need for qualified early education professionals.

Professor Denise Knight praised the event as "a resounding success," and credited its continued impact to the collaboration of faculty, counselors, and community partners.