



San Bernardino Community College District  
Board Meeting  
May 08, 2025  
4:00 pm-6:00 pm Pacific Time

Physical Meeting Location:  
San Bernardino Community College District  
550 E. Hospitality Lane, Suite 200, Boardroom  
San Bernardino, CA 92408

Trustee Stephanie Houston  
Zoom Link: <https://sbccd-edu.zoom.us/j/84127142812?from=addon>  
Physical Location:  
220 South Hull Street  
Athens, GA, 30605

Trustee Carlos Aguilera  
Zoom Link: <https://sbccd-edu.zoom.us/j/84127142812?from=addon>  
Physical Location:  
222 North Vineyard Avenue  
Ontario, CA 91764

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 are available for public inspection in the Office of the Chancellor at SBCCD, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA, during regular business hours or on the District's website [www.sbccd.edu](http://www.sbccd.edu)

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

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

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

**II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS****III. CLARIFICATION****IV. PRESENTATIONS**

- A. Crafton Hills College Foundation Presentation

**V. APPROVAL OF MINUTES**

- A. 04-10-2025
- B. 04-24-2025

**VI. RECOGNITION/CELEBRATIONS**

- A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance
- B. Recognition of Outgoing Student Trustees  
Hadi Natour, CHC  
Nelva Ruiz-Martinez, SBVC
- C. Retirement Recognition

**VII. ACTION AGENDA**

- A. Board Ad Hoc Committee for Board Self-Evaluation and Evaluation of the Chancellor
- B. Consideration of Approval to Appoint Member of Citizens Bond Oversight Committee (CBOC)

**VIII. CONSENT AGENDA**

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

**A. Instruction/Student Services**

- 1. Curriculum - CHC

**B. Human Resources**

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Appointment of Interim Managers
- 4. Classification Advancement for Academic Employees
- 5. CSEA Successor Agreement Articles and Appendices
- 6. Management Job Description and Placement on the Management Salary Schedule
- 7. Management Tuition Reimbursement
- 8. Non-Instructional Pay

- 9. Payment of Stipends
- 10. Tentative Agreement with the CTA

**C. Business & Fiscal Services**

- 1. Board Self-Evaluation Instrument
- 2. Conference Requests
- 3. Contracts at or Above \$114,500
- 4. Individual Memberships
- 5. Regular Meeting Dates

**D. Facilities**

- 1. Master Services Agreements Task Orders for Bond Construction

**IX. REPORTS**

**A. Board Committee & Activity Reports**

- 1. Board Finance Committee (BFC)
- 2. Board Legislative Committee (BLC)
- 3. Board Policy & Procedures Advisory Committee (BPPAC)

**Regional & State Reports**

- 1. Board of Governors (BOG)
- 2. Joint Powers Authority (JPA)

**B. Chancellor's Report**

- 1. 2024-2025 SBCCD Strategic Plan: Goal Four Update

**C. Represented Groups (3 minutes per group)**

- 1. CRAFTON HILLS COLLEGE ACADEMIC SENATE
- 2. CRAFTON HILLS COLLEGE CLASSIFIED SENATE
- 3. CRAFTON HILLS COLLEGE ASSOCIATED STUDENTS
- 4. SAN BERNARDINO VALLEY COLLEGE ACADEMIC SENATE
- 5. SAN BERNARDINO VALLEY COLLEGE CLASSIFIED SENATE
- 6. SAN BERNARDINO VALLEY COLLEGE ASSOCIATED STUDENTS
- 7. CSEA
- 8. CTA
- 9. Police Officers Association

**D. Staff Reports (3 minutes per person)**

- 1. San Bernardino Valley College President
- 2. CRAFTON HILLS COLLEGE President
- 3. Executive Vice Chancellor
- 4. Vice Chancellor of Human Resources & Police Services

## 5. Vice Chancellor of Educational & Student Support Services

### **X. INFORMATION ITEMS**

- A. Board Master Action Planning Calendar
- B. Budget Revenue & Expenditure Summary
- C. CCFS-320 Apportionment Attendance Report for FY 2025 Period 2
- D. Consideration of Board Policies for First Reading
- E. Contracts Below \$114500
- F. Construction Change Orders and Amendments - Bond
- G. Construction Change Orders and Amendments - Non-Bond
- H. Construction Contracts Subject to UCCAP
- I. District Grant Update
- J. General Fund Cash Flow Analysis
- K. Management Personnel Plan
- L. MOUs between SBCCD and the CSEA
- M. MOUs between SBCCD and the POA
- N. Professional Expert Short-Term and Substitute Employees
- O. Purchase Order Report
- P. Resignations
- Q. Volunteers

### **XI. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

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



- E. Public Employee Performance Evaluation  
Government Code Section 54957(b)(1)  
Title: Chancellor

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

**XIII. CONVENE CLOSED SESSION**

**XIV. RECONVENE PUBLIC MEETING**

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

**XVI. ADJOURN**

The next meeting of the Board: Board Strategy Session  
May 22, 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 – April 10, 2025

Location: Crafton Hills College LRC 231: 11711 Sand Canyon Rd., Yucaipa, CA 92399

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

Meeting materials: [www.sbccd.edu/govenda](http://www.sbccd.edu/govenda)

#### MEMBERS PRESENT

Dr. Nathan Gonzales, Chair  
 Dr. Cherina Betters, Clerk  
 Carlos Aguilera, Trustee  
 Dr. Stephanie Houston, Trustee  
 John Longville, Trustee  
 Hadi Natour, CHC Student Trustee (advisory)  
 Nelva Ruiz-Martinez, SBVC Student Trustee (advisory)

#### ADMINISTRATORS PRESENT

Dr. Diana Z. Rodriguez, Chancellor  
 Jose Torres, Executive Vice Chancellor  
 Dr. Kevin Horan, CHC President  
 Dr. Gilbert Contreras, SBVC President  
 Kristina Hannon, VC Human Resources & Police Services  
 Dr. Nohemy Ornelas, VC Educational & Student Support Services  
 Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications

#### MEMBERS ABSENT

Joseph Williams, Vice Chair  
 Frank Reyes, Trustee

#### ADMINISTRATORS ABSENT

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

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

Student Trustee Natour led the pledge of allegiance.

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

Paulino De La Cruz (website submission, read by Chancellor Rodriguez)  
 Damaris Hernandez (website submission, read by Chancellor Rodriguez)  
 Katrina Barringer  
 Allene Kao  
 Allison Jauregui  
 Alaysha Nash  
 Victoria VanStee  
 Shaimaa Chemkhi

#### III. CLARIFICATION

None

#### IV. APPROVAL OF MINUTES

A. 03-13-2025 Board Business Meeting Minutes

Motion: to approve the 03-13-25 minutes

Moved by: Trustee Aguilera. Seconded by Trustee Houston.

Electronic vote:  
 Aguilera, Betters,

AYES:

Natour (advisory), Ruiz Martinez (advisory),  
 Gonzales, Houston, Longville

NOES:

ABSTAIN:

ABSENT:

Reyes, Williams

Motion passed

## V. RECOGNITION/CELEBRATIONS

### A. Applause Cards

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

## VI. ACTION AGENDA

### A. Board Policies for Final Approval

Motion: to approve the Board Policies for Final Approval excluding BP 5075 and BP 6610.

Moved by: Trustee Houston. Seconded by Trustee Longville.

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

Motion passed

### B. Consideration of Approval to Adopt Resolution No. 2025-04-10-FP-01 Mixed-Use Development of Site K and Future Development of SBVC New Properties

Motion: to adopt Resolution No. 2025-04-10-FP-01 Mixed-Use Development of Site K and Future Development of SBVC New Properties

Moved by: Trustee Longville. Seconded by Trustee Aguilera.

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

Motion passed

### C. Independent Audit of KVCR TV and FM

Motion: to approve the Independent Audit of KVCR TV and FM

Moved by: Trustee Betters. Seconded by Trustee Houston.

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

Motion passed

D. Student Trustee Privileges

Motion: to approve Student Trustee Privileges

Moved by: Trustee Aguilera. Seconded by Trustee Betters.

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

Motion passed

VII. **CONSENT AGENDA**

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
5. Management Job Description and Placement on the Management Salary Schedule
6. Management Tuition Reimbursement
7. MOUs between SBCCD and CSEA, Article 7 Pay and Allowances
8. MOUs between SBCCD and CTA, Article 10 Wages
9. Non-Instructional Pay
10. 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 Authorize for Donation to Azusa Pacific University
9. Surplus Property and Authorize for Donation to the City of Yucaipa

D. Facilities

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

Motion: to approve the Consent Agenda as presented.

Moved by: Trustee Aguilera. Seconded by Trustee Natour.

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

NOES:  
ABSTAIN:  
ABSENT: Reyes, Williams

Motion passed

## VIII. REPORTS

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

- A. Board Committee & Activity Reports
  - 1. Board Finance Committee (BFC) – Trustee Houston provided a brief report.
  - 2. Board Legislative Committee (BLC) – no 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) – no report.
  - 2. Joint Powers Authority – no report.
- C. Chancellor's Report –Chancellor Rodriguez provided a brief report. Associate Vice Chancellor provided a legislative update.
  - 1. 2024-2025 SBCCD Strategic Plan: Goal Three Update
- D. Represented Groups
  - 1. Crafton Hills College Academic Senate – Meridyth McLaren
  - 2. Crafton Hills College Classified Senate – Karen Peterson
  - 3. Crafton Hills College Associated Students – Victoria VanStee
  - 4. San Bernardino Valley College Academic Senate – no report.
  - 5. San Bernardino Valley College Classified Senate – no report.
  - 6. San Bernardino Valley College Associated Students – no report.
  - 7. CSEA – no report.
  - 8. CTA – Nick Reichter provided a brief report.
  - 9. Police Officers Association – no report.
- E. Staff Reports
  - 1. San Bernardino Valley College President – President Contreras provided a brief report.
  - 2. Crafton Hills College President – President Horan provided a brief report.
  - 3. Executive Vice Chancellor – no report.
  - 4. Vice Chancellor of Human Resources & Police Services – no report.
  - 5. Vice Chancellor of Educational & Student Support Services – no report.

## IX. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. Construction Change Orders and Amendments – Bond
- E. Construction Change Orders and Amendments – Non-Bond
- F. Contracts Below \$114,500
- G. District Grant Updates
- 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**

The Board convened to closed session at 4:49 p.m.

**XIII. RECONVENE PUBLIC MEETING**

Clerk Betters reconvened the public meeting at 5:36 p.m.

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

No action taken in closed session.

**XV. ADJOURNMENT**

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

The Board of Trustees approved the April 10, 2025, minutes on May 8, 2025.

---

Dr. Cherina Betters, Clerk  
SBCCD Board of Trustees

---

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



## BOARD OF TRUSTEES

### Strategy Session Meeting Minutes – April 24, 2025

Location: San Bernardino Community College District Boardroom: 550 E. Hospitality Ln., Ste. 200, San Bernardino, CA 92408

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

Meeting materials: [www.sbccd.edu/govenda](http://www.sbccd.edu/govenda)

#### MEMBERS PRESENT

Dr. Nathan Gonzales, Chair  
John Longville, Trustee  
Frank Reyes, Trustee  
Hadi Natour, CHC Student Trustee (advisory)  
Nelva Ruiz-Martinez (advisory)

#### ADMINISTRATORS PRESENT

Dr. Diana Z. Rodriguez, Chancellor  
Jose Torres, Executive Vice Chancellor  
Dr. Kevin Horan, CHC President  
Dr. Gilbert Contreras, SBVC President  
Dr. Nohemy Ornelas, VC Educational & Student Support Services  
Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications

#### MEMBERS ABSENT

Joseph Williams, Vice Chair  
Dr. Cherina Betters, Clerk  
Carlos Aguilera, Trustee  
Dr. Stephanie Houston, Trustee

#### ADMINISTRATORS ABSENT

Kristina Hannon, VC Human Resources, Payroll, & Police Services

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

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

Chair Gonzales led the pledge of allegiance.

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

None

#### III. CLARIFICATION

None

#### IV. PRESENTATION

##### A. Accreditation

Vice Chancellor Ornelas presented on Accreditation.

##### SBCCD Board Policy 3200 Accreditation

The Chancellor shall ensure that the District complies with the requirements of the accreditation process of the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) and of other agencies that accredit District programs that seek accreditation.

The Chancellor shall keep the Board of Trustees informed of the District's relationship with approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

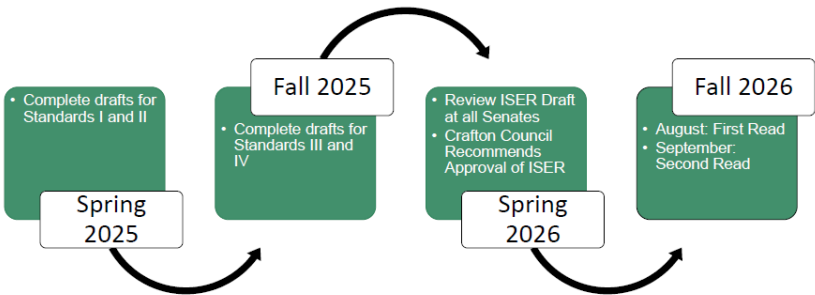
##### References:

ACCJC Accreditation Eligibility Requirement 21  
Title 5 Section 51016

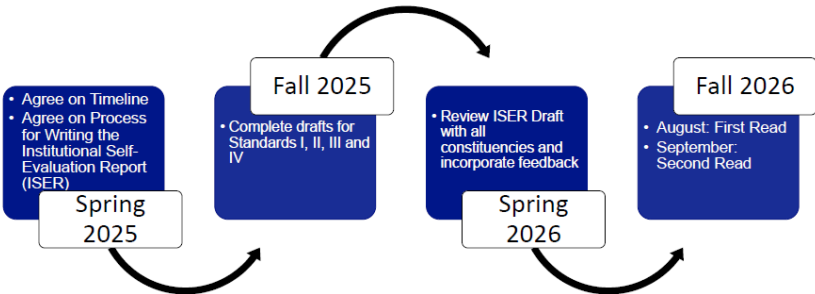
**ACCJC: Principles Guiding the New Standards**

- Align with Commission's Eligibility Requirements, Policies, and Values.
- Reflect current norms and practices with US higher education.
- Focus on outcomes and improvement rather than processes.
- Reflect the diversity of ACCJC member institutions.
- Use clear language and minimize redundancies.
- Balance accountability and improvement.
- Emphasize equity and inclusion.

**CHC: Timeline (Spring 2025 to Fall 2026)**



**SBVC: Timeline (Spring 2025 to Fall 2026)**





## **SBCCD: Regular and Substantive Interaction (RSI) in Distance Education**

- Title V requirement for "regular effective contact" is functionally equivalent to ACCJC's requirement for "regular substantive interaction."
- Developing a regular and effective interaction checklist.
- Emphasis on reviewing the evaluation process and providing training to faculty teaching online.
- Developing a professional development approach to ensuring regular and effective interaction.

Chancellor Rodriguez clarified that the current federal administration has possible legislation to threaten funding for public tv/radio. Trustee Longville recommended notifying Congressman Aguilar's office the negative impact this would have on SBCCD specifically.

### **B. Federal Communications Commission (FCC) Proceeds Update** Executive Vice Chancellor Torres presented the FCC Proceeds update.

#### **Background:**

- The FCC launched a first-of-its-kind Broadcast Incentive Auction to meet the nation's demand for wireless networks.
- Purpose: Reallocate spectrum in the 600 MHz band for wireless carriers.
- Licensees like KVCR-DT received auction proceeds in exchange for their spectrum.

#### **Options for Television Stations:**

- Not participate, risking involuntary relocation to a new RF channel.
- Forfeit FCC license and stop broadcasting for financial compensation.
- Agree to channel-share with another station post-auction.
- Move from the UHF Band to High or Low VHF Band for financial compensation.

#### **SBCCF BOT Decision:**

- SBCCD elected Option 4: Relocate KVCR-DT from RF Channel 24 in the UHF Band to a channel in the Low VHF Band.
- FCC accepted SBCCD's offer and will provide financial compensation.
- Total Compensation: \$157,113,171.

#### **Board Finance Committee:**

- On March 2017 the Board of Trustees tasked the Board of Trustees Budget Committee (BBC) to draft the Guiding Principles for the FCC Proceeds.

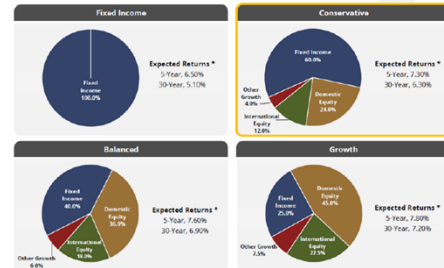
#### **Final Approved Allocation:**

- On January 2019 the Board of Trustees Approved the Final Allocation of the FCC Auction Proceeds.

### Current Balances as of March 31, 2025

Allocation	Original Amount	Current Amount	Distributions	Investment Vehicle
<b>Long-Term:</b>				
Pension Rate Stabilization Trust	41,000,000	51,103,774*	12,300,000	PARS
KVCR	21,000,000	22,702,245	5,950,000	PARS
Media Academy	9,000,000	7,597,152	3,507,946	PARS
Commercial Buildings Purchase	46,000,000	93.70% Occupied	879,000	Physical Buildings
<b>One-Time Allocations:</b>				
SBVC	6,971,000	5,333,501	1,535,000	PARS
CHC	3,029,000	3,279,031	130,000	PARS
DSO & FCC Expenses	3,000,000	3,302,246	0	PARS
Media Academy Start Up	2,000,000	0	2,000,000	N/A
KVCR Mandated Transition	16,000,000	0	16,000,000	N/A
KVCR Deficits	5,000,000	0	5,000,000	N/A
SBCCD Promise	4,000,000	0	4,000,000	N/A

### PARS Investment Strategies



### C. Legacy Impact Fund

Executive Vice Chancellor Torres introduced the consults.

#### Council of Development Finance Agencies (CDFA)

- **Toby Rittner**, DFCP, President & CEO
- **Jerad Groves**, Vice President, Strategy & Services
- **Fawn Zimmerman**, DFCP, Managing Director, Advisory Services

- ✓ SBCCD Board Approval
- ✓ Internal Announcement
- ✓ Bylaws and Articles of Incorporation
- ✓ Legal Creation of Legacy Impact Fund
- ✓ Draft Vision and Mission
- Identification of External Board of Directors
- **Creation of Financial Framework to Help Achieve its Vision & Mission**

### Workshop Briefing

#### Focus

- Aligning Legacy Impact Fund's financial strategy with SBCCD's vision and community impact goals

#### Process

- Whiteboard strategy sessions
- Finance tool education
- Market analysis and landscape mapping

#### Goal

- Mission & Vision alignment
- Finance tool education & practical application training
- Strategic Finance Framework with an action plan & implementation timeline

### Tools Identified

#### Tools Aligned with SBCCD's Capacity & Mission

- Bedrock Tools – tax-exempt bonds for housing, non-profits, workforce & mixed-use developments
- Targeted Tools – tax increment finance, PACE, etc. for redevelopment and energy efficiency financing
- Investment Tools – New Markets Tax Credits for transformative community development
- Access to Capital Tools – revolving loan funds for small business development
- Support Tools – federal grants, guarantees, and flexible funding

### Immediate Opportunities (24-36 months)

- Commercial and housing predevelopment planning
- Land acquisition
- Bond program development and launch (creation of JPA)
- Governance, internal systems, training

- Legacy Impact Fund program development & socialization

### **Vision In Action**

Mid-Term Projects (36-60 months)

- Land evaluation and project pipeline development
- Developing Community Development Financial Institution (CDFI) to support community development projects
- Creating a Community Development Entity (CDE) to apply for New Markets Tax Credit allocation

Long-Term Vision (5+ years)

- Innovation hub, community facilities
- Infrastructure for implementation
- Launch access to capital programs

### **What Strategic Finance Can Deliver**

- Increase affordable housing units, build workforce housing opportunities, and provide student living options
- Develop diverse commercial and mixed-use development & redevelopment
- Activate critical local, regional, statewide, and, potentially, national partnerships
- Leverage significant outside investment (attracting capital)
- Create jobs, increase local tax base, provide economic outputs
- Drive revenue generation for SBCCD

## **V. ADJOURN**

The next meeting of the Board: Board Business Meeting

May 8, 2025, at 4:00 p.m.

SBCCD Boardroom

550 E. Hospitality Ln., Ste 200

San Bernardino, CA 92408

Chair Gonzales adjourned the meeting at 5:03 p.m.

The Board of Trustees approved the April 24, 2025, minutes on May 8, 2025.

---

Dr. Cherina Betters, Clerk  
SBCCD Board of Trustees

---

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 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
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this Board item.

#### **SBCCD | Mission**

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



#### **SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community



## Caring Hands Applause Cards

Presented for Information May 8, 2025

### Rey Bell

Crafton Hills College  
Respiratory

*"This Instructor is very supportive of his students and makes himself available to his students even outside of his office hours. Thank you Rey"*

Recognized by:  
Damaris Hernandez

### Glenn Blanco

Crafton Hills College  
Anatomy & Physiology / Biological  
Sciences

*"Thank you for being a team player and stepping in when the ANAT program needed it most. You've been an asset in so many ways. I appreciate the help in setting up the ANAT lab practicals, setting and maintaining the student lab iPads, and helping out with the ANAT Program Review to name a few."*

Recognized by:  
Sam Truong

### Sara Butler

Crafton Hills College  
Language, Arts and Academic Support

*"Applauding Dean Butler's leadership with One Book, One College team in coordinating events, hosting conversations, and supporting the library!"*

Recognized by:  
Natalie Lopez

### Arianna Carrillo

Crafton Hills College  
Admissions and Records

*"She was so helpful, and so kind, I want more people like Ari in this world"*

Recognized by:  
Evie

### Kristen Clements

Crafton Hills College  
EMS

*"Kristen responded quickly after hours to account for several students in our paramedic program during a recent active shooter threat at Loma Linda Hospital, ensuring that all students were safe."*

Recognized by:  
Amanda Ward

### Carly Cripe

Crafton Hills College  
EMS

*"Carly responded quickly after hours to account for several students in our paramedic program during a recent active shooter threat at Loma Linda Hospital, ensuring that all students were safe."*

Recognized by:  
Amanda Ward



## Caring Hands Applause Cards

Presented for Information May 8, 2025

### Ciera Divens

Crafton Hills College  
Library

*"Ciera has gone above and beyond the call of duty co-curating themed library displays showcasing our collection!"*

Recognized by:  
Natalie Lopez

### Danae Hart

Crafton Hills College  
Instruction

*"Danae led an insightful professional development workshop for the University Transfer & Career Center staff on identifying implicit bias and microaggressions. This training enhances our awareness and equips us to better support all students."*

Recognized by:  
Mariana Macamay

### Shirley Juan

Crafton Hills College  
Mathematics

*"Thank you so much for helping out with the Anatomy & Physiology portion of the Biological Sciences Program Review. You are much appreciated."*

Recognized by:  
Sam Truong

### Luna Lagrima

Crafton Hills College  
Admissions and Records

*"When I first met Luna she was kind and welcoming. She always goes above and beyond when helping me and other students. She makes it her mission to make sure we are taken cared of and questions are answered, if we have any. She is a ray of sunshine and brings a smile to my face when I see her."*

Recognized by:  
Brianna B. Guevara



## Caring Hands Applause Cards

Presented for Information May 8, 2025

### Luna Lagrima

Crafton Hills College  
Admissions & Records

*"My positive experience with Ms. Luna has been entirely different from that of a male employee in the same department. She patiently assisted me in changing my name by logging in and uploading my IDs, while the male employee repeatedly instructed me to go online and follow the procedures."*

Recognized by:  
Caroline Chance

### Luna Lagrima

Crafton Hills College  
Admissions

*"Very kind and straightforward with a friendly attitude"*

Recognized by:  
Suri Madrid

### Eugenia Livingston

Crafton Hills College  
Library

*"Eugenia has gone above and beyond with invoicing and creating an organized spreadsheet."*

Recognized by:  
Natalie Lopez

### Karen McCartney

Crafton Hills College  
Biology

*"Thank you for helping out with the ANAT lab when we needed it most. You are invaluable and an asset to the Biological Sciences department."*

Recognized by:  
Sam Truong

### Julie McKee

Crafton Hills College  
Social Science

*"Thank you so much for helping out with the Anatomy & Physiology portion of the Biological Sciences Program Review. You are much appreciated. Words do not do diligence."*

Recognized by:  
Sam Truong

### Ashley Montes

Crafton Hills College  
Library

*"Ashley has gone above and beyond the call of duty co-curating themed library displays showcasing our collection!"*

Recognized by:  
Natalie Lopez



## Caring Hands Applause Cards

Presented for Information May 8, 2025

### Vonda O'Shaughnessy

Crafton Hills College  
Student Accessibility Services

*"Presented excellent Student Accessibility Services Information to visiting students for East Valley SELPA events."*

Recognized by:  
Outreach Team

### Josh Orosco

Crafton Hills College  
Facilities

*"Thank you for going above and beyond on those difficult days! You're amazing!!"*

Recognized by:  
Veronica Lehman

### Joshua Orosco

Crafton Hills College  
Facilities

*"Thank you for going above and beyond to help our staff and students!!! Thank you for all your hard work!"*

Recognized by:  
Claudia Hayton

### Zayne Peraza

Crafton Hills College  
Library

*"Zayne has gone above and beyond to serve our students, greeting them at the Circulation service desk and providing them with needed information to succeed!"*

Recognized by:  
Natalie Lopez

### Brian Ramirez

Crafton Hills College  
Facilities

*"Thank you for lending a hand during an unpleasant situation. You're awesome & appreciated."*

Recognized by:  
Veronica Lehman

### Racquel Schoenfeld

Crafton Hills College  
EOPS Counseling

*"Raquel Schoenfeld, has been incredibly supportive, helping me stay on track to graduate. Her wisdom and encouragement through EOPS have meant more than I could have ever imagined. I'm truly grateful to have met her. With her experience and wisdom, I would nominate her for counselor of the year!"*

Recognized by:  
Vanessa Vincent





## Caring Hands Applause Cards

Presented for Information May 8, 2025

### Floyd Simpson

Crafton Hills College  
Admissions and Records

*"Very friendly and informative"*

Recognized by:  
Anthony Martinez

### Jeff Smith

Crafton Hills College  
Division of Social, Information and Natural  
Sciences

*"Applauding Dean Smith's leadership with  
ZTC and for supporting the library!"*

Recognized by:  
Natalie Lopez

### Gio Sosa

Crafton Hills College  
Institutional Effectiveness, Research, and  
Planning

*"Thank you so much for helping out with  
the Anatomy & Physiology portion of the  
Biological Sciences Program Review. You  
are much appreciated.hanks, and kudos to  
Professor Schmidt"*

Recognized by:  
Sam Truong

### Andy Chang

District Support Operations  
TESS

*"Thank you for your timely responses and  
professionalism. It is a pleasure to work  
with you on a daily basis."*

Recognized by:  
Shari Blackwell

### Angela Davis

District Support Operations  
Purchasing

*"Thank you so much for going above and  
beyond. Your help is greatly appreciated!"*

Recognized by:  
Shari Blackwell

### Noemi Elizalde

District Support Operations  
Fiscal Services

*"Thank you so much for your quick  
response and professionalism. We  
appreciate your assistance with our  
budgets."*

Recognized by:  
Shari Blackwell



## Caring Hands Applause Cards

Presented for Information May 8, 2025

### Nancy Bulgarelli

San Bernardino Valley College  
Counseling

*"Supporting Academic Senate President with travel. Her behind-the-scenes support contributes significantly to the effective governance of our college and her kindness, willingness to help, often under tight deadlines, demonstrates her dedication to our institution's success. Thank you!"*

Recognized by:  
Andrea Hecht, SBVC Academic Senate  
President

### Michael Gonzales

San Bernardino Valley College  
Theatre Arts/Arts and Humanities Division

*"Michael stepped up to follow up on the ordering of instrument storage units involving research of an alternative design, and negotiation of a significant decrease in cost resulting in the ability to successfully utilize allocated funds and a much needed unit. A job well done!"*

Recognized by:  
Davena Burns-Peters

### Keith Griffin

San Bernardino Valley College  
counselor

*"He was very helpful and supportive. As a college counselor, he provided clear guidance and answered all of my questions with patience and professionalism. I really appreciated his time and effort in helping me with my academic planning."*

Recognized by:  
Keith Griffin

### Nichole Gutierrez

San Bernardino Valley College  
Applied Technology, Transportation and  
Culinary Arts

*"Thank you for all of your help and support on the Applied Technology project. You were an invaluable member of the team!"*

Recognized by:  
Erika Menge

### Gloria Kracher

San Bernardino Valley College  
Custodial

*"Gloria is always the first to want to help with any events that we host and is always ready to go! I love Gloria's attitude and energy!"*

Recognized by:  
Nancy Bulgarelli, Counseling Department

### Craig Luke

San Bernardino Valley College  
Valley Bound

*"Very respectful and helpful. Amazing counselor looking for the best interest in his students."*

Recognized by:  
Julian De La Cerda



## Caring Hands Applause Cards

Presented for Information May 8, 2025

### Craig Luke

San Bernardino Valley College  
Counselor

*"I met with Dr. Luke for a grad check, and he was very thorough and informative. He informed me that I qualified for two AA degrees instead of the one I thought I was going to receive."*

Recognized by:  
Nathalie Trigueros

### Kevin Moreno

San Bernardino Valley College  
Technology Support

*"Kevin always has a great attitude and is always more than willing to help out our department. He is very knowledgeable and is great with fixing our tech problems. He is VERY APPRECIATED!"*

Recognized by:  
Nancy Bulgarelli, Counseling Department

### Jesse Neimeyer-Romero

San Bernardino Valley College  
President's Office

*"Working with you makes even the toughest tasks easier. Your willingness to step in and help whenever needed does not go unnoticed. I appreciate you!"*

Recognized by:  
Heather Madole, Office of the Chancellor

### Vanessa Thomas

San Bernardino Valley College  
Applied Technology, Transportation and  
Culinary Arts

*"Thank you for your leadership and support on the Applied Technology project. It was a pleasure working with you!"*

Recognized by:  
Erika Menge

### Karina West

San Bernardino Valley College  
ESL 602-02

*"I am a nurse with more than 30 years of experience. I speak Italian and Spanish. I can say that teacher Karina West is the best teacher I have ever had. She has the right method for students like us who have family, work, and many commitments in our social life. Thank you teacher Karina West."*

Recognized by:  
Karina Noemi Yllu

## **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:** May 8, 2025

**SUBJECT:** Recognition of Outgoing Student Trustees

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of the Student Trustees representing Crafton Hills College and San Bernardino Valley College students on the SBCCD Board of Trustees.

### **ANALYSIS**

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** 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:** May 8, 2025

**SUBJECT:** Retirement Recognition

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

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

Jose Cabrales, District Dean, Educational & Student Support Services, DSO

After over 22 years of service with the District, Jose (Joe) submitted a letter of intent to retire effective May 9, 2025. Joe began his employment with SBCCD as the Director of Admissions and Records at Crafton Hills College in September of 2022, and will retire as the District Dean, Educational & Student Support Services, a position he has held since March 2023.

Scott Rippy, Assistant Professor, Mathematics, CHC

After 29 years of services with the District at Crafton Hills College, Scott submitted a letter of intent to retire, effective May 31st, 2025. Scott began his employment with SBCCD as an Adjunct Professor, Mathematics on August 19, 1996, and will retire as an Assistant Professor, Mathematics, a position he has held since January 25, 1999.

Bonnie Rodriguez-Cruz, Administrative Assistant III, SBVC

After 30 years of service with the District at Valley College, Bonnie submitted a letter of intent to retire, effective June 15, 2025. She began her employment with SBCCD as a Child Development Specialist and will retire as an Administrative Assistant III, a position she has held since January 2023.

Mark Williams, Professor, Automotive, SBVC

After 39 years of service with the District at Valley College, Mark submitted a letter of intent to retire, effective June 30, 2025. He began his employment with SBCCD as a Professor, Automotive, a position he has held since February 1986.



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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

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

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

**PREPARED BY:** Heather M. Madole, Administrative Officer

**DATE:** May 8, 2025

**SUBJECT:** Board Ad Hoc Committee for Board Self-Evaluation and Evaluation of the Chancellor

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve members of the Board Executive Committee (BEC) to serve as the Ad Hoc Committee for the Board's Self-Evaluation and the Evaluation of the Chancellor processes.

### **OVERVIEW**

Pursuant to Board Policy 2210, The Board Chair shall establish ad hoc committees to comply with Board Policies and deadlines.

Pursuant to Board Policy 2745, An ad hoc committee of the Board shall be appointed to determine the instrument to be used in the Board's self-evaluation.

Pursuant to Administrative Procedure 2435, if necessary, the Board and the Chancellor will mutually agree upon the formation of a Board ad hoc committee.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

### **ANALYSIS**

The Board of Trustees is committed to assessing its own performance as a Board to identify its strengths and areas in which it may improve its effectiveness. The Ad Hoc Committee recommends the instrument to be used in Board's self-evaluation, incorporates criteria contained in Board Policy 2745, and ensures the process for evaluation is followed and approved by the Board as required.

The Chancellor is evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor. The ad hoc committee ensures the Chancellor's evaluation complies with the criteria based on Board Policy, the Chancellor job description, and performance goals and objectives developed by the Board.



**SBCCD GOALS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 2025

**SUBJECT:** Consideration of Approval to Appoint Members to the Citizens Bond Oversight Committee

**RECOMMENDATION**

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

Candidate	Representative Group	Term Appointment
Robert Ramos	Local Business Organization	Appoint to Initial Term
June Yamamoto	Member at Large	Appoint to Initial Term

**OVERVIEW**

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

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

**SBCCD | Mission**

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

**SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community



**ANALYSIS**

Upon appointment, each member will serve a term of two years, beginning on July 1, 2025. All candidates have indicated their willingness to comply with the Ethics Code contained in the CBOC Bylaws. Community members recommended for appointment are as follows.

- Robert Ramos, proposed as the member representing the local business community. Robert is active in the construction industry as Business Agent of Ironworkers Local 416.
  - June Yamamoto, proposed as a member at large. As a past SBCCD employee June remains actively involved in supporting our District and is also currently serving as the Vice President of the CHC Foundation.
1. Eliminate Barriers to Student Access and Success
  2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
  3. Be a Leader and Partner in Addressing Regional Issues
  4. Ensure Fiscal Accountability/Sustainability

**FINANCIAL IMPLICATIONS**

This item carries no financial implications.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 08, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in 2025-2026 College Catalog.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

None.



<b>NEW COURSES</b>
--------------------

COURSE ID	COURSE TITLE
ETHS 132H	Identity and Ideology: Introduction to Chicano/a and Latino/a Studies-Honors
DISCIPLINE:	Sociology
DEPARTMENT:	Social and Cultural Studies
REQUISITES	Prerequisite: Acceptance into the College Honors Institute Departmental Recommendation: Eligibility for ENGL C1000
CATALOG DESCRIPTION:	Multidisciplinary examination of the experience of Chicano/as/xs and Latino/as/xs in the United States. Introduction to the history and culture of Chicano/a/x communities, social movements and ideologies behind those movements, and contemporary issues facing Chicanos/as/xs and other Latino/a/x groups. This course includes content and experiences appropriate for students wishing to earn honors credit. This course is offered as SOCI 132H and ETHS 132H
SCHEDULE DESCRIPTION:	Multidisciplinary examination of the experience of Chicano/as/xs and Latino/as/xs in the United States. This course includes content and experiences appropriate for students wishing to earn honors credit.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	An introductory Chicano/a and Latino/a studies course contributes significantly to the ability to comprehend the contributions of Latino/as to the rich patchwork of American society and as such is a part of a comprehensive community college curriculum at a Hispanic-serving institution. Further, Chicano/a and Latino/a studies contributes to the understanding of the history, culture and influential social movements of Chicano/as and other Latino/a groups, as well as about race and ethnic diversity in general. This course will provide students an introduction to Chicano/a and Latino/a Studies with an emphasis on ethnic identity, ideology and social action. This course is associate degree applicable, transfers to CSU and is part of the transfer model curriculum for the AA-T in Spanish.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2026

COURSE ID	COURSE TITLE
SOC 132H	Identity and Ideology: Introduction to Chicano/a and Latino/a Studies-Honors
DISCIPLINE:	Sociology
DEPARTMENT:	Social and Cultural Studies
REQUISITES	Prerequisite: Acceptance into the College Honors Institute Departmental Recommendation: Eligibility for ENGL C1000
CATALOG DESCRIPTION:	Multidisciplinary examination of the experience of Chicano/as/xs and Latino/as/xs in the United States. Introduction to the history and culture of Chicano/a/x communities, social movements and ideologies behind those movements, and contemporary issues facing Chicanos/as/xs and other Latino/a/x groups. This course includes content and experiences appropriate for students wishing to earn honors credit. This course is offered as SOCI 132H and ETHS 132H
SCHEDULE DESCRIPTION:	Multidisciplinary examination of the experience of Chicano/as/xs and Latino/as/xs in the United States. This course includes content and experiences appropriate for students wishing to earn honors credit.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	An introductory Chicano/a and Latino/a studies course contributes significantly to the ability to comprehend the contributions of Latino/as to the rich patchwork of American society and as such is a part of a comprehensive community college curriculum at a Hispanic-serving institution. Further, Chicano/a and Latino/a studies contributes to the understanding of the history, culture and influential social movements of Chicano/as and other Latino/a groups, as well as about race and ethnic diversity in general. This course will provide students an introduction to Chicano/a and Latino/a Studies with an emphasis on ethnic identity, ideology and social action. This course is associate degree applicable, transfers to CSU and is part of the transfer model curriculum for the AA-T in Spanish.
EQUATE:	Course currently equates with ETHS 104 at SBVC
EFFECTIVE:	Fall 2026

COURSE MODIFICATION
---------------------

COURSE ID	COURSE TITLE
ETHS 141	Race, Ethnicity, and Adversity
CATALOG DESCRIPTION:	Sociological study of race, ethnicity, and diversity in American society. Examination of various social conditions that affect the ever-changing culture of American society. Introduction to the field of Ethnic Studies and an examination of minoritized/historically marginalized communities in the U.S. Identifying the social, political, and economic effects of policies, systems, institutions, and social movements. This course is offered as SOCI 141 and ETHS 141.
SCHEDULE DESCRIPTION:	Sociological study of race, ethnicity, and diversity in American society. Introduction to the field of Ethnic Studies and an examination of minoritized/historically marginalized communities in the U.S.
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	Amending the course to reflect Introduction to Ethnic Studies course standards, updating terminology. Revision due to merge from version two to Meta.
EQUATE:	Course currently equates with ETHS-141 at SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
SOC 141	Race, Ethnicity, and Adversity
CATALOG DESCRIPTION:	Sociological study of race, ethnicity, and diversity in American society. Examination of various social conditions that affect the ever-changing culture of American society. Introduction to the field of Ethnic Studies and an examination of minoritized/historically marginalized communities in the U.S. Identifying the social, political, and economic effects of policies, systems, institutions, and social movements. This course is offered as SOCI 141 and ETHS 141.
SCHEDULE DESCRIPTION:	Sociological study of race, ethnicity, and diversity in American society. Introduction to the field of Ethnic Studies and an examination of minoritized/historically marginalized communities in the U.S.
STUDENT LEARNING OUTCOMES:	New
RATIONALE:	Amending the course to reflect Introduction to Ethnic Studies course standards, updating terminology. Revision due to merge from version two to Meta.
EQUATE:	Course currently equates with SOC-141 at SBVC
EFFECTIVE:	Fall 2025

<b>DISTANT EDUCATION</b>
--------------------------

COURSE ID:	ETHS 141	Fully Online / Partially Online
COURSE TITLE:	Race, Ethnicity and Diversity	
RATIONALE:	Amending the course to reflect Introduction to Ethnic Studies course standards, updating terminology. Revision due to merge from version two to Meta.	
EFFECTIVE:	Fall 2025	
EQUATE:	Course currently equates with ETHS-141 at SBVC	

COURSE ID:	SOC 141	Fully Online / Partially Online
COURSE TITLE:	Race, Ethnicity and Diversity	
RATIONALE:	Amending the course to reflect Introduction to Ethnic Studies course standards, updating terminology. Revision due to merge from version two to Meta.	
EFFECTIVE:	Fall 2025	
EQUATE:	Course currently equates with SOC-141 at SBVC	

COURSE ID:	MULTI 214	Fully Online / Partially Online
COURSE TITLE:	Digital Media Portfolio	
RATIONALE:	Update Distance Education	
EFFECTIVE:	Fall 2025	
EQUATE:	Not currently equated with SBVC	

<b>INFORMATIONAL ITEMS</b>
----------------------------

### ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER - AA-T

#### REQUIRED CORE COURSES:

	9.0
ANTHRO 100	
Introduction to Archaeology	3.0
ANTHRO 102	
Cultural Anthropology	3.0
OR	

ANTHRO 102H Cultural Anthropology-Honors	3.0
ANTHRO 106 Biological Anthropology	3.0
OR ANTHRO 106H Biological Anthropology-Honors	3.0
<i>REQUIRED LIST A COURSE</i>	3.0-4.0
HIST 170 World Civilizations (3500 BCE-1500CE)	3.0
OR HIST 170H World Civilizations (3500 BCE-1500CE)-Honors	3.0
OR STAT C1000 Introduction to Statistics	4.0
OR STAT C1000H Introduction to Statistics - Honors	4.0
OR PSYC 120 Statistics for the Social and Behavioral Sciences	4.0
<i>REQUIRED LIST B COURSES Students must complete 6 units from the following or any List A or List B course not already used.</i>	6.0
ETHS 107 Native Peoples of North America <b>Same as:</b> ANTHRO 107, HIST 107	3.0
OR ANTHRO 110	



Magic, Witchcraft, and Religion

**Same as:** RELIG 110

3.0

OR

COMM 174

Intercultural Communication in a Diverse World

3.0

OR

GEOG 102

Human Geography

3.0

OR

GEOG 102H

Human Geography-Honors

3.0

OR

GEOG 120

World Regional Geography

3.0

OR

HIST 171

World Civilizations (1500 CE to the Present)

3.0

OR

HIST 171H

World Civilizations (1500 CE to the Present)-Honors

3.0

OR

RELIG 101

Introduction to World Religions

3.0

OR

RELIG 101H

Introduction to World Religions-Honors

3.0

OR

SOC 100

Introduction to Sociology

3.0

OR

SOC 100H Introduction to Sociology-Honors	3.0
OR SOC 141 Race, Ethnicity and Diversity <b>Same as:</b> ETHS 141	3.0
OR SOC 141H Race, Ethnicity and Diversity-Honors <b>Same as:</b> ETHS 141H	3.0
<i>REQUIRED LIST C COURSE Students must complete 3-4units from the following or any List A or List B course not already used.</i>	
	3.0-4.0
GEOL 100 Physical Geology	4.0
OR GEOL 100H Physical Geology-Honors	4.0
OR GEOL 101 Introduction to Geology	3.0
AND GEOL 160 Geology Laboratory	1.0
OR GEOL 101H Introduction to Geology-Honors	3.0
AND GEOL 160 Geology Laboratory	1.0
OR	

GEOL 140  
Earth Science

3.0

AND  
GEOL 141  
Earth Science Laboratory

1.0

**Total: 21.0-23.0**

#### Program Level Outcomes

Utilize anthropological theories and research methods to "make the unfamiliar familiar, and make the familiar unfamiliar"

Apply archaeological and anthropological research methods, and explain which would be appropriate in the investigation

Identify the components of "culture" and explain the application to the interpersonal and organizational experience of a given case study, covering topics such as the roles of legends, symbolism, rites of passage, linguistics and drug use

Define ethnocentrism and appraise its role in maintaining societal solidarity and its impact on tolerance, pluralism and diversity

#### Program Goals and Objectives

The goal of the AA-T degree in Anthropology is to provide lower division major preparation for students wishing to major in anthropology at a California State University.

#### Rationale

Mods for the CCCCCO effective 2025. Board item.

#### Catalog Description

Anthropology is the study of what it means to be human. It has been called the most scientific of the humanities and the most humanistic of the sciences as it takes a broad approach to the study of humanity, integrating biological, archaeological, cultural, and linguistic perspectives. Anthropologists often aim for their work to aid in understanding and solving real-world issues faced by humans today. The courses within this program are designed to provide students with applicable skills useful in a vast range of occupations.

Rationale: Updates based on CCCCCO required transfer degree review using new Cal-GETC submission forms. Originally submitted in April 2025, however there were additional transfer degree modifications necessary.

Effective: Fall 2025

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 2025

**SUBJECT:** Consideration of Approval of Adjunct and Substitute Academic Employees

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

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





# Adjunct and Substitute Academic Employees

## Presented for Information May 8, 2025

[v.4.22.2025.p.2|2]

### 2024 – 2025 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Carpenter, Jerome	CHC	Counseling	Counseling
Castro, Liliana	CHC	Counseling	Counseling
Cuara-Ramos Vargas, Erika	CHC	Counseling	Counseling
Ibarra, Rosa	CHC	Counseling	Counseling
Nguyen, Janette	CHC	Counseling	Counseling
Uribe, Reyna	CHC	Counseling	Counseling
Guy-Williams, Giles	SBVC	Kinesiology (Coaching)	Kinesiology (Coaching)

### 2025 – 2026 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Dominguez, Brandon	CHC	Certified Nursing Assistant/Aid	Healthcare Ancillaries
O'Connell, Timothy	CHC	Fire Technology	Fire Technology
Greely, Nathan	SBVC	Philosophy and Religious Studies	Philosophy and Religious Studies
Macias, Cynthia	SBVC	History	History

## **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:** May 8, 2025

**SUBJECT:** Consideration of Approval to Appoint District Employee

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve appointment of the employee on the attached list and, as necessary, approve the corresponding employment contract(s) as well.

### **OVERVIEW**

The employee on the attached list is submitted for approval.

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

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





## Appointment of District Employee

### Submitted for Board Approval May 8, 2025

[v.4.17.2025.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Durian, Norma</b> Reference Librarian SBVC Library Services	05/12/25	Academic D1	Patricia Wall	General Fund	TBD <sup>†</sup>

<sup>†</sup>Live Scan clearance pending; employee will not start without clearance.

\*Salary placement to be determined upon verification of education and experience.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 2025

**SUBJECT:** Consideration of Approval to Appoint Interim Manager

**RECOMMENDATION**

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

**OVERVIEW**

The employee on the attached list are submitted for approval.

**ANALYSIS**

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

**SBCCD GOALS**

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

**FINANCIAL IMPLICATIONS**

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







## Appointment of Interim Managers

### Submitted for Board Approval May 8, 2025

[v.4.17.2025.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Esparza, Rosario B.</b> Interim Director, Financial Aid and Scholarships SBVC Financial Aid <i>Ratification: Start date is prior to Board approval            due to an immediate need in the department.</i>	04/28/25 To 06/30/25	18G	Samuel Trejo	General Fund	04/08/25

†Live Scan clearance pending; employee will not start without clearance.

\*Salary placement to be determined upon verification of education and experience.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez Chancellor

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

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

**DATE:** May 8, 2025

**SUBJECT:** Consideration of Approval of Classification Advancement for Academic Employees

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

The financial implications resulting from these reclassifications will be an additional cost to the appropriate 2025-2026 budgets.





## Classification Advancement for Academic Employees

Submitted for Board Approval on May 8, 2025

[v.4.17.2025.p.2|2]

Employee Name Location Assignment Department	From Column	To Column	Days of Service	Effective Date
<b>Jones, Patricia</b> Counselor SBVC Counseling	G	H	198	07/01/25
<b>Fozouni, Daihim</b> Professor, English SBVC English	G	H	175	07/01/25
<b>Foscolos, Espree</b> Professor, Nursing SBVC Nursing	H	I	175	07/01/25
<b>Gregory, Leslie</b> Counselor SBVC Counseling	E	F	198	07/01/25
<b>Notarangelo, Maria</b> Librarian SBVC Library	G	H	198	07/01/25
<b>Ruiz, Sandra</b> Professor, Computer Science CHC Computer Science	E	F	175	07/01/25
<b>Mattson, Susan</b> Professor, Communication Studies SBVC Communications	G	I	175	07/01/25
<b>Clements, Kristen</b> Professor, Emergency Medical Services CHC Emergency Medical Services	G	H	175	07/01/25

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 2025

**SUBJECT:** Consideration of Approval of the Ratification of CSEA Successor Agreement, Articles, and Appendices

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the Successor Agreement, Articles, and Appendices between the San Bernardino Community College District and CSEA Chapter #291.

### **OVERVIEW**

The San Bernardino Community College District and CSEA Chapter #291 reached an agreement on the following Articles: Preamble, 6, 7, 9, 12, 13, 14, 15, 16, 17, 19, 25, and Appendices for the Successor Agreement as set for the in the attached documentation, effective July 1, 2023, through June 30, 2026.

### **ANALYSIS**

On April 8, 2025, the Parties met and reached an agreement.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

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



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 10, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The San Bernardino Community College District ("District") and the California School Employees Association agrees that the following articles were negotiated during the 2023-2026 Successor Negotiations:

- Preamble
- Article 6: Hours of Work and Overtime
- Article 7: Pay and Allowances
- Article 9: Layoff and Reemployment
- Article 12: Holidays
- Article 13: Evaluation Procedure
- Article 14: Leaves
- Article 15: Vacancies, Transfers, Voluntary Demotions, In-House or Promotional Only Recruitments
- Article 16: Personnel
- Article 17: Progressive Discipline
- Article 19: Vacations
- Article 25: Completion of Meet and Negotiation
- CSEA Contract Bargaining Agreement Appendices

The San Bernardino Community College District ("District") and the California School Employees Association agree that the following articles were not negotiated during the 2023-2026 Successor Negotiations and shall remain "status quo":

- Article 1: Recognition
- Article 2: Management Rights
- Article 3: No Discrimination
- Article 4: Dues and Organizational Security
- Article 5: Rights of Association and Members
- Article 8: Unit Member Expenses and Materials
- Article 10: Health and Welfare Benefits
- Article 11: Long Service Recognition
- Article 18: Grievance Procedure
- Article 20: Health Service, Continuation After Retirement
- Article 21: Severability
- Article 22: Effect of Agreement
- Article 23: Safety
- Article 24: Classified Staff Teaching Part-Time

This agreement is subject to all approval required by the CSEA 610 Policy and the District.

For the District




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

For CSEA



Ernest Gullen, President CSEA #291



Noah Snyder, CSEA LRR



Diana Vaichis, Team Member

*Kevin Limoges*

Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member

## INDEX

### Page

Preamble	
Article 1	Recognition
Article 2	Management Rights
Article 3	No Discrimination
Article 4	Dues and Organizational Security
Article 5	Rights of Association and Members
Article 6	Hours of Work and Overtime
Article 7	Pay and Allowances
Article 8	Unit Member Expenses and Materials
Article 9	Layoff and Reemployment
Article 10	Health and Welfare Benefits
Article 11	Long Service Recognition
Article 12	Holidays
Article 13	Evaluation Procedure
Article 14	Leaves
Article 15	Vacancies, Transfers, Voluntary Demotions, Closed Promotions
Article 16	Personnel
Article 17	Progressive Discipline
Article 18	Grievance Procedure
Article 19	Vacations
Article 20	Health Service, Continuation After Retirement
Article 21	Severability
Article 22	Effect of Agreement
Article 23	Safety
Article 24	Classified Staff Teaching Part-Time
Article 25	Completion of Meet and Negotiation

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

## APPENDICES

### Page

Appendix A	Classified Unit Definition
Appendix B	Alternative Work Schedule Form
Appendix C	Schedule Change Request Form
Appendix D	Tuition/Enrollment Reimbursement Forms
Appendix E	Health and Welfare Benefit
Appendix F	Classified Time Off Request Form
Appendix G	Employee Performance Evaluation Form
Appendix H	Position Description Questionnaire Form
Appendix I	Grievance Form
Appendix J	Memorandum of Understanding (MOU) between the San Bernardino Community College District and CSEA
Appendix K	San Bernardino Community Scribes Waiver

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:



The San Bernardino Community College District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all DISTRICT employment and opportunities. Harassment of any unit member/student with regard to race, color, national origin, gender, or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the DISTRICT's Title IX Officer and/or Section 504/ADA Coordinator. The Title IX Officer and/or Section 504/ADA Coordinator is the Vice Chancellor of Human Resources, or designee, The Office of Human Resources, 550 E. Hospitality Lane, Suite 200, San Bernardino, CA 92408, (909) 388-6950.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

## PREAMBLE

This is an Agreement made and entered into on the 1st day of ~~July 2020~~ [To be inserted following ratification by both parties], between the San Bernardino Community College District, hereinafter referred to as DISTRICT, and California School Employees Association and its Chapter #291, hereinafter referred to as ASSOCIATION. Reference to the PARTIES shall include both the DISTRICT and the ASSOCIATION.

Unless specifically addressed in this Agreement, all provisions of the current Collective Bargaining Agreement shall remain in full force and effect.

Unless otherwise noted in the Agreement (e.g. a reference to calendar days”), reference to “day(s)” shall mean a business day, defined as a weekday (Monday – Friday) with the exception of District holidays as identified in the District’s Non-Academic Calendar (click [here](#) for Non-Academic Calendar).

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

## ARTICLE 1: RECOGNITION

- 1.1 **ACKNOWLEDGMENT.** The DISTRICT recognizes the ASSOCIATION as the exclusive representative for all classified unit members except those positions identified in **Appendix A**, of this Agreement.
- 1.2 The DISTRICT agrees to adhere to Education Code Section 88003.1 and the ASSOCIATION retains the right to negotiate. The ASSOCIATION will be provided evidence that all conditions are met:
  - 1.2.1 The Board of Trustees or contracting agency clearly demonstrates that the proposed contract will result in actual overall cost savings to the DISTRICT provided that:
    - a. In comparing costs, there shall be included the DISTRICT'S additional cost of providing the same service as proposed by a contractor. These additional costs shall include the salaries and benefits of additional staff that would be needed and the cost of additional space, equipment, and materials needed to perform the function.
    - b. In comparing costs, there shall not be included the DISTRICT'S indirect overhead costs unless these costs can be attributed solely to the function in question and would not exist if that function was not performed by the DISTRICT. Indirect overhead costs shall mean the pro-rata share of existing administrative salaries and benefits, rent, equipment costs, utilities, and materials.
    - c. In comparing costs, there shall be included in the cost of a contractor providing a service any continuing DISTRICT costs that would be directly associated with the contracted function. These continuing DISTRICT costs shall include, but not be limited to, those for inspection, supervision, and monitoring.
  - 1.2.2 Proposals to contract out work shall not be approved solely on the basis that savings will result from lower contractor pay rates or benefits. Proposals to contract out work shall be eligible for approval if the contractor's wages are at the industry's level and do not undercut DISTRICT pay rates.
  - 1.2.3 The contract does not cause the displacement of DISTRICT unit members. The term "displacement" includes layoff, demotion, involuntary transfer to a new classification, involuntary transfer to a new location requiring a change of residence, and time base reductions. Displacement does not include changes in shifts or days off, nor does it include reassignment to other positions within the same classification and general location or employment with the contractor, so long as wages and benefits are comparable to those paid by the school DISTRICT.
  - 1.2.4 The savings shall be large enough to ensure that they will not be eliminated by the private sector and DISTRICT cost fluctuations that could normally be expected during the contracting period.
  - 1.2.5 The amount of savings clearly justifies the size and duration of the contracting agreement.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

- 1.2.6 The contract is awarded through a publicized, competitive bidding process.
- 1.2.7 The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards.
- 1.2.8 The potential for future economic risk to the DISTRICT from potential contractor rate increases is minimal.
- 1.2.9 The contract is with a firm. A "firm" means a corporation, limited liability company, partnership, nonprofit organization, or sole proprietorship.
- 1.2.10 The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the DISTRICT.
  - a. Notwithstanding any other provision of this CHAPTER, personal services contracting shall also be permissible when any of the following conditions can be met:
    - i. The contract is for new DISTRICT functions and the legislature has specifically mandated or authorized the performance of the work by independent contractors.
    - ii. The services contracted are not available within the DISTRICT, cannot be performed satisfactorily by DISTRICT unit members, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the DISTRICT.
    - iii. The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements" shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
    - iv. The policy, administrative, or legal goals and purposes of the DISTRICT cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
    - v. The nature of work is such that the criteria for emergency appointments apply. "Emergency Appointment" means an appointment made for a period not to exceed sixty (60) working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the DISTRICT. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to

prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.

- vi. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the DISTRICT in the location where the services are to be performed.
- vii. The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the DISTRICT'S regular or ordinary hiring process would frustrate their very purpose.
- viii. This Section shall apply to personal service contracts entered into after January 1, 2003. This Section shall not apply to the renewal of personal services contracts subsequent to January 1, 2003, where the contract was entered into before January 1, 2003, irrespective of whether the contract is renewed or rebid with the existing contractor or with a new contractor.

## ARTICLE 2: MANAGEMENT RIGHTS

- 2.1 It is understood and agreed that the DISTRICT retains all of its powers and authority to direct, manage, and control its operation as specified by and to the full extent of the law except as specified in this Agreement.
- 2.2 Included in, but not limited to, those duties and powers are the exclusive right to:
- determine the times and hours of operation;
  - determine the kind and levels of services to be provided and methods and means of providing them (refer to **Article 1**);
  - establish the educational policies, goals, and objectives;
  - ensure the rights and educational opportunities of students;
  - determine staffing patterns;
  - determine the number and kind of personnel required;
  - direct the work of unit members;
  - maintain the efficiency of DISTRICT operations;
  - determine the curriculum;
  - build, move or modify buildings and facilities;
  - establish budget procedures and determine budgetary allocation;
  - determine methods of raising revenue; and
  - determine the level of safety standards to comply with Federal and State requirements.

The DISTRICT also retains the right to hire, classify/reclassify, evaluate, promote, lay off, terminate, and discipline unit members.

- 2.3 The DISTRICT retains its right to amend, modify, or rescind policies and practices set forth in this Agreement in cases of emergency and to determine when an emergency exists. For the purpose of this Article, the term “emergency” shall mean a situation that could not have been reasonably foreseen and which when not acted upon might incur a loss of life or limb or serious damage to property such as a natural disaster, conflagration, epidemic, or work stoppage.
- 2.4 The exercise of these powers, rights, authority, duties, and responsibilities shall be directed by the DISTRICT; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the laws of the State of California.
- 2.5 The ASSOCIATION, on behalf of its unit members, agrees that it will not cause, encourage, participate in, or support any strike, boycotting, or work stoppage, or refuse to render services or to work at any time during the term of this Agreement. In the event of a violation of this Section by the ASSOCIATION and/or the unit members, the DISTRICT may, in addition to other remedies, discipline such unit members up to and including discharge. Unit members shall not be entitled to any benefits or wages whatsoever while they are engaged in a strike, work stoppage, or other interruption of work.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

### ARTICLE 3: NO DISCRIMINATION

- 3.1 It is understood and agreed that neither the DISTRICT nor the ASSOCIATION shall unlawfully discriminate against any unit member because of rights guaranteed by the Educational Employment Relations Act. Such discrimination is subject to unfair practice procedures and shall not be grievable under **Article 18** of this Agreement.
- 3.2 **NON-DISCRIMINATION.** The DISTRICT and the ASSOCIATION agree to adhere to a policy of non-discrimination and to comply with all Federal and State laws, regulations, and mandates. To that end, no unit member shall be appointed, reduced, removed, or in any way favored or discriminated against because of their protected status as defined in the DISTRICT's Non-Discrimination policy.

## ARTICLE 4: DUES AND ORGANIZATIONAL SECURITY

### 4.1 DUES DEDUCTIONS.

- 4.1.1 The ASSOCIATION has the sole and exclusive right to have unit member organization membership dues deducted by the DISTRICT for unit members.
- 4.1.2 **Payroll Deductions.** Upon written notification by the ASSOCIATION, the DISTRICT shall deduct the amount of ASSOCIATION dues, in accordance with the ASSOCIATION dues schedule, from the wages or salary of bargaining unit members and pay such dues to the ASSOCIATION. Any changes in the ASSOCIATION's base dues percentages or amounts will be submitted to the DISTRICT, in writing, thirty (30) days prior to the effective date of such changes. The ASSOCIATION shall also send the DISTRICT a copy of the notification of the increase that has been sent to all bargaining unit members.
- 4.1.3 The DISTRICT shall, without charge, pay to the ASSOCIATION within fifteen (15) days of the deduction, all sums so deducted.
  - 4.1.3.1 Along with each monthly payment to the ASSOCIATION, the DISTRICT shall without charge, furnish the ASSOCIATION with an alphabetical list of all unit members, identifying them by name, social security number, months per year in paid status and annual salary, and indicating the amount deducted.
- 4.1.4 **New Employee Orientation and Bargaining Unit Data / AB 119 MOU.** The DISTRICT and ASSOCIATION have agreed to an MOU implementing the provisions of AB 119, which is enclosed herein as **Appendix I** (MOUs) to this Collective Bargaining Agreement. The PARTIES AB 119 MOU includes provisions concerning employee orientation procedures and the regular provisions to the ASSOCIATION of classified bargaining unit data. The date, time, and place of any new employee orientation meeting shall not be disclosed to anyone other than DISTRICT employees, the ASSOCIATION representative, or any vendor contracted to provide a service at the orientation.
- 4.1.5 **Questions Regarding CSEA Membership or CSEA Dues.** The DISTRICT shall refer all unit member questions about CSEA membership or CSEA dues to the ASSOCIATION Chapter President. The DISTRICT shall rely upon written notification from the ASSOCIATION prior to processing any dues revocation request. The ASSOCIATION shall not unreasonably delay providing notice to the DISTRICT of any change in the employee's membership status.



- 4.2 **INDEMNIFICATION.** The ASSOCIATION agree(s) to indemnify and hold harmless the DISTRICT against any and all liabilities, claims, or actions which may be brought against the DISTRICT, the DISTRICT's Board of Trustees individually or collectively, or the DISTRICT's officers, unit members and/or agents, for any claims made by a unit member arising out of or in connection with this Article, including claims made due to payroll deductions made in reliance on information provided by the ASSOCIATION to the DISTRICT to cancel or change membership dues authorization, including reimbursement for all costs, expenses, fees and judgments incurred by the DISTRICT in providing an effective defense against all lawsuits or other legal proceedings, arising out of and in connection with this Article. The ASSOCIATION shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried, or appealed.
- 4.3 **OUT-OF-PAY STATUS.** The provision of **Section 4.1** shall not apply during periods when a unit member is in out-of-pay status for more than thirty (30) days. If a unit member is subsequently compensated for time originally or previously identified as out-of-pay status, the unit member's appropriate and regular representational dues or fees for this time shall be deducted and paid to the ASSOCIATION.

## **ARTICLE 5: RIGHTS OF ASSOCIATION AND MEMBERS**

- 5.1 Nothing in this Agreement shall be construed to deny or restrict any unit member's rights provided under the Educational Employment Relations Act or other applicable state laws and regulations. The PARTIES recognize the right of unit members to join and participate in the legal activities of the ASSOCIATION, and the alternative right of unit members not to join the ASSOCIATION and participate in such activities.
- 5.2 The ASSOCIATION shall have the following rights in addition to any rights contained in other portions of this Agreement pursuant to the following:
- 5.2.1 **Access to Employee Work Area.** A reasonable number of ASSOCIATION representatives shall have the right of access to areas which unit members work during non-duty hours, such as lunch and rest periods, provided there is no undue interference with DISTRICT operations.
  - 5.2.2 **Communication with Members.** The ASSOCIATION may use institutional bulletin boards, mailboxes, and other means of communication subject to reasonable regulations by the DISTRICT. Prior to posting on bulletin boards, a copy of the communication shall be furnished to the DISTRICT. All terms to be posted shall bear the date of posting and the name and authorization of the ASSOCIATION and shall be removed by the ASSOCIATION when applicability ceases.
  - 5.2.3 **Use of District Facilities.** The ASSOCIATION has the right to use designated DISTRICT equipment, facilities, and buildings during non-duty hours, provided that advance permission is secured from the appropriate site administrator and all costs of materials are borne by the ASSOCIATION, unless waived by the Chancellor/or designee.  
  
The DISTRICT will provide the Chapter with permanent designated office space to conduct ASSOCIATION business at each DISTRICT site.
  - 5.2.4 **Copies of the Contract.** The DISTRICT agrees to provide an electronic version and paper copies of this Agreement to all unit members after the execution of re-opener and successor contract agreements. The DISTRICT will furnish the ASSOCIATION with hard copies, by request. At the completion of each negotiation period, the DISTRICT and ASSOCIATION will agree on a date when contract copies will be distributed. All new unit members shall be provided a copy of this Agreement by the DISTRICT at the time of employment.
  - 5.2.5 **Financial Information.** Upon request by the ASSOCIATION, the DISTRICT shall make available to the ASSOCIATION all public documents relating to finances which are relevant to the representation of the bargaining unit, including the CCFS 311, after adoption by the Board of Trustees.
  - 5.2.6 **Assignment Information.** The DISTRICT shall make available within ten (10) working days of the start of Fall and Spring semester, and Summer term or upon initial employment of new unit members all public documents relating to work schedules. Including but not limited to first and last name of the unit member, job title, department, immediate supervisor (first and last name and job title), workdays of the workweek, and

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

beginning and end time of work shift.

a. All information requested will be provided through an excel file.

5.2.7 **Board Agenda.** The DISTRICT shall provide the ASSOCIATION President with a printed copy of the Board Book as well as copies of the agenda prior to the meetings of the Board of Trustees.

5.2.8 **Paid Release Time.**

5.2.8.1 **Presidential Paid Release Time.** The President of the ASSOCIATION or designee shall be granted six-hundred and fifty (650) hours of paid release time per fiscal year to be used for ASSOCIATION business. The President of the ASSOCIATION will be allowed to designate bargaining unit members other than the President to use portions of this allocation. The DISTRICT shall provide the ASSOCIATION the following release time to unit members:

- a. The Chapter President shall inform the Vice-Chancellor, Human Resources, or their designee, by email at least five (5) days in advance, when possible, prior to the release date and time.
- b. Any hours beyond the six-hundred and fifty (650) hours require approval of the DISTRICT.
- c. Any hours used by unit members as Presidential Paid Release Time shall be noted as "PRT" on the unit member's work report.

The ASSOCIATION shall be granted one (1) hour of release time per semester to meet with all bargaining unit members to conduct the business of the ASSOCIATION. The meetings may be scheduled during the workday as long as there is a two (2) week advance notice provided to the DISTRICT.

5.2.8.2 **Annual Conference Delegate Paid Release Time.** The ASSOCIATION shall have the right to paid release time for ASSOCIATION CHAPTER delegates to attend the ASSOCIATION annual conference. The actual number of delegates is based on the official CSEA guidelines as printed by the state office of the California School Employees Association, not to exceed seven (7) delegates.

- a. The Chapter President shall inform the Vice-Chancellor, Human Resources, or their designee, by email at least fifteen (15) days in advance, when possible, prior to the release date and time.
- b. Any hours used by unit members as Annual Conference Paid Release Time shall be noted as "ACRT" on the unit member's work report.

5.2.8.3 **State-Level Committee Paid Release Time.** The ASSOCIATION may use up to eighty (80) hours of paid release time per fiscal year for attendance at state-level

activities. This shall apply only to duly appointed state-level committee members who are members of the CHAPTER.

- a. The ASSOCIATION will furnish the DISTRICT with a list of appointed state-level committee members who are members of this CHAPTER within thirty (30) calendar days of the appointment.
- b. Authorized committee members shall submit an official notice of ASSOCIATION related absence in writing to the DISTRICT at least five (5) working days, when possible, prior to the release date and time.
- c. Any hours beyond eighty (80) hours requires approval of the DISTRICT.
- d. Any hours used by unit members as State-Level Office Paid Release Time shall be noted as "SRT" on the unit member's work report.

**5.2.8.4 Release Time for Grievance Processing.** Reasonable paid time shall be used by the ASSOCIATION for grievance investigation or preparation. An authorized ASSOCIATION officer or representative shall be released from their regular work duties, with pay, when grievance resolution meetings are scheduled during regular working hours.

- a. The Chapter President or designee shall notify the Vice-Chancellor, Human Resources, or their designee of authorized Stewards who may request release time.
- b. Any hours used by unit members as Release Time for Grievance Processing shall be noted as "CRT" on the unit member's work report.
- c. For record-keeping purposes and so that coverage can be provided, unit members shall inform their immediate supervisor by email at least five (5) days in advance, when possible, prior to the release date and time.

**5.2.8.5 Release Time for Negotiations Processing.** The ASSOCIATION shall have the right to designate five (5) unit members who shall be given reasonable time without loss of compensation to prepare for and participate in matters of employer-employee relations. In addition, each ASSOCIATION negotiations team member will receive reasonable time for travel to and from the negotiations site and shall receive five (5) hours per week to work on proposals and/or counterproposals, not to include travel and scheduled break times. Additional time may be requested through the Vice-Chancellor of Human Resources. No more than one (1) person from a single department shall be appointed to the negotiating team. The Chapter President may designate additional unit members under this provision for the ASSOCIATION ratification processes for tentative agreements agreed to with the DISTRICT.

- a. Any hours used by unit members as Release Time for Negotiations Processing shall be noted as “CRT” on the unit member’s work report.
- b. Unit members shall inform their immediate supervisors by email at least five (5) days in advance, when possible, prior to the release date and time.

**5.2.8.6 Release Time for New Hire Employee Orientation.** Reasonable paid release time shall be used by the ASSOCIATION for the purpose of preparing and presenting information on CSEA membership at new hire employee orientations. When possible, an ASSOCIATION representative will be designated by the Chapter President to attend the DISTRICT scheduled orientation to be conducted.

- a. Any hours used by unit members as Release Time for New Hire Employee Orientation shall be noted as “NEO” on the unit member’s work report.
- b. Unit members shall inform their immediate supervisors by email at least five (5) days in advance, when possible, prior to the release date and time.

For purposes of this Article, the following shall define what a permanent unit member is:

- a. **PERMANENT UNIT MEMBER.** This shall mean completing their probationary period in their current classification and/or in the classification for which they were selected for an out-of-class assignment.

## **ARTICLE 6: HOURS OF WORK & OVERTIME**

- 6.1 **WORK YEAR.** The standard work year for full-time unit members shall be two-hundred and sixty (260) working days. Any year that exceeds the standard two-hundred and sixty (260) working days (e.g., 261 or 262), the DISTRICT will calendar the additional day(s) as a non-contract day(s) before or after the Winter Recess period outlined in **Article 12**. During such years, the DISTRICT will provide notification to the ASSOCIATION on or before July 1<sup>st</sup> of the fiscal year affected.

**WORKWEEK.** The workweek for all full-time unit members shall consist of forty (40) hours within any seven (7) day period. The regular-standard workweek for full-time unit members shall be forty (40) hours on five (5) consecutive days, Monday through Friday, and the regular workday of eight (8) hours, exclusive of lunch. ~~The regular recurring seven (7) day workweek shall be Monday through Sunday. The DISTRICT may designate certain classified positions to a non-standard workweek that may commence on any day of the workweek other than a Monday and then continue for five (5) consecutive days based on the operational and departmental needs of the DISTRICT. These provisions do not restrict the extension of a regular-workday or workweek on an overtime basis when such is necessary to carry on the business of the DISTRICT. The DISTRICT may establish a ten (10) hour per day, four (4) consecutive days, forty (40) hours per workweek (4/10 workweek) for unit members in accordance with the provisions of Section 6.5.~~

- 6.2 **WORKDAY.** Each position in the unit shall be assigned a minimum number of assigned hours per day, days per workweek, and days per year. The DISTRICT may establish a workday of less than eight (8) hours or a workweek of less than forty (40) hours for all or any of its classified positions. The DISTRICT shall establish the specific hours of employment upon hire, including the beginning and ending times, for unit members at each work site.

**6.2.1 SATURDAY OR SUNDAY WORKDAY.** If any classified position requires a Saturday and/or Sunday workday, the DISTRICT shall solicit volunteers, selected based on highest seniority, to work that work schedule. If there are no volunteers, the DISTRICT will select unit members based on seniority within the classification and department requirements. The least senior department unit member within the affected classification meeting the reasonable requirements will be chosen first.

**6.2.2 ALTERNATIVE WORK SCHEDULE.** Permanent unit members may request an alternative work schedule by submitting an Alternative Work Request Form/Agreement (accessible on the DISTRICT intranet) to their immediate supervisor; however, such alternative work schedules are limited only to a 4/10 or 9/80 and shall not exceed one (1) fiscal year. The immediate supervisor shall notify the unit member of their decision to the request within ten (10) days of receipt. The decision of the immediate supervisor to deny or terminate an alternative work schedule is not subject to the grievance process by the unit member or CSEA, and the decision shall be final. The immediate supervisor may terminate a unit member's alternative work schedule upon five (5)

calendar days' notice. Specific conditions and work rules that the unit member must adhere to are outlined in the Alternative Work Request Form/Agreement.

- 6.3 **PERMANENT CHANGES TO WORK SCHEDULE.** The DISTRICT retains the right to schedule and to establish fixed starting and ending times for unit members based on the operational and department needs of the DISTRICT. Except in case of emergency circumstances (see Article 2.3), the unit member and the ASSOCIATION will be given a ~~The DISTRICT may change a unit member's permanent work schedule, beginning and ending times, provided that it gives the unit member and the ASSOCIATION twenty-one (21) calendar days' written notice using the Schedule Change Request Form (Appendix B) before any change in the unit member's work schedule, except in emergency circumstances (see Article 2.3).~~ At the unit member's request, the unit member, ASSOCIATION, and the DISTRICT agree to meet to discuss the reason for the proposed change. The reason for the proposed change shall not be arbitrary or capricious. ~~The immediate supervisor will complete a Schedule Change Request Form (Appendix B) and submit it to the Office of Human Resources. Any changes to a permanent schedule shall be mutually agreed upon by the DISTRICT and ASSOCIATION.~~
- 6.4 **ATTENDANCE RESPONSIBILITY.** Unit members are responsible for working all days not covered by authorized leaves of absence, being prepared and ready to start work at the designated time for their work shift, and completing their work shift in its entirety. The immediate supervisor shall meet with the unit members as needed to discuss any of their absenteeism and/or tardiness before initiating disciplinary action. Discipline includes, but is not limited to, (1) performance deficiencies conference, (2) written warning, (3) written reprimand, (4) suspension without pay, and (5) termination.
- 6.5 **4/10 SUMMER WORK SCHEDULE. ~~ALTERNATIVE WORK SCHEDULE.~~** As part of a district-wide effort to conserve resources, unless one of the PARTIES requests by March 1 of the calendar year that it not be implemented, the DISTRICT will activate a four-ten 4/10 summer work schedule between June and July of each year under the following conditions: ~~The DISTRICT shall notify the ASSOCIATION in writing of the intent to establish an alternate work schedule in accordance with Education Code Section 88040.~~
- 6.5.1. The DISTRICT will determine the dates of the 4/10 summer work schedule each year.
- 6.5.2. All unit members will work a ten (10) hour workday and forty (40) hour workweek; however, at their request, they may opt to use vacation in any combination to create a 4/8 or 4/9 workweek consistent with Article 19.
- 6.5.3. The standard 4/10 summer work schedule will be Monday- Thursday with the hours of operations determined by each specific DISTRICT/department, with the following exceptions;
- a. DISTRICT/departments that are required to serve the public and/or students (e.g., Child Development Centers, Police Department, KVCR, Aquatic Center) Monday through Friday during the summer will provide staffing and remain open for five (5) days each week. Unit members in those departments will be required to maintain a five (5) day/week work schedule, forgoing the summer hours and keeping their five (5) day/week work schedule for the entire 4/10 summer work schedule period.

- b. Specific DISTRICT/department needs may require unit members to maintain a schedule other than the standard summer work schedule (e.g., custodial, IT); therefore, unit members shall be scheduled by mutual agreement between the immediate supervisor and the unit member involved. Such scheduling shall remain the same for the entire summer and may either provide for (1) scheduling all unit members for five (5) eight-hour days or (2) an alternate scheduling plan that gives unit members the option to work four (4) ten-hour days with either Monday or Friday as their unscheduled day. If a satisfactory agreement cannot be reached, the schedule will remain five (5) eight-hour days for all unit members in that department.

**6.5.1 Summer Workweek.** ~~It is the intent for all unit members to participate in the 4/10 schedule during the summer.~~

a. ~~The DISTRICT will notify the ASSOCIATION in writing by February 1<sup>st</sup>, of its intent to have the 4/10 workweek during the summer months. The ASSOCIATION shall notify the DISTRICT in writing within ten (10) working days of its intent to negotiate the beginning and ending dates, and such negotiations shall be completed no later than March 1<sup>st</sup>.~~

b. ~~Should there be a business need to exclude a department(s) from participating in the alternate 4/10 work schedule, the DISTRICT and the ASSOCIATION will meet to discuss the DISTRICT's proposal as early as possible.~~

- 6.6 For the purpose of computing the number of hours worked, the time during which the unit member is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence, shall be considered as time worked by the unit member; provisions of the Fair Labor Standards Act (hereinafter FLSA) shall be applied.

- 6.7 **LUNCH PERIODS.** Unit members on duty for four (4) consecutive hours or more shall be entitled to a duty-free lunch period. All unit members who are assigned a daily work schedule of six (6) hours or more shall be required to take a lunch period. The lunch period shall not be less than thirty (30) minutes nor more than sixty (60) minutes, and the immediate supervisor shall schedule the lunch period at or about the midpoint of a full-time unit member's work schedule. ~~Lunch periods and rest periods cannot be combined to shorten the workday.~~ Rest periods and lunch periods may not be combined, used during the first or last hour of the assigned workday, or used to shorten the workday.

- 6.8 **REST PERIODS.** Unit members whose regular work schedule is between three (3) and six (6) hours per day shall receive one (1) fifteen (15) minute rest period per day. Unit members whose regular work schedule is in excess of six (6) hours shall receive two (2) fifteen (15) minute rest periods per day. For each ten (10) hour shift, a unit member shall be entitled to two (2) twenty (20) minute paid breaks. The rest periods shall be designated by the immediate supervisor as near the midpoint of each pre-lunch and post-lunch work period as practicable, to accommodate the needs and efficiency of the DISTRICT. Unit members whose regular work schedule is three (3) hours or less shall not be afforded a rest period. Rest periods are duty-free, a part of the regular workday, and shall be compensated at the regular rate of pay. ~~Lunch periods and rest periods cannot be combined to shorten the workday.~~ Rest periods and lunch periods may not be combined, used during the first or last hour of the assigned workday, or used to shorten the workday.

- 6.9 **OVERTIME.** Overtime includes any time required to be worked in excess of the eight (8) hours

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:



workday or forty (40) hour workweek for unit members working the regular 5/8 work schedule of five (5) days of eight (8) hours per day and forty hours per workweek. ~~in any one (1) workday, or any time required to be worked in excess of ten (10) hours in any one (1) workday during a 4/10 work schedule, or any time in excess of forty (40) hours in any seven (7) consecutive day work period or calendar week.~~ The unit member reserves the right to determine the type of compensation received.

- 6.9.1 The DISTRICT shall provide either compensation or compensatory time off as determined by the unit member at a rate equal to one and one-half (1.5) times the regular rate of pay for the unit member. The DISTRICT will advise the unit member with the reason why compensation or compensatory time off is given. This decision shall not be arbitrary or capricious. Provisions for compensatory time off shall be governed by **Section 6.9.**
- 6.9.2 The workweek for any unit member having an average workday of four (4) hours or more during the workweek shall consist of no more than five (5) consecutive working days. Unit members shall be compensated for any work directed by the DISTRICT to be performed on the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) day at a rate equal to one and one-half (1.5) times the regular rate of pay of the unit member. Any unit member having an average workday of less than four (4) hours per day during a workweek shall, for any work required to be performed on the seventh (7<sup>th</sup>) day, be compensated at a rate equal to one and one-half (1.5) times the regular rate of pay of such unit member.
- 6.9.3 The authorization of any overtime shall rest with the DISTRICT management and any and all overtime must be received prior approval from the immediate supervisor. Unit members who repeatedly work unauthorized overtime and have been counseled may be subject to progressive discipline in **Article 17**. Scheduling of a unit member by their immediate supervisor that puts the unit member in overtime status, shall constitute authorization of that overtime.
- 6.9.4 All approved overtime hours must be reported monthly to the payroll office on the DISTRICT overtime timesheet form. All overtime earned must be paid no later than the next available pay cycle. Overtime shall be paid to the nearest one-quarter (1/4) hour increment.
- 6.9.5 The calculation of the regular rate of pay for overtime purposes shall include the monthly rate of pay as determined under **Article 7.1** plus one-twelfth (1/12) of any earned long service recognition pursuant to **Article 11**.
- 6.10 **OVERTIME DISTRIBUTION.** Overtime work shall be assigned as equally as is practical among qualified unit members in the same classification and department, taking into consideration the nature of the work to be performed and the needs of the DISTRICT. Assignment of overtime shall not be arbitrary or capricious.
  - 6.10.1 When there are two (2) or more unit members in the same classification and department, overtime shall be offered in the following order of priority:
    - a. On a rotational basis, based on seniority, determined by hire date, among those unit

members in the same classification and department who normally perform the work involved.

- b. When no unit member elects to work overtime, assignment shall be based on inverse order of seniority.

6.10.2 Where the assignment of overtime would constitute an undue hardship on the unit member and the unit member objects, the immediate supervisor shall attempt to identify other qualified unit members desirous of working overtime before directing such unit member to work overtime.

6.11 **COMPENSATORY TIME OFF IN LIEU OF OVERTIME.** Unit members may elect to earn compensatory time off in lieu of cash compensation for overtime work, **not to exceed a total of two hundred and forty hours (240) hours at any given time.** The unit member will notify their immediate supervisor of their election **to receive compensatory time in lieu of overtime** at the time the overtime is assigned. **Such notification shall be made to the immediate supervisor in writing, and such a decision is irrevocable.** The unit member reserves the right to determine the type of compensation received.

6.11.1 All overtime for which compensatory time is granted must be reported monthly to the payroll office on the Classified Contract Comp Timesheet. Compensatory time off shall be granted at the rate of one and one-half (1.5) times the number of overtime hours worked.

6.11.2 The DISTRICT shall total the number of hours of compensatory time off for each unit member on or about September 1<sup>st</sup> of a given year. The DISTRICT shall pay unit members in cash for all accumulated compensatory time accrued as of this date. Such payment is to be based on the unit member's rate of pay at the time compensatory time off was earned.

6.11.3 Unit members who request compensatory time off shall do so by submitting **a Classified Time Off Request Form (accessible on the DISTRICT intranet)** ~~compensatory time off request form~~ to their immediate supervisor for approval and shall be taken at a time which is least disruptive to DISTRICT operations. A unit member's request for compensatory time off must be responded to and answered by the immediate supervisor **within two (2) days** ~~forty-eight (48) hours~~ of its receipt. Every effort will be made by the DISTRICT to accommodate a unit member's request to take compensatory time.

## ARTICLE 7: PAY AND ALLOWANCES

For purposes of this Article, the following shall define the different anniversary dates:

- a. **ANNIVERSARY DISTRICT HIRE DATE.** The date that a unit member is hired into a permanent position with the District.
- b. **ANNIVERSARY LONGEVITY DATE.** The date that a unit member is hired into a permanent position with the District, less any unpaid leaves for longer than 30 days at a time.
- c. **ANNIVERSARY SENIORITY/POSITION HIRE DATE.** The hire date that a unit member is hired and/or promoted into a new classification.
- d. **ANNIVERSARY STEP/INCREMENT DATE.** The date that a unit member advances to the next step on the salary step schedule.

7.1 **RATE OF PAY.** The DISTRICT will increase the Classified Salary Schedule approved by the Board of Trustees as follows:

- a. ~~Effective July 1, 2019, the current five (5) step salary schedule (A through E) will be increased by an additional one (1) step to a six (6) step salary schedule (A through F) as follows:~~
  - i. ~~Five (5) percent between steps A through E. Three (3) percent between steps E through F and two and a half (2.5) percent between ranges;~~
  - ii. ~~Ranges 16 and 17 will be removed; and~~
  - iii. ~~All step increases will be given to the unit members on their anniversary date with the DISTRICT.~~
- b. ~~For the fiscal year 2021-2022, the DISTRICT will provide all current unit members in paid status as of the date of notice to the DISTRICT of the ASSOCIATION Policy 610 approval, a one (1) time off salary schedule payment totaling four thousand dollars (\$4,000) payment shall be received no later than two (2) pay cycles following the notice.~~
- c. ~~Effective July 1, 2022, the salary schedule will increase by five percent (5) percent for all unit members. The increase shall not in any way prevent the ASSOCIATION or the DISTRICT from re-opening Article 7: Pay and Allowances for the 2022-2023 year as outlined in Article 25: Completion of Meet and Negotiations.~~
  - a) Effective July 1, 2023, the salary schedule will increase by four and a half percent (4.5%) for all bargaining unit members.

- b) CSEA recognizes the District's intent to investigate a funding model for the upcoming fiscal years and will entertain the mutual development of this model. CSEA or the District may re-open Article 7: Pay and Allowances for the 2024-2025 year as outlined in Article 25: Completion of Meet and Negotiations to view the formula and see the proportionate share that will be applied.

## 7.2 SHIFT DIFFERENTIAL.

- 7.2.1 **Sunrise Shift.** The regular assigned working hours on at least one (1) day of the normal five (5) day workweek begins at 5:00 a.m. or earlier. ~~Alternate~~**ive** work schedules such as **9/80 and 4/10** are excluded from receiving a sunrise differential. The DISTRICT shall pay a shift differential at the rate of one and a half (1.5) percent of a unit member's daily rate for a sunrise shift.
- 7.2.2 **Twilight Shift.** The regular assigned working hours on at least one (1) day of the normal five (5) day workweek go beyond 6:00 p.m. ~~Alternate~~**ive** work schedules such as **9/80 and 4/10** are excluded from receiving a twilight differential. The DISTRICT shall pay a shift differential at the rate of one and a half (1.5) percent of a unit member's daily rate for a twilight shift.
- 7.2.3 **Swing Shift.** The regular assigned working hours, on at least one (1) day of the normal five (5) day workweek, begins at 11:00 a.m. or later and goes beyond 7:30 p.m. **Alternative work schedules such as 9/80 and 4/10 are excluded from receiving a swing shift differential.** The DISTRICT shall pay a shift differential at the rate of two and a half (2.5) percent of the unit member's daily rate for a swing shift.
- 7.2.4 **Graveyard Shift.** The regular assigned working hours, on at least one (1) day of the normally **scheduled** five (5) day workweek begins at 7:00 p.m. or later and goes beyond 3:00 a.m. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the daily rate for a graveyard shift.
- 7.2.5 **Split Shift.** The regular assigned working hours are split by a break of two (2) or more hours on at least one (1) day of the normal five (5) day workweek. The DISTRICT shall pay a shift differential at the rate of two and a half (2.5) percent of the unit member's daily rate for a split shift.
- 7.2.6 **Split Shift and Swing Shift.** Unit members must be concurrently working a split shift and a swing shift in accordance with the provisions of a split shift and a swing shift. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the unit member's daily rate for a split shift and swing shift.
- 7.2.7 **Split Shift and Graveyard Shift.** Unit members must be concurrently working a split shift and a graveyard shift in accordance with the provisions of a split shift and a graveyard shift. The DISTRICT shall pay a shift differential at the rate of seven and a half (7.5) percent of the unit member's daily rate for a split shift and graveyard shift.

- 7.3 **SPECIAL COMPENSATION. ~~STIPENDS.~~ Special compensation** Stipends will be paid for services and/or skills a unit member provides the DISTRICT as listed below.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

- 7.3.1 **Bilingual Premium.** The DISTRICT will pay a bilingual ~~stipend~~ premium of \$50.00 per month for each foreign language a unit member is required to verbally translate (the only approved foreign language at this time is Spanish and American Sign Language); ~~including American Sign Language (ASL).~~ Stipend Premium payments shall be retroactive to the month after successfully passing the examination.
- 7.3.1.1 **Bilingual Unit Members.** Unit members who desire to receive the bilingual ~~stipend~~ premium shall notify the DISTRICT of their intent to take the competency examination prescribed by the DISTRICT. The examination shall be offered annually in March. The DISTRICT reserves the right to determine the competency examination method that determines a member's ability to verbally translate and the examination's content for each premium skill set (moved from 7.3.2.1). Those unit members achieving a score of eighty (80) percent or higher shall be placed in an eligibility pool. The eligibility pool list of up to sixty (60) unit members, will be provided to the ASSOCIATION during April of each year. Once a unit member has been placed in the eligibility pool, they shall remain eligible for the remainder of their employment with the DISTRICT without further examinations required.
- 7.3.2 The DISTRICT and the ASSOCIATION will mutually agree upon the locations and the unit member(s) within the DISTRICT sites to receive the bilingual premium, which shall be limited to sixty (60) unit members. ~~for sixty (60) eligible members to receive the bilingual stipend. The DISTRICT reserves the right to determine the competency examination method that determines a member's ability to verbally translate and the examination's content for each stipend skill set.~~
- ~~7.3.2.1 **Bilingual Unit Members.** Unit members who desire to receive the bilingual stipend shall notify the DISTRICT of their intent to take the competency examination prescribed by the DISTRICT. The examination shall be offered annually in March. Those unit members achieving a score of eighty (80) percent or higher shall be placed in an eligibility pool. The eligibility pool list of up to sixty (60) unit members, will be provided to the ASSOCIATION during April of each year. Once a unit member has been placed in the eligibility pool, they shall remain eligible for the remainder of their employment with the DISTRICT without further examinations required.~~
- 7.3.2.2 In the event that more than one individual unit member is qualified within a designated area, the criteria for assignment will be:
- a. Needs of the department;
  - b. Proximity of the area(s) of service within the department designated by the DISTRICT;
  - c. Shift availability; and
  - d. Initial date of hire with the DISTRICT in the classified bargaining unit.

- 7.3.2.3 Once identified, such unit member(s) shall receive the ~~stipend~~ premium for a minimum of two (2) years unless they notify the DISTRICT and ASSOCIATION in writing that they choose to discontinue such service. Thereafter, the ~~stipend~~ premium will no longer be paid beginning with the first available payroll period after notification.
- 7.3.2.4 The DISTRICT shall offer the ~~stipend~~ premium to the next unit member in the eligibility pool based on the criteria listed in **Section 7.3.2.2** above assuming there are other unit members in the eligibility pool. Such practice will continue bi-annually thereafter. However, after the two (2) year period this clause does not preclude or limit unit members in any given area/department to receive this ~~stipend~~ premium for more than two (2) years to meet departmental needs.
- 7.3.2.5 Unit member(s) receiving the ~~stipend~~ premium shall continue to receive the ~~stipend~~ premium even if they are administratively transferred to a different assignment/location due to reorganization during the two (2) year period.
- 7.3.2.6 As the bilingual ~~stipend~~ premium is a negotiated benefit available to unit members in the classified unit, eligible unit member(s) shall be offered the opportunity to provide such service and be paid the ~~stipend~~ premium prior to permitting and/or requiring any other DISTRICT employee or volunteer outside the unit to provide such service regardless of whether such DISTRICT employee or volunteer receives additional compensation or not.
- 7.3.3 **Bi-Literate Unit Member Premium.** The DISTRICT will pay a bi-literate ~~stipend~~ premium of \$50.00 per month for each foreign language a unit member is required to translate or interpret written material (~~the only approved foreign language at this time is Spanish~~).
- 7.3.3.1 Unit members who desire to receive the bi-literate ~~stipend~~ premium shall notify the DISTRICT of their intent to take the competency examination prescribed by the DISTRICT. The examination shall be offered annually in March. ~~The DISTRICT reserves the right to determine the competency examination method that reflects the unit member's ability to translate/interpret and/or compose written material and the examination's content. The eligibility pool list of up to sixty (60) unit members, will be provided to the ASSOCIATION during April of each year. Those unit members achieving a score of eighty (80) percent or higher shall be placed on the list. Once a unit member has been placed on the list, they shall remain on the list for the remainder of their employment with the DISTRICT without further examinations required.~~ Those unit members achieving a score of eighty (80) percent or higher shall be placed in an eligibility pool. Once a unit member has been placed in the eligibility pool, they shall remain eligible for the remainder of their employment with the DISTRICT without further examinations required. (**moved from 7.3.1.1 and reworded**)
- 7.3.3.2 The DISTRICT and the ASSOCIATION will mutually agree upon the locations ~~and the unit member(s)~~ within the DISTRICT sites to receive the

bi-literate stipend premium, which shall be limited to sixty (60) unit members. The DISTRICT reserves the right to determine the competency examination method that reflects unit member's ability to translate/interpret and/or compose written material and the examination's content used to identify unit members who qualify for the stipend. (moved from 7.3.3.1 and reworded)

- 7.3.3.3 Once identified, such unit member(s) shall receive the stipend premium for a minimum of two (2) years unless they notify the DISTRICT and ASSOCIATION in writing that they choose to discontinue such service. Thereafter, the stipend premium will no longer be paid beginning with the first available payroll period after notification.
- 7.3.3.4 The DISTRICT shall negotiate with the ASSOCIATION which job classifications will receive the bi-literate stipend premium in April immediately after testing.
- ~~7.3.3.5 The DISTRICT and the ASSOCIATION will mutually agree upon the locations within the DISTRICT sites to receive the bi-literate stipend. The DISTRICT reserves the right to determine the competency examination method that reflects unit member's ability to translate/interpret and/or compose written material and the examination's content used to identify unit members who qualify for the stipend.~~
- 7.3.3.6 As the bi-literate stipend premium is a negotiated benefit available to unit members in the classified unit, eligible unit members shall be offered the opportunity to provide such service and be paid the stipend premium prior to permitting and/or requiring any other DISTRICT employee or volunteer outside the unit to provide such service regardless of whether such DISTRICT employee or volunteer receives additional compensation or not.

#### 7.3.4 **Staff Development / Professional Growth Stipend.**

- 7.3.4.1 The staff development and professional growth programs are designed to encourage unit members to continue educational and professional development and to promote activities which will assist unit members in acquiring knowledge and skills necessary to maintain and improve job performance. The DISTRICT will promote opportunities for unit members to reach maximum levels of professional potential and provide training in specific technical knowledge and job-related skills.
  - 7.3.4.1.1 All funding designated by the State of California specifically for Classified Professional Development shall be negotiated with the ASSOCIATION for the use of the funding. Funding sources include but not limited to:
    - a. Classified School Employee Professional Development Block Grant Program



b. Professional Development Funds from the Funding Allocation Formula.

7.3.4.2 The DISTRICT and the ASSOCIATION shall ensure that an advisory committee is established pursuant to AB 2558 and composed of unit member representatives and shall include an appointed CSEA representative. Once the DISTRICT's development program is developed, upon request of either the DISTRICT or the ASSOCIATION, the PARTIES will meet to negotiate impact and effects.

7.3.4.3 To recognize and celebrate the accomplishments of classifieds contribution to the DISTRICT, the parties agree to the following:

- a. The DISTRICT will allocate one (1) week but no more than seven (7) days as Classified Week (CSEW) during the months of May or June and two (2) days; one (1) day in the month of August and one (1) day in the Month of January as In-Service Day;
- b. To encourage participation by all classified members the immediate supervisor and classified unit member will mutually agree to adjust the members work schedule to allow for participation in the above events; and
- c. All pay differentials that the unit member receives will not be altered by this schedule change.

7.4 **ENROLLMENT REIMBURSEMENT FEES FOR UNIT MEMBERS.** The DISTRICT shall reimburse permanent unit members employed at least twenty (20) hours per work week with one (1) year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

7.4.1 All classes must be taken outside of the regularly scheduled working hours of the unit member.

7.4.2 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.

7.4.3 To qualify for enrollment fee reimbursement, a unit member must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.

7.4.4 Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each unit member.

7.4.5 All courses for which a unit member seeks tuition reimbursement must have prior approval by their immediate supervisor and then the Chancellor's designee. If the



request is denied, it may be appealed to the Chancellor. Forms can be found in **Appendix D** and on the DISTRICT website.

7.4.6 **Reimbursement.** Unit members on the classified unit member salary schedule shall be eligible for eighty (80) percent tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of “C” or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed twenty-four (24) semester / thirty-six (36) quarter units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

- Only full-time unit members who have completed their probationary period shall be eligible for this benefit.
- All courses for which a unit member seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor’s designee. If the request to the immediate supervisor is denied, it may be appealed to the Chancellor’s designee.

7.5 **ENROLLMENT REIMBURSEMENT FEES FOR BENEFIT ELIGIBLE DEPENDENTS.** The DISTRICT shall reimburse benefit eligible dependents of unit members employed at least twenty hours (20) per workweek with one year of service for credit courses, excluding community service courses, successfully completed with a grade of “C” or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

- 7.5.1 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.
- 7.5.2 To qualify for enrollment fee reimbursement, the unit member or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- 7.5.3 Enrollment fee reimbursement shall be limited to the current enrollment fee(s) per semester for each unit member and their eligible dependents.
- 7.5.4 Definition of Benefit Eligible Dependent includes a spouse, registered domestic partner or child. (1) Child up to age 19; (2) Child between age 19-25 if they attend school full-time (9+ units) or are more than fifty (50) percent financially dependent and are not married and reside with parent or are away at college; and (3) Disabled children over age 19.
- 7.5.5 During the term of this Agreement the parties agree to meet annually to review the annual allocation of \$75,000 for unit members to determine if adjustments are needed.

7.6 **PAYCHECKS.** All payroll warrants of unit members within the unit shall be itemized to include all deductions, subject to payroll procedures of the County Superintendent of Schools.

7.7 **FREQUENCY.** All unit members shall be paid once per month payable on the last working day of the month. The DISTRICT shall not be responsible for delays or errors caused by instrumentalities beyond its control, including the Office of the County Superintendent of Schools or the U.S. Mail.

7.8 **SPECIAL PAYMENTS.** Any payroll adjustment due to a unit member as a result of working out of class, re-computation of hours, or other reasons other than procedural errors shall be made by a supplemental check issued not later than the next regular pay period.

7.8.1 **Payroll Errors.** Payroll error includes any adjustment which affects the unit member's net pay. Whenever it is determined an error has been made in the wages of a unit member, the party identifying the error shall notify the other party in writing as soon as possible. ~~Following such notification, the error shall be corrected within five (5) workdays. In the event of an underpayment to the unit member, the DISTRICT will provide the unit member with a statement of the correction and payment within five (5) workdays.~~

**Underpayment.** In the event of District determination of an underpayment to the unit member, the DISTRICT will provide the unit member with a statement of the correction and payment within five (5) workdays. **No underpayment for which a correction must be made, shall exceed a period of three (3) years. (Reworded and moved up from below)**

**Overpayment.** In the event of an overpayment to the unit member, the unit member will be given a reasonable opportunity to meet with DISTRICT representatives to discuss the error. In the event that the DISTRICT and the unit member do not mutually agree to a repayment schedule, the DISTRICT will deduct a portion of the unit member's wages (not to exceed ten (10) percent of the monthly net salary) in subsequent months until the DISTRICT is fully reimbursed. An exception to the ten (10) percent deduction restriction shall be made when the unit member's employment in the DISTRICT is in the process of being or has been terminated or the full ten (10) percent deduction would cause undue hardship on the unit member.

~~In the event of any underpayment for which a correction must be made shall not be for more than (3) three years.~~

7.9 **PAYROLL ADJUSTMENT.** In the event of any salary adjustment due to unauthorized absences and/or overuse of any paid leave accrual indicated on a unit member's monthly absence report, the unit member shall be provided written notification via email detailing the adjustment amount no later than five (5) days before the pay date of the adjustment.

In the case of unauthorized leave, on the first occasion the immediate supervisor shall meet with the unit member to discuss the unauthorized leave(s) prior to the payroll adjustment. Unit members who repeatedly engage in unauthorized leave(s) and have previously had an informal discussion with their immediate supervisor may be subject to discipline in accordance with Article 17: Progressive Discipline.

(renumber from here)

**7.10 PROMOTION.** A promotion shall be defined as a unit member being moved to a higher classification with a corresponding higher starting salary for that higher classification. Unit members ~~granted a promotion~~ promoted shall be given a five (5) percent salary increase over their present salary and shall be placed on the step of the range of their new classification which most nearly corresponds to the five (5) percent increase but not less than such increase. If, however, the five (5) percent increase exceeds **Step F** on the range of the new classification, the unit member shall be placed on **Step F**. ~~The anniversary date for all unit members granted a promotion shall be the effective date of promotion.~~ If a unit member is eligible for a step increase in their old classification within ninety (90) days of the effective date of the promotion, such step increase shall be used for purposes of computing a five (5) percent promotional salary increase.

**7.10.1 Initial Placement of Promoted Unit Members.** A promoted unit member's previous experience may warrant a higher placement, which in no case exceeds Step C unless the provisions of **Section 7.9** apply. Unit members placed on Step A of the salary schedule will be advanced to Step B on the first of the month following six (6) complete months of service. Unit members who are initially placed on any step other than Step A will be advanced to the next step on the first of the month following twelve (12) complete months of service. All advancements thereafter will be on a yearly basis.

**7.10.2 Initial Placement of New Unit Members.** New unit members are placed on Step A of the salary schedule unless previous experience warrants a higher placement, which in no case exceeds Step C. Unit members placed on Step A of the salary schedule will be advanced to Step B on the first of the month following six (6) complete months of service. Unit members who are initially placed on any step other than Step A will be advanced to the next step on the first of the month following twelve (12) complete months of service. All advancements thereafter will be on a yearly basis.

**7.11 MINIMUM CALL-BACK TIME.** Any unit member called back from off-campus to perform services outside their regular hours shall receive a minimum compensation of three (3) hours for such services. This ~~S~~section shall not apply where such services are performed immediately preceding or succeeding the unit member's regular hours.

**7.12 WORKING OUT OF CLASS.** Any unit member required to work outside of their classification performing work outside the scope of their job duties for five (5) or more working days within a fifteen (15) calendar day period shall have their salary adjusted upward beginning with the first working day in the higher classification. ~~A unit member required to work out of class shall receive a five percent (5%) salary increase unless the increase exceeds the highest step of the higher classification, in which case the unit member shall be paid at the highest step. A unit member required to work out of class shall receive a five (5) percent salary increase.~~ Any ~~W~~working out of class assignments shall be limited to six (6) months unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.

- 7.12.1 Unit members required to work out of classification not within the bargaining unit shall have their salary adjusted to the rate of pay of the position that is not within the bargaining unit if it exceeds their current salary range. The DISTRICT and the ASSOCIATION shall meet and negotiate the effects.
- 7.13 **IN-SERVICE TRAINING.** The DISTRICT shall continue to support and provide an in-service training program. An ad hoc advisory committee established by the DISTRICT and including ASSOCIATION representatives shall continue to study training needs and recommend in-service programs. DISTRICT approved in-service training shall take place during regular working hours at no loss of pay or benefits to unit members. This shall also include ASSOCIATION provided trainings and workshops provided during classified appreciation week, days and calendared flex days.
- 7.14 **STEP PLACEMENT AFTER VOLUNTARY DEMOTION.** The salary of a unit member taking a voluntary demotion shall be placed at Step F of the new range unless Step F results in a salary increase over the unit member's old classification. In such case, the unit member shall be placed on the highest step in the new classification which would not result in a salary increase over the unit member's old classification **(See Article 15.2).**
- 7.15 **TAX DEFERRED STATUS FOR CONTRIBUTIONS.** The DISTRICT agrees to initiate tax- deferred status for PERS for all bargaining unit members in the PERS Retirement System.
- ~~7.16 **GOLD CARD.** When a unit member retires from the DISTRICT with at least fifteen (15) years of service, they shall be eligible to receive the benefits of the DISTRICT "Gold Card." The "Gold Card" allows the retiree to continue receiving College campus discounts offered to active unit members and a waiver of parking fees at all District sites/facilities.~~

## **ARTICLE 8: UNIT MEMBER EXPENSES AND MATERIALS**

- 8.1 **UNIFORMS.** The DISTRICT shall pay the full cost of the purchase, lease, or rental of uniforms, equipment, identification badges, emblems, and cards required by the DISTRICT to be worn or used by unit members.
- 8.2 **PHYSICAL EXAMINATIONS.** The DISTRICT shall reimburse unit members for the cost, if any, of a physical examination required as a condition of continued employment under Education Code Section 88021.
- 8.3 **PARKING.** The DISTRICT will waive parking fees at all of their sites/facilities for CSEA unit members.
- 8.4 **MILEAGE.** Unit members who are pre-authorized in writing by the DISTRICT'S Office of Human Resources to use their vehicles on DISTRICT business shall be reimbursed for all miles required by the DISTRICT to be driven in the performance of assigned duties at a rate established by Board Policy for all DISTRICT employees.
- 8.5 **FOOD ALLOWANCE.** All unit members employed in the cafeteria shall be entitled to one (1) full meal during the working day for the price of fifty-five (55) cents, and a beverage and light snack at no cost during the morning and afternoon breaks.
- 8.6 **MEALS AND LODGING REIMBURSEMENT.** The DISTRICT shall reimburse unit members for the reasonable cost of meals and lodging in accordance with Board Policy, where the unit member is on authorized DISTRICT business requiring them to spend the night away from home.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

## **ARTICLE 9: LAYOFF AND REEMPLOYMENT**

### **9.1 LAYOFF.**

- 9.1.1 **Reason for Layoff.** Pursuant to Education Code Section 88127, classified employees shall be subject to layoff for lack of work or lack of funds as determined by the DISTRICT. Education Code Section 88017 provides that layoff may result when a specially funded program expires.
- 9.1.2 **Notice of Layoff for General Funded Programs.** The DISTRICT shall send written notice of layoff following the decision of the Board of Trustees adoption of the layoff to the affected unit member(s) and the ASSOCIATION no later than March 15<sup>th</sup>, that a unit member's services will not be required for the ensuing year due to lack of work or lack of funds. This written notice of layoff shall be sent by certified mail, return receipt requested, electronic mail, or delivered in-person to the affected unit member(s) by the DISTRICT. Affected unit member(s) shall be informed of the reason for layoff, their displacement rights, if any, statement of seniority, and reemployment rights with copies of the letters provided to the ASSOCIATION. The DISTRICT shall request additional documentation from the unit member to assist with the job placement analysis.
- 9.1.3 **Notice of Layoff for Specially Funded Programs.** When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and unit members will be subject to layoff for lack of funds, the unit member to be laid off at the end of the school year shall be given written notice on or before April 29<sup>th</sup> informing them of their layoff effective at the end of the school year. However, if the termination date of any specially funded program is other than June 30<sup>th</sup>, the notice shall be given not less than sixty (60) **calendar** days prior to the effective date of their layoff. This written notice of layoff shall be sent by certified mail, return receipt requested, electronic mail, or delivered in person to the affected unit member(s) by the DISTRICT. Affected unit member(s) shall be informed of the reason for layoff, their displacement rights, if any, statement of seniority, and reemployment rights with copies of the letters provided to the ASSOCIATION. The DISTRICT shall request additional documentation from the unit member to assist with the job placement analysis.

### **9.2 ORDER OF LAYOFF.**

- 9.2.1 The DISTRICT shall determine the specific positions to be discontinued.
- 9.2.2 The order of layoff of unit member(s) within the classification shall be determined by length of service. The unit member, who has been employed the shortest time in the affected classification, including time employed in a higher classification, shall be laid off first.
- 9.2.3 For purposes of this Section, "length of service" means date of employment in the regular classified service. Seniority within a classification shall be calculated by length of service within a classification, plus higher classification(s) in which the unit member is serving or has served. For the purpose of this Section, a higher classification is any classification

in a higher salary range. A unit member who is voluntarily transferred laterally to a new classification shall retain seniority in the prior classification. A unit member who is voluntarily transferred laterally and/or voluntarily demoted to a new classification shall accrue seniority in the new classification.

### 9.3 SENIORITY.

9.3.1 **Computation of Seniority.** Seniority is based on length of continued service with the DISTRICT as a classified unit member. For the purposes of this Article, "length of service" shall be based upon the unit member's original hire date in the classified service. Seniority is accumulated in any classification in which the unit member holds regular paid status.

9.3.1.1 Seniority is not earned during periods of separation from the service of the DISTRICT **except as otherwise required by law and/or authorized in 9.3.2.1 below.**

9.3.2.1 Seniority shall be accumulated during absences due to illnesses, layoffs, ~~unpaid leave, military leave,~~ industrial injury/illness leave, **or other paid leaves** or leaves of absence as long as such seniority is not terminated in accordance with other provisions of this Agreement.

9.3.3.1 Paid service performed prior to entering into a probationary status in the classified service shall not be credited toward seniority.

9.3.4.1 A unit member transferred from one class to another, or reclassified to a higher class, shall retain their seniority in the former class; seniority in the new class shall begin accumulating on the date of transfer.

9.3.5 **Equal Seniority.** If two (2) or more unit members subject to layoff have equal seniority within the classification, priority shall be given to the unit member with the greater overall DISTRICT seniority; if that be equal, determination shall be made within the first six (6) months of hire date by a drawing of numbers conducted by the Office of Human Resources in the presence of the ASSOCIATION Chapter President or their designee.

9.3.6 **Seniority Roster.** The DISTRICT shall maintain an updated seniority roster indicating each unit member's classification seniority and hire date seniority. Such rosters shall be available to the ASSOCIATION annually in December or prior to layoff.

### 9.4 RIGHTS IN LIEU OF LAYOFF.

9.4.1 **Bumping Rights.** Unit members notified of layoff from their present position may bump into the same or previously held classification in which they hold seniority greater than an incumbent. Unit members subject to layoff may bump into a position with a higher classification only if they successfully complete probation in that position and have greater seniority than the unit member being bumped.

a. Bumping into a lower class shall be considered a voluntary demotion and salary

placement shall be at the step which nearly corresponds to, but does not exceed, the unit member's current salary placement.

9.4.2 **Optional Transfer in Lieu of Layoff.** Unit members, upon mutual agreement, may be transferred to vacant positions provided they meet minimum qualifications.

- a. Unit members will serve a probationary period of six (6) months for a classification not previously held and shall receive job-specific training.

9.4.3 **Voluntary Demotion of Voluntary Reduction of Hours.** Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the unit member's option, returned to a position in their former classification or to a position with increased assigned time as vacancies become available, for up to sixty-three (63) months. Unit members shall be offered the option to return to the position with the increase in hours based on their higher seniority as established on the reemployment list.

- a. Bumping into a lower class shall be considered a voluntary demotion and salary placement shall be at the step which nearly corresponds to, but does not exceed, the unit member's current salary placement.
- b. Unit members will serve a probationary period of six (6) months for a classification not previously held and shall receive job-specific training.

9.4.4 **Layoff in Lieu of Bumping.** Unit members may elect layoff in lieu of bumping rights and maintain their reemployment rights under this Agreement.

## 9.5 REEMPLOYMENT RIGHTS.

9.5.1 A unit member who is laid off shall be placed on a thirty-nine (39) month reemployment list.

- 9.5.1.1 A unit member who takes a voluntary demotion (e.g. bump into a lower classification) or reduction in hours shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to twenty-four (24) months on the reemployment list provided that tests of fitness under which they qualified for appointment to the class still apply.

9.5.2 If, during a unit member's eligibility period for reemployment, a classification becomes vacant to which the unit member has a return privilege, the DISTRICT shall send written notice offering reemployment by certified mail, return receipt requested, to the last known address of such unit member(s). A copy of this written notice shall be sent to the ASSOCIATION. The unit member shall be required to maintain their current mailing address on file with the Office of Human Resources.

9.5.3 A unit member who receives such notice of reemployment and fails to respond in writing within ten (10) ~~working~~ days shall be deemed to have rejected the offer of re-employment.



- 9.5.4 If the unit member in a layoff status accepts the position being offered, the unit member shall have up to thirty (30) calendar days from the postmark date of the notice to report to work. This does not preclude a unit member from returning to work in fewer than thirty (30) calendar days. Failure to report to work within the thirty (30) calendar days shall be considered a rejection of the offer of re-employment.
- ~~9.5.5 Unit members rejecting an offer of reemployment under the conditions set forth under **Section 9.5.3** or **Section 9.5.4** above, on three (3) occasions shall have their name permanently removed from the reemployment list. This does not include offers of reemployment that do not restore the unit members to the level of pay and status previously held at the time of layoff.~~
- 9.5.6 Unit members reemployed after being laid off shall be fully restored to their classification with all rights to permanent status. Service credit and benefits shall not accrue during the period of layoff.
- 9.5.7 Unit members placed on the thirty-nine (39) month or sixty-three (63) month reemployment list shall be reemployed in the highest-rated job classification available in accordance with their classification seniority. In order to be appointed to a lower position, the unit member must meet the minimum qualifications. Unit members who accept a position lower than their highest classification shall retain their original thirty-nine (39) month rights to the higher paid position.
- 9.6 The PARTIES agree to meet and negotiate the effects of such layoff on those matters within the scope of representation.

## **ARTICLE 10: HEALTH & WELFARE BENEFITS**

- 10.1 **HEALTH & WELFARE BENEFITS.** The DISTRICT shall provide to each unit member and their eligible family members, health and welfare benefits. Health and welfare benefits are defined as medical, dental, vision, chiropractic, life insurance, and Employee Assistance Program (EAP).

Individual unit members may select among plans as outlined in **Appendix H (Health and Welfare Benefits Package)**.

During the life of the Agreement the DISTRICT shall fully fund the least expensive medical/dental/vision/chiropractic/life insurance/EAP package for each unit member who works twenty (20) or more hours per workweek on a regular basis. Individual unit members who elect to enroll in more expensive health and welfare packages shall be responsible for the difference in cost between the least expensive medical package and the package selected by the individual through payroll deductions.

The DISTRICT and the ASSOCIATION must agree to any proposed changes in benefits and/or plans. In addition, the ASSOCIATION retains the right to negotiate the out-of-pocket cost to unit members.

- 10.2 **HEALTH & WELFARE COMMITTEE.** The DISTRICT will establish a standing health and welfare committee. The ASSOCIATION will designate three (3) unit members to the committee. The purpose of the committee is to monitor costs and recommend changes. The committee's recommendations are non-binding on the bargaining unit.

- 10.3 **"OPT OUT" OPTION (MEDICAL ONLY).** Individual unit members who provide proof of other medical coverage may decline enrollment in a medical plan with the DISTRICT based on the following:

- a. This option is available on a first-come, first-serve basis;
- b. No more than ten (10) percent of members of any plan may elect this option;
- c. An annual amount of \$3,000 shall be paid to members who opt out of medical coverage. This will be paid in twelve (12) equal payments;
- d. Any member who elects this option shall not be eligible for medical coverage until the next open enrollment period unless a qualifying event occurs; and
- e. Any savings generated under this Section shall be used to help offset current/future insurance costs for the DISTRICT and unit members.

- 10.4 **FINANCIAL HARDSHIP CLAUSE.** Notwithstanding other provisions of the Collective Bargaining Agreement regarding re-opener language, the DISTRICT and the ASSOCIATION agree to re-open this Article during the term of this Agreement in the event of a financial hardship as declared by the DISTRICT or the ASSOCIATION. The DISTRICT and/or the ASSOCIATION will notify the other in writing and provide the supporting documentation to show impending hardship. Upon receipt of this information, the DISTRICT and the ASSOCIATION agree to

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

schedule negotiations within ten (10) working days. The DISTRICT and the ASSOCIATION agree that the DISTRICT's contribution per unit member per medical/dental/vision/chiropractic/life insurance/Employee Assistant Program (EAP) package will at no time decrease below the amount equivalent to the least expensive medical/dental/vision/chiropractic/life insurance/Employee Assistant Program (EAP) package at the time the DISTRICT claims financial hardship.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

### ARTICLE 11: LONG SERVICE RECOGNITION

Completed Years of Service with the DISTRICT	Amount of Stipend
5 - 10	\$650
11 - 15	\$800
16 - 20	\$950
21 - 25	\$1100
26 – 30	\$1250
31 - 35	\$1400
36 and over	\$1550

- 11.1 **INITIAL PAYMENT.** The first long service recognition payment will be made the following monthly pay cycle after the completion of five (5) consecutive years of employment.
- a. Unit members will begin receiving their monthly longevity stipend upon implementation beginning December 2022.
- 11.2 **PAYMENT.** Long service recognition will be paid on the unit member's monthly paycheck.
- 11.3 **ELIGIBILITY.** In order to be eligible for long service pay, a unit member must qualify for inclusion in the retirement program. Unit members whose DISTRICT employment contract is less than fifty (50) percent shall be eligible to receive the same percentage of the Long Service Stipend as the percentage of their DISTRICT employment contract.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

## ARTICLE 12: HOLIDAYS

- 12.1 **HOLIDAYS.** The DISTRICT agrees to provide unit members with the following scheduled paid holidays: ~~shall provide for the following scheduled paid holidays:~~

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday following Thanksgiving

Winter Break (Six (6) days from December 24<sup>th</sup> - December 31<sup>st</sup>) – shall incorporate:

Day in lieu of Native American Day

Day in lieu of Shopping Day

Fall Semester Recess Period

Day in lieu of Admissions Day

New Year's Day

Dr. Martin Luther King Jr. Day

Lincoln's Day

Washington's Day

Memorial Day

Juneteenth Day

~~\*Winter Break was established to incorporate: Day in lieu of Native American Day, Day in lieu of shopping day, fall semester recess period, and Day in lieu of Admissions Day.~~

~~Prior to January 1, 2011, the unit member's birthday is to be included as an additional holiday. The day must be taken on a day within the month that the birthday falls; otherwise, this holiday will be forfeited.~~

~~Effective January 1, 2011, the unit member's birthday is to be included as an additional holiday. The day must be scheduled with prior reasonable notification for a date within that calendar year, and must be mutually agreed upon between the unit member and the supervisor.~~

~~Effective January 1, 2019, the unit members will be given one (1) floating holiday in lieu of the Saturday after Thanksgiving. The days must be scheduled with prior reasonable notification for a date within the calendar year and must be mutually agreed upon between the unit member and the immediate supervisor.~~

**12.1.1 FLOATING HOLIDAY.** Effective January 1, 2019, unit members will be given (1) floating holiday in lieu of the Saturday after Thanksgiving. The Floating Holiday is to be taken at the discretion of the unit member with at least five (5) working days' written request using the Classified Time Off Request Form to the immediate supervisor. This day must be scheduled within the calendar year and may not be accumulated. Probationary unit members shall be eligible to use the floating holiday upon passing probation.

**12.1.2 BIRTHDAY HOLIDAY.** Effective January 1, 2011, unit members will be given a birthday holiday, which will be recognized as an additional holiday. The Birthday Holiday is to be taken at the discretion of the unit member with at least five (5) working days'

written request using the Classified Time Off Request Form to the immediate supervisor. This day must be scheduled within the calendar year and may not be accumulated. Probationary unit members shall be eligible to use the birthday holiday upon passing probation.

- 12.1.3 ADDITIONAL HOLIDAYS.** Unit members shall be entitled to such additional holidays, other than those in **Section 12.1** as are mandated by the United States President, the Governor, or the Board of Trustees under Education Code Section 88203.
- 12.2 HOLIDAYS ON SUNDAY or SATURDAY.** Unless otherwise negotiated, when a holiday herein listed falls on Sunday, the following Monday shall be deemed to be the holiday. Unless otherwise negotiated, when a holiday herein falls on Saturday, the preceding Friday shall be deemed to be the holiday with the exception of Lincoln's Day which shall be taken to coincide with the adopted school schedule in accordance with Education Code Section 88203.
- 12.2 ~~LESS THAN FIVE (5) DAY WORKWEEK.~~** ~~Unit members who work less than a five (5) day workweek shall receive their normal pay for any of the above scheduled holidays provided it falls on a normal workday. If said holiday falls on other than the normal workday, the unit member shall receive holiday pay or time off equivalent to the total regularly scheduled weekly hours divided by five (5) provided they are in paid status on the day immediately preceding or succeeding the holiday. Said holiday time off shall be scheduled with approval of the immediate supervisor.~~
- 12.3 ~~ADDITIONAL HOLIDAYS.~~** ~~Unit members shall be entitled to such additional holidays, other than those in **Section 12.1** as are mandated by the United States President, the Governor, or the Board of Trustees under Education Code Section 88203.~~
- 12.43 HOLIDAY COMPENSATION.** A unit member required to work on any holiday shall be paid compensation or granted compensatory time off, at the rate of one and a half (1.5) times their regular pay in addition to the regular pay received for the holiday. A unit member required by their immediate supervisor to work on a holiday shall receive their regular rate of pay, plus one and one-half (1.5) times their regular rate of pay for their hours worked or earn compensatory time off. If the unit member does work and receives pay on a holiday, they shall not receive an additional day off.
- 12.4.1 PART-TIME UNIT MEMBERS.** In the event that a unit member works a workweek other than Monday through Friday and the holiday falls on a nonscheduled work day, and as a result thereof the unit member loses a holiday to which they would otherwise be entitled, the unit member shall be provided a holiday in lieu, which will be observed during the workweek the holiday falls and it shall be observed on the first day or the last day of their workweek schedule, or shall be provided compensation at their regular rate of pay in the amount to which they would have been entitled to had the holiday fallen within their normal work schedule.
- 12.54 HOLIDAY ELIGIBILITY.** A unit member must be in paid status during the workday immediately preceding or succeeding the holiday in order to be eligible to receive holiday pay.

## ARTICLE 13: PERFORMANCE EVALUATION PROCEDURES

- 13.1 **PERFORMANCE EVALUATION.** The purpose of an evaluation shall be to provide constructive feedback that will assist unit members with continuous improvement of performance in line with DISTRICT expectations and performance standards. ~~The term “evaluation” as used in Sections 13.2 through 13.8 of this Article means a formal written evaluation on the appropriate form prescribed by the DISTRICT (Appendix D).~~
- 13.1.1 **Performance Evaluation Form.** The performance evaluation shall be submitted by using the “Employee Performance Evaluation” form (accessible via the District intranet) and for reference purposes, a copy of the Employee Performance Evaluation form is located in Appendix **(G)**.
- 13.1.2 **Performance Evaluation Evaluator.** The evaluator shall be the unit member’s immediate supervisor unless otherwise designated by the DISTRICT; ~~h~~However, the evaluator shall only be a person of management at the San Bernardino Community College District management.
- ~~13.2 — The DISTRICT shall evaluate all unit members on permanent status once every two (2) years during the month of April, except in emergency circumstances. The annual evaluation for unit members obtaining permanent status prior to January 1<sup>st</sup>, will be conducted in the current school year. The annual evaluation for unit members obtaining permanent status subsequent to January 1<sup>st</sup>, will be conducted in the following school year. (moved to 13.2)~~
- 13.2 **PERFORMANCE EVALUATION – FREQUENCY.**
- 13.2.1 **Probationary Unit Mmembers.** The DISTRICT shall evaluate probationary unit members ~~on probationary status shall be evaluated by the completion of their second (2<sup>nd</sup>) month and immediately prior to the completion of their fourth (4<sup>th</sup>) month of probationary service. no less than two (2) times during the probationary period on or about the second (2<sup>nd</sup>) and the fourth (4<sup>th</sup>) month from the initial date of hire. The probationary period for unit members shall be six (6) months from the date of hire or appointment to a new classification. Probationary shall be required to serve in a probationary status for six (6) months from the date appointed to the position classification.~~
- 13.2.2 **Permanent Unit Members.** The DISTRICT shall evaluate permanent unit members ~~all unit members on permanent status once every year every (two (2) years) during their anniversary month (for purposes of this Article, “anniversary month” shall mean the month the unit member started in their current classification) the month of April, except in emergency circumstances as defined in Article 2: Management Rights or when the unit member is on leave.~~
- 13.2.3 The DISTRICT retains its prerogative to make additional evaluations as it deems necessary.
- ~~13.4 — The evaluator shall be the unit member’s immediate supervisor unless otherwise designated by the DISTRICT. However, the evaluator shall only San Bernardino Community College District management. (moved to 13.1.2)~~

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

**13.3 PERFORMANCE EVALUATION – TIMELINE AND COMPONENTS.** The comprehensive performance evaluation for unit members shall be comprised of the following two (2) distinct components:

- a. **Unit Member Self-Assessment.** As part of the performance evaluation process, each unit member may complete the self-assessment portion of the “Employee Performance Evaluation” form (accessible via the District intranet) during the month prior to their anniversary month and shall be given a reasonable amount of paid time to complete it. The self-assessment shall be shared with the evaluator and will become part of the evaluation report.
- b. **Evaluator’s Evaluation.** As part of the performance evaluation process, the evaluator shall prepare the unit member’s performance evaluation by completing the “Employee Performance Evaluation” form (accessible via the District intranet). In the event, the overall performance evaluation rating is “Performance Needs Improvement” or “Unsatisfactory Performance” the evaluator, in consultation with the Office of Human Resources shall develop a written Performance Improvement Plan (PIP).

**13.4 PERFORMANCE EVALUATION – CONFERENCE.** The evaluator shall meet with the unit member and shall discuss and review the performance evaluation form.

In the event, the overall performance evaluation rating is “Performance Needs Improvement” or “Unsatisfactory Performance” the evaluator, in consultation with the Office of Human Resources shall develop a written Performance Improvement Plan (PIP). ~~The immediate supervisor shall identify improvements needed and how the unit member may improve their performance. The immediate supervisor shall provide a written development plan including coaching and training, as needed, to address the identified deficiencies specified in Appendix D (Employee Performance Report). The unit member’s performance must be reviewed ninety (90) days to document the unit member’s progress, including any recommendations for continued success.~~ (moved to 13.6) This PIP shall incorporate all of the terms identified in Article 17: Progressive Discipline, section 17.3.1, and shall serve as Step 1 of Progressive Discipline.

**13.5 PERFORMANCE EVALUATION – EMPLOYEE ACKNOWLEDGMENT AND RESPONSE.** A unit member may acknowledge that they have received the performance evaluation by electronically signing and dating the evaluation; however, the unit member’s electronic signature does not reflect either agreement or disagreement with the performance evaluation. In the event, that the unit member does not electronically sign the performance evaluation, the evaluator shall state on the performance evaluation form that the unit member refused to sign and shall identify the date on which they discussed and reviewed the performance evaluation with the unit member.

A unit member may be provided thirty (30) calendar days to provide a written response and/or documentation to the performance evaluation. A unit member’s written response and/or documentation shall be filed in accordance with the District’s online performance evaluation system and shall become part of the unit member’s personnel file.

~~13.5~~ **The evaluation shall be signed by the evaluator and the unit member being evaluated. The unit member’s signature signifies only that the unit member has read the document, has been given a copy, and has been given the opportunity of attaching a written response which shall become part**



of the permanent record. Unit members have thirty (30) calendar days to file a written response to their evaluation with the Office of Human Resources.

- ~~13.6~~ No evaluation of a unit member shall be placed in the unit member's personnel file without an opportunity for discussion between the unit member and the evaluator. A negative evaluation rating of 1 or 2 shall include an Employee Development Plan. The immediate supervisor shall identify improvements needed and how the unit member may improve their performance. The immediate supervisor shall provide a written development plan including coaching and training, as needed, to address the identified deficiencies specified in **Appendix D** (Employee Performance Report). The unit member's performance must be reviewed within ninety (90) days to document the unit member's progress, including any recommendations for continued success.
- ~~13.7~~ The DISTRICT retains its prerogative to make additional evaluations as it deems necessary.  
(moved to 13.3)
- 13.8 The substance of any evaluation, including the observations, opinions, and conclusions of the evaluator, shall not be subject to the grievance procedure. The evaluation procedure as provided hereinabove shall be grievable.
- ~~13.9~~ An official file of evaluation reports shall be maintained in the DISTRICT's Office of Human Resources. The unit member shall have the right to review any evaluation during working hours. Evaluation reports shall not be used in disciplinary action against a unit member if the evaluation report was dated two (2) years preceding the aforementioned disciplinary action or was dated during a permanent unit member's probationary period.

## ARTICLE 14: LEAVES

- 14.1 **BEREAVEMENT LEAVE.** Unit members shall be entitled to a paid leave of absence, not to exceed ~~three (3) days, or five (5) days if out-of-state travel or a trip of over 250 miles is required,~~ on account of the death of any member of their immediate family. A member of the immediate family means mother, father, grandparent, or grandchild of the unit member or the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the unit member or any relative living in the immediate household of the unit member. Absences due to bereavement leave shall be recorded on the unit member's work report, including relation to the unit member or spouse. Leave taken pursuant to this Section does not need to be used consecutively. If a unit member requires more time than allocated for bereavement leave, a unit member may use other applicable leave(s) to extend their bereavement leave.
- 14.2 **JUDICIAL LEAVE.** Unit members called for jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, during working hours, shall be entitled to paid leave in accordance with Education Code 87035 & 87036, excluding allowances for meals, mileage, or parking. Absences due to judicial leave shall be recorded on the member's work report.
- 14.2.1 The unit member's regularly assigned number of work hours that day should not exceed nor be less than the unit member's regularly assigned number of work hours for that day, which includes travel time from court to work. The DISTRICT shall assess any unusual work shift on an individual basis, taking into consideration what is reasonable under the circumstances giving due respect to the needs of the DISTRICT and the health and welfare of the unit member.
- 14.2.2 Unit members called for jury duty shall notice their immediate supervisor as soon as possible upon receipt of the summons. Unit members absent on jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, to submit verification from the court indicating the reporting and release times.
- 14.3 **MILITARY LEAVE.** A unit member shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave. Request for such military leave shall be made in writing and verified by a copy of the military orders requiring military duty. Absences due to military leave shall be recorded on the unit member's work report.
- 14.3.1 Unit members shall be granted Military Leave in accordance with the provisions of the California Education Code and of the Military and Veterans Code.
- 14.3.2 Compensation shall be in accordance with the provisions of the California Military and Veterans Code.
- 14.4 **SICK LEAVE.** Unit members with a full-time assignment shall accrue sick leave, a total of twelve (12) days per year (for unit members working a five-day workweek) or eight (8) hours per month

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

(for unit members working an alternative work schedule, as provided in this agreement or pursuant to an agreement with the ASSOCIATION) in accordance with Education Code 88191, beginning with the first (1st) month in which the unit member begins work in the DISTRICT. For unit members working partial months, the proportional sick leave hours shall be calculated pursuant to the formula in Article 19 (Vacation - see section 19.4.3). The accrual rate shall be proportional for assignments other than full-time.

~~Such leaves can be taken for illness or injury, exclusive of days the unit member is not required to render service to the DISTRICT.~~ Day, as used in this Article, means the unit member's regularly assigned workday, exclusive of overtime. Absences due to sick leave shall be recorded on the unit member's work report.

14.4.1 ~~Unit m~~Members of the unit employed less than five (5) days per week or forty (40) hours per week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days or hours employed per week bears to five (5) days or forty (40) hours.

14.4.2 Pay for any day of such absence shall be the same as the pay which would have been received had the unit member served during the day of ~~injury or~~ illness.

14.4.3 At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each unit member. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new unit member of the DISTRICT shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be eligible under this section, until the first day of the calendar month after completion of six (6) months of active service with the DISTRICT.

~~14.4.4 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job-related purposes, temporary disabilities and shall be treated as a condition of illness. Eligible unit members are entitled to receive compensation at their regular rate of pay charged against credited sick leave for the workdays missed during the period of disability, provided that Human Resources receives a medical status report from a verified health care provider.~~

14.4.5 **FAMILY ILLNESS LEAVE.** In accordance with California Labor Code 233 a unit member may use earned and available sick leave up to fifty percent (50%) of their annual accrual rate of sick leave for an illness of a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling, or designated person. Absences due to family illness leave shall be recorded on the unit member's work report.

14.4.6 If a unit member does not take the full amount of sick leave allowed in any fiscal year, the amount remaining shall be accumulated from year to year.

14.4.7 A unit member absent due to surgery, serious injury or illness for more than five (5) or more consecutive assigned workdays shall be required to submit a medical release from a medical provider physician to the Office of Human Resources prior to being permitted to return to work. A unit member absent for more than five (5) or more consecutive assigned workdays shall notify the Office of Human Resources of their approximate return date.

The DISTRICT may also require a unit member to submit a medical release from a medical provider for absences less than five (5) consecutive assigned workdays pursuant to section 14.7 of this Article. For purposes of this section, the medical release shall identify the dates that the unit member utilized for sick leave and any job restrictions, if any and include the date upon which the unit member is released back to work (brought up from 14.4.15).

14.4.8 A unit member may be required to submit to medical examinations, at the DISTRICT'S expense and discretion.

14.4.9 **TRANSFER AND CONVERSION OF SICK LEAVE. (RE-NUMBER SECTION)**

**14.4.9.1 NEW HIRES (TRANSFERRABLE SICK LEAVE).** A newly hired unit member who has been employed by some other school DISTRICT for a period of one (1) calendar year or more, and who voluntarily terminates (not terminated for cause) such employment for the sole purpose of accepting a position in this DISTRICT and has not been terminated by an action initiated by the employer for cause, and who subsequently accepts a position within the DISTRICT within one (1) year of such voluntary termination, a position with the DISTRICT, shall upon request have transferred with him/her all of their unused accumulated sick leave.

~~14.4.10~~ **SEVERING EMPLOYMENT WITH DISTRICT.** The DISTRICT shall may cancel all sick leave rights or of accumulations when a unit member severs all official employment connection with the DISTRICT.

**TRANSFERRING SICK LEAVE TO ANOTHER DISTRICT.** and All accumulated sick leave may be transferred pursuant to the provisions in §section 88202 of the Education Code.

**CONVERTING SICK LEAVE TO RETIREMENT CREDIT.** A unit member who has any sick leave benefits earned but unused on the date of retirement may have those converted to retirement credit if appropriate in accordance with applicable law.

**CONVERTING SICK LEAVE TO VACATION.** Upon retirement, if sick leave cannot be used for retirement credit, sick leave will be converted to vacation days subject to the following limitations as follows:

- a. A ratio of five (5) sick days (forty (40) hours) to one (1) vacation day (eight (8) hours). Unit members working less than full time shall be prorated accordingly.
- b. Only days earned while employed by the DISTRICT are eligible for conversion benefits.
- c. Only unit members who have rendered five (5) years or more of unbroken service to for DISTRICT are eligible for conversion benefits.
- d. The maximum number of vacation sick days which may be converted to vacation days shall not exceed the number of days the retiring unit member earns annually under the provisions of Article 19, §section 19.3.

- 14.4.11 **EXTENDED SICK LEAVE AT 50% PAY.** A unit member shall be credited on July 1<sup>st</sup> of each ~~once~~ a fiscal year with the total of not less than **one hundred** (100) working days of paid **extended** sick leave, excluding sick days under Article 14.4. Such days of paid **extended** sick leave in addition to those days of sick leave under Article 14.4 shall be compensated at 50% of the unit member's regular salary; **the 50% extended sick days will be utilized only after all accrued regular full-pay sick leave is exhausted.** Such additional days shall be exclusive of any other paid leaves, holidays, vacation or compensatory time to which the unit member may be entitled. ~~The one hundred 100 working days of extended sick leave shall be allocated on July 1<sup>st</sup> of each fiscal year; the 50% (half pay) extended sick days will be utilized only after all accrued regular full-pay sick leave is exhausted.~~ **(moved above)** Any remaining 50% half pay extended sick leave will not carry forward to the next fiscal year. At the conclusion of the **one hundred** (100) working days of 50% ~~half pay~~ extended sick leave the unit member may elect to use any other available leaves.
- 14.4.12 **MAKEUP TIME FOR MEDICAL OR DENTAL APPOINTMENTS.** Unit members who have given at least forty-eight (48) hours' notice and have a scheduled medical or dental appointment, during working hours, have the option to work an extended workday or to utilize sick leave. Leave under this section is subject to the following provisions:
- A unit member may not work in excess of eleven (11) hours of work in any one workday or forty (40) hours in the workweek to make up for the time. The additional hours constituting an extended workday shall be equal to the period of time that the unit member was absent, but not in no event shall makeup time exceed two (2) hours per workweek;
  - A unit member needs to provide a ~~signed~~ written request **via DISTRICT e-mail** to their immediate supervisor for each occasion that they want to make up time. The unit member and the **immediate** supervisor shall mutually agree on the time to be made up. All requests will be approved by the **immediate** supervisor in writing and must be submitted to the DISTRICT;
  - Time missed must be made up within the same workweek in which the absence occurred; and
  - If performed in the same workweek in which the work time was lost, **it** may not be counted towards computing the total number of hours worked in a day for purposes of the overtime requirements, except for hours in excess of eleven (11) hours of work in one (1) day or 40 hours of work in one workweek (California Labor Code 513).
- 14.4.13 Sick leave shall be taken in increments of not less than one-quarter (1/4) hour **(15 minutes).**
- 14.4.14 A unit member shall contact their immediate supervisor, or their designee, as soon as the need to be absent is known or at **least one (1) hour prior to** the beginning of the work shift. This does not apply where the unit member cannot reasonably provide the notification. The unit member shall inform their immediate supervisor, or their designee, as to the expected date of return. Required documentation shall be submitted to the Office of Human Resources **in accordance with the provisions in sections 14.4.7 and 14.7.** ~~Absences~~

extending more than five (5) workdays are subject to the provisions in section 14.4.15.

- ~~14.4.15~~ The DISTRICT may require a unit member to provide to Human Resources written verification of illness or injury by a licensed physician for any absence that exceeds five (5) workdays for which entitlement to sick leave is claimed under this Article and reported on the unit members work report. The verification may include a statement that the unit member is able to perform their duties with or without restrictions. The verification shall also include the date upon which the unit member is released back to work.
- 14.4.16 **SICK LEAVE STATUS REPORT.** All unit members shall have access to view their individual status report online.
- 14.4.17 When all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months in accordance with Education Code section 88195.
- 14.5 **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE.** Absences due to industrial accident or illness leave should be recorded on the unit member's work report. Unit members shall be entitled to industrial accident and illness leave in accordance with ~~current~~ Education Code section 88192 and the following provisions.
- 14.5.1 A unit member suffering an injury or illness arising out of, and in the course, of their employment, shall be entitled to a leave of sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
- 14.5.2 Payment for wages on any day shall not, when added to an award granted to the unit member under the Worker's Compensation laws of this State, exceed the normal wage for the day. During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off, or other available leave provided by law or the action of the Board of Trustees, the unit member may endorse to the DISTRICT wage loss benefit checks received under the Worker's Compensation laws of this State. In the absence of such endorsement, the DISTRICT shall pay the difference between the wage loss benefit check and any entitlement the unit member may have.
- 14.5.3 The industrial accident or illness leave is to be used in lieu of ~~normal-sick leave benefits~~. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave will then be used. If, however, a unit member is still receiving Worker's Compensation benefits at the time of the exhaustion of benefits under this ~~Section~~, they shall be entitled to use only so much of their accumulated and available ~~normal-sick leave~~ and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.
- 14.5.4 When all available leaves of absence, paid or unpaid, have been exhausted, and if the unit member is not medically able to assume the duties of their position, they shall, if not placed in another position ~~after completion of the interactive process~~, be placed on a reemployment list for a period of thirty-nine (39) months.



- 14.5.5 Leave under this Section shall commence on the first day of absence. The DISTRICT may select the examining ~~medical provider~~ physician and require a ~~medical provider's~~ physician's report as verification of illness or injury due to industrial accident or illness.
- ~~14.5.6 Any unit member receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the State.~~
- ~~14.5.7 In order to be eligible for leave under this Section, a unit member must have served as an employee of the DISTRICT continually for a period of nine (9) months.~~
- 14.6 **PERSONAL NECESSITY LEAVE.** Absences due to personal necessity leave shall be ~~deducted from the unit member's sick leave balance and~~ recorded on the unit member's work report. A unit member may, at the unit member's election, use any days of absence for illness or injury earned pursuant to Article 14.4 in cases of personal necessity, including any of the following:
- Death of a member of the unit member's immediate family when additional leave is required beyond that provided in ~~Section~~ 14.1 of this ~~Article~~.
  - Accident involving the person or property, or the person or property of a member of his/her immediate family.
  - Appearance in court as a litigant, party or witness under subpoena or any order made with justification. If the unit member receives payment for this appearance, such payment will be forfeited to the DISTRICT.
  - A serious illness of a member of the family.
  - Such other reason approved by the DISTRICT.

~~A maximum of fifty-six (56) hours of accumulated, full-salary sick leave credit may be used for personal necessity leave in each fiscal year. Part-time unit members shall receive the proportion of the fifty-six (56) hours for personal necessity leave pursuant to the formula in Article 14 (Leave - see section 14.4.1). No earned leave in excess of seven (7) days may be used in any school year for leave under this Section.~~ -Under no circumstances shall leave be available for purposes of recreation of any kind, engaging in other employment of any kind, including direct or indirect self-employment, social events, vacation, any concerted refusal to work, pursuit of other business, financial or economic interests of the unit member, or any illegal activity. For purposes of this ~~Section~~, members of the immediate family means the mother, father, grandmother, grandfather, or a grandchild of the unit member or of the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the unit member, or any relative living in the immediate household of the unit member.

The unit member shall notify their immediate supervisor ~~at least five (5) days~~ in advance of taking such leave unless an emergency makes such notice impossible. ~~Personal necessity leave requests shall be submitted to the immediate supervisor by using the Classified Time Off Request Form (accessible on the District intranet). The immediate supervisor receiving the request shall provide the unit member with a response within two (2) days of its receipt. If the immediate supervisor~~

does not respond by that time, the request is considered approved. If the request is denied, a reason for denial in writing shall be provided to the unit member.

- 14.7 **UNAUTHORIZED LEAVE.** Absences due to unauthorized leave shall be recorded on the unit member's work report. Any unit member absent without being on approved leave shall have deducted from their salary the appropriate amount covering such period. The DISTRICT reserves the right to take any appropriate disciplinary action against such unit member. Failure to notify the DISTRICT of the anticipated absence prior to the commencement of the unit member's shift may constitute unauthorized leave.
- 14.8 **BREAK IN SERVICE.** No absence under any paid leave provision of this article shall be considered as a break in service for any unit member who is in paid status and shall count toward salary step advancement, unit member accruals, and seniority accrual.
- 14.9 **ADDITIONAL LEAVE.** The DISTRICT may grant, in addition to the leaves set forth hereinabove, such additional leaves of absence, with or without pay, for such purposes and periods of time as it deems advisable.
- 14.10 **AUTHORIZED LEAVE VERIFICATION.** Prior or subsequent to approval of any paid leave, the DISTRICT may require a unit member to furnish a ~~doctor's~~ **medical provider's** certificate, affidavit or other documentation, on forms prescribed by the DISTRICT, as verification of illness or other reason for authorized leave. Verification may be required when the DISTRICT has reason to question the validity or any request for approved leave.
- 14.11 **PARENTAL LEAVE AND FAMILY AND MEDICAL LEAVE.** Absences due to parental leave and family care and medical leave should be recorded on the unit member's work report.
  - 14.11.1 **PARENTAL LEAVE/BONDING.** The DISTRICT will allow the use of paid sick leave for parental leave bonding up to a period of twelve (12) weeks within the first year following the birth or adoption of a child. A unit member shall not be provided more than one twelve (12) workweek period for parental/bonding leave during any twelve (12) month period.
    - a. The unit member must have served as an employee of the DISTRICT for a period of one (1) year, however, the unit member is not required to have 1,250 hours of service during the previous twelve (12) month period in order to take parental/bonding leave.
    - b. If a unit member exhausts all available sick leave, including all accumulated sick leave, and continues to be absent from their duties on account of parental leave, the unit member shall be compensated at no less than fifty (50%) percent of the unit member's regular salary for the remaining portion of the (twelve) 12 workweek period of parental leave.
    - c. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and unit members.
    - d. Intermittent leave: A unit member may request to use parental leave on an



intermittent basis with a duration of no less than two (2) weeks increments. However, the DISTRICT must grant a request for a leave of less than two (2) weeks' duration on any two (2) occasions.

- e. Parental leave will run concurrently with applicable state and federal leave laws.

**14.11.2 FAMILY AND MEDICAL LEAVE.** Unit members are entitled to family care and medical leave for a total of up twelve (12) weeks in a one (1) year (12 months) period as set forth in applicable federal and state law for the purpose of a birth of a child, an adoption, placement of a foster child, to care for a seriously ill family member, or because of a unit member's own serious health condition.

- a. A unit member must have served as an employee of the DISTRICT for a period of at least one (1) year and ~~has~~ **have** at least 1,250 hours of service for the DISTRICT during the twelve (12) month period immediately preceding the leave.
- b. Sections 14.11.1 or 14.11.2 individually or in combination may not exceed a total of twelve (12) weeks in any twelve (12) month period.
- c. Upon exhaustion of sick leave, a unit member may utilize difference in pay up to completion of the twelve-week period.
- d. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and unit member.
- e. For purposes of this section, a family member is defined as a unit member's child, parent or spouse/domestic partner.
- f. Family care and medical leave will run concurrently with applicable state and federal leave laws.

**14.12 FAMILY SCHOOL PARTNERSHIP LEAVE.** In accordance with Labor Code 230.8 a unit member who is a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to a child or children in kindergarten or grades one (1) to twelve (12), inclusive, or attending a licensed child care provider, may take off up to forty (40) hours each **calendar** year, not exceeding eight (8) hours in any calendar month of the year, to participate in activities of the school or licensed child care provider of any of their children. The unit member shall notify their immediate supervisor in advance of taking such leave. Absences due to participation in school activities of children shall be recorded on the unit member's work report.

**14.12.1** If more than one parent of a child is employed by the DISTRICT at the same worksite, the entitlement under 14.14 of a planned absence as to that child applies, at any one time, only to the parent who first gives notice to the employer.

**14.12.2** Unit members may utilize existing vacation, personal leave, or compensatory time off for the purposes of the planned absence.

**14.13.3** A unit member, if requested by the DISTRICT, shall provide documentation from the

school or licensed child care provider as proof that they engaged in child-related activities permitted in section 14.12 on a specific date and at a particular time. Documentation means whatever written verification of parental participation the school or licensed childcare provider deems appropriate and reasonable.

14.13 **STATE AND FEDERAL LEAVE LAWS.** Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL) benefits are available to ~~classified~~ unit members as entitled under current state and federal law. Upon request, the DISTRICT shall provide the unit member a copy of their rights and benefits. All Federal and State Leave benefits will be calculated for eligibility and use on a 12-month basis.

- a. In cases of non-pregnancy related illness, applicable state and federal leave laws will run concurrently with Sick Leave if the unit member meets the eligibility requirements.
- b. In cases of pregnancy related illness, applicable state and federal leave laws will run concurrently with Sick Leave if the unit member meets the eligibility requirements.

14.14 **CATASTROPHIC ILLNESS LEAVE DONATION PROGRAM.** The purpose of this program is to permit unit members with a catastrophic injury or illness to solicit individual donations of sick leave and/or vacation and/or compensatory time leave from fellow DISTRICT unit members.

All requests submitted to the Office of Human Resources are handled with confidentiality and upheld throughout the process. The DISTRICT will make every effort to protect the identity and privacy of the catastrophic illness leave recipient.

14.14.1 **Definition of Catastrophic Leave:** The intent of this program is to permit unit members to donate eligible leave credits to a unit member when that unit member or a member of their family suffers from a catastrophic illness or injury. For purposes of this Article, a catastrophic illness or injury is defined as one which is expected to incapacitate the unit member or a member of their family for an extended period of at least forty-five (45) or more calendar days, and taking extended time off work creates a financial hardship for the unit member because they have exhausted all of their sick leave, extended sick leave, and other paid time off (e.g., vacation, compensatory time, holidays (including birthday and floating holidays), etc.). For purposes of this Article, eligible leave credits are: sick leave, vacation, and compensatory time.

A catastrophic leave donation request may be initiated immediately, using the process defined below, at the moment the need is known. However, Catastrophic Leave will not begin until all leaves have been exhausted as defined in this Article. The maximum amount of time for which donated leave credits may be used, but not to exceed use for a maximum period of twelve (12) consecutive months.

For purposes of this Section, "family" means the mother, father, grandmother, grandfather, or a grandchild of the unit member or of the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the unit member, or any relative living in the immediate household of the unit member.

#### 14.14.2 **RECIPIENT REQUIREMENTS.**

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

The recipient:

- a. Is a regular, non-probationary ~~bargaining~~ unit member who has exhausted all ~~available~~ ~~accrued~~ paid leave credits ~~as reference in section 14.14.1~~, including sick leave, vacation and ~~compensatory~~ time;
- b. Must use any paid leave credits that they continue to accrue on a monthly basis prior to using received paid leave pursuant to this section;
- c. Is incapacitated/absent for an extended period of time no less than forty-five (45) calendar days;
- d. Is incapacitated during assigned time. For example, in the case of ~~ten~~ (10) or 11-month employee only assigned time will be considered;
- e. May use donated time in partial day increments;
- f. May initially request not more than sixty (60) days. A unit member may request an additional sixty (60) days by filing an additional request;
- g. Recipient must fill out the Catastrophic Leave ~~Donation Program Application Request Form, which must be requested from the Office of Human Resources. Any DISTRICT employee fellow-unit-member~~, supervisor, family member, ~~Office of Human Resources~~, or the Recipient's medical provider may request Catastrophic Leave benefits on behalf of the Recipient;
- h. ~~Must include with the~~ ~~A portion of the~~ Catastrophic Leave Request ~~Donation Program Application Request Form, requires~~ a written statement from ~~a the~~ medical provider, which verifies catastrophic illness or injury of the Recipient or the Recipient's immediate family member as defined in 14.14.1. ~~In the event a medical provider is unable or unwilling to fill out their portion of the Catastrophic Leave Request Donation Program Application, a separate written statement from a medical provider which provides the answers to all of the relevant healthcare provider questions on the Catastrophic Leave Request Donation Program Application will be accepted; and~~
- i. Must use all donated leave within a twelve (12) consecutive month period following the donations. If the Recipient returns to work and has a reoccurrence of the same or related catastrophic injury or illness, after using any accrued vacation or sick leave, previously donated leave days may be used if time remains available, within the same twelve (12) month period.

The Office of Human Resources shall evaluate all requests for catastrophic leave and shall have authority for granting leave in accordance with this Article. Pledged donated leaves can be used only for the specified catastrophic injury or illness. A different catastrophic injury or illness must be handled as a separate second incident. If the DISTRICT has reasonable cause to believe there is abuse of the catastrophic leave policy by a unit member, the DISTRICT may require additional medical verification from a ~~medical provider~~ ~~physician~~ selected by the DISTRICT at the

DISTRICT's expense.

The Office of Human Resources will notify DISTRICT employees in writing of the need for donations of catastrophic leave credits and collect all signed Catastrophic Donation Forms. The Office of Human Resources will notify Payroll of donated hours. Payroll will deduct donated hours from the donor and credit donated hours to the recipient. The Office of Human Resources and Payroll will keep a record of all donated leave credits.

If Recipient's request for catastrophic leave is denied, the Recipient or Recipient's agent or the ASSOCIATION may request a review of the reason(s) for denial. If the denial is upheld the unit member or ASSOCIATION may appeal the decision to the Chancellor. If the denial is upheld at the Chancellor level, the decision is not subject to the grievance process.

#### 14.16.3 DONOR REQUIREMENTS.

Unit members may donate leave credits to an eligible classified, confidential, management or academic employee under the following conditions:

- a. Donors may volunteer no more than 50% of their accrued sick and/or vacation and/or compensatory time. Donors must have accrued no less than 120 hours of leave credits prior to donation;
- b. Unit members wishing to donate catastrophic leave credits must donate credits in writing on a signed, Catastrophic Donation Form, distributed by the Office of Human Resources;
- c. The minimum amount of donated leave credits shall be eight (8) hours ~~initially~~, and in one-hour increments thereafter;
- d. The donor understands that donation of catastrophic leave credits is voluntary;
- e. Donations may be made by eligible classified, confidential, management or academic employees;
- f. All transfers of eligible leave credit are irrevocable. Unused leave credits will not be credited back to the donor; and
- g. Donated leave is charged on an hour-for-hour basis.

## ARTICLE 15: VACANCIES, TRANSFERS, VOLUNTARY DEMOTIONS, IN HOUSE OR PROMOTIONAL ONLY RECRUITMENTS

- 15.1 **DEFINITION OF A VACANCY:** Whenever it is determined by the DISTRICT that a vacancy within the bargaining unit is to be filled, the following procedure will apply: ~~For the purpose of this Article, a vacancy is defined as a newly created position or an existing position that is vacant and will be in active recruitment.~~
- 15.1.1 **Posting of Vacancies.** Notice of all job vacancies within the bargaining unit shall be ~~sent to all unit members via DISTRICT e-mail in a timely manner. emailed to all unit members and posted on the DISTRICT employment bulletin boards at currently designated posting locations.~~ The job vacancy notice shall remain posted for a period of ten (10) full working days, ~~during which time unit members may file for the vacancy.~~
- 15.1.2 **Notice Contents.** The job vacancy notice shall include: the job title, ~~a copy of the job description, a brief description of the position and duties, the minimum qualifications required for the position, the assigned department and location job site, the name of immediate supervisor, the work schedule, number of hours per workweek, and months per year workdays assigned to the position, the salary range, and the deadline for filing to fill the vacancy.~~
- 15.1.3 ~~A vacant bargaining unit position shall be filled in the following order: All requests shall be reviewed in order of; by recall of laid off unit members into the same classification in accordance with Article 9: Layoff and Reemployment, section 9.5.2 of this agreement; by preferential rehire rights of employees into a different bargaining unit classification, provided the unit member is on a 39 or 63 month reemployment list, applies for the vacancy, and is qualified for the position; by voluntary demotion, or lateral transfer,; and or In-House or Promotional Only.~~
- ~~**Filing.** Permanent unit members shall file for the vacancy by submitting written notice to the Office of Human Resources within the filing period. Any unit member on leave or vacation may authorize their job representative to file on the unit member's behalf.~~
- 15.1.4 **Filing and Notification.** Permanent unit members ~~(for purposes of this Article, "permanent unit member" shall mean completion of their probationary period in their current classification)~~ who files a request for voluntary demotions, transfer, or "In House or Promotional Only", shall submitting a written notice request via DISTRICT e-mail to the Office of Human Resources within the filing period. ~~If applicable, unit members shall be notified via District e-mail in writing by the Office of Human Resources, of the next steps the receipt of the request.~~
- ~~15.1.5 All requests shall be reviewed in order of; voluntary demotion, transfer, and In-House or Promotional Only, (moved to 15.1.3 and reworded)~~
- 15.2 **VOLUNTARY DEMOTIONS.** ~~A permanent unit member accepting a voluntary demotion shall retain their old anniversary date seniority rights. Unit members requesting a voluntary demotion to a lower classification pursuant to Article 9: Layoff and Reemployment shall be given~~

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

preference over other applicants with equal or lesser qualifications. ~~The decision should not be arbitrary or capricious.~~ (removed spacing) If the position from which a unit member took a voluntary demotion pursuant to Article 9: Layoff and Reemployment is again vacant, that unit member will be given preference over other applicants with equal or lesser qualifications in filling the former position. This Section shall be superseded by the provisions in **Article 9: Layoff and Reemployment** when applicable (See ~~Article 7.13~~).

15.3 **LATERAL TRANSFERS (VOLUNTARY).** A lateral transfer is a movement within the unit members' current job classification to a different department and/or location at the DISTRICT. No unit member shall be allowed to laterally transfer to another department and/or location until completion of their probationary period in the classification. ~~For purposes of this Section the term transfer shall mean a member initiated lateral movement the job classification from one (1) work position or station to another work position or station in the DISTRICT.~~

15.3.1 When a new position is created or an existing position becomes vacant, the DISTRICT shall offer the opportunity to permanent unit members interested in lateral transferring to in permanent unit members serving in the same within their current permanent job classification in the DISTRICT, prior to an external recruitment posting.

15.3.2 Filing rRequests from permanent unit members seeking lateral transfers shall be considered by the immediate supervisor. (removed spacing) In addition, cConsiderations for lateral transfers shall include hire date, seniority within the present classification of the unit member, information gathered during the meeting, and most recent evaluation. All unit members will be provided an opportunity to meet with the immediate supervisor and the ASSOCIATION president or designee. Designees shall be appointed by the ASSOCIATION from the approved diversity monitor list provided by the Office of Human Resources. The Office of Human Resources will review all questions prior to the meeting. ~~The decision to accept or deny a transfer shall not be arbitrary or capricious and shall only be made using the defined criteria above.~~ In the event of a denial, the immediate supervisor will provide a written detailed justification to the unit member via District e-mail and within seven (7) working days of the meeting. ~~The decision to accept or deny a transfer shall not be arbitrary or capricious and shall only be made using the defined criteria above (moved from above).~~ The substance of the justification shall not be subject to the grievance procedure; however, tThe lateral transfer procedure as provided hereinabove shall be grievable.

~~15.3.3 In the event no request for transfer is submitted, the vacancy will continue through the promotional process as outlined in Article 15.4.~~

~~15.3.4 A mutual transfer may be accomplished between two (2) unit members of the same classifications in which both are qualified. A mutual transfer must be made upon agreements of both supervisors and with the concurrence of the President(s) and/or Chancellor.~~

~~15.3.5 An approved transfer resulting from the request of a unit member shall be considered permanent. Therefore, no additional probationary period shall be required.~~

15.4 **"IN-HOUSE OR PROMOTIONAL ONLY" RECRUITMENTS.** "In-House or Promotional Only" recruitment shall only be used Wwhen position is being filled on an interim



basis for the minimum time necessary to allow for full and open recruitment ~~which; provided however, that no interim appointment exceed shall not exceed~~ **nine-hundred and sixty (960) hours in a fiscal year and/or a series of interim appointments exceed two (2) years in duration. two (2) years.**

Any ~~p~~**P**ermanent unit members may request an interim "In House or Promotional Only" opportunity **and must demonstrate that they are qualified.** ~~Such requests will not be considered until voluntary demotion and transfer requests have been reviewed.~~ A selection process, as outlined in Education Code Section 87100 and California Code of Regulations Section 53021, will be used to address any "In House or Promotional Only" requests.

~~a. When there is a reorganization that does not result in a net increase in the number of unit members.~~

~~b. When there is a transfer. For the purposes of this Section, a transfer is defined as one or more lateral transfers when there is no net increase in the number of unit members.~~

~~15.4.1 Any permanent unit member may request an interim "In House or Promotional Only" opportunity. Such requests will not be considered until voluntary demotion and transfer requests have been reviewed. A selection process, as outlined in Education Code Section 87100 and California Code of Regulations Section 53021, will be used to address any "In House or Promotional Only" requests.~~

15.4.1 The Office of Human Resources shall review all requests for "In-House or Promotional Only" **to verify unit members** ~~Members must meet the minimum qualifications for the position.~~ The Office of Human Resources will provide managers and the ASSOCIATION with a list of qualified **unit** members who have requested this opportunity. All qualified **unit** members will be offered an opportunity to meet with the manager. If no unit member(s) request the opportunity, managers may select a substitute once the recruitment has started.

15.4.2 Unit members that are not determined to be qualified will be provided ~~written~~ detailed justification **via District e-mail and** within seven (7) ~~working~~ days of the decision from the Office of Human Resources. All qualified **unit** members not selected will be provided ~~written~~ detailed justification **via District e-mail and** within seven (7) ~~working~~ days of the decision from the manager. The substance of the justification shall not be subject to the grievance procedure; **however, t**he "In-House or Promotional Only" procedure as provided hereinabove shall be grievable.

15.4.3 The ASSOCIATION and unit member shall receive documentation of the temporary work assignment **via DISTRICT's e-mail and it shall be placed in the unit member's personnel file.**

~~15.4.5 Documentation of the temporary work assignment shall be placed in the unit member's personnel file.~~

15.4.6 The vacancy that is incurred because of an in-house or promotional recruitment shall either be filled using another in-house temporary assignment or a substitute employee ~~until the incumbent returns to their assignment or is permanently filled.~~

- 15.4.4 The rate of pay for “In-House or Promotional Only” ~~in-house promotional~~ assignments shall be the rate of pay of the interim assignment that results in a five (5) percent increase for the unit member; however, unit members selected for an “In-House or Promotional Only” assignment that’s within their existing salary range shall not receive a five (5) percent increase and will remain at their existing salary range and step. If the five (5) percent increase exceeds the highest step of the interim assignment, the unit member shall be paid at the highest step. ~~assignments shall be limited to two (2) years unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.~~
- 15.5 **MEDICAL TRANSFERS.** The DISTRICT may assign a unit member to another position in cases where the unit member is medically unable to assume their regular duties.
- 15.6 **DISTRICT INITIATED TRANSFERS.** An employer-initiated transfer is defined as a transfer without the unit member’s request or approval. Employer-initiated transfers are made to meet the operational needs of the DISTRICT. Except where a bona fide business necessity exists, a minimum of twenty-one (21) days’ written notice shall be provided to an employee involuntarily transferred. No unit member shall be involuntarily transferred for arbitrary reasons unrelated to the operational needs of the District. The ASSOCIATION shall notify the DISTRICT in writing within five (5) days of its intent to negotiate effects of such transfer.
- 15.7 **SUBSTITUTE EMPLOYEES.** The DISTRICT may employ a substitute employee pursuant to Education Code 88003 to replace any classified unit members who are temporarily absent from duty. **(removed spacing)** If the DISTRICT is engaged in recruiting a permanent employee to fill a vacancy in any classified position, the Board of Trustees may fill the vacancy through such employment for not more than sixty (60) calendar days unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.



## ARTICLE 16: PERSONNEL

- 16.1 **CLASSIFICATION.** The DISTRICT may create new classifications and fix duties, responsibilities, and assignments for such classifications, or reclassify or abolish positions as long as any such action is not inconsistent with other provisions in this Article or Agreement. Except by mutual agreement, the DISTRICT shall notify the ASSOCIATION in writing ~~via DISTRICT e-mail thirty (30) ten (10) working days~~ prior to the board calendaring of an agenda item of any new classification or the abolition of a classification. ~~Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, T~~he ASSOCIATION shall notify the DISTRICT in writing ~~via DISTRICT e-mail, within ten (10) working days of the date that the DISTRICT sent the notice, of~~ its intent to negotiate the classifications, titles, or abolition of the classification ~~to the extent provided by law.~~
- 16.1.1 The DISTRICT will notify the ASSOCIATION in writing ~~via DISTRICT e-mail within five (5) ten (10) working days, of implementing its decision to reorganize notice of~~ reorganization of classified position(s) at the colleges or district sites. ~~Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, T~~he ASSOCIATION shall notify the DISTRICT in writing ~~via DISTRICT e-mail within five (5) ten (10) working days of the date that the DISTRICT sent the notice of~~ its intent to negotiate effects of such reorganization.
- 16.2 **PERSONNEL FILES.** The personnel file of each unit member shall be maintained at a single location determined by the DISTRICT. No disciplinary action based upon written materials shall be taken against a unit member unless such written materials are included in the unit member's personnel file.
- 16.2.1 **DEGORATORY MATERIAL.** Unit members shall receive copies of all derogatory material placed in their personnel file and shall be given an opportunity of reviewing the material and submitting a written response before it is placed in the personnel file. The unit member shall be given a thirty (30) calendar day period during normal working hours to initial and date the material and to prepare a written response to such material. The written response shall be sent by the unit member to the Office of Human Resources. The DISTRICT shall be responsible for attaching the response to the derogatory material and placing both in the personnel file.
- Any material of a derogatory nature contained in a personnel file shall be signed by the preparer and the unit member in question. If the unit member refuses to sign the document their refusal shall be noted on the document. In the event material of a derogatory nature is found, upon inspection of a personnel file, which has not been signed by the unit member or does not include a notation that the unit member refused to sign the material, then the material shall be removed from the file immediately.
- 16.2.2 **RIGHT TO INSPECT.** Unit members shall have the right to inspect the contents of their personnel files upon written request, ~~provided the written request is made at a time when such person is not actually required to render services to the DISTRICT.~~ The following materials shall not be available for inspection: (1) ~~R~~atings, reports, or records which were obtained prior to employment of the unit member; (2) ~~M~~aterials prepared by identifiable examination committee members; or (3) ~~M~~aterials obtained in connection

with a promotional examination. Advance appointments for the inspection of a personnel file may be required and scheduled with a DISTRICT representative.

16.2.2.1 Upon written authorization of the unit member, an ASSOCIATION representative may review the unit member's ~~permanent~~ personnel file. An ASSOCIATION representative may accompany any unit member in the review of that member's file.

16.2.3 **LOG OF INSPECTION.** The DISTRICT shall maintain a log within each unit member's personnel file indicating the persons (other than employees in the Human Resources Office) who have examined the file and the date of such examination. The log and the unit member's personnel file shall also be available to the appropriate ASSOCIATION representative with written authorization of the unit member where disciplinary action is pending against, or a grievance has been filed by the unit member. Such examination by the unit member or ASSOCIATION representative shall conform to the parameters set forth under Section 16.2.2.

16.2.4 **SEALING OF DEROGATORY MATERIAL.** All derogatory materials shall remain in the personnel file for a period of two (2) years. Upon the written request of the unit member, derogatory material that is more than two (2) years old shall be placed in a separate sealed envelope to be retained in the back of the personnel file. The Office of Human Resources shall remove the sealed envelope from the personnel file during the file review and replaced once the review is concluded. These documents contained in the sealed envelope shall not be presented, used or disclosed: 1) except with the specific written consent of the unit member for the derogatory material to be reviewed, 2) upon the filing of any action or proceeding by the unit member against the DISTRICT or its agents or unit members (including but not limited to a grievance or other complaint or appeal), and/or 3) upon court order or as otherwise compelled by law.

16.3 **RECLASSIFICATION.** "Reclassification" shall mean the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position.

16.3.1 **RECLASSIFICATION REQUESTS FORM.** Unit members requesting reclassification shall complete a "Position Description Questionnaire" form (accessible on the DISTRICT intranet) and for reference purposes, a copy of the Position Description Questionnaire is located in **Appendix (H).**

~~16.3.1.1 Step 1. — A request shall be submitted on an online accessible and fillable Reclassification Request Form (Appendix E). This form can be obtained from the Office of Human Resources or the DISTRICT's website.~~

~~16.3.1.2 Step 2. — Upon completion of the appropriate form, the unit member will submit the Reclassification Request to the Office of Human Resources.~~

~~16.3.1.3 Step 3. — The Office of Human Resources shall date stamp a copy of all forms submitted and will provide a copy to the unit member and the ASSOCIATION.~~

- ~~16.3.2~~ The ASSOCIATION or the DISTRICT may propose a reclassification for any position at any time during the life of the Collective Bargaining Agreement. A reclassification request may be initiated by the DISTRICT, ASSOCIATION, unit member, or their immediate supervisor.

(renumber starting here)

**RECLASSIFICATION REQUEST - COMPONENTS.** For the purpose of this section, the comprehensive request for reclassification form “Position Description Questionnaire” shall be comprised of the following (2) components:

- a. **Unit Member Reclassification Request.** Unit members must complete a “Position Description Questionnaire” form (accessible on the DISTRICT intranet) by the end of the first working week of the month. The Position Description Questionnaire form shall be shared with the immediate supervisor and will become part of the reclassification request review process.
- b. **Immediate Supervisor Statement.** As part of the reclassification request process, the immediate supervisor shall respond to their section of the “Position Description Questionnaire” form (accessible on the DISTRICT intranet) within fifteen (15) days of receipt. The “Position Description Questionnaire” form shall be shared with the ASSOCIATION and the unit member and will become part of the reclassification request review process.

- ~~16.3.3~~ **RECLASSIFICATION REQUEST REVIEW - PROCESS AND CRITERIA.** The reclassification process will be a collaborative process between the ASSOCIATION and the DISTRICT. ~~The ASSOCIATION and DISTRICT negotiation teams will meet monthly to review reclassification requests.~~ The Office of Human Resources may reach out to the unit member via e-mail to discuss their reclassification request; this allows the Office of Human Resources and a representative from the ASSOCIATION to collect relevant information related to the reclassification request. This discussion is intended to be a collaborative process between the Office of Human Resources and the ASSOCIATION; however, the unit member may elect not to have a representative present for the discussion with the Office of Human Resources. (moved to from below)

~~16.3.3.~~ ~~The ASSOCIATION and DISTRICT negotiations teams will review all completed reclassification requests.~~ (reworded and moved below to frequency) The criteria for a review shall be a significant, consistent, and ongoing increase in job content (e.g., required knowledge, skills, abilities, responsibility, and accountability). The review evaluates job content only, not the person, and is not based on job performance, length of service, or other characteristics related to the unit member in the position. Increased workload and ~~normal~~ typical increases in skills, experience, proficiency, and adaptation to new technologies consistent with the duties of the classification in a position are not the basis for a reclassification review. See **Section 16.5.**

- ~~16.3.3.2 Step 1~~ — ~~Reclassification requests must be submitted to the Office of Human Resources by the end of the first working week of the month.~~

~~16.3.3.3 Step 2~~ Upon receipt of the request, the Office of Human Resources will date stamp the request prior to forwarding a copy to the unit member's immediate supervisor. The ASSOCIATION and the unit member shall receive a date stamped copy immediately.

~~16.3.3.4 Step 3~~ The immediate supervisor will provide their comments to the Office of Human Resources within fifteen (15) working days. The ASSOCIATION and the unit member shall receive a date stamped copy immediately.

(renumber starting here)

**RECLASSIFICATION REQUEST - REVIEW MEETING.** The ASSOCIATION and the DISTRICT negotiation teams shall review completed "Position Description Questionnaire" forms received within the timeline (see section xx) at their next scheduled meeting. The ASSOCIATION and the DISTRICT negotiation teams will review and discuss the information submitted on the "Position Description Questionnaire" form, including information shared during the unit members' discussion with the ASSOCIATION and/or the Office of Human Resources (see section xx) and during the unit member(s) meeting with the negotiation teams (see section xx).

- a. **Unit Member Meeting.** In the event that a unit member requests a meeting with the ASSOCIATION and the DISTRICT negotiation teams, the Office of Human Resources will reach out to the unit member via e-mail to schedule the meeting only if the unit member notes it on the "Position Description Questionnaire" form; the Office of Human Resources will notify the unit member of their option to meet in person or remotely. The unit member will be scheduled to meet with the ASSOCIATION and DISTRICT negotiation teams, for no more than fifteen (15) minutes, and will be asked to share information relevant to their request for reclassification and answering any questions from either the ASSOCIATION and/or the DISTRICT negotiation teams.

~~16.3.3.5 Step 4~~ 5 Reclassification requests shall be reviewed by the ASSOCIATION and DISTRICT negotiation teams shall at their next scheduled meeting. A decision shall be rendered within forty five (45) days of submission.

- a. If the job duties that the incumbent is performing are not found in an existing job description, then an updated draft job description or when appropriate a new classification, will be provided by the DISTRICT and shall be subject to the negotiations process between the ASSOCIATION and DISTRICT. This process shall be completed within forty five (45) days of the decision.

~~16.3.3.6 Step 5~~ The ASSOCIATION and DISTRICT negotiation teams will evaluate each request for classification review based on the information submitted by the unit member on the Reclassification Request Form.

- a. If requested, a unit member shall have a meeting scheduled with the committee.

**RECLASSIFICATION REQUEST REVIEW—DECISION AND VOTE.** The ASSOCIATION and the DISTRICT negotiation teams will internally discuss the reclassification requests submitted, and a final determination (vote) to approve or deny the request(s) will be made. The ASSOCIATION and the DISTRICT negotiation teams will have only one vote (Yes/No), which the Lead Negotiator for each side will present to the negotiation teams. The following general provisions apply to the reclassification request review decision and vote process.

**Reclassification Request—Approved:** The ASSOCIATION and the DISTRICT negotiation teams voted to approve the unit member’s request for reclassification; the provisions outlined in the Reclassification Request—Notification and Approval (see section xx) shall apply.

**Reclassification Request—Denied:** The ASSOCIATION and the DISTRICT negotiation teams voted to deny the unit member’s request for reclassification; the provisions outlined in the Reclassification Request—Notification and Approval (see section xx) shall apply.

If it is decided that the unit member was working out of class but their request for reclassification is denied, the out of class work will cease and the unit member will be awarded out of class pay in accordance with Article 7: Pay and Allowances (see section 7.11) for the duration of out of class work.

If it is decided that the unit member was working out of class but their request for reclassification is denied because the classification requested does not convey an accurate and precise representation of the work being performed, the unit member will be compensated out of class pay at 5% until the appropriate classification is identified or created.

**Reclassification Request—Split Vote:** The ASSOCIATION and the DISTRICT negotiation teams come to a split vote, then the reclassification request(s) will be reviewed by a DISTRICT Subject Matter Expert (SME) and the following provisions shall apply: the SME shall consist of DISTRICT employees appointed by the ASSOCIATION and the DISTRICT and will be trained by the Office of Human Resources on the reclassification review process and criteria. The SME(s) will review (1) the “Position Description Questionnaire” form and (2) will be provided with the information shared during the unit member’s discussion with the ASSOCIATION and/or the Office of Human Resources (see section xx), including any information shared during the unit member(s) meeting with the negotiation teams (see section xx). The SMEs shall render a recommendation of the appropriate action to approve or deny the reclassification request within fifteen (15) days. The recommendation of the SME shall be considered by the appropriate Vice President, Director, and/or Executive Manager of the applicable site/department, who shall render a final decision concerning the reclassification request.

**RECLASSIFICATION REQUEST - NOTIFICATION AND APPROVAL.** The Office of Human Resources will notify the unit member(s) and the ASSOCIATION in writing via DISTRICT e-mail within ten (10) days of the reclassification request decision. ~~in writing within ten (10) working days at the conclusion of the meeting.~~ If the reclassification request is denied, the Office of Human Resources will notify the unit member of the denial

and its rationale. A unit member has the right to appeal in writing via DISTRICT e-mail to the appropriate College President or Vice Chancellor of the applicable site/department; to the Chancellor within fifteen (15) working days after being informed of the decision. The Administrator Chancellor shall notify the unit member and the negotiation teams in writing via DISTRICT e-mail within twenty (20) working days of their decision, which shall be final.

Final reclassification requests determinations shall be documented in the form of a Memorandum of Understanding and shall be subject to both Parties' ratification processes as required. All approved reclassifications requests shall be submitted for board approval no later than the next available board meeting.

~~16.3.3.7 Step 6 — The Office of Human Resources will notify the unit member(s) and the ASSOCIATION of the decision in writing within ten (10) working days at the conclusion of the meeting. If the request is denied, the Office of Human Resources will notify the unit member of the denial and rationale.~~

~~16.3.3.8 Step 7 — Reconsideration/Appeal Process. The unit member has the right to appeal in writing to the Chancellor within fifteen (15) working days after being informed of the decision. The Chancellor shall notify the unit member and the negotiation teams in writing within twenty (20) working days of their decision which shall be final.~~

~~16.3.3.9 Step 8 — Final determinations shall be documented in the form of a memorandum of understanding and shall be subject to both parties' ratification processes as required. All approved reclassifications shall be submitted for board approval no later than the next available board meeting.~~

16.3.4 **INCUMBENT RIGHTS.** When a position is reclassified, the incumbent in the position shall be entitled to serve in the new position.

16.3.5 **SALARY OF POSITION RECLASSIFICATION.** The salary of a unit member in a position that is reclassified shall be determined as follows:

- a. If a position is reclassified to a classification having the same salary range (reclassification – lateral), the salary and anniversary date of the unit member shall not change; however, the anniversary date shall be changed to reflect the date the unit member is reclassified into their new classification (see section 16.3.6).
- b. If a position is reclassified to a classification having a higher salary range (reclassification–upward), the unit member shall be placed on the appropriate salary range of their new classification, which would result in no less than a five (5%) percent increase over the current salary, except if the new placement is at highest Step. The anniversary date of the unit member shall not change. the anniversary date shall be changed to reflect the date the unit member is reclassified into their new classification (see section 16.3.6).



16.3.6 The effective date of an approved reclassification request shall be the date the application "Position Description Questionnaire" form was stamp received by the Office of Human Resources.

16.4 **PLACEMENT IN THE CLASSIFICATION AND RANGE.**

16.4.1 Every unit member shall be placed in a classification and range in the classified service.

16.5 **WORKLOAD ANALYSIS.** The ASSOCIATION, the unit member, or the unit member's immediate supervisor may request a workload analysis to evaluate the workload of a unit member. The written request shall be submitted in writing via DISTRICT e-mail to the Office of Human Resources. This analysis is separate from the reclassification request process and may be requested at any time throughout the year.

16.5.1 The written results of the workload analysis will be provided to the unit member and the ASSOCIATION. The results will contain methods of analysis and data used to analyze the workload.

16.6 **CLASSIFICATION AND COMPENSATION STUDY PROCESS.**

16.6.1 The DISTRICT and the ASSOCIATION shall review each classification within the bargaining unit at least once within a three (3) year period. The Pparties mutually agree that all reclassification requests will be placed on hold and will be processed at the completion of the study or within one (1) year from submission.

16.6.2 The DISTRICT and the ASSOCIATION shall mutually agree on the compensation and classification study process. The study should take no longer than (1) year to complete unless both Pparties mutually agree to extend the time period. Any sSalary range adjustments shall be negotiated.

16. 6.3 ~~Salary range adjustments shall be negotiated.~~ Position classification and reclassification shall be subject to mutual agreement between the DISTRICT and the ASSOCIATION. (moved from below).

16.6 ~~**CLASSIFICATION AND RECLASSIFICATION REQUIREMENTS.**~~

~~16.6.1 Position classification and reclassification shall be subject to mutual agreement between the DISTRICT and the ASSOCIATION.~~

16.7 ~~Either party may propose a reclassification for any position at any time during the life of the Agreement.~~

## ARTICLE 17: ~~PROGRESSIVE DISCIPLINE~~

- 17.1 ~~**PROGRESSIVE DISCIPLINE ACTION.**~~ Discipline is a series of disciplinary actions, corrective in nature and is not intended to be punitive. ~~Discipline is intended~~ to provide unit members the opportunity to improve job performance and comply with policies and procedures. ~~This process enables immediate supervisors to assist unit members in meeting performance standards and adhering to established policies and procedures.~~ Progressive Discipline shall be administered in an objective, consistent, reasonable, and confidential manner.

17.1.1 **TIME PERIOD FOR BRINGING DISCIPLINARY ACTION.** No disciplinary action shall be taken for any cause that arose prior to the unit member's becoming permanent, or for any cause that arose more than two (2) years preceding the date of the filing of the notice of cause, unless the cause was concealed or not disclosed by the unit member when it could be reasonably assumed that the unit member should have disclosed the facts to the employing district.

- 17.2 **RIGHT OF REPRESENTATION.** A unit member has the right to representation in any meeting in which the unit member reasonably believes that the meeting may result in discipline against the unit member.

- 17.3 **DISCIPLINE PROCESS.** Prior to imposing formal disciplinary action upon a unit member, the immediate supervisor will have an informal discussion to address the identified deficiencies, ~~except where the deficient performance or misconduct dictates otherwise.~~ ~~Progressive discipline shall be followed commencing with step one (1).~~ Exceptions to progressive discipline include, ~~but are not limited to,~~ serious cases of cause as defined in **Article 17.14**. Discipline includes, but is not limited to, (1) performance improvement deficiencies conference, (2) written warning, (3) written reprimand, (4) suspension without pay, and (5) termination. ~~Discipline for misconduct may commence at any step, depending on the seriousness of the misconduct. The DISTRICT shall follow the principles of progressive discipline, when applicable.~~

A "day" is any day in which the Office of the Human Resources Department of San Bernardino Community College District is normally open for business to the public.

- 17.3.1 **Step 1 – Performance Deficiencies Improvement Conference.** A unit member's immediate supervisor shall notify the unit member of the deficiencies in their job performance that ~~has~~ ~~have~~ been observed. The immediate supervisor shall identify improvements needed and how the unit member may improve their performance. The immediate supervisor shall ~~develop~~ ~~provide~~ a written **Performance Improvement Plan (PIP) improvement plan, which shall include** including previous discussions or counseling, coaching and training, as needed, to address the identified deficiencies. The unit member's performance must be reviewed within sixty (60) days to document the unit member's progress, including any recommendations for continued success. ~~All documentation related to the performance deficiencies conference shall~~ ~~Documentation of the coaching shall not be placed in the unit member's personnel file, and shall but may be used as supporting documentation in later steps.~~ **This Step 1 – Performance Deficiencies Conference shall also serve as the Performance Evaluation – Conference for unit members placed on a PIP referenced Article 13: Performance Evaluation Procedures section 13.4 of this Agreement.**

- 17.3.2 **Step 2 – Written Warning.** If deficiencies identified in Step 1 have not improved, ~~the~~



~~unit member shall receive a written warning.~~ The immediate supervisor shall issue a written warning to the unit member, and it shall be ~~shall prepare and delivered~~ the written warning in person to the unit member during a scheduled disciplinary meeting. Copies of the written warning shall be sent to the unit member and the ASSOCIATION Chapter President or designee. The written warning shall consist of the unit member's specific deficiencies and/or incidents of the unit member's deficient performance or misconduct, and specific direction for improvement. The written warning shall not include incidents or deficiencies that were not discussed in the Step 1. Documentation of the written warning shall be placed in the unit member's personnel file.

- 17.3.3 **Step 3 –Written Reprimand.** If deficiencies identified in Step 2 have not improved, the ~~unit member's immediate supervisor~~ shall issue a written reprimand to the unit member, and it shall be ~~shall prepare and delivered in person~~ the written reprimand to the unit member during a scheduled in-person disciplinary meeting. Copies of the written reprimand shall be sent to the unit member and the ASSOCIATION Chapter President or designee. The written reprimand shall outline specific deficiencies and/or incidents of the unit member's performance or misconduct, and written directives specific direction for improvement. Attached to written reprimand shall be a copy of the written improvement plan, including previous discussions, or counseling, and coaching and training, related to the identified deficiencies, and the letter of written warning. The written reprimand shall not include any incidents or deficiencies that were not included in the Step 2. Copies of the written reprimand shall be sent to the unit member and the ASSOCIATION Chapter President or designee (moved from above). Unit member's will be provided thirty (30) working days to respond prior to placing the written reprimand in the personnel file.
- 17.3.4 **Step 4 –Suspension.** If deficiencies identified in Step 3 have not improved or if the unit member's conduct warrants starting the disciplinary action at Step 4, the immediate supervisor may make a recommendation to the Vice Chancellor of Human Resources or designee that the unit member's deficient performance or misconduct may warrant a suspension without pay for a period not to exceed five (5) days, as deemed appropriate. Copies of the recommendation shall be sent to the unit member and the ASSOCIATION Chapter President or designee and placed in the unit members' personnel file. A Notice of Intent to Discipline notice of the suspension shall be prepared in accordance with section 17.5 and delivered to the unit member and placed in the unit member's personnel file during a scheduled disciplinary meeting and subject to the disciplinary procedures within Article 17.5.
- 17.3.5 **Step 5 – Further Action.** If deficiencies identified in Step 4 have not improved after the above procedures have been followed or if the misconduct warrants disciplinary action beginning at Step 5, the Vice Chancellor of Human Resources or designee may propose recommend the following further disciplinary action be taken against the unit member: Additional discipline may include: demotion, suspension, reduction in hours, transfer or reassignment without the unit member's voluntary consent, written reprimand, or termination. Copies of the notice of proposed discipline shall be sent to the unit member and the ASSOCIATION Chapter President or designee. The Notice of Intent to Discipline notice of proposed discipline for further action shall be prepared in accordance with section 17.5 and delivered to the unit member during a scheduled disciplinary meeting and subject to the disciplinary procedures within Section 17.5 and placed in the unit member's personnel file. The notice of proposed discipline for further action shall be

~~placed in the unit members' personnel file.~~

- 17.4 **CAUSES FOR DISCIPLINARY ACTION.** Cause is defined as those acts, omissions, or behaviors which are detrimental to the operations of the DISTRICT and/or its major instructional, student and administrative divisions, or which impair the DISTRICT's mission, purpose or objectives.

The term "cause" for disciplinary actions that occur outside the progressive discipline steps in the forgoing portions of Article 17 includes, **but is not limited to:**

**1. Job Performance**

- a. Incompetence, i.e., inability to comply with the minimum standard of a unit member's position for a significant period of time.
- b. Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of a unit member in the position.
- c. **Denial, suspension, revocation or non-renewal of a license, permit or any other document(s) required by the nature of the position.**
- d. Abuse or misuse of sick leave.
- e. Documented pattern of excessive absenteeism.
- f. Repeated unexcused absence or tardiness.
- g. Unexcused absence without leave.

**2. Personal Conduct**

- a. Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the DISTRICT, the unit member's department, or division.
- b. Fraud in securing employment or making a false statement on an application for employment.
- c. Willful disobedience and insubordination.
- d. Abandonment of position (unexcused absence of three (3) consecutive **workdays** or more).
- e. Working overtime without authorization.
- f. The refusal of any officer or unit member of the DISTRICT to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the DISTRICT is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or unit member.
- g. Improper or unauthorized use of DISTRICT property.
- h. Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the DISTRICT.
- i. Drinking alcoholic beverages on the job, or reporting to work while intoxicated.
- j. Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified unit member is not prohibited.
- k. Intentionally falsifying any information supplied to the DISTRICT, including, but not limited to, information supplied on application forms, employment records, or any other

DISTRICT records.

- l. Carelessness or negligence in the care and/or use of DISTRICT property.
- m. Discourteous offensive, or abusive conduct or language toward other unit members, students, or the public.
- n. Dishonesty. (Examples may include a unit member's fabricated excuses, falsification of reports or other documents, stealing, cheating, defrauding, embezzling, or obtaining property or money under false pretenses; or the use of fraud, deception, or misrepresentation of material facts in the employment relationship.)

### 3. Violation of Laws, Policies, Procedures, and other Agreements

- a. Willful violation of policies, procedures, and other rules which may be prescribed by the DISTRICT, college(s), or departments.
- b. Negligent or intentional violation of any law concerning the DISTRICT.
- c. Engaging during required work time in political activity not authorized by law.
- d. Persistent violation or refusal to obey all rules and regulations made applicable to public schools by the Governing Board or by any appropriate federal, state or local governmental agency.
- e. Offering of anything of value or offering any service in exchange for special treatment in connection with the classified unit member's assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another unit member or to any member of the public.
- f. Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.
- g. Conviction of any felony or any crime involving moral turpitude.
- h. Conviction of a sex offense as define in Education Code.
- i. Conviction of a narcotics offense as defined in Education Code.
- j. Refusal to subscribe to any oath or affirmation, which is required by law in connection with DISTRICT employment.
- k. Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to a unit member for the performance of their official duties.
- l. Failure to adhere to safety policies and practices.

- ~~Unexcused absence without leave.~~
- ~~Abuse or misuse of sick leave.~~
- ~~Documented pattern of excessive absenteeism.~~
- ~~Repeated unexcused absence or tardiness.~~
- ~~Carelessness or negligence in the care and/or use of DISTRICT property.~~
- ~~Discourteous offensive, or abusive conduct or language toward other unit members, students, or the public.~~
- ~~Dishonesty.~~
- ~~Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the DISTRICT.~~
- ~~Conviction of any felony or any crime involving moral turpitude.~~
- ~~Conviction of a sex offense as define in Education Code.~~
- ~~Conviction of a narcotics offense as defined in Education Code.~~
- ~~Drinking alcoholic beverages on the job, or reporting to work while intoxicated.~~

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

- ~~Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified unit member is not prohibited.~~
- ~~Intentionally falsifying any information supplied to the DISTRICT, including, but not limited to, information supplied on application forms, employment records, or any other DISTRICT records.~~
- ~~Negligent or intentional violation of any law concerning the DISTRICT.~~
- ~~Engaging during required work time in political activity not authorized by law.~~
- ~~Persistent violation or refusal to obey all rules and regulations made applicable to public schools by the Governing Board or by any appropriate federal, state or local governmental agency.~~
- ~~Offering of anything of value or offering any service in exchange for special treatment in connection with the classified unit member's assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another unit member or to any member of the public.~~
- ~~Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.~~
- ~~Working overtime without authorization.~~
- ~~The refusal of any officer or unit member of the DISTRICT to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the DISTRICT is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or unit member.~~
- ~~Improper or unauthorized use of DISTRICT property.~~
- ~~Refusal to subscribe to any oath or affirmation, which is required by law in connection with DISTRICT employment.~~
- ~~Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the DISTRICT, the unit member's department, or division.~~
- ~~Fraud in securing employment or making a false statement on an application for employment.~~
- ~~Willful disobedience and insubordination.~~
- ~~Abandonment of position (unexcused absence of three (3) consecutive days or more).~~
- ~~Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to a unit member for the performance of their official duties.~~
- ~~Willful violation of policies, procedures, and other rules which may be prescribed by the DISTRICT, college(s), or departments.~~
- ~~Incompetence, i.e., inability to comply with the minimum standard of a unit member's position for a significant period of time.~~
- ~~Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of a unit member in the position.~~
- ~~Advocacy of overthrow of federal, state or local government by force, violence or other~~

~~unlawful means.~~

17.5 **NOTICE OF INTENT TO DISCIPLINE.** When disciplinary action is proposed ~~amounting to a one-day suspension or more is proposed~~, the DISTRICT shall provide the ASSOCIATION and unit member with ~~a copy of the Notice of Intent to Proposed Discipline in person, or certified mail and regular mail if the DISTRICT is in writing and be served in person or by certified mail and regular mail, to include electronic service (i.e. email) if we are unable to serve the Notice of Intent to Discipline discipline in person.~~ The ~~Notice~~ **Notice of Intent to Discipline** will set forth the cause of the action, the specific acts ~~and/or~~ omissions upon which the proposed discipline is based and copies of all statements or documents upon which the DISTRICT relied on assessing the degree of proposed discipline. The ~~notice~~ **Notice of Intent to Discipline** should be in compliance with the provisions of Education Code Sections 88013, ~~and~~ 88016.

17.5.1 **DUE PROCESS.** When disciplinary action **amounting to a one-day suspension or more** is being proposed against a unit member the DISTRICT must comply with the procedural due process requirements before it may deprive a unit member their property right and/or interest. Due process mandates that at a minimum a unit member must be provided with the following pre-disciplinary safeguards:

- a. notice of the ~~proposed~~ **intended disciplinary** action;
- b. cause(s) for the action;
- c. a statement of the charges signed by the Vice Chancellor of Human Resources or designee setting forth in clear and understandable language the specific act(s), error(s), or omission(s) giving rise to the charges;
- d. a copy of all materials including statements on which the DISTRICT relied upon preparing the ~~Nnotice of lintent to Ddiscipline;~~
- e. copies of any sections of this contract, Education Code, board policy, rules, regulations, or laws which are alleged to have been violated;
- f. notice of the right to respond to the charges either verbally or in writing prior to imposed discipline;
- g. the right to representation at all phases of the disciplinary process; and
- h. statement of the unit member's right to hearing(s).

17.6 **DISCOVERY.** ~~The unit member and the ASSOCIATION Chapter President or designee shall have the right to inspect and receive copies of any documents or other materials in the possession or under the control of the DISTRICT which are relevant to the disciplinary action proposed, at times and places reasonable for the unit member and the DISTRICT.~~ (repetitive, addressed in D above)

- 17.7 **BURDEN OF PROOF.** When disciplinary action is to be imposed on the unit member, the burden of proof shall rest with the DISTRICT.
- 17.8 **PAID ADMINISTRATIVE LEAVE.** The Vice Chancellor of Human Resources or designee may upon written notice place a unit member on ~~p~~Paid ~~a~~Administrative ~~l~~Leave when investigating allegations of misconduct, wrongdoing, illegal acts, or for the safety or for the protection of the public, DISTRICT, or individual. The unit member shall remain on paid administrative leave while the investigation is being conducted, a decision is rendered and subsequent action is taken. All of the aforementioned shall be conducted in a timely and expeditious manner. Paid ~~a~~Administrative ~~l~~Leave shall mean that the unit member shall not report to work, but shall receive all pay and benefits and shall be accessible to the DISTRICT during all scheduled working hours.
- 17.9 **COMPULSORY LEAVE.** A unit member charged with the commission of any sex offense as defined in, but not limited to, Education Code Section 87010, or with the commission of any narcotics offense as defined in, but not limited to, Education Code Section 87011, may be placed on compulsory leave of absence pending a final disposition of such charges. ~~Paid Administrative Leave shall mean that the unit member shall not report to work, but shall receive all pay and benefits and shall be accessible to the DISTRICT during all scheduled working hours.~~
- 17.10 **RIGHT TO A PRE-DISCIPLINARY MEETING (SKELLY CONFERENCE).** The ~~Notice of Intent to Discipline~~ **“notice of proposed discipline”** shall inform the unit member of their right to request a “pre-disciplinary meeting” (Skelly Conference) prior to the imposition of the discipline. The unit member will be provided a copy ~~of the Notice of Intent to Discipline~~ **via** in person, or by certified mail and regular mail, ~~to include electronic service (i.e., email) if the DISTRICT is~~ we are unable to serve the discipline in person ~~request for a “pre-disciplinary”, and will sign acknowledging receipt of the Notice of Proposed Discipline.~~ Such ~~request for a~~ pre-disciplinary meeting (Skelly Conference) must be made in the manner articulated ~~in the Notice of Intent to Discipline~~ **in writing** within five (5) days from receipt of the ~~Notice of Proposed Discipline~~ **Notice of Intent to Discipline** and ~~be actually received by~~ **returned to** the Vice Chancellor of Human Resources or designee ~~no later than five (5) days after the notice is delivered.~~ If a unit member ~~requests a “pre-disciplinary meeting” (Skelly Conference).~~ In the event of the unit member’s timely request ~~for~~ **of** a “pre-disciplinary meeting” (Skelly Conference), such a meeting shall be held no sooner than ~~five~~ (5) days but within a reasonable period of time of ~~upon~~ the unit member’s request. At such a meeting the unit member shall be granted a reasonable opportunity, either in person or in writing, to make any representations the unit member believes are relevant to the case and put forth any information as to why the intended action should not proceed.
- If a “pre-disciplinary ~~meeting~~ **hearing**” is held, the DISTRICT shall provide the ASSOCIATION and unit member with a written notification of the Skelly Officer’s recommendation to either continue, amend, reduce, or dismiss the proposed discipline within ten (10) days.
- 17.11 **RIGHT TO AN EVIDENTIARY HEARING.** ~~If the unit member forgoes the “pre-disciplinary meeting” (Skelly Conference) or the DISTRICT chooses to impose disciplinary action amounting to a one-day suspension or more after the “pre-disciplinary meeting” the DISTRICT shall provide the unit member with a Final Notice of Discipline. The Final Notice of Discipline “Notice of Proposed Discipline” shall inform the unit member of their right to request an evidentiary hearing after a decision is provided resulting from the “pre-disciplinary meeting” (Skelly Conference). Unit members’ have the right, upon request, to an evidentiary hearing before the disciplinary action is final. Such request for an evidentiary hearing must be made in the manner articulated~~



~~in the Final Notice to Discipline and be made in writing within five (5) days from receipt of the Final Notice of Discipline and returned to the Vice Chancellor of Human Resources or designee within the five (5) days. Notice to Request an Evidentiary Hearing. If the unit member desires a hearing, Notice to Request an Evidentiary Hearing must be received by the Vice Chancellor of Human Resources or designee no later than five (5) days after notice is delivered. If the unit member requests an evidentiary hearing within the five (5) day period, at such hearing the unit member will be provided an opportunity to present oral and/or documentary evidence, confront and cross-examine witnesses and to be represented by a representative of their choice. No evidentiary hearing shall be held unless written notice is delivered to the Vice Chancellor of Human Resources or designee within five (5) days of the date this notice is served on the unit member.~~

Failure to file a timely request for an evidentiary hearing waives the unit member's right to an evidentiary hearing and no hearing will be held.

#### 17.12 MEMBER'S RIGHT DURING AN EVIDENTIARY HEARING.

- a. **Evidentiary Hearing:** All evidentiary hearings shall be conducted by a neutral hearing officer who shall be mutually agreed upon within twenty (20) days of the written request for an evidentiary hearing by the DISTRICT and ASSOCIATION. In the event the parties are unable to reach an agreement on the hearing officer within twenty (20) days from the date of the request for the hearing, a request for a list of five (5) qualified hearing officers will be submitted to the California Mediation and Conciliation Service by the DISTRICT. The Hearing Officer will be selected from the aforementioned list by alternate strike off. The first strike off will be determined by chance then each party will strike one name from the list until only one name remains. The remaining hearing officer will conduct the hearing. The hearing shall be conducted under rules of procedure established by the hearing officer which are consistent with the law. Both the DISTRICT and ASSOCIATION shall have the right to call witnesses, introduce evidence, cross-examine any witness, and make motions or objections to the proceedings. All hearings shall be closed to the public unless the affected unit member specifically requests that the hearing be open to the public.
- b. **Witnesses and Evidence:** The hearing officer shall have the authority to compel the production of such witnesses and evidence as may be necessary to ensure that the bargaining unit member's due process rights are protected. The technical rules of evidence shall not apply. Hearsay evidence may be submitted to support direct evidence, but may not be sufficient standing alone to support a finding.
- c. **Hearing Officer's Non-Binding Decision:** Following the Evidentiary Hearing, the Hearing Officer shall render their findings and non-binding decision, which shall be served on both parties. The Hearing Officer's decision is a recommendation only to the Governing Board and is not binding.
- d. ~~Unit members have the right to an evidentiary hearing before a neutral hearing officer; however, the Board of Trustees' determination of the sufficiency of the cause of disciplinary action shall be conclusive, final, binding on all parties, and not subject to further appeal.~~ The Governing Board's decision
- e. **Costs:** The cost of the hearing and hearing officer will be borne by the DISTRICT.

## ARTICLE 18: GRIEVANCE PROCEDURE

- 18.1 A “grievance” is a formal written allegation, on the prescribed DISTRICT form, by a unit member alleging a violation of this Agreement.
- 18.2 A “grievant” is a unit member, unit members, or the ASSOCIATION.
- 18.3 A “day” is any day in which the central administrative office of the San Bernardino Community College DISTRICT is open for business.
- 18.4 The “immediate supervisor” is the lowest level supervisor having immediate jurisdiction over the grievant and who has been designated to adjust grievances.
- 18.5 **INFORMAL LEVEL.** A unit member’s grievance must be submitted orally in an informal conference with the unit member’s immediate supervisor within twenty (20) days after the act or omission giving rise to the grievance, or twenty (20) days after the unit member, through the exercise of reasonable diligence, should have had knowledge of the act or omission that have gave rise to the grievance. At the time of the conference, the unit member may be accompanied by another unit member.
- 18.6 **FORMAL LEVEL - STEP 1.** If the alleged grievance is not resolved at the informal conference, the grievant must within five (5) days after the informal conference, present their grievance in writing to their immediate supervisor (**Appendix F**). This statement shall be a clear, concise statement of the grievance, the decision rendered at the informal conference and the specific sections of the Agreement allegedly violated, misapplied, misinterpreted and the specific remedy sought. A grievance may include more than one (1) unit member provided the issue is the same.
- The supervisor shall communicate their decision to the unit member in writing within five (5) days after receipt of the written grievance.
- 18.7 **STEP 2.** In the event the grievant is not satisfied with the decision rendered by the supervisor, they may appeal the decision to the Chancellor or their designee within five (5) days after receipt of the supervisor’s decision. This statement must include a copy of the original grievance, the decision rendered by the immediate supervisor, and the reason for the appeal. The Chancellor, or their designee, will communicate a decision in writing within ten (10) days after receipt of the appeal.
- 18.8 **STEP 3.** If the grievant is not satisfied with the decision of the Chancellor or their designee, the grievant may (with the approval of the ASSOCIATION) within thirty (30) days, submit a request in writing to the Chancellor for binding arbitration of the dispute.
- 18.8.1 The ASSOCIATION and the DISTRICT shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request the State Conciliation Service to supply a list of five (5) names. Each PARTY shall alternately strike a name from the list until only one (1) name remains. The remaining person shall be the arbitrator. The order of the striking shall be determined by lot.
- 18.8.2 The fees and expenses of the arbitrator shall be borne equally between the DISTRICT and the ASSOCIATION. All other expenses shall be borne by the party incurring them. The

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:



arbitrator shall, as soon as possible, hear evidence and render a decision on the issue(s) submitted that shall be binding on the grievant, the ASSOCIATION and the DISTRICT. If the PARTIES cannot agree upon a submission agreement, the arbitrator shall determine the issue(s) by referring to the written grievance and the answer thereto at each step.

- 18.8.3 The Arbitrator will have no power to add to, subtract from, or modify the terms of this Agreement or the written policies, rules, regulations and procedures of the DISTRICT.
- 18.8.4 The Arbitrator shall submit their findings not later than twenty (20) days from the date of the close of the hearings or from the date the final statements and proofs are submitted to them. The arbitrator's findings of fact will be in writing and set forth their reasoning and decision on the issue(s) submitted.
- 18.9 **REPRESENTATION.** A unit member shall have the right to present grievances in accordance with these procedures with or without the intervention of the ASSOCIATION.
- 18.10 **ASSOCIATION NOTIFICATION.** In any instance where the ASSOCIATION is not represented in a grievance, the ASSOCIATION shall be notified of the intended disposition of the grievance ten (10) days prior to final action by the DISTRICT. The ASSOCIATION may respond in writing within the ten (10) day period.
- 18.11 **WAIVER.** The failure of the grievant to act within the prescribed time limits stated in this Article will act as a waiver of the grievance.
- 18.12 **DENIAL AND APPEAL.** The failure of the DISTRICT to issue a decision within the time limit at any step shall be deemed a denial and permit the grievant to proceed to the next step.
- 18.13 **SEPARATE GRIEVANCE FILE.** All documents, communications and records, dealing with the processing of a grievance shall be filed in a separate grievance file. Such materials may be placed in a unit member's personnel file in cases where the document, communication or record may be relevant to a disciplinary matter.
- 18.14 **STATUS OF PARTIES PENDING OUTCOME.** As to matters related to the procedures of this Section, the DISTRICT'S action shall remain in effect pending the final outcome of the grievance.

## ARTICLE 19: VACATIONS

19.1 ~~**PAID VACATION.**~~ All unit members shall earn paid vacation time under the provisions of this Article.

19.2 **PAID VACATION ELIGIBILITY.**

19.2.1 The first day of the month following the date of initial employment is considered the day and month in determining vacation entitlement.

19.2.2 Probationary unit members shall be eligible to accrue vacation, but earned vacation shall not become a vested right until completion of the initial six (6) months of paid status with the DISTRICT. After the completion of this six (6) month period, vacation leave earned under the provisions of this Article shall be available to each Unit member.

19.3 ~~**INCREMENTS.**~~

~~19.3.1 Vacation shall be taken in increments of not less than one-quarter (1/4) hour.~~

19.4 **VACATION ACCRUAL FORMULA.**

19.4.1 Vacation for unit members shall be computed on an hourly basis, 173 hours being equal to one (1) full-month of employment. Unit members who work less than twelve (12) months per year and/or forty (40) hours per week shall earn vacation on a pro-rated basis per their classified assignment.

19.4.2 Vacation time shall be earned and accrued in hours based on the unit member's longevity date on a monthly basis according to the following schedule:

0 months through 4 years eight and sixty-seventh hours (8.67) hours per month (thirteen (13) vacation days per year)
Beginning 5 years through 10 years ten and sixty-seventh hours (10.67) hours per month (sixteen (16) vacation days per year)
Beginning 11 years through 15 years twelve and sixty-seventh hours (12.67) hours per month (nineteen (19) vacation days per year)
Beginning 16 years fourteen and sixty-seventh hours (14.67) hours per month (twenty-two (22) vacation days per year)
Beginning 20 years 15.33 hours per month (twenty-three (23) vacation days per year)
One (1) additional vacation day will be earned effective with the 20 <sup>th</sup> year of service
Beginning 25 years 16.00 hours per month (twenty-four (24) vacation days per year)
One (1) additional vacation day will be earned effective with the 25 <sup>th</sup> year of service

19.4.3 **PARTIAL MONTHS.** Vacation earned for partial months worked shall be as follows:

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

Less than 1 week	25% of a month's entitlement
1 week to 2 weeks	50% of a month's entitlement
More than 2 weeks	100% of a month's entitlement

19.5 **PART-TIME WORKER VACATION ACCRUAL.**

19.4.1 Unit members working less than full time shall earn vacation on a pro-rata basis of the amounts shown in Articles 19.4.2

Less than 40 hours	25% of a month's entitlement
40 hours to 80 hours	50% of a month's entitlement
80 hours or more	100% of a month's entitlement

- 19.6 **VACATION CAP.** Unit members anticipated to have more than four hundred and eighty (480) hours of accumulated vacation at the end of the fiscal year will be required to reduce their balance to less than four hundred and eighty (480) hours. Unit members shall meet with their immediate supervisor to schedule time off. ~~In any case where the DISTRICT and the unit member agree that vacation will not be taken in the foregoing manner, the unit member shall receive cash compensation at the unit member's regular rate of pay. The DISTRICT shall pay unit members in cash for all accumulated vacation hours accrued over the cap as of September 1<sup>st</sup> of the given year.~~

**AUTOMATIC VACATION CASH-OUT IMPLEMENTATION.** Effective September 1, 2024, and each September 1 thereafter, any unit member with an excess of four hundred and eighty (480) hours of vacation on September 1 of each calendar year will automatically be paid out those hours exceeding the four hundred and eighty (480) hours. The unit member shall receive cash compensation at the unit member's regular rate of pay and payout will be made available on the first available open pay cycle after October 1.

**UNIT MEMBER INITIATED VACATION CASH-OUT.** Once a unit member accrues one hundred and ninety-two (192) hours of vacation pay, the unit member may make a written election to cash-out some or all of the vacation pay that the unit member will accrue in the following calendar year. Such election to cash-out vacation pay must be made by the unit member on or before December 31<sup>st</sup> of the year prior to the unit member's payout date for the vacation pay being cashed-out. Such election will be irrevocable once made. The payout date for the cashed-out vacation pay will be specified on the cash-out request form, which shall be submitted to Payroll (payroll@sbccd.edu), and must be a date by which the unit member will have accrued in such payout year vacation pay which equals or exceeds the amount of vacation pay which the unit member has elected to cashout. Vacation cashouts shall be paid on the unit members' first available open pay cycle. Vacation pay shall be based upon the unit member's salary at the time the vacation is taken or cashed-out.

~~19.6.1 **VACATION PAYOUT IMPLEMENTATION.** Effective July 1, 2023, any unit member with an excess of 480 hours of vacation will be paid out of those hours exceeding the 480 hours. The unit member shall receive cash compensation at the unit member's regular rate of pay and payout will be made available no later than October 15<sup>th</sup>.~~

19.7 ~~**VACATION PAY.** Vacation pay shall be based upon the unit member's salary at the time the vacation is taken.~~ (reworded and moved to 19.6)

19.8 **STATUS REPORT ON VACATION.** All unit members shall have access to view their individual status report online. The report shall be updated quarterly.

~~19.8.1~~

19.9 **HOLIDAYS (During Vacation).** When a holiday falls during the scheduled vacation of any unit member, the day shall not be charged as a vacation day.

~~19.9.1~~

19.10 **VACATION SCHEDULING.**

19.10.1 Vacations shall be scheduled at times requested by unit members so far as possible within the DISTRICT's work requirements. If there is any conflict between unit members who are working on the same or similar job duties as to when vacations shall be taken, the vacations shall be rotated as equally as is practical among unit members within each department on a seniority basis.

19.10.2 Fractional days of vacation leave may not be granted in not less than one-quarter (1/4) hour. (reworded and moved from 19.3)

~~19.11~~ **~~PRIOR APPROVAL.~~**

19.10.3 **Prior Approval.** Unit members who request vacation shall do so by submitting a **Classified Time Off Request Form (accessible via the District intranet)** ~~vacation request form~~ to their immediate supervisor for approval at least five (5) ~~working~~ days, prior to the first day of the requested vacation and shall be taken at a time which is least disruptive of DISTRICT operations. A unit member's request for vacation must be responded to and answered by the immediate supervisor within **two (2) days** ~~forty-eight (48) hours~~ days of its receipt. If the immediate supervisor or designee does not respond by that time, the request is considered approved. If the request is denied, a reason for denial in writing shall be provided to the unit member. ~~This decision shall not be arbitrary or capricious and every effort will be made by the DISTRICT to accommodate a unit member's request to take vacation.~~

~~19.12~~ **~~CONSECUTIVE FISCAL YEAR.~~**

~~19.12.1 Vacations earned in two (2) different fiscal years may be combined and taken at one time if it does not exceed the maximum vacation entitlement of the most recent complete fiscal year. There must be a period of at least two (2) months of actual performance on the job between vacations that were earned in two (2) fiscal years, unless otherwise approved by the DISTRICT.~~

~~19.13~~ **~~UNAUTHORIZED ABSENCE.~~**

~~19.13.1 Any unit member absent without being on approved vacation leave shall have deducted from their salary the appropriate amount covering such period. The DISTRICT reserves the right~~

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

~~to take any appropriate disciplinary action against such unit member, including termination.~~

**19.14 VACATION INTERRUPTION.**

19.14.1 A permanent unit member may interrupt or terminate their vacation in case of illness or injury, and use sick leave before continuing vacation or returning to work, subject to the following requirements:

19.14.2 The unit member must notify their immediate supervisor of the interruption or termination of their vacation prior to use of sick leave.

19.14.3 The immediate supervisor shall notify the unit member if they may continue their vacation, after use of sick leave, or if they must report to their normally assigned work.

19.14.4 Upon returning to the regularly assigned work, the unit member must furnish a written verification of the illness or injury by a licensed medical provider verifying the basis for such interruption or termination which interrupted or terminated their vacation.

**19.15 SEPARATION OR TERMINATION OF EMPLOYMENT.**

19.15.1 **RESIGNATION AND RETIREMENT.** Upon termination, a unit member shall be entitled to all unused vacation pay earned and accumulated up to the time of termination, except unit members who have not completed **the initial** six (6) months of employment **with the DISTRICT** in the bargaining unit shall not be entitled to such compensation.

19.16 **VACATION PAYOUT.** A permanent unit member may request in writing to cash out their accrued vacation. This request must be received by the DISTRICT to be paid on their next pay cycle. **(reworded and moved to 19.6)**

## **ARTICLE 20: HEALTH SERVICE, CONTINUATION AFTER RETIREMENT**

- 20.1 HEALTH COVERAGE AFTER RETIREMENT.** Any unit member who chooses early retirement or disability will continue to be eligible, if permitted by the carrier, to participate in one of the existing hospitalization/medical plan benefits pursuant to the provisions of **Article 10**, with the least expensive hospitalization/medical plan paid by the DISTRICT until age 65. Retirees shall be responsible for any additional cost in the event they select a more expensive hospitalization/medical plan. Coverage after retirement is subject to the following conditions.
- 20.2 DISABILITY RETIREMENT.** To be eligible for health coverage while on Public Employees' Retirement System disability retirement under this Article, the unit member shall have completed a minimum of five (5) continuous years' service with the DISTRICT.
- 20.2.1** If the retiree is also on social security disability retirement, such medical coverage shall cease when the retiree becomes eligible for Medicare. A retiree on social security disability retirement is eligible for Parts A & B of Medicare two (2) years after they are accepted for social security disability retirement. The DISTRICT medical coverage under this Article will cease as of that date and all Medicare premiums are the responsibility of the retiree.
- 20.3 SERVICE RETIREMENT.** To be eligible for early service retirement under this Article, the unit member must either:
- a. Have attained the age of sixty (60) before terminating employment and have completed a minimum of ten (10) years continuous service with the DISTRICT or
  - b. Have attained the age of fifty-five (55) before terminating employment and have completed a minimum of twenty (20) years continuous service with the DISTRICT.
- 20.3.1** The unit member must be an employee of the DISTRICT immediately preceding retirement and must retire under the Public Employees' Retirement System or the State Teachers Retirement System.
- 20.4** Notwithstanding the foregoing, the following provisions apply to both service and disability health benefits:
- a. Medical coverage terminates on the death of the retiree.
  - b. The retiree has the responsibility to notify the Office of Human Resources Office of any change of address by certified mail.
  - c. The retiree must annually truthfully respond to a status questionnaire from the Office of Human Resources Office within forty-five (45) days of mailing. Failure to do so may result in termination of these benefits.
  - d. Retirees covered under this Article may change from one (1) DISTRICT offered medical plan to another by notifying the DISTRICT's Office of Human Resources Office prior to the end of the open enrollment period. Open enrollment periods may vary from year to year. Please contact the Office of Human Resources to verify period.

## **ARTICLE 21: SEVERABILITY**

- 21.1 If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

**ARTICLE 22: EFFECT OF AGREEMENT**

- 22.1 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over DISTRICT practices and procedures and over State Laws to the extent permitted by State law, and that in the absence of specific provisions in this Agreement, such practices and procedures are discretionary with the DISTRICT.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:



### **ARTICLE 23: SAFETY**

- 23.1 **UNSAFE / UNSANITARY CONDITION.** Unit members shall notify their immediate supervisor in writing concerning an unsafe or unsanitary condition in the DISTRICT directly affecting their physical welfare. The immediate supervisor shall acknowledge receipt of the written condition by initialing and dating the original request. Such initials acknowledge receipt only. Their immediate supervisor shall investigate said reported unsafe or unsanitary condition and shall notify the unit member of any findings and suggested corrective action within five (5) working days of the receipt of the written request.
- 23.2 **SAFETY COMMITTEE.** The DISTRICT shall allow for unit member representation on any committee appointed by the DISTRICT for the purpose of investigating, developing, and promulgating safety programs which significantly affect unit members.
- 23.3 **THREATS OR ASSAULT BATTERY.** Unit members shall immediately report to their supervisors all cases of intimidation, bullying, threats and or acts of verbal/physical harm; of assault and/or battery suffered by them in connection with their employment. In the event any of the aforementioned listed are committed by a DISTRICT management employee the unit member may report it directly to the Office of Human Resources for investigating. The DISTRICT shall inform the affected unit member in writing within fifteen (15) working days of the findings.

Any student who has caused, attempted to cause, or threatened to cause physical injury to a unit member shall be disciplined in accordance with DISTRICT Board Policy that addresses standards of student conduct and disciplinary procedures. When requested by a unit member, the supervisor shall inform the affected unit member within fifteen (15) days of the action taken.

## **ARTICLE 24: CLASSIFIED STAFF TEACHING PART-TIME**

- 24.1 **MINIMUM QUALIFICATIONS AND ASSIGNMENT.** Unit members desiring to teach part-time must meet “Minimum Qualifications for Faculty and Administrators in California Community Colleges” as adopted by the California Community Colleges Board of Governors.
- 24.1.1 Unit members are required to go through established recruitment processes for adjunct faculty.
- 24.1.2 Adjunct faculty assignments must be scheduled outside the assigned work hours of the unit member’s classified position.
- 24.1.3 Adjunct faculty assignments shall not cause the reduction in hours of the unit member’s classified position.
- 24.1.4 Adjunct instructional faculty assignments are limited to no more than one (1) class throughout the DISTRICT per academic semester.
- 24.1.5 Adjunct non-instructional faculty assignments are limited to no more than ten (10) hours throughout the DISTRICT per workweek.
- 24.1.6 Unit members shall not be allowed to provide instructional services on a voluntary basis.
- 24.2 **COMPENSATION.** For unit members whose adjunct faculty assignment causes the unit member to work beyond forty (40) hours per workweek, the overtime rate shall be calculated in accordance with the weighted blended rate method per Fair Labor Standards Act (FLSA). If the weighted blended overtime rate of pay for the adjunct faculty assignment is less than the appropriate faculty hourly rate, the unit member shall be paid the appropriate faculty hourly rate for the assignment.

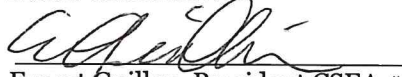
**ARTICLE 25: COMPLETION OF MEET AND NEGOTIATION**

25.1 **TERM.** The District and ASSOCIATION agree to a three-year Agreement beginning with July 1, ~~2020~~ 2023 and ending on June 30, ~~2023~~ 2026. The DISTRICT further agrees that the agreement shall remain in full force and effect until completion of a binding successor agreement is reached by the parties or until exhaustion of the statutory PERB procedures involved in resolving contract negotiation disputes including impasse and fact-finding procedures.

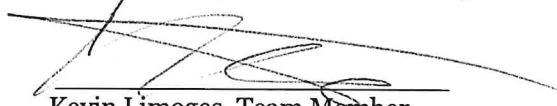
For ~~2022-2023~~ 2023-2026, CSEA reserves the right to re-open Article 7 for negotiations on salary increases, both parties agree to open Article 10 Health & Welfare. In addition, each party may reopen up to two (2) other articles each year.

This Agreement has been ratified by CSEA on \_\_\_\_\_.

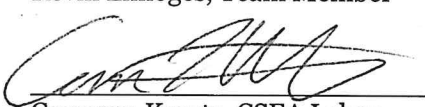
**ASSOCIATION:**

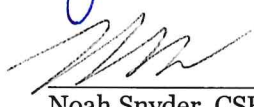
  
Ernest Guillen, President CSEA #291

  
Diana Vaichis, Team Member


  
Kevin Limoges, Team Member


  
Yendis Battle, Team Member

  
Cameron Kroetz, CSEA Labor  
Relations Representative

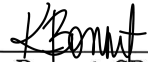
  
Noah Snyder, CSEA Labor  
Relations Representative

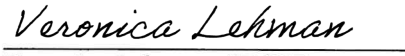
**DISTRICT:**

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

  
Tiffany Guevara, SBCCD  
Director, Human Resources & Police Services

  
April Dale, SBCCD  
Director, Admissions and Records

  
Karla Bonnet, SBCCD  
Director, Human Resources & Payroll

  
Veronica Lehman, SBCCD  
Director, Financial Aid & Scholarships

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

## APPENDIX A

### Classified Unit Definition

#### THE CLASSIFIED UNIT DEFINITION APPROPRIATE UNIT.

- 1.1. Shall INCLUDE:** All unit members ~~classified employees~~ of the San Bernardino Community College District ~~DISTRICT~~ holding those positions described in Appendix A, including any additional classifications created during the term of this Agreement except those excluded from the unit (see section 1.2).
- 1.2. Shall EXCLUDE:** Any and all of the following classifications: certificated, management/supervisory, confidential, sworn, including substitute, short-term, professional experts, and student worker are excluded from the unit. ~~All management, supervisory, and confidential employees as follows:~~

- ~~Administrative Officer to the Chancellor~~
- ~~Assistant Director~~
- ~~Assistant Manager, Workforce Development~~
- ~~Associate Dean~~
- ~~Associate Vice Chancellor~~
- ~~Chief of Police~~
- ~~Chief Technology Officer College President~~
- ~~Dean / Director / Administrator / Manager / Supervisor~~
- ~~Executive Administrative Assistant~~
- ~~Executive Director~~
- ~~Executive Vice Chancellor~~
- ~~Human Resources Analyst~~
- ~~Human Resources Coordinator~~
- ~~Human Resources Generalist~~
- ~~Human Resources Senior Generalist~~
- ~~Police Lieutenant~~
- ~~Police Officer~~
- ~~Police Sergeant~~
- ~~Senior District Director~~
- ~~Senior Executive~~
- ~~Administrative Assistant~~
- ~~Senior Staff Assistant~~
- ~~Vice Chancellor~~
- ~~Vice President~~

~~And substitute employees, short-term employees, professional expert employees, and student employees, and any other management, supervisory, and confidential positions created during the term of this Agreement.~~

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

**APPENDIX A**  
Classified Unit Definition

Salary Schedule: <https://sbccd.edu/district-services/human-resources/documents/classified-effective-2023-07-01-board-approved-2024-08-08.pdf>

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:



## APPENDIX B

## Alternative Work Schedule Request Form/Agreement

Employee Name:				
Job Title/Classification:				
Site/Department:				
Existing Work Schedule (hours/days):				
<b>Alternative Work Schedule Requested (check one):</b> <input type="checkbox"/> 4/10 (four ten-hour days) <input type="checkbox"/> 9/80 (eight nine-hour days, 1 eight-hour day) ** Indicate day off requested, if applicable _____				
<b>Alternative Work Schedule Beginning Date:</b> Click or tap to enter a date.		<b>Alternative Work Schedule End Date:</b> Click or tap to enter a date.		
Complete <b>1<sup>st</sup> Week (only)</b> for the 4/10 schedule Complete <b>1<sup>st</sup> Week and 2<sup>nd</sup> Week</b> for the 9/80 schedule				
	<b>Day of Week</b>	<b>Start Time</b>	<b>End Time</b>	<b>Total Hours</b>
<b>1<sup>st</sup></b>	<b>Monday</b>	:	:	
<b>W</b>	<b>Tuesday</b>	:	:	
<b>E</b>	<b>Wednesday</b>	:	:	
<b>E</b>	<b>Thursday</b>	:	:	
<b>K</b>	<b>Friday</b>	:	:	
	<b>Day of Week</b>	<b>Start Time</b>	<b>End Time</b>	<b>Total Hours</b>
<b>2<sup>nd</sup></b>	<b>Monday</b>	:	:	
<b>W</b>	<b>Tuesday</b>	:	:	
<b>E</b>	<b>Wednesday</b>	:	:	
<b>E</b>	<b>Thursday</b>	:	:	
<b>K</b>	<b>Friday</b>	:	:	

The opportunity to participate in an Alternative Work Schedule (AWS) is offered only with the understanding that an AWS is not a guarantee but rather that the District supports the use of an AWS option in positions where appropriate. The opportunity for an AWS is at the immediate supervisor's discretion and will take into consideration numerous factors, including the classification, nature of the work performed, operational needs, impact on the department, individuals for whom services are

performed, and employee performance. The decision to deny or terminate an AWS is not subject to the grievance process by the unit member or CSEA, and the decision is final. If my request is accepted, I further agree to the following specific conditions and work rules:

- ☐ I am expected to abide by all District policies and work rules while working on an AWS.
- ☐ I will adhere to work hours, lunch, and break times in accordance with the Collective Bargaining Agreement. Any changes to break and lunch times require prior immediate supervisor approval.
- ☐ Overtime is subject to prior immediate supervisor approval. Any unit member who works overtime without prior immediate supervisor approval may be subject to discipline.
- ☐ Any approved hours worked in excess of those indicated on the AWS agreement noted above shall be entitled to an overtime rate of pay in accordance with the Fair Labor Standards Act and the Education Code.
- ☐ I understand that sick leave, vacation, holidays (including floating holidays), and other leaves are taken while on the modified/alternative workweek and shall be charged and paid on an hour-for-hour basis and deducted consistent with the assigned workday.
- ☐ I understand that if a holiday falls on a day that I am not scheduled to work as a result of the AWS, I shall be required to observe the holiday during the week the holiday falls and shall be required to observe it on the first day or the last day of my AWS workweek.
- ☐ I understand that I may be required to attend department/college meetings, trainings, sessions, etc. when I am scheduled to be off from work. In these instances where five (5) calendar days' notice is given, adjustments in hours/days will be made so that I may attend such events. In instances where five (5) calendar days' notice is not given, I understand that I shall be offered overtime to attend.
- ☐ I understand by participating in an AWS I am no longer entitled to a shift differential in accordance with Article 7. Pay and Allowances, section 7.2.

By signing below, I further acknowledge and certify that I have read, understand, and agree to abide by this AWS Agreement. I further understand and agree that the District may terminate this AWS agreement upon five (5) calendar days' notice.

I agree that this agreement will expire at the end of the fiscal year.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**[This section is to be completed by the immediate supervisor]**

Approved: ☐ Denied: ☐ Modified: ☐

**Reason for Denial:**

\_\_\_\_\_  
Immediate Supervisor Name (Print)

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

Cc: Personnel File



## APPENDIX C

### Schedule Change Request Form

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Site: \_\_\_\_\_ Department: \_\_\_\_\_

#### Current schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

#### New schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Desired effective date: \_\_\_\_\_ Date notice provided to employee: \_\_\_\_\_

Justification: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 6.4 The DISTRICT retains the right to schedule and to establish fixed starting and ending times for unit members based on the operational and department needs of the DISTRICT. Except in case of emergency circumstances (see Article 2.3), the unit member and the ASSOCIATION will be given a twenty-one (21) calendar days written notice using the Schedule Change Request Form (Appendix B) before any change in the unit member's work schedule. At the unit member's request, the unit member, ASSOCIATION, and the DISTRICT agree to meet to discuss the reason for the proposed change. The reason for the proposed change shall not be arbitrary or capricious.
- 2.3 The DISTRICT retains its right to amend, modify, or rescind policies and practices set forth in this Agreement in cases of emergency and to determine when an emergency exists. For the purpose of this Article, the term "emergency" shall mean a situation which could not have been reasonably foreseen and which when not acted upon might incur loss of life or limb or serious damage to property such as a natural disaster, conflagration, epidemic, or work stoppage.



## APPENDIX D

### Tuition/Enrollment Reimbursement Forms

As a classified employee of the District, you have two (2) education benefits:

1. Enrollment fee reimbursement for courses offered at San Bernardino Valley College and Crafton Hills College. This benefit applies to you and your dependents. Dependents include:
  - Spouse or registered domestic partner
  - Child up to age 19
  - Child is between 19 and 25 attending school full-time (9+ units) or are more than 50% financially dependent, unmarried and reside with parent or are away at college.
  - Disabled children over age 19

This benefit has the following restrictions:

- Employee must have completed your probationary period and a year of service
- Employee courses must be taken outside of working hours
- Reimbursement is for enrollment fees only (cost for all units enrolled)
- Can only be used for credit courses
- Must earn a grade of "C" or better
- No prior approval required

To use this benefit, please do the following:

- Once you have completed your probationary period, register for courses, and pay the enrollment fees
- You or your dependent take the course and pass with a "C" or better
- Complete the appropriate **Enrollment Fee Reimbursement** form (found on the following pages, there is one for the employee and another one for dependents) and provide proof of payment of fees and successful completion of courses
- Get reimbursed for enrollment fees

2. 80% Tuition cost reimbursement for courses completed outside of the District. This benefit can be used at any educational institution and has the following restrictions:

- For the employee only after completing probationary period and a year of service
- Reimbursement is based on the cost of the University of California (UC) system. This means that you can take courses at any institution and be reimbursed up to what it would have cost at the UC
- Must earn a grade of "C" or better
- Must have management approval before course begins (use the Course Approval Form on the next page)

To use this benefit, please do the following:

- Once you have completed your probationary period, complete the **Course Approval** Form on the next page and have it approved by your supervisor and the Office of Human Resources
- Once approved, take the course and pass with a "C" or better
- Complete the **Tuition Reimbursement** form (found on the following pages) and provide proof of payment of fees and successful completion of courses

**San Bernardino Community College District**  
 Enrollment Fee Reimbursement Form- CSEA Bargaining Unit Member  
 Crafton Hills College/San Bernardino Valley College Courses  
 Article 7.4

Employee Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Classification: \_\_\_\_\_ Department: \_\_\_\_\_ Site: \_\_\_\_\_

**Enrollment Fee Reimbursement**

The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty hours per week and one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two DISTRICT campuses provided all of the following conditions are satisfied:

- All classes must be taken outside of the regular scheduled working hours of the employee.
- Only those classes offered by either of the two DISTRICT campuses shall qualify for fee(s) reimbursement.
- To qualify for enrollment fee(s) reimbursement, an employee must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each employee.

Ref./Course #	COURSE	UNITS	TERM/DATES	College CHC/SBVC	Enrollment Fees
<b>TOTAL</b>					

I request that my enrollment fee(s) for the courses listed above be reimbursed. I am a permanent bargaining unit member employed by the District at least 20 hours per week. All classes were taken outside of my regular scheduled working hours. I have attached verification of the successful completion of the course with a grade of "C" or better and out-of-pocket expenses for enrollment fee(s) only.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPROVED**



**DENIED**



\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

**APPROVED**



**DENIED**



\_\_\_\_\_  
Office of Human Resources Signature

\_\_\_\_\_  
Date

**San Bernardino Community College District**  
 Enrollment Fee Reimbursement Form - CSEA Benefit Eligible Dependent  
 Crafton Hills College/San Bernardino Valley College Courses  
 Article 7.5

Benefit Eligible Dependent Name: \_\_\_\_\_ School ID#: \_\_\_\_\_

District Employee Name: \_\_\_\_\_

**Enrollment Fee Reimbursement**

The DISTRICT shall reimburse benefit eligible dependents of permanent unit members employed at least twenty hours per week with one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two DISTRICT campuses provided all of the following conditions are satisfied:

- Only those classes offered by either of the two DISTRICT campuses shall qualify for fee reimbursement.
- To qualify for enrollment fee reimbursement, the employee or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each benefit eligible dependent.

Ref./Course #	COURSE	UNITS	TERM/DATES	College CHC/SBVC	Enrollment Fees

**TOTAL**

I request that my enrollment fee(s) for the courses listed above be reimbursed. I am a benefit eligible dependent of a permanent bargaining unit member employed by the district at least 20 hours per week. I have attached verification of the successfully completed course with a grade of "C" or better and out-of-pocket expenses for enrollment fee(s) only.

\_\_\_\_\_  
Benefit Eligible Dependent or Employee Signature

\_\_\_\_\_  
Date

**APPROVED**



**DENIED**



\_\_\_\_\_  
Office of Human Resources Signature

\_\_\_\_\_  
Date

## San Bernardino Community College District

Course Approval Form for Tuition Reimbursement  
Outside District – CSEA Bargaining Unit Member  
Article 7.4.6

Employee Name: \_\_\_\_\_ Last four (4) Social Security Number: \_\_\_\_\_

Classification: \_\_\_\_\_ Department: \_\_\_\_\_ Site: \_\_\_\_\_

### Course Approval

Classified employees on the classified employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 24 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees who have completed their probationary period and a year of service as a classified employee shall be eligible for this benefit.

**All outside courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor.** If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE/UNIVERSITY	COURSE	UNITS	TERMS/DATES	TUITION COST
<b>TOTAL TUITION COST:</b>				

THESE COURSE(S) PERTAIN TO MY CLASSIFIED POSITION IN THE FOLLOWING WAY:

I REQUEST PRIOR APPROVAL FOR TUITION REIMBURSEMENT FOR THE COURSE(S) LISTED ABOVE

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPROVED** ☐ **DENIED** ☐

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

**APPROVED** ☐ **DENIED** ☐

\_\_\_\_\_  
Office of Human Resources Signature

\_\_\_\_\_  
Date

**San Bernardino Community College District**  
Tuition Reimbursement Form - Outside District  
CSEA Bargaining Unit Member  
Article 7.4.6

Employee Name: \_\_\_\_\_ Last four (4) Social Security Number: \_\_\_\_\_

Classification: \_\_\_\_\_ Department: \_\_\_\_\_ Site: \_\_\_\_\_

**Tuition Reimbursement**

Classified employees on the classified employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 24 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees who have completed their probationary period and a year of service as a classified employee shall be eligible for this benefit.

**All outside courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor.** If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE/UNIVERSITY	COURSE	UNITS	TERMS/DATES	TUITION COST
<b>TOTAL TUITION COST:</b>				

---

**Reimbursement Request**

I request that my tuition for the approved courses listed above be reimbursed. I have attached verification of successful completion of the course with a grade of "C" or better.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPROVED** ☐      **DENIED** ☐

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

## APPENDIX E

### Health and Welfare Benefits

#### WELCOME TO SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OPEN ENROLLMENT

- Vida Health: This is a digital coaching app and available to Anthem HMO and PPO members that are 18 and older. Get one-on-one coaching, therapy and other tools and resources via online or mobile access. To find out more about this program you can call 855-442-5885 or go to [www.vida.com/sisc](http://www.vida.com/sisc)
- Hinge Health: This is available to Anthem PPO members. Get access to free wearable sensors and monitoring devices, unlimited one-on-one coaching and personalized exercise therapy. To find out more about this program you can go to [www.cancercaredirect.com](http://www.cancercaredirect.com)
- Carrum Health: This is available to Anthem PPO members. Consult top-quality surgeons on hip and knee replacement and certain spine surgeries. Benefit covers all related travel and medical bills. To find out more about this program you can call 888-855-7806 or go to [www.carrumhealth.com/sisc](http://www.carrumhealth.com/sisc)
- Mavens: This is available to Anthem PPO members. Free access to Maven virtual care for pregnancy and postpartum support including 24/7 access to doctors, specialists, coaches and trustworthy content tailored to your experience. To find out more about this program go to [www.mavinclinic.com/join/sisc](http://www.mavinclinic.com/join/sisc)
- Eden Health Primary Care: Clinical evidence supports that having a relationship with a primary care provider improves health outcomes and lowers costs. That's why we encourage our membership to establish a relationship with a primary care provider. Eden is a way we can expand that access.

## EMPLOYEE CONTRIBUTIONS – 2024/2025

### Deductions are tenthly

No deductions taken from June and July paychecks

Plan Name	Per Paycheck Deduction
<b>Medical</b>	
Anthem Blue Cross California Care Classic HMO \$20	\$0.00
Anthem Blue Cross California Care Premier HMO \$10	\$99.60
Anthem Blue Cross PPO 90C (low)	\$314.40
Anthem Blue Cross PPO 100A (high)	\$559.20
Kaiser Permanente \$30	\$210.00
Kaiser Permanente \$10	\$285.60
<b>Dental</b>	
DeltaCare HMO	\$0.00
Delta Dental PPO	\$60.72
<b>Vision</b>	
EyeMed	\$0.00

## WELCOME TO SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OPEN ENROLLMENT

# MEDICAL INSURANCE

SBCCD will continue to partner with Anthem Blue Cross of California and Kaiser Permanente for your 2024 – 2025 medical plans:



The following options will be available through Anthem Blue Cross of California:

Anthem California Care HMO Premier and Classic plans offer a full network HMO coverage: These plans are designed to provide you and your family with access to one of the largest healthcare provider networks in the state with over 104,000 providers.

Premier HMO \$10 Copay: members on this plan experience a lower out of pocket expenses for medical services. Members have lower copayments for primary care office visits, outpatient procedures, lab tests and hospital services.

Classic HMO \$20 Copay: members on this plan experience a higher out of pocket expenses for medical services compared to the HMO Premier \$10 Copay plan. The same medical services and prescriptions are covered as with the HMO Premier \$10 copay plan, except members will have a higher out of pocket cost for most of these same services.

Anthem PPO: These plans will be more affordable and provides direct access to the physicians and specialists in Anthem Blue Cross preferred network, plus the option to go out of network.

Anthem Blue Cross members will have one ID card for both medical and pharmacy services.



The Kaiser Permanente medical plan designs offered are:

HMO \$10 Copay: members on this plan experience a lower out of pocket expenses for medical services and prescriptions. Members have lower copayments for primary care office visits, outpatient procedures, lab tests, emergency room care and prescriptions.

HMO \$30 Copay: members on this plan experience a higher out of pocket expenses for medical services and prescriptions compared to the HMO \$10 Copay plan. The same medical services and prescriptions are covered as with the HMO \$10 copay plan, except members might have a higher out of pocket cost for these same services.

Kaiser Permanente members will have one ID card for both medical and pharmacy services.

## WELCOME TO SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OPEN ENROLLMENT

## HMO MEDICAL INSURANCE

<b><i>HMO Plans Features</i></b>	<b>Anthem Blue Cross</b>		<b>Kaiser Permanente</b>	
	<b>Premier \$10 (Full Network)</b>	<b>Classic \$20 (Full Network)</b>	<b>\$10</b>	<b>\$30</b>
Primacy Doctor & Specialist visits	\$10 copay	\$20/\$40 copay	\$10 copay	\$30 copay
MDLive consultation (PCP/Specialist)	\$0/\$10 copay	\$0/\$40 copay	n/a	n/a
Out-of-Pocket Maximum (Individual / Family)	\$1,000 / \$2,000	\$2,000 / \$4,000	\$1,500 / \$3,000	\$1,500 / \$3,000
Lifetime Plan Maximum	Unlimited			
Annual Physical Exams with Preventive Tests	100%	100%	100%	100%
Diagnostic X-Ray and Lab Tests	100%	100%	100%	100%
Advanced Diagnostic Imaging	\$100 copay/test	\$100 copay/test	100%	100%
Semi-Private Room & Board; including Services and Supplies	100%	\$250 / admission	100%	100%
Prenatal and Post-natal Care	\$10 copay	\$20 copay	100%	100%
Surgical Services ( <i>Outpatient Facility</i> )	100%	\$125 / visit	\$10 / procedure	\$30 / procedure
Emergency Services ( <i>Emergency Room</i> )	\$100 copay waived if admitted	\$100 copay waived if admitted	\$100 copay waived if admitted	\$100 copay waived if admitted
Ambulance (Air/Ground)	\$100 copay/trip	\$100 copay/trip	\$50 copay / trip	\$50 copay / trip
Urgent Care Facility	\$10 copay	\$20 copay	\$10 copay	\$30 copay
Mental Health Benefits				
Inpatient Care	100%	100%	100%	100%
Outpatient Care (routine)	\$10 copay	\$10 copay	\$10 copay / individual visit \$5 copay / group	\$30 copay / individual visit \$15 copay / group
Substance Abuse				
Inpatient Hospitalization	100%	\$250 / admission	100%	100%
Outpatient Services (routine)	\$10 copay	\$20 copay	\$10 copay / individual visit \$5 copay / group	\$30 copay / individual visit \$5 copay / group
Durable Medical Equipment	100%	80%	100%	100%
Hearing				
Exam	50%	50%	Amount in Excess	Amount in Excess
Aid(s)	coinsurance/aid/36 months	coinsurance/aid/36 months	of \$2,000/Aid/36 months	of \$2,000/Aid/36 months

This is a high-level benefit summary and does not override carrier evidence of coverage booklet.



## WELCOME TO SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OPEN ENROLLMENT

# HMO MEDICAL INSURANCE (continued)

<b><i>HMO Plans Features</i></b> <i>(Continued)</i>	<b>Anthem Blue Cross</b>		<b>Kaiser Permanente</b>	
	<b>Premier \$10 (Full Network)</b>	<b>Classic \$20 (Full Network)</b>	<b>\$10</b>	<b>\$30</b>
<b>Chiropractic &amp; Acupuncture Services</b>	\$10 copay 30 visits / cal year; Combined with Acupuncture through ASH	\$10 copay 30 visits / cal year; Combined with Acupuncture through ASH	\$10 copay limited to 30 visits/year Combined with Acupuncture through ASH	\$10 copay limited to 30 visits/year Combined with Acupuncture through ASH
<b>Prescription Drugs</b>				
<b>Retail (up to 30 days)</b>				
<b>Out-of-Pocket Maximum (Individual / Family)</b>	\$2,500 / \$3,500	\$2,500 / \$3,500	N/A	N/A
<b>Generic or Tier 1</b>	\$9 copay/ <b>Free at Costco*</b>	\$9 copay/ <b>Free at Costco*</b>	\$10 copay	\$10 copay
<b>Brand or Tier 2</b>	\$35 copay	\$35 copay	\$10 copay	\$30 copay
<b>Specialty Drugs (through Navitus)</b>	\$35 copay <sup>#</sup>	\$35 copay <sup>#</sup>	\$10 copay	\$30 copay
<b>Mail Order (90-day Supply with Anthem BC and up to 100 days with Kaiser)</b>				
<b>Generic or Tier 1</b>	Free through Costco*	Free through Costco*	\$10 copay	\$10 copay
<b>Brand or Tier 2</b>	\$90 copay	\$90 copay	\$10 copay	\$30 copay

*This is a high-level benefit summary and does not override carrier evidence of coverage booklet.*

\* Some narcotic pain and cough medications are not included in the Costco Free Generic or 90-day supply programs.

<sup>#</sup> Specialty drugs are only available through Navitus pharmacy. Maximum 30 day supply

Walgreen is not part of SISC/Anthem pharmacy network

## WELCOME TO SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OPEN ENROLLMENT

## PPO MEDICAL INSURANCE

PPO Plans Features	Anthem Blue Cross PPO 100-A		Anthem Blue Cross PPO 90-C	
	In-Network Provider	Non-Network Provider	In-Network Provider	Non-Network Provider
Annual Deductible (4th QTR carryover)	\$0 single/ \$0 family	N/A	\$200 single/ \$500 family	
Coinsurance	0% coinsurance	Varies based on service	90% coinsurance	Varies based on service
Primary Care (PCP)/Specialist visit	\$10 copay (1st 3 visits \$0 for PCP only)	See footnote 1	\$20 copay (1st 3 visits \$0 for PCP only)	See footnote 1
MDLive Consultation	\$10 copay	Not Covered	\$10 copay	Not Covered
Out-of-Pocket Maximum	\$1,000 Individual / \$3,000 Family	No Limit	\$1,000 Individual / \$3,000 Family	No Limit
Lifetime Plan Maximum	Unlimited		Unlimited	
Diagnostic X-Ray and Lab Test	100%	Not Covered	90%	Not Covered
Advanced Diagnostic Imaging	100%	Limited to \$800 maximum per test	90%	Limited to \$800 maximum per test
Semi-Private Room & Board; including Services and Supplies	100%	See footnote 1	90%	See footnote 1
Pregnancy & Maternity Care ( <i>Pre-Natal Care</i> )	\$10 copay	See footnote 1	\$20 copay	See footnote 1
Outpatient Facility Services	100%; - exceptions to certain procedures apply <sup>2</sup>	See footnote 1 - Ambulatory Center is limited to \$350 maximum per day	90%; - exceptions to certain procedures apply <sup>2</sup>	See footnote 1 - Ambulatory Center is limited to \$350 maximum per day
Emergency Services ( <i>Emergency Room</i> )	\$100 copay (waived if admitted)		\$100 copay + 10% coinsurance (waived if admitted)	
Ambulance (Air or Ground)	\$100 copay per trip	Covered as in-network for true emergency	\$100 copay + 10% per trip	Covered as in-network for true emergency
Durable Medical Equipment	100%	Not Covered	90%	Not Covered
Chiropractic Services	100% (subject to medical necessity)	Not Covered	90% (subject to medical necessity)	Not Covered
Acupuncture	100% (limited to 12 visits/cal year) combined with non-network	50% of maximum allowed amount (limited to 12 visits/cal year) combined with network	90% (limited to 12 visits/cal year and combined with non-network)	50% of maximum allowed amount (limited to 12 visits/cal year) combined with network
Hearing Aid	Limited to \$700/24 months	Not Covered	Limited to \$700/24 months	Not Covered
Prescription Drugs				
Out-of-Pocket Maximum	\$2,500 Individual / \$3,500 Family	N/A	\$2,500 Individual / \$3,500 Family	N/A
Retail (up to 30 days)				
Generic or Tier 1	\$9 copay/Free at Costco*	Not Covered	\$9 copay/Free at Costco*	Not Covered
Brand or Tier 2	\$35 copay	Not Covered	\$35 copay	Not Covered
Specialty Drugs (through Navitus)	\$35 copay <sup>#</sup>	Not Covered	\$35 copay <sup>#</sup>	Not Covered
Mail Order (90-day Supply)				
Generic or Tier 1	Free at Costco*	Not Covered	Free at Costco*	Not Covered
Brand or Tier 2	\$90 copay	Not covered	\$90 copay	Not covered

*This is a high-level benefit summary and does not override carrier evidence of coverage booklet.*

<sup>1</sup> When using Non-Network PPO Providers, members are responsible for any difference between the maximum allowed and actual charges, as well as any deductible & percentage copay

<sup>2</sup> Services such as arthroscopy, cataract surgery, colonoscopy, Upper GI with and without biopsy have a limited benefit amount. Make sure you contact Anthem before services rendered or review Anthem Benefit Summary

\* Some narcotic pain and cough medications are not included in the Costco Free Generic or 90-day supply programs.

# Specialty drugs are only available through Navitus pharmacy

Not all services apply towards the deductible. Please review the detailed benefit summary for each plan to determine what applies towards the deductible.

Walgreen is not part of SISC/Anthem pharmacy network

## WELCOME TO SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OPEN ENROLLMENT

## DENTAL INSURANCE



In addition to protecting your smile, dental insurance helps pay for dental care and usually includes regular checkups, cleanings and X-rays. Several studies suggest that oral diseases, such as periodontitis (gum disease), can affect other areas of your body—including your heart. Receiving regular dental care can protect you and your family from the high cost of dental disease and surgery.

We are excited to inform you that Delta Dental PPO Plan: the in-network plan calendar year maximums will increase to \$3,000/member as of October 1, 2024. The out-of-network plan calendar year will continue to be \$2,500. In and out-of-network calendar year maximums are combined maximums.

We will continue to offer Delta Dental HMO and PPO plans. The following chart outlines the dental benefits offered:

Dental Plans Features	DeltaCare Dental (HMO)	Delta Dental (PPO)	
		In-Network	Out-of-Network
Annual Deductible (Individual / Family)	\$0 / \$0	\$0 / \$0	\$0 / \$0
Waived for Preventive	N/A	N/A	Yes
Annual Plan Maximum	Unlimited	\$3,000 / person (combined with Out-of-network)	\$2,500 / person(combined with In-network)
Orthodontia (PPO Lifetime Maximum)	Various copays apply	\$2,000 / person	
Covered Services			
Diagnostic and Preventive Services	100%	100%	80%
Basic Services	Various copays apply	90%	80%
Endodontics	Various copays apply	90%	80%
Periodontics	Various copays apply	90%	80%
Major Services	Various copays apply	80%	50%
Orthodontia Services	Various copays apply Various copays apply		
Adult		50%	50%
Dependent Children		50%	50%
Dental Implants	N/A N/A	2,000 / person 50% 50%	

*This is a high-level benefit summary and does not override carrier evidence of coverage booklet.*

## WELCOME TO SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OPEN ENROLLMENT

## VISION INSURANCE



San Bernardino Community College District's vision insurance entitles you to specific eye care benefits. Our policy covers routine eye exams and other procedures, and provides specified dollar amounts or discounts for the purchase of eyeglasses and contact lenses.

EyeMed vision plan is offered to all benefit eligible employees.

SBCCD plan will continue to offer EyeMed Freedom Pass<sup>1</sup>. That means employees will incur no cost on frames from top leading brands such as Oakley, Coach, Ray-Ban, Michael Kors and others purchased from LensCrafters or Target Optical stores.

If you seek the services of a provider listed in the EyeMed Preferred Provider online directory, your benefits include the following:

Plan Features	EyeMed	
	In-Network	Out-of-Network
Copay ( <i>Exam</i> )	\$10 copay	Covered up to \$40 allowance
Frequency:		
Eye Exam	Once every plan year	Once every plan year
Lenses	Once every plan year	Once every plan year
Frames	Once every plan year	Once every plan year
Contacts	Once every plan year (in lieu of lenses and frames)	Once every plan year (in lieu of lenses and frames)
Lenses:		
Single Vision	100%	Covered up to \$35 allowance
Bifocal	100%	Covered up to \$49 allowance
Trifocal	100%	Covered up to \$74 allowance
Standard Progressive	\$50 copay	Covered up to \$60 allowance
Contact Lenses:		
Non-elective	100%	Covered up to \$210 allowance
Elective	Covered up to \$200 plus 15% off remaining balance in lieu of lenses and frames	Covered up to \$160 in lieu of lenses and frames
Frames	Covered up to \$300 from participating provider	Covered up to \$150 allowance

*This is a high-level benefit summary and does not override carrier evidence of coverage booklet.*

*1. This offers excludes Chanel, Cartier, Tiffany, Prada, Gucci, Tom Ford and Giorgio Armani frames.*

## Classified Time Off Request Form

It is the employee's responsibility to confirm available leave balance prior to submission of this form to the immediate supervisor.

Employee Name

Job Title

Site

- ☐ CHC  
☐ DIST  
☐ SBVC

Department

**Time Off Period:** Please indicate the dates of this request.

Start Date

End Date

Return to Work Date

**Leave Type Requested:** Please check all appropriate boxes that apply and the total hours.

Refer to [CSEA Collective Bargaining Agreement](#) for detailed information regarding leave types.

Types of Leave:

- ☐ Vacation  
☐ Comp Time  
☐ Personal Necessity  
☐ Birthday Holiday  
☐ Floating Holiday

Additional Notes (i.e. If requesting partial days, indicate the hours you are requesting leave)

**TOTAL DAYS & HOURS REQUESTED**

Total Days

Total Hours

**Employee Acknowledgement:** By signing this request form, I understand it is my responsibility to confirm leave balances and accruals available for use; otherwise, this time-off request may be unpaid. In addition, I acknowledge that I have read and understood the terms and conditions of each of the requested leave types outlined in the appropriate Article of the [CSEA Collective Bargaining Agreement](#). Furthermore, I understand that my immediate supervisor may deny my request on a case-by-case basis, which may be due to operational needs or other scheduling needs; however, the decision shall not be arbitrary or capricious.

Employee Signature

Date:

**SECTION II: IMMEDIATE SUPERVISOR APPROVAL/DENIAL**

Requested Time Off is:

- ☐ Approved  
☐ Denied

Reason for Denial:

Immediate Supervisor Signature

Immediate Supervisor Signature Date



## APPENDIX G

# CSEA Employee Performance Evaluation

Due Date:

### General Information

Position:

Division

Evaluation Type:

Department:

Class Spec:

Rating Summary By: \_\_\_\_\_

### Content

NARRATIVE SECTION | TEXT ONLY

#### Employee Self-Assessment

##### Accomplishments (NEW)

Major accomplishments for this review period (e.g., assignments completed, reports, presentations, recognitions and awards, or other significant and/or high-quality results and achievements).

COMMENT

**Challenges (NEW)**

Describe barriers or constraints that influenced your performance during the review period, if applicable.

COMMENT

**Commitment to Diversity, Equity, & Inclusion (NEW)**

Describe considerations and actions you have taken to demonstrate your commitment to a diverse, equitable, and inclusive workplace.

COMMENT

**Student Success (NEW)**

Describe your contributions to student success, which may include direct or indirect measures.

COMMENT



**Performance Factors (NEW)**

The objectives of the performance evaluation process for Employee Performance Evaluations are to: Provide employees with feedback to improve or maintain job performance, identify areas for employee development, recognize job-related accomplishments, enhance communication and working relationships, and understand how the work we do helps fulfill the mission of the District.

**Job Knowledge (NEW)**

ITEM WEIGHT 14.28 %

The effectiveness with which the employee demonstrates proficiency in the functional and technical aspects of the job.

Core Behavioral Anchors:

- › Demonstrates and applies the knowledge and skills necessary to perform the job effectively.
- › Chooses appropriate tools or technology for tasks.
- › Understands and complies with position procedures and District policies; and with external regulations, if any.
- › Remains current on new developments in area of responsibility.
- › Uses knowledge and skills to assist others and shares knowledge to improve team performance.

SCORE	NAME	COMMENT
5	Exceptional Performance	
4	Exceeds Performance Expectations	
3	Meets Performance Expectations	
2	Performance Needs Improvement	
1	Unsatisfactory Performance	

**Commitment to Quality and Quantity of Work (NEW)**

ITEM WEIGHT 14.28 %

The manner in which the employee drives quality and quantity of service in the employee's approach to work and completion of job assignments, including accuracy, innovation, effective use of resources, productivity and accountability.

Core Behavioral Anchors:

- › Effectively applies time and resource management, priority setting and organizational skills to produce appreciable quantities of quality work.
- › Identifies and adopts innovative methods to improve the quality and quantity of work.
- › Demonstrates accountability and results in successfully meeting productivity and quality goals.
- › Actively seeks to leverage resources to promote improved quality and optimal productivity.
- › Assesses and recommends improvements to work practices and systems to improve quantity and quality of service or products delivered.

SCORE	NAME	COMMENT
5	Exceptional Performance	
4	Exceeds Performance Expectations	
3	Meets Performance Expectations	
2	Performance Needs Improvement	
1	Unsatisfactory Performance	

**Problem Solving and Decision Making (NEW)**

The manner in which the employee completes job assignments, including judgment, problem solving and use of appropriate resources in decision making.

Core Behavioral Anchors:

- › Approaches problem solving in a systematic manner.
- › Decisions are clear, consistent, and timely, and have positive results.
- › Identifies and implements effective solutions to problems while remaining sensitive to the needs of others.
- › Utilizes appropriate resources (e.g., people, tools, research, analysis) in seeking solutions.
- › Proactively solves problems.

SCORE	NAME	COMMENT
5	Exceptional Performance	
4	Exceeds Performance Expectations	
3	Meets Performance Expectations	
2	Performance Needs Improvement	
1	Unsatisfactory Performance	

**Communication Skills (NEW)**

To the extent required by the position, the effectiveness of the employee in transmitting information, including facilitation/participation in sharing information, and oral and written expressions.

Core Behavioral Anchors:

- › Demonstrates effective written and oral communication skills.
- › Communicates clearly and knowledgeably.
- › Encourages open communication and appropriately shares information with others.
- › Listens attentively and seeks to understand others.
- › Adapts communication to diverse audiences.

SCORE	NAME	COMMENT
5	Exceptional Performance	
4	Exceeds Performance Expectations	
3	Meets Performance Expectations	
2	Performance Needs Improvement	
1	Unsatisfactory Performance	

**Customer Service (NEW)**

The effectiveness of the employee in providing quality service to internal and external customers, including demonstrated commitment to improvement of services.

Core Behavioral Anchors:

- › Meets needs and expectations of customers.
- › Solicits and acts on feedback and explores creative approaches to enhance service and increase efficiency.
- › Solves problems at first point of contact whenever possible; if unable to do so, escalates to an appropriate resource.
- › Responds to requests in a timely manner.
- › Establishes and maintains effective customer relations with customers (students, colleagues, community, etc.).

SCORE	NAME	COMMENT
5	Exceptional Performance	
4	Exceeds Performance Expectations	
3	Meets Performance Expectations	
2	Performance Needs Improvement	
1	Unsatisfactory Performance	

**Collaboration/Teamwork (NEW)**

The effectiveness with which the employee works with others to achieve individual and departmental goals.

Core Behavioral Anchors:

- › Builds productive working relationships by effectively partnering with team members and others at work.
- › Works collaboratively with team members and is open to communication in both directions.
- › Seeks to understand the views of coworkers and other team members.
- › Balances individual and departmental goals.
- › Shares information and knowledge with others, as appropriate.

SCORE	NAME	COMMENT
5	Exceptional Performance	
4	Exceeds Performance Expectations	
3	Meets Performance Expectations	
2	Performance Needs Improvement	
1	Unsatisfactory Performance	

## Inclusiveness (NEW)

The manner in which the employee demonstrates commitment to diversity, equity, inclusion, and anti-racism as a core value governing all workplace behavior and interactions.

Core Behavioral Anchors:

- › Skillfully performs job duties within an increasingly diverse campus environment.
- › Treats all others with courtesy, respect and dignity.
- › Includes and welcomes all others.
- › Encourages the expression of different points of view.
- › Seeks to understand the perspectives of all others.

SCORE	NAME	COMMENT
5	Exceptional Performance	
4	Exceeds Performance Expectations	
3	Meets Performance Expectations	
2	Performance Needs Improvement	
1	Unsatisfactory Performance	

### COMPETENCY SECTION | TEXT ONLY

#### Development Goals and Opportunities

If applicable, please use the following section to present an organized approach to furthering the employee's professional development and/or employee's professional skill set. Indicate any learning and/or resource methods that might be helpful in furthering the employee's professional development and/or resources (e.g., stretch assignments, development in place, self-development, and cross-training).

#### Development Goals

Please provide the employee with goals and objectives that are the most important priorities for the employee to focus on; achievement of these goals and objectives by the employee may significantly benefit the employee in their professional development and/or professional skill set.

#### COMMENT

### Development Opportunities

Please identify development opportunities for the employee to focus on that likely will be useful for the employee in the upcoming years and/or in the employee's career path.

COMMENT

COMPETENCY SECTION | TEXT ONLY

### District-Wide Performance Standards

#### District-Wide Performance & Conduct Standards (NEW)

The SBCCD Performance & Conduct Standards include: AP3050 Institutional Code of Ethics, AP3430 Prohibition of Harassment, AP3510 Workplace Violence Plan, AP3720 Computer and Network Use, AP7100 Commitment to Diversity, as well as other rules prescribed by the District. Unsatisfactory performance or conduct in any area must be addressed.

COMMENT

COMPETENCY SECTION | TEXT ONLY

### Mandatory Training

Compliance with Mandatory Training (NEW)

To be eligible for an overall rating of Meets Performance Expectations or above, the employee must be current with all mandatory training. To validate your employee’s compliance, please check the NeoEd Learn module for online training records. If necessary, provide the employee with a reasonable deadline to complete outstanding training.

COMMENT

COMPETENCY SECTION | TEXT ONLY

Attendance

Absences (NEW)

Please indicate the number of absences for this performance evaluation period; this does not include any absences covered under an approved leave (e.g., authorized by the immediate supervisor/District or protected by federal/state leaves).

COMMENT

Tardiness (NEW)

Please indicate the number of tardies for this performance evaluation period; this does not include any tardies covered under an approved leave (e.g., authorized by the immediate supervisor/District or protected by federal/state leaves).

COMMENT

## Evaluation Overall Section | 5-Point Factor Scale (NEW)

**Overall Rating**

Assess the employee's overall performance based on demonstrated performance as provided by the comments and factor rating in the performance factors and on goal achievement. Preponderance of ratings for performance factors generally determines overall rating, but, employees who are rated as "Unsatisfactory" ("1" rating), in any performance factor, should be given an overall rating of no greater than "Needs Improvement" ("2" rating).

SCORE	NAME	COMMENT
5	Exceptional Performance	
4	Exceeds Performance Expectations	
3	Meets Performance Expectations	
2	Performance Needs Improvement	
1	Unsatisfactory Performance	
0	N/A	

**Rating Scales****5-Point Factor Scale (NEW)**

SCORE	NAME	DESCRIPTION
5	Exceptional Performance	Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of department, college, or District objectives. This rating is achievable by any employee though given infrequently.
4	Exceeds Performance Expectations	Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent.
3	Meets Performance Expectations	Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.
2	Performance Needs Improvement	Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility. A Performance Improvement Plan (PIP) to improve performance must be outlined in this evaluation report, including timelines, and monitored to measure progress.
1	Unsatisfactory Performance	Performance was consistently below expectations in most essential areas of responsibility. Significant improvement is needed in one or more important areas. A Performance Improvement Plan (PIP) to improve performance must be outlined in this evaluation report, including timelines, and monitored to measure progress.
0	N/A	Not Applicable

**5-Point Rating Scale (NEWNEW)**

SCORE	NAME	DESCRIPTION
<b>5</b>	Exceptional Performance	Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of department, college, or District objectives. This rating is achievable by any employee though given infrequently.
<b>4</b>	Exceeds Performance Expectations	Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent.
<b>3</b>	Meets Performance Expectations	Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectation, and the quality of work overall was very good.
<b>2</b>	Performance Needs Improvement	Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility. A Performance Improvement Plan (PIP) to improve performance must be outlined in this evaluation report, including timelines, and monitored to measure progress.
<b>1</b>	Unsatisfactory Performance	Performance was consistently below expectations in most essential areas of responsibility. Significant improvement is needed in one or more important areas. A Performance Improvement Plan (PIP) to improve performance must be outlined in this evaluation report, including timelines, and monitored to measure progress.

**SAMPLE  
FORM ACCESSIBLE  
VIA THE DISTRICT INTRANET**





SAN BERNARDINO  
COMMUNITY COLLEGE  
DISTRICT

## APPENDIX H

### Position Description Questionnaire

Employee Name

Department

Position Title

Supervisor Name

**Provide a general response for the following:**

1. Describe the significant changes in the job summary.

Supervisor Response: Confirm if response to Question #1 is relevant. If not, please explain.

2. Describe why and when the job changed:

Supervisor Response: Confirm if response to Question #2 is relevant. If not, please explain.

3. List all new duties/tasks/activities assigned.

Supervisor Response: Confirm if response to Question #3 is relevant. If not, please explain.

4. List job duties removed from this classification (if applicable). Enter N/A if not applicable.

5. What is your current level of education?

Please describe your major/minor for any degree(s) received (if applicable):

6. Please list any licenses and/or certifications you have (Enter N/A if not applicable):

Supervisor Response: Describe the level of education recommended to meet minimum qualifications

7. Please check one requirement for this position (not the person).

- ☐ Basic skills and procedures appropriate for the position within assigned functional area.
- ☐ Beginning advanced skills and understanding of the specified area.
- ☐ Some advanced skills and knowledge. Thorough understanding of the total specified area.
- ☐ Advanced skills and knowledge for one or more specified areas. Expert in the specified area.
- ☐ Broad knowledge about a wide range of areas with Advanced understanding in specified area.

Do you agree with the response to Question #7?

- ☐ Yes
- ☐ No

If no to #7, please explain:

8. Please check one:

- ☐ Duties and tasks are simple and repetitive.
- ☐ Duties and tasks are varied but standardized.
- ☐ Works on assignments that are moderately complex in nature.
- ☐ Works on assignments that are complex in nature where considerable judgement and initiative are required.
- ☐ Duties and tasks reflect substantial variety and complexity.

Do you agree with the response to Question #8?

- ☐ Yes
- ☐ No

If no to #8, please explain:

9. Does this position currently oversee or provide lead support for the work of other positions?

- ☐ Yes
- ☐ No

Do you agree with the response to Question #9?

- ☐ Yes
- ☐ No

If no to #9, please explain:

10. Job Title Requested:

- ☐ Unsure
- ☐ No Change in Title
- ☐ Select from Existing SBCCD Job Title
- ☐ New Job Title/Description Proposed

Please include any links to other comparable job descriptions below:

11. Provide any other information relevant to this classification review. If none, Enter N/A.

Supervisor Response: Provide any other information relevant to this classification review.

If you need to include any supplemental attachments, please upload them using the "Manage Attachments" button below.

Employee Signature

Date

Supervisor Signature

Date

**APPENDIX I****GRIEVANCE FORM STEP 1**

Received: \_\_\_\_\_

Date: \_\_\_\_ Time: \_\_\_\_

Grievance #: \_\_\_\_\_

TO:

\_\_\_\_\_  
Name of Immediate Supervisor\_\_\_\_\_  
Title

FROM:

\_\_\_\_\_  
Name of Grievant\_\_\_\_\_  
Work Location

1. **Date event took place:**
2. **Date of informal conference:**
3. **Concise statement of the grievances (including name, dates, places, time, circumstances, etc.):**
4. **What specific provision of the Collective Bargaining Agreement is alleged to have been violated/misapplied?**  
  
 Page/Document: \_\_\_\_\_ Article: \_\_\_\_\_ Sub Paragraph(s): \_\_\_\_\_
5. **Decision rendered at the informal conference:**
6. **Reason(s) why this decision is unacceptable, and the specific remedy sought:**

7. \_\_\_\_\_  
Name of Conferee, if any:

8. \_\_\_\_\_  
Date Signed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Signature of Grievant(s)

Upon receipt of this form, under Article 18.6 Formal Level 1 the immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receipt of this written grievance. In the event the grievant is not satisfied with the decision by the immediate supervisor they may appeal the decision to the Chancellor under Article 18.7, Step 2.

Copies to go to: Immediate Supervisor

Director of Human Resources

CSEA Association

## **APPENDIX J**

### **Memorandum of Understanding (MOU) between the San Bernardino Community College District and CSEA**

Health and Welfare Benefits 2024-2025

Classification Study

Pay and Allowances

Extension of Remote Work Schedule

District Initial Proposal 4/16/2024  
 CSEA Counter Proposal #1 4/16/24  
 District Counter Proposal #1 6/11/2024  
 CSEA Counter Proposal #2 6/18/2024  
 District Best and Final 7/16/2024

**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**

**July 16, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

For the year 2024-2025, the health and welfare benefits for eligible unit members shall be as follows:

- a. **Medical Plans Offered to Include a Choice of Six (6) Medical Plans:**
  - Anthem Blue Cross Full Network Classic (No Additional Cost Option)
  - Anthem Blue Cross Full Network CA Care (\*+99.60) (~~No additional Cost Option~~)  
 (~~Proposed District cover cost for just CSEA of Anthem Blue Cross Full Network CA Care~~)
  - Anthem Blue PPO Low (\*+314.40)
  - Anthem Blue PPO (\*+\$559.20)
  - Kaiser Low HMO \$30 Co-Pay (\*+210.00)
  - Kaiser High HMO \$10 Co-Pay (\*+285.60)
- b. **Dental Plans Offered to Include a Choice of Two (2) Dental Plans:**
  - DeltaCare USA (No Additional Cost Option)
  - Delta Dental PPO (\*+\$60.73)
- c. **Vision Plan Offered:**
  - EyeMed (No Additional Cost)
- d. **Chiropractic:**
  - Anthem Blue Cross (Cost Dependent on Chosen Plan)
  - Kaiser (Cost Dependent on Chosen Plan)
- e. **Basic Life, Voluntary Life & Accidental Death, and Dismemberment (AD&D):**
  - Prudential Basic Life and Basic AD&D (No Additional Cost Option)
  - Prudential Voluntary Life and Voluntary AD&D (\*Additional Cost Option)
- f. **Employee Assistance Program (EAP):**
  - Anthem Blue Cross through SISC (No Additional Cost)

\*All unit members' contributions are deducted on a 10thly basis.

For the 2024/2025 plan year only, The District will provide a reimbursement program for unit members enrolled in the new Anthem Blue Cross Full Network Classic (No Additional Cost Option) HMO plan to assist in the transition to the increased cost in copay. Unit members may be reimbursed \$10 for primary care visits or \$30 for specialty visits and is limited to a maximum reimbursement of \$400 per unit member. Reimbursement may be used for the unit member or their enrolled dependent(s) and will be reimbursed upon verification of copayment (i.e., receipt). This is a one-time reimbursement for the 2024/2025 plan only and shall not set a precedent for future years.

In the event of any unforeseen changes to Article 10: Health and Welfare Benefits or Appendix H (Health and Welfare Benefits Plan) of the CSEA Collective Bargaining Agreement, the Association and/or the District reserve the right to reopen this MOU. This MOU is effective October 1, 2024 – September 30, 2025 (Benefit Plan Year).

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


For the District


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

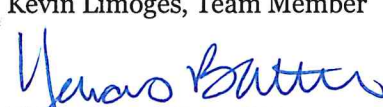
For CSEA


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

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

  
\_\_\_\_\_  
Diana Vaichis, Team Member

  
\_\_\_\_\_  
Kevin Limoges, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
Cedrick Wrenn, Team Member





### **MEDICAL VISIT REIMBURSEMENT FOR CSEA UNIT MEMBERS**

Effective October 1, 2024, the San Bernardino Community College ("District") is providing unit members on the new **Anthem Blue Cross California Care 'Classic' HMO (no cost)** plan a one-time reimbursement of \$10 (or \$30 dollar for specialist visit) for every visit they or their family members have during the 2024/2025 plan year. This one-time reimbursement will be reimbursed based on verification of co-payment and limited up to \$400 per unit member's family. Unit members seeking reimbursement will submit their reimbursement to the Office of Human Resources, and it will be processed by Accounts Payable twice throughout the health benefit plan year.

Unit members wishing to be reimbursed for medical visits must initiate the request on a District form. Unit members must furnish documentation (e.g., receipt, paid statement) showing that the unit member has paid for the medical visit. Please do not submit documents that disclose any protected health information. The Office of Human Resources only needs proof of the co-payment made.

The reimbursement request must be received by the Office of Human Resources by:

- **March 31, 2025**, for the period covering October through March;
- **September 30, 2025**, for the period covering April through September.

If you meet the requirements above and you wish to participate in the program, complete the Medical Visit Reimbursement Request Form along with the required documentation.

Submit the completed form to the Office of Human Resources for approval and processing. **Incomplete forms will be returned to unit members and may delay payment or result in denial of reimbursement.**

**SUBMIT FORMS TO THE OFFICE OF HUMAN RESOURCES:** Marcela Navarro, [mnavarro@sbccd.edu](mailto:mnavarro@sbccd.edu)

**MEDICAL VISIT REIMBURSEMENT REQUEST FORM**

EMPLOYEE NAME: (please print) \_\_\_\_\_ Last 4 SSN \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ DEPT./DIV: \_\_\_\_\_

*\* Checks will be mailed to home address\****Please check reimbursement request period**

<b>October 1 through March 31</b>	<b>April 1 through September 30</b>
Form due to Human Resources by March 31	Form due to Human Resources by September 30

**PART A: PROGRAM ELIGIBILITY (EMPLOYEE COMPLETES THIS SECTION) Check all that apply:**

I am a Classified employee currently enrolled in the Anthem Blue Cross California Care 'Classic' HMO plan.

I am aware reimbursements do not include co-payments for vision or dental visits.

I am aware reimbursements are up to \$10 for regular visits or \$30 for specialist visits (maximum reimbursement of \$400 for the entire plan year).

I certify that the expenses submitted for reimbursement have not already been reimbursed from the District or any other source and any indication to the contrary may disqualify my participation in the Medical Visit Reimbursement Program in the future.

\_\_\_ Copy of proof of payment for each medical visit within the plan year

**NOTE:** Documents MUST have your name.

Amount submitted for reimbursement consideration: \$\_\_\_\_\_ (Maximum reimbursement of \$400 for the entire plan year)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART B: ELIGIBILITY VERIFICATION (COMPLETED BY Human Resources ONLY)**

\_\_\_ Request for Program participation is approved. All of the required program criteria have been met and VERIFIED.  
Required proof of medical visit payments are attached to this form.

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**December 12, 2023**

**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").

In accordance with **Article 16: PERSONNEL**, specifically subsection 16.6: Classification and Compensation Study Process, the District will conduct a districtwide Classification and Compensation study to review and revise the District's classified job descriptions and to conduct a comparison of salary and benefits within the comparison market: Chabot-Las Positas CCD, Coast CCD, Contra CCD, Foothill-De Anza CCD, Grossmont-Cuyamaca CCD, Kern CCD, Los Angeles CCD, Los Rios CCD, North Orange County CCD, Peralta CCD, Rancho Santiago CCD, Riverside CCD, San Diego CCD, San Jose/ Evergreen CCD, San Mateo CCD, South Orange County CCD, State Center CCD, Ventura County CCD, West Hills CCD, West Valley-Mission CCD, Yosemite CCD, and Yuba CCD.

The Classification and Compensation Study implementation plan is to improve internal alignment, clearly define career ladders, and bring classifications whose pay range medians are behind the median of similar positions in the comparison of salary as close as feasible to median. All bargaining unit positions and job families will be reviewed in the classification and compensation study. All recommendations are negotiable by the negotiating teams (salary adjustments, job description changes, etc.). Unit members who receive an increase in range due to the Classification and Compensation study shall not suffer a decrease in compensation, and shall retain their step placement on the salary schedule.

The Classification and Compensation Study process shall include a comprehensive job description review by the Ad Hoc Committee, Position Description Questionnaire (PDQ), and the draft preparation and review. The committee makeup of the AD HOC Committee shall be mutually agreed upon between the District and the Association. The District shall provide reasonable-release time for the Association members for all meetings of the Ad Hoc Committee, and workgroup time therein. The District shall collect and analyze data regarding compensation for all classifications, and forward this data to the Ad Hoc Committee. The Ad Hoc Committee shall review the PDQs and data collected and send forth their recommendations to the Negotiation Teams for negotiating the completion and implementation of the Classification and Compensation Study per Article 16.6.

The Classification and Compensation Study process will be conducted in three (3) phases, with start and end dates subject to change due to completion of preceeding phase and negotiations, as follows:

Phase 1 (January 2024 – March 2024)

- Administrative/Clerical Support
- Instructional Support

Phase 2 (April 2024 – July 2024)

- Student Services
- Business/Fiscal Services

Phase 3 (August 2024 – October 2024)

- Maintenance and Operations/Administrative Services
- Technology Services
- Child Development

The Parties shall mutually attempt to complete the Classification and Compensation Study within (1) year of the date of ratification.

The Parties mutually agree that all reclassification requests shall be placed on hold and will be processed at the completion of the Classification and Compensation Study or within one (1) year from submission.

All negotiated effects to Classification and Compensation shall be effective at the end of each phase, with retroactive pay to the date of PDQ deadline for each phase and implemented within two (2) pay cycles after completion of the CSEA 610 policy and Board of Trustees' approval.

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

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

For CSEA



Ernest Guillen, President CSEA #291



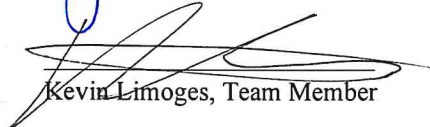
Noah Snyder, CSEA LRR

*Diana Vaichis*

Diana Vaichis, Team Member



Yendis Battle, Team Member



Kevin Limoges, 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**

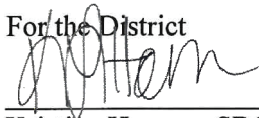
**February 13, 2024**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

- 1) Effective July 1, 2023, the salary schedule will increase by four and a half percent (4.5%) for all bargaining unit members.
- 2) CSEA recognizes the District's intent to investigate a funding model for the upcoming fiscal years and will entertain the mutual development of this model. CSEA or the District may re-open Article 7: Pay and Allowances for the 2024-2025 year as outlined in Article 25: Completion of Meet and Negotiations to view the formula and see the proportionate share that will be applied.
- 3) The above language regarding Article 7.1 will be placed within **Article 7: Pay and Allowances** once negotiations for the 2023-2026 Collective Bargaining Agreement are completed.

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

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

For CSEA



Ernest Guillen, President CSEA #291



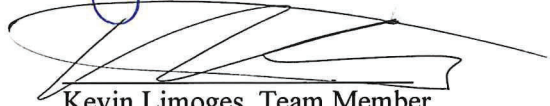
Noah Snyder, CSEA LRR



Diana Vaichis, Team Member



Yendis Battle, Team Member



Kevin Limoges, 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**

**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 the following regarding a Remote Work Schedule ("RWS") for the period of July 1, 2024, through June 30, 2025.

For purposes of this Memorandum of Understanding, "permanent unit member" shall mean completion of their probationary period in their current classification and/or in the classification for which they were selected for an out-of-class assignment.

1. Permanent unit members requesting an RWS, where the employee works from an off-site location, shall submit a request form to their immediate supervisor. The immediate supervisor may accept, reject, or modify the request to work remotely. A modification can include approval of a hybrid schedule, where the unit member may work from a private off-site location within two (2) hours of the worksite for some of their schedule, but report to their work location at other times. The immediate supervisor shall notify the permanent unit member of their decision to the request within ten (10) days of receipt. Denial of a request for an RWS must include reasons in writing. A denial of a request for an RWS shall be submitted to the Office of Human Resources, which will ensure the decision is not arbitrary and capricious. The decision to grant or deny an RWS is not subject to the grievance process.
2. A permanent unit member with an approved RWS must sign an individual RWS agreement.
3. The ultimate decision as to whether to approve or deny an RWS rests solely with the immediate supervisor. An RWS schedule shall be considered on an individual basis.
  - a. In general, positions that may be considered for RWS arrangements meet the following criteria:
    - i. Job functions can be performed at a remote site without diminishing the quality of the work or disrupting the productivity or security standards of a department
    - ii. Does not create an undue burden on efficient daily operations or office staffing needs
    - iii. It is incumbent on the immediate supervisor to ensure fairness in the rotation of the RWS and fairness in the workload
  - b. These types of positions are not eligible for 100% remote work:

- i. Involving any face-to-face customer service as part of their primary duties;
  - ii. Involving any interaction with, and improvement to, campus/site facilities;
  - iii. Involving any-face-to-face interaction with or direction of student workers, vendors, professional experts, or any other consultants as part of their primary duties; and
  - iv. Require specialized equipment, supplies, or materials available only at the worksite.
4. Permanent unit members may not request an RWS in lieu of taking personal leave, sick leave, or annual leave.
5. RWS is not a substitute for dependent care. While performing work duties remotely, permanent unit members are expected to have dependent care arrangements in place.
6. If a permanent unit member is to work remotely as an accommodation for medical or disability reasons, the immediate supervisor will consult with the Office of Human Resources prior to initiating the request and before terminating the remote work agreement.
7. Permanent unit members must have a work history that demonstrates efficient work without close supervision, maintain regular communication, and collaborate effectively in a remote work environment; in addition, the unit member must have received, at minimum, a satisfactory in all evaluation measures on the unit member's last performance evaluation.
8. Permanent unit members shall be available for communication and contact during remote work as they normally would be if working at their regularly assigned place of employment. Permanent unit members and their immediate supervisors shall agree on how their communications shall be handled. During the agreed upon work schedule, it is expected that the participating permanent unit member shall be available for contact by phone and/or e-mail, and may be asked to report to their regularly assigned place of employment on an arranged schedule.
9. After an RWS agreement is approved, the immediate supervisor shall use their best efforts to provide the appropriate technology, equipment, office supplies, and other assistance for the employee to perform their job successfully through remote work. Permanent unit members who take District equipment to their remote location will be required to sign a form acknowledging receipt of the equipment and agreeing to maintain the equipment in working condition.
10. Permanent unit members can discontinue RWS at any time and return on-site.
11. The immediate supervisor may permanently rescind RWS for an on-site work schedule, upon three (3) calendar days' notice to account for a change in staffing levels, for failure to abide by any of the terms of the individual RWS agreement, or based on the operational needs of the department. On any given day, a permanent unit member may be temporarily called into the physical work location if operational needs require their presence and if provided reasonable advance notice as described in the department's written communication plan (unit members will be provided with no less than three (3) hours notice).

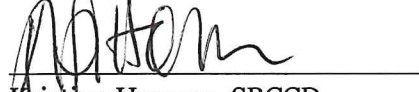


12. The District will provide the Association with the current RWS list including names, worksite location, and shift times worked at the beginning of the approved RWS.

This MOU will sunset on 30 June 2025 and shall be reevaluated and subject to negotiations at any time.

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

For the District

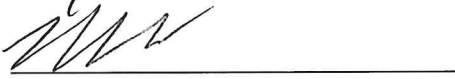


Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services


For CSEA



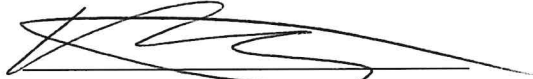
Ernest Guillen, President CSEA #291



Noah Snyder, CSEA LRR



Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member





## Remote Work Schedule Request Form/Agreement

Employee Name:			
Site/Department:			
Primary Phone:			
Remote Work Address:			
Remote Work Schedule Start Date:		Remote Work Schedule End Date*:	
<b>Requested Remote Work Hours per Day/Week:</b>			
M-F Remote Hours:			
	<b>Start Time</b>	<b>End Time</b>	<b>Total Hours</b>
<b>Monday</b>	:	:	
<b>Tuesday</b>	:	:	
<b>Wednesday</b>	:	:	
<b>Thursday</b>	:	:	
<b>Friday</b>	:	:	
M-F Location Hours:			
	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>
<b>Monday</b>	:	:	Choose an item.
<b>Tuesday</b>	:	:	Choose an item.
<b>Wednesday</b>	:	:	Choose an item.
<b>Thursday</b>	:	:	Choose an item.
<b>Friday</b>	:	:	Choose an item.

Remote Work Schedule (“RWS”) arrangements are appropriate for positions with job-specific duties that allow for remote work, and when certain factors coexist to create a reasonable certainty that the RWS work arrangement will be successful. Management will not deny a request for an RWS arrangement for arbitrary or capricious reasons.

If my request is accepted, I agree to the following concerning my remote work location:

- I will provide the address of my remote work location from which I will be conducting the remote work to my immediate supervisor. Remote work from any other location than that provided to the immediate supervisor is strictly prohibited.
- The remote work location must be located within a two (2) hour drive of my physical work location.
- I will ensure that my remote work location is private (non-public) and free from distraction.
- If safety or ergonomic issues arise, I agree to provide access to my remote work location to Risk Management, upon forty-eight (48) hours of notice.
- I will maintain a safe and hazard-free workspace in my remote work location.

- I agree to maintain a homeowner or renter insurance policy prior to commencing remote work and will continue to maintain the policy in good standing in an amount equal to or greater than \$100,000.
- I will not leave District work, materials, information, etc., in a format that would be available or visible to others.

**If my request is accepted, I further agree to the following conditions:**

- On any given day, I may be temporarily called into the physical work location if provided reasonable advance notice as described in the department's written communication plan (notice shall be no less than three (3) hours).
- Any equipment such as ergonomic equipment, laptops, etc., that is provided to me to perform my normal work duties, remains the property of the District and is to be returned upon request. Additionally, I agree to properly secure the equipment and maintain the equipment in working order. The District is not responsible for reimbursing me for any costs associated with working from home if the resource is available at the physical work location (e.g., telephone, internet service.)
- All work done during a remote work period remains the property, both intellectual and otherwise, of the District.
- I will submit requests for leave in accordance with the Collective Bargaining Agreement, board policies, and administrative regulations in the same manner as if I were absent from the District's physical work location. In the event that I will not be available during normal work hours on a normal workday, I must notify District, in accordance with the Collective Bargaining Agreement.
- I am expected to abide by all District policies and Work Rules while working remotely.
- While working remotely, I am expected to maintain the volume and quality of work expected of my classification working at a District physical site.
- I will adhere to work hours and lunch and break times in accordance with the Collective Bargaining Agreement. Any changes to break and lunch times require prior supervisor approval.
- Overtime is subject to prior supervisor approval. Any employee who works overtime without prior supervisor approval may be subject to discipline.
- I will provide a copy of my driver's license and car insurance information to the District as I may need to transport equipment between the remote work location and the District's physical work location.
- I understand that I may not request an RWS in lieu of taking personal leave, sick leave, or annual leave.
- I will be available for communication and contact during remote work as if I normally would be if working at my regularly assigned place of employment. Additionally, I understand that it is expected that I will be available for contact by phone and/or e-mail, and may be asked to report to my regularly assigned place of employment on an arranged schedule.
- I understand that RWS is not a substitute for dependent care; therefore, while performing work duties remotely, I am expected to have dependent care arrangements in place.

**Remote work agreement:**

I have read, understand, and agree to abide by this Remote Work Agreement.

I further understand and agree that this Agreement may be terminated by the District upon three (3) calendar days' notice to account for a change in staffing levels, for failure to abide by any of the terms of this agreement, or based on the operational needs of the department.

I agree that this Agreement will expire no later than June 30, 2025.

By signing below, I further acknowledge and certify that I have an ergonomically safe and efficient work environment in the approved remote work location.

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**[This section is to be completed by the immediate supervisor]**Approved: ☐ Denied: ☐ Modified: ☐Reason for denial/modification:  
\_\_\_\_\_  
\_\_\_\_\_

Modified Remote Work Hours per Day/Week:

M-F Remote Hours:

	Start Time	End Time	Total Hours
<b>Monday</b>	:	:	
<b>Tuesday</b>	:	:	
<b>Wednesday</b>	:	:	
<b>Thursday</b>	:	:	
<b>Friday</b>	:	:	

M-F Location Hours:

	Start Time	End Time	Location
<b>Monday</b>	:	:	Choose an item.
<b>Tuesday</b>	:	:	Choose an item.
<b>Wednesday</b>	:	:	Choose an item.
<b>Thursday</b>	:	:	Choose an item.
<b>Friday</b>	:	:	Choose an item.

Site/Department Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Human Resources \_\_\_\_\_

Date \_\_\_\_\_

**District Equipment to be Used at the Remote Worksite:**

Description	Asset Number

Cc: Personnel File

## **APPENDIX K**

### **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT SCRIBE'S WAIVER**

In the event of any inadvertent omission or commission by the scribe of the contract, the original signed agreement shall prevail.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 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
  - Enterprise Technology Project 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.





# Enterprise Technology Project Manager

Management Range: 17

Pending Board Approval: 5/8/2025

P. 1|3

*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

---

The Enterprise Technology Project Manager (ETPM) is responsible for overseeing and executing district-wide technology initiatives that support the strategic goals of the district. The ETPM will manage complex enterprise technology projects, ensuring alignment with district objectives, compliance with state and federal regulations, and adherence to industry best practices.

**This position is categorically funded and contingent upon continued funding.**

## REPRESENTATIVE DUTIES

---

*The following duties are typical for this classification.*

1. Provide project management for enterprise software solutions, including Student Information Systems (SIS), Learning Management Systems (LMS), Enterprise Resource Planning (ERP), and other district-wide applications.
2. Lead the planning, coordination, and implementation of enterprise technology projects, ensuring they are delivered on time, within scope, and within budget.
3. Establish, validate, and adjust project schedules as needed; conduct project audits and walkthroughs; review project deliverables; coordinate and facilitate meetings with users and staff regarding proposed and current business processes related to the project; coordinate project activities with other district offices and college departments.
4. Engage with faculty, staff, and students to identify technology needs and deliver solutions that enhance student success and operational efficiency.
5. Develop project plans to determine the schedule, budget considerations, staffing requirements, and allotment of available departmental resources to various project phases.
6. Ensure projects comply with district policies, state and federal regulations, and cybersecurity standards.
7. Identify opportunities for improving technology service delivery and operational efficiency through innovative technologies and best practices.
8. Lead change management efforts, ensuring seamless adoption of new technologies across the district.
9. Establish standards and procedures for project reporting; provide project reports for management and stakeholders; develop and implement communications strategies to ensure timely information is provided to stakeholders across the district.
10. Develop comprehensive project documentation, including charters, resource plans, scope, milestones and schedules, roles and responsibilities, communication strategies in collaboration with the project sponsor and involved stakeholders.
11. Support the development of organizational project management capability and develop a culture of project management through training, mentoring, and by example.
12. Perform other 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:**

- Principles and practices of project planning, including planning, execution, monitoring, and closure of complex enterprise technology projects.
- Principles and practices of project management.
- Operations and functionality of enterprise systems such as Student Information Systems (SIS), Learning Management Systems (LMS), and Enterprise Resource Planning (ERP) platforms.
- Techniques for stakeholder engagement, change management, and organizational communication in support of enterprise-wide technology initiatives.
- Federal and state regulations, policies, and cybersecurity standards applicable to information technology in educational institutions.
- Budget development, resource allocation, and scheduling strategies for large-scale IT projects.
- Best practices in business process analysis, documentation, and continuous improvement.
- Principles of leadership, team building, and cross-departmental collaboration.
- Current trends and innovations in educational technology and their applications in student success and institutional efficiency.

### **Ability to:**

- Manage multiple large-scale technology projects simultaneously, ensuring delivery on time, within scope, and within budget.
- Facilitate collaboration across departments and build consensus among stakeholders with varying needs and priorities.
- Analyze business processes and recommend effective technology solutions that align with institutional goals.
- Interpret and apply policies, regulations, and technical standards relevant to enterprise systems and cybersecurity.
- Effectively lead change management efforts, guiding teams and individuals through technology adoption and organizational transitions.
- Communicate complex technical information clearly to both technical and non-technical audiences, orally and in writing.
- Provide mentorship and promote a culture of project management across the institution.
- Develop cooperative working relationships in a highly diverse environment.
- Maintain professionalism, ethical standards, and accountability in all project management and leadership activities.
- Gather and analyze data and situations and make appropriate decisions.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

- A bachelor's degree from an accredited college or university in Information Technology, Computer Science, Business Administration, Project Management, or a related field.



## Enterprise Technology Project Manager

**Management Range: I 7**

Pending Board Approval: 5/8/2025

P. 3|3

### Required Experience:

- Five (5) years of experience in Project Management, or a similar position, implementing large technology solutions.
- Experience that indicates a sensitivity to and understanding of the diverse socioeconomic, cultural, and ethnic backgrounds of staff and community college students and staff to staff and students with physical and learning disabilities.

### Preferred Experience:

- Certifications such as PMP, PMI, PMI-ACP, CSM, or similar project management certifications.
- Experience in the California Community College System.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

---

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

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



## **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:** May 8, 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:

- Keith Bacon to pursue a Doctor of Educational Organizational Change and Administration degree from California Baptist University.
- Jonathan Fox to pursue a Master of Arts in Educational Administration degree from California State University San Bernardino.

### **OVERVIEW**

Keith Bacon is the Vice President of Administrative Services at San Bernardino Valley College and plans to start this program in the Fall 2025.

Jonathan Fox is the Manager of Workforce Development at KVCR and plans to start this program on May 1, 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 these reimbursements will be covered by the appropriate General Fund budgets.



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

As of July 1, 2023, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was Board approved April 11, 2024.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success

### **FINANCIAL IMPLICATIONS**

The cost of the non-instructional pay is included in the appropriate 2024-2025 budgets.





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.1|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Abad, Jeremy</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Anderson, Jonathan</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Atkinson, Anne</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Bauer, Joseph</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.2|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Beechko, Alex</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Bell, Danielle</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Brink, Terry L.</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Callahan, Kenyon</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.3|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Cervantez, Jeff</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	20	\$1,157.60	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Carreon-Bailey, Rebecca</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Carpenter, Jerome</b> EOPS Categorical Fund	CHC	05/27/25	06/30/25	\$64.09	88	\$5,639.92	Adjunct counselor, provide academic support, completion of ed plan for EOPS, NextUp and DREAMer students
<b>Castro, Liliana</b> EOPS Categorical Fund	CHC	01/02/25	05/23/25	\$66.34	350	\$23,219.00	Adjunct counselor, provide academic support, completion of ed plan for EOPS, NextUp and DREAMer students <i>Amendment: Correcting pay rate submitted to December 13, 2024 Board.</i>
<b>Castro, Liliana</b> EOPS Categorical Fund	CHC	05/27/25	06/30/25	\$66.34	128	\$8,491.52	Adjunct counselor, provide academic support, completion of ed plan for EOPS, NextUp and DREAMer students



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.4|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Cuara-Ramos Vargas, Erika</b> EOPS Categorical Fund	CHC	01/02/25	05/23/25	\$66.34	350	\$23,219.00	Adjunct counselor, provide academic support, completion of ed plan for EOPS, NextUp and DREAMer students <i>Amendment: Correcting pay rate submitted to December 13, 2024 Board.</i>
<b>Cuara-Ramos Vargas, Erika</b> EOPS Categorical Fund	CHC	05/27/25	06/30/25	\$66.34	128	\$8,491.52	Adjunct counselor, provide academic support, completion of ed plan for EOPS, NextUp and DREAMer students
<b>Davis, Ben</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Debaun, Shawnyse</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>DiBartolo, Cheryl</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.5|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Ferrari, Ed</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	20	\$1,157.60	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Firtha, Christie</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Franko, Karla</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Gerhartz, David</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.6|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Guevara, Andrew</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Hart, Danae</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Hellerman, Steve</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Hiten, Vanesse</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.7|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Hughes, Richard</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Ibarra, Rosa</b> Disabled Students Program DSPS Categorical Fund	CHC	01/06/25	06/30/25	\$66.34	250	\$16,585.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, SAS <i>Amendment: Increase prior board item 1/9/2025 from 150 hours to 250.</i>
<b>Jacques, Paul</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Jimenez, Sabrina</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.8|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Keys, Scott</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Krahn, Katie</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Kunkel, Cory</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.90	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Magana, Ashley</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.9|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Mansourian, Farhad</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>McConnell, Mark</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>McCool, Karol</b> Library General Fund	CHC	05/27/25	06/30/25	\$70.84	30	\$2,125.20	Adjunct Librarian
<b>McCool, Karol</b> Library General Fund	CHC	07/01/25	07/31/25	\$70.84	30	\$2,125.20	Adjunct Librarian
<b>McKee, Julie</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>McNamara, Laurence</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.10|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Mello, Brandice</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Mello, Brandice</b> Zero Textbook Cost Grant Fund	CHC	05/03/24	08/05/24	\$70.84	7.25	\$513.59	Zero Textbook Cost - History 101 <i>Ratification: Hours were missed or increased.</i>
<b>Montejano, Jordan</b> Tutoring General Fund	CHC	05/27/25	06/30/25	\$57.89	10	\$578.90	Assistance & Support to Tutors & SI Leaders
<b>Montejano, Jordan</b> Tutoring General Fund	CHC	07/01/25	07/31/25	\$57.89	10	\$578.90	Assistance & Support to Tutors & SI Leaders
<b>Montes, Ashley</b> Library General Fund	CHC	05/27/25	06/30/25	\$68.59	30	\$2,057.70	Adjunct Librarian
<b>Montes, Ashley</b> Library General Fund	CHC	07/01/25	07/31/25	\$68.59	30	\$2,057.70	Adjunct Librarian
<b>Moreno, Melissa</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	20	\$1,157.60	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.11|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Morgan, Douglas</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased</i>
<b>Nguyen, Janette</b> EOPS Categorical Fund	CHC	05/27/25	06/30/25	\$64.09	88	\$5,639.92	Adjunct counselor, provide academic support, completion of ed plan for EOPS, NextUp and DREAMer students.
<b>Peyton, Allison</b> Library General Fund	CHC	05/27/25	06/30/25	\$68.59	28	\$1,920.52	Adjunct Librarian
<b>Peyton, Allison</b> Library General Fund	CHC	07/01/25	07/31/25	\$68.59	28	\$1,920.52	Adjunct Librarian
<b>Pfahler, Diane</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Stupin, Mary</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.12|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Urbanovich, James</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	20	\$1,157.60	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Uribe, Reyna</b> EOPS Categorical Fund	CHC	05/27/25	06/30/25	\$64.09	52	\$3,332.68	Adjunct counselor, provide academic support, completion of ed plan for EOPS, NextUp and DREAMer students
<b>Williams, Gary</b> Honors Program General Fund	CHC	01/21/25	05/22/25	\$57.89	10	\$578.80	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
<b>Cruz, Judi</b> Perkins/SWP Grant Fund	SBVC	05/09/25	06/30/25	\$57.89	40	\$2,315.60	Human Services Mini-Certificated Curriculum Development
<b>Huang, Michael</b> SSSP Categorical	SBVC	01/02/25	05/23/25	\$66.34	422	\$27,995.48	Adjunct Counseling <i>Amendment: Board approved on 11/14/2024. This item is being amended to reflect the pay rate change from \$64.09 to \$66.34 per HR starting in Spring 2025.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval May 8, 2025

[v.4.22.2025.p.13|13]

Employee Name Funding Source	Location Assignment	From	To	Rate	Not to Exceed Hours	Not to Exceed Amount	Project
<b>Huang, Michael</b> SSSP Categorical	SBVC	05/27/25	06/30/25	\$66.34	120	\$7,960.80	Adjunct Counseling <i>Amendment: Board approved on 11/14/2024. This item is being amended to reflect the pay rate change from \$64.09 to \$66.34 per HR starting in Spring 2025.</i>
<b>Jefferson, Kimberly</b> K-16 Education Grant	SBVC	05/27/25	06/30/25	\$57.89	50	\$2,894.50	K-16 Education Transfer Pathway
<b>Jefferson, Kimberly</b> K-16 Education Grant	SBVC	07/01/25	07/31/25	\$57.89	50	\$2,894.50	K-16 Education Transfer Pathway
<b>Hecht, Andrea</b> Equal Employment Opportunity Grant	SBVC	04/04/25	04/04/25	\$57.89	4	\$231.56	Equivalency Screening <i>Ratification: Participation happened after prior month's board item submission deadline.</i>
<b>Orozco, Brenda</b> Student Success & Support Categorical	SBVC	08/01/24	12/20/24	\$66.34	410	\$27,199.40	Adjunct Counseling <i>Amendment: Correct the rate of pay previously submitted to June 2024.</i>
<b>Orozco, Brenda</b> Student Success & Support Categorical	SBVC	01/02/25	05/23/25	\$66.34	410	\$27,199.40	Adjunct Counseling <i>Amendment: Correct the rate of pay previously submitted to June 2024.</i>
<b>Orozco, Brenda</b> Student Success & Support Categorical	SBVC	05/27/25	06/30/25	\$66.34	120	\$7,960.80	Adjunct Counseling <i>Amendment: Correct the rate of pay previously submitted to June 2024.</i>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 2025

**SUBJECT:** Consideration of Approval to Pay Stipends

### **RECOMMENDATION**

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

### **OVERVIEW**

The stipends listed on the attachment are submitted for approval.

### **ANALYSIS**

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

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success

### **FINANCIAL IMPLICATIONS**

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







## Payment of Stipends

Submitted for Board Approval May 8, 2025

[v.4.21.2025.p.2|3]

### Head Coach 08/01/25 – 12/20/25

*Ratification: Men's Basketball Team went to State Championships on 03-13-2025. Per the contract, a playoff stipend is paid.*

Employee Name	Location Assignment	Department	Stipend
Brewer, Quincy	SBVC	Men's Basketball	\$1,800.00

### Assistant Coach 08/01/25 – 12/20/25

Employee Name	Location Assignment	Department	Stipend
Zamudio, Martin	CHC	Women's Cross Country	\$5,000.00

### Other 01/21/25 – 05/22/25

#### POCR Training for New Reviewers

*Ratification: Information was not received from department for prior month's Board submissions.*

Employee Name	Location Assignment	Department	Stipend
Guevara, Andrew	CHC	English & Reading	\$3,120.00
Hart, Danae	CHC	Social & Cultural Studies	\$3,120.00
Thronson, Glen	CHC	Public Safety & Services	\$3,120.00
Zein, Butch	CHC	Communications & Language	\$3,120.00

### Other 04/01/25 – 06/30/25

#### Curriculum work for Simulation Lab in EMS.

*Ratification: Information was not received from department for prior month's Board submission.*

Employee Name	Location Assignment	Department	Stipend
Seek, Gabriel	CHC	Career Education and Human Development	\$5,000.00

### Other 07/01/25 – 07/31/25

#### Summer Bridge Programming for respective program classes.

Employee Name	Location Assignment	Department	Stipend
Schoenfeld, Racquel	CHC	Counseling (COUN-100)	\$600.00
Wassing, Amy	CHC	Communications (COMMST-100)	\$600.00

## **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:** May 8, 2025

**SUBJECT:** Consideration of Ratification of Tentative Agreements with the CTA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the Tentative Agreements between the SBCCD and the California Teachers Association (CTA) and its SBCCD Chapter regarding:

- Article 10: Wages
- Article 11: Health and Welfare Benefits
- Article 13: Workload, Working Remotely

### **OVERVIEW**

Tentative Agreements were reached as indicated on the attached documents.

### **ANALYSIS**

The attached is based on negotiations between SBCCD and the CTA. It 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 CTA salaries and benefits are to be covered in the appropriate budgets.



**TENTATIVE AGREEMENT  
BETWEEN  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION  
AND  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
April 18, 2025**

This Tentative Agreement is entered into this 18<sup>th</sup> day of April 2025 between the San Bernardino Community College District Teachers Association (hereafter, the Association) and the San Bernardino Community College District (hereafter, the District). All terms and conditions of the Collective Bargaining Agreement (hereafter, AGREEMENT) between the Association and the District shall remain in full force with the following exceptions:

Article 10: Wages, new salary schedules Appendix A-1 and A-2 (attached)

Article 11: Health and Welfare Benefits

Article 13: Workload, service to the district, paragraph three (3) and four (4) under Article 13 Workload, section B.

Article 29: DURATION OF AGREEMENT

**List of New Appendix Items**

(N/A)

**Replace Appendix Items**

Appendix A-1: Faculty Salary Schedule (attached)

Appendix A-2: Compensation Schedule for All Hourly Work (attached)

**Remove Appendix Items**

(N/A)

**For SBCCD**



Kristina Hannon (Apr 19, 2025 13:15 PDT)

**Date: 4/18/2025**

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

**For SBCCDTA**



Jamie Salyer (Apr 19, 2025 13:13 PDT)

**Date: 4/18/2025**

Jamie Salyer, SBCCDTA Chief Negotiator

**TENTATIVE AGREEMENT  
BETWEEN  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION  
AND  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
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

- i. 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 (Apr 19, 2025 13:15 PDT)

**Date: 3/14/2025**

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

**For SBCCDTA:**



Jamie Salyer (Apr 19, 2025 13:13 PDT)

**Date: 3/14/2025**

Jamie Salyer  
SBCCDTA Lead Negotiator

**TENTATIVE AGREEMENT  
BETWEEN  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION  
AND  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Article 11: Health and Welfare Benefits**


**IT IS THEREFORE AGREED THAT:**

The following language will replace the current language in Article 11.

- A. The District shall fully fund the least expensive health and welfare plan for each full-time unit member. Individual unit members shall have the option to select health plans offered by the District during open enrollment and shall be responsible for the cost differential between the plans. The benefit cap shall be listed in the Appendix.
- B. There shall be no requirement for the District to procure the prior consent of any unit member before deducting the balance of any premium in excess of the above amount from any compensation due the unit member.
- C. Upon receipt of notice by the District that the premiums are expected to increase in an amount which may change, the District shall notify SBCCDTA of such expected increase. Upon receipt of notice of the actual amount of any increase, the District shall notify unit members of the amount of the actual increase and the effective date of such increase.
- D. The District and the Association agree to continue to address the goal of providing health and welfare benefits to part-time bargaining unit members as Objective #7 in Appendix A.

The District shall offer a medical and dental plan for part-time bargaining unit members each year.


**For SBCCD:**

  
\_\_\_\_\_  
Kristina Hannon (Apr 19, 2025 13:15 PDT)

**Date: 4/18/2025**

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

**For SBCCDTA:**

  
\_\_\_\_\_  
Jamie Salyer (Apr 19, 2025 13:13 PDT)

**Date: 4/18/2025**

Jamie Salyer  
SBCCDTA Lead Negotiator

**TENTATIVE AGREEMENT  
BETWEEN  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION  
AND  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Article 13: Workload**

WHEREAS, the campus committees have been reorganized and faculty participation is essential to campus committees.

IT IS THEREFORE AGREED THAT:

This language will replace paragraph three (3) and four (4) under Article 13 Workload, section B. Workweek/Workday, 1. All Full-Time Faculty, as the association and the district negotiate the remaining language in Article 13: Workload.

The District and the Association recognize the professional nature of the work (as defined by Labor Code) performed by the faculty members and agree that full-time faculty shall be available at the District facilities for an additional five (5) hours per week beyond the assigned student contact hours, non-student contact hours, and office hours (pro-rated for less than full-time faculty) to perform required responsibilities. All faculty are required to serve on academic senate or committees as appointed by the academic senate, as a part of their assignment.

All semester-end documentation (grade submission, SLO/SAO data collection, and professional development reporting) must be completed within 5 days of the class ending or based on the grade submission date indicated by Admissions and Records, whichever is sooner.

**For SBCCD:**



Kristina Hannon (Apr 19, 2025 13:15 PDT)

**Date: 4/18/2025**

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

**For SBCCDTA:**



Jamie Salyer (Apr 19, 2025 13:13 PDT)

**Date: 4/18/2025**

Jamie Salyer  
SBCCDTA Lead Negotiator



**TENTATIVE AGREEMENT  
BETWEEN  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION  
AND  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Article 29: Duration of Agreement**

This Agreement shall remain in full force and effect until June 30, 2028. The District and the Association shall reopen Article 10: Wages and Article 11: Health and Welfare Benefits and related appendices in each year of the Agreement. The Association and/or the District may elect to open two (2) additional articles each year. In addition, the District and the Association agree to continue working on Article 4: Dues Deductions, Article 13: Workload, and Article 16: Evaluations.

The Tentative Agreement was reached on 4/18/2025.

**For SBCCD:**

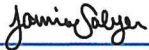


Kristina Hannon (Apr 19, 2025 13:15 PDT)

**Date: 4/18/2025**

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

**For SBCCDTA:**



Jamie Salyer (Apr 19, 2025 13:13 PDT)

**Date: 4/18/2025**

Jamie Salyer  
SBCCDTA Lead Negotiator




**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION  
AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
APPENDIX A-1: Faculty Salary Schedule  
April 13, 2025**

IT IS THEREFORE AGREED THAT:

The per diem chart on page 2 of this document will replace APPENDIX A-1: Faculty Salary Schedule.

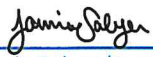
**For SBCCD:**

  
\_\_\_\_\_  
Kristina Hannon (Apr 19, 2025 13:15 PDT)

**Date: 4/18/2025**

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

**For SBCCDTA:**

  
\_\_\_\_\_  
Jamie Salyer (Apr 19, 2025 13:13 PDT)

**Date: 4/18/2025**

Jamie Salyer  
SBCCDTA Lead Negotiator

## Academic Salary Schedule 2025-2026

step	Column						
	C	D	E	F	G	H	I
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

1% increase for 2024-2025, 2% increase for 2025-2026, and step stratification, effective 7/1/2025

See Placement Guidelines for details. Highest initial placement is Step 8.

This shall be the new per diem rate used to calculate annual salary for faculty. Annual salary shall be calculated by multiplying the per diem rate by the number of workdays (175 for instructional, 198 for non-instructional, or 219 for coordinator).

\* Both sides agree to disregard rounding calculations that are less than or equal to \$2

**Memorandum of Understanding  
By and Between  
San Bernardino Community College District Teachers Association  
And San Bernardino Community College District  
APPENDIX A-2: Compensation Schedule for All Hourly Work  
April 13, 2025**

IT IS THEREFORE AGREED THAT:

The following language shall replace the current language in APPENDIX A-2: Compensation Schedule for All Hourly Work.

**APPENDIX A-2: Compensation Schedule for All Hourly Work  
Effective July 1, 2025**

PT Hourly and FT Overload Rates*			
Assignment	Rate		
FT/PT Non-teaching Agreements PT Professional Development	\$ 57.89		
Non-Instructional Faculty (counselors, librarians, health center nurses, and nonteaching overload for coordinators and faculty leads) Based on Requirements in Placement Guidelines **	Group 1	Group 2	Group 3
	C	D-H	I
Step 1	\$ 63.70	\$ 66.01	\$ 68.33
Step 2	\$ 66.01	\$ 68.33	\$ 70.65
Step 3	\$ 68.33	\$ 70.65	\$ 72.97
Step 4	\$ 70.65	\$ 72.97	\$ 75.27
Instructional Faculty (lab/lecture/clinical/non-credit) Based on Requirements in Placement Guidelines **	Group 1	Group 2	Group 3
	C	D-H	I
Step 1	\$ 79.92	\$ 82.22	\$ 84.54
Step 2	\$ 82.22	\$ 84.54	\$ 86.87
Step 3	\$ 84.54	\$ 86.87	\$ 89.18
Step 4	\$ 86.87	\$ 89.18	\$ 91.49

Faculty in all groups shall be required to work (in any faculty capacity) for 2 consecutive semesters. If there is no break in service, the following shall be applied:

STEP 1: Semesters 1 and 2  
STEP 2: Semesters 3 and 4  
STEP 3: Semesters 5 and 6  
STEP 4: Semesters 7 and beyond

If there is a break in service for adjunct (part-time) faculty of no more than two (2) consecutive semesters, the unit member shall maintain their Step but will start with semester 1. (This aligns with the seniority list).

If class is cancelled, the part-time bargaining unit members shall be paid a maximum of four (4) hours or for the first class meeting, whichever is less. If the lecture and lab occur on the same day, bargaining unit members shall be paid a maximum of four (4) hours for the lecture and a maximum of four (4) hours for the lab or for the first class meeting of each, whichever is less. Short-term and/or intensive classes will be pro-rated according to the schedule below:

<u>Total Semester Hours</u>	<u>Hours of Compensation</u>
16 or less	1
17 – 32	2
33 – 48	3
49 or more	4

\*Faculty shall be placed on their appropriate Step and Column based on education and existing length of service at SBCCD

\*\*Columns C through I guidelines are found in Article 13.J. (Salary Schedule Placement Guidelines).

**For SBCCD:**




Kristina Hannon (Apr 19, 2025 13:15 PDT)

**Date: 4/18/2025**

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

**For SBCCDTA:**



Jamie Salyer (Apr 19, 2025 13:13 PDT)

**Date: 4/18/2025**

Jamie Salyer  
SBCCDTA Lead Negotiator

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Board Executive Committee (BEC)

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

**PREPARED BY:** Heather M. Madole, Administrative Officer

**DATE:** May 8, 2025

**SUBJECT:** Board Self-Evaluation Instrument

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the instrument as required in Board Policy 2745.

**OVERVIEW**[Link to Board Policy 2745](#)

The Board of Trustees approved members of the Board Executive Committee (BEC) to serve as the Ad Hoc Committee for the Board's Self-Evaluation process. Pursuant to Board Policy 2745, the ad hoc committee recommends the instrument to be used in the Board's self-evaluation.

**ANALYSIS**

The Board of Trustees is committed to assessing its own performance as a Board to identify its strengths and areas in which it may improve its effectiveness. The Ad Hoc Committee recommends the instrument to be used in Board's self-evaluation, incorporates criteria contained in Board Policy 2745, and ensures the process for evaluation is followed and approved by the Board as required.

The Chancellor is evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor. The ad hoc committee ensures the Chancellor's evaluation complies with the criteria based on Board Policy, the Chancellor job description, and performance goals and objectives developed by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Office of the Chancellor and/or consultant.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

**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 item.

## COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES SELF-EVALUATION TOOL

### San Bernardino Community College District

**Directions:** For each item listed below, please circle the rating that best describes your assessment of the performance of the Board of Trustees as a body. Please feel free to write comments in the provided spaces to explain your assessment.

**Rating Scale:**      1. Never    2. Seldom    3. Often    4. Always

Indicators	Rating	Comments
------------	--------	----------

#### I. Board/Chancellor Relations

##### *The Board:*

1. Promptly communicates all expectations, compliments, concerns or criticisms of the college system to the Chancellor.	1    2    3    4	We are getting better _____ _____ _____
2. Avoids infringing on the Chancellor's area of responsibility.	1    2    3    4	_____ _____
3. Follows agreed upon procedures in communicating with the staff.	1    2    3    4	_____ _____
4. Avoids publicly criticizing the Chancellor.	1    2    3    4	_____ _____
5. Encourages the Chancellor's participation in professional associations and activities.	1    2    3    4	_____ _____

**Rating Scale:** 1. Never 2. Seldom 3. Often 4. Always

Indicators	Rating	Comments
6. Demonstrates respect toward Chancellor, members of his/her Cabinet and Community College District staff.	1 2 3 4	_____ _____
7. Places trust in the Chancellor and in the integrity of Chancellor, Cabinet and staff.	1 2 3 4	_____ _____
8. Provides, through policy, a clear set of expectations of performance and personal qualities against which the Chancellor will be measured.	1 2 3 4	_____ _____ _____
9. Evaluates Chancellor Annually.	1 2 3 4	_____ _____
10. Maintains a professional compensation package for the Chancellor.	1 2 3 4	_____ _____

## II. Board Meetings

### ***The Board:***

1. Conducts all Board of Trustees meetings efficiently and effectively.	1 2 3 4	_____ _____
2. Provides opportunities for public participation in board meetings and sets clearly defined procedures for community members to address the board.	1 2 3 4	_____ _____ _____
3. Maintains and follows procedures for developing the agenda and getting materials to Trustees in advance of meetings as agreed upon between the board and the Chancellor.	1 2 3 4	_____ _____ _____



**Rating Scale:** 1. Never 2. Seldom 3. Often 4. Always

Indicators	Rating	Comments
4. Makes a sincere effort to be informed on all agenda items prior to meetings.	1 2 3 4	<hr/> <hr/>
5. Adheres to its adopted code of ethics.	1 2 3 4	<hr/> <hr/>

### III. Board/Community Relations

#### *The Board:*

1. Avoids committing to a position or an issue before all relevant facts are presented.	1 2 3 4	<hr/> <hr/>
2. Allows for citizen input through public hearings, advisory committees, etc.	1 2 3 4	<hr/> <hr/>
3. Supports the Board President in his/her role as spokesperson for the board.	1 2 3 4	<hr/> <hr/>
4. Disseminates information to the public following established procedures.	1 2 3 4	<hr/> <hr/>
5. Strives to maintain an open dialogue with governmental and community leaders.	1 2 3 4	<hr/> <hr/>

### IV. Board Qualities

#### *The Board:*

1. Displays a sincere and unselfish interest in students and contributes to their education and growth.	1 2 3 4	<hr/> <hr/>
---	---------	-------------

**Rating Scale:**      1. Never    2. Seldom    3. Often    4. Always

Indicators	Rating	Comments
2. Possesses knowledge of the educational process and the needs of the community.	1    2    3    4	<hr/> <hr/> <hr/>
3. Strives to improve governance skills by conducting special board workshops and participating in local and regional conferences.	1    2    3    4	<hr/> <hr/>
4. Weighs all decisions in terms of what is best for the students of the Community College District.	1    2    3    4	<hr/> <hr/>
5. Is visible in the community.	1    2    3    4	<hr/> <hr/>
6. Respects fellow individual Trustees and their decisions.	1    2    3    4	<hr/> <hr/>
7. Trusts fellow individual Trustees	1    2    3    4	<hr/> <hr/>
8. Is independent and open-minded.	1    2    3    4	<hr/> <hr/>
9. Keeps confidential matters confidential.	1    2    3    4	<hr/> <hr/>

**Rating Scale:** 1. Never 2. Seldom 3. Often 4. Always

Indicators	Rating	Comments
------------	--------	----------

## V. Board In-Service

### *The Board:*

1. Keeps informed by seeking and reading current literature.	1 2 3 4	_____ _____
2. Keeps abreast of educational issues by attending education workshops and conferences at the local, regional and national levels.	1 2 3 4	_____ _____
3. Strives toward growth through a planned board in-service program with the help of the Chancellor.	1 2 3 4	_____ _____
4. Annually assesses board performance and commits to training necessary to improve own performance.	1 2 3 4	_____ _____

## VI. Policy Development

### *The Board:*

1. Develops sound written policies and maintains an up-to-date organized policy manual, which provides ready access to each policy.	1 2 3 4	_____ _____ _____
2. Cooperatively establishes policies with the administration for the operation of the Community College District.	1 2 3 4	_____ _____
3. Allows appropriate input into the policy development process.	1 2 3 4	_____ _____

**Rating Scale:**      1. Never    2. Seldom    3. Often    4. Always

Indicators	Rating	Comments
4. Provides for periodic policy review and revision, when appropriate.	1    2    3    4	<hr/> <hr/>

## VII. Goal Setting and Planning

### *The Board:*

1. Establishes clearly identified Community College District goals, annually, based on the assessed needs of the district and the recommendations of the Chancellor.	1    2    3    4	<hr/> <hr/> <hr/>
2. Monitors annually the implementation of district goals.	1    2    3    4	<hr/> <hr/>
3. Establishes clearly identified board development goals based on the outcome of the board's self-evaluation.	1    2    3    4	<hr/> <hr/>
4. Plans and implements appropriate activities for the achievement of the board development goals.	1    2    3    4	<hr/> <hr/>
5. Reviews and revises annually the board's long-range plan.	1    2    3    4	<hr/> <hr/>

Status **Active** PolicyStat ID **8198419**



Origination 01/2001  
 Last Approved 06/2020  
 Last Revised 06/2020  
 Next Review 06/2030

Owner **BOT Board of Trustees:**  
 Policy Area **Chapter 2 Board of Trustees**  
 References **Legally Required**

## BP 2745 Board Self-Evaluation

(Replaces current SBCCD BP 2020)

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its effectiveness.

To this end the Board has established the following processes for evaluation:

An ad hoc committee of the Board shall be appointed in April to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Office of the Chancellor and/or consultant.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

## Reference:

ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)

## Attachments

[BP 2745 Board Self-Evaluation - Comments](#)

---

BP 2745 Board Self-Evaluation - Legal Citations

## Approval Signatures

Step Description	Approver	Date
Final Board Approval	Policy Stat	06/2020
Reviewed and Approved per AP 2510	Policy Stat	06/2020

COPY

## **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:** May 8, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

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

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

### **ANALYSIS**

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

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

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





## Conference Requests

Submitted for Board Approval May 8, 2025

[v.4.30.2025.p.1|2]

Requestor	Conference
<b>Site</b> SBVC  <b>Name</b> Keith Bacon Raymond Carlos Marco Cota April Dale James Griff Yvonne Gutierrez-Sandoval Daniel Mayo Maria Del Carmen Rodriguez David Rubio  <b>Department</b> Student Services  <b>Funding Source</b> Student Services Office General Fund	<b>ATIXA's 2025 Summer Symposium Title IX Training</b>  <b>Dates of Travel/Conference</b> 6/08/2025 - 6/14/2025  <b>Location</b> Portland, OR  <b>Purpose</b> Administration will receive certified Title IX training. Cost for flight, per-dem, lodging, and training workshops.  <b>Estimated Cost Per Person</b> \$6,500.00
<b>Site</b> CHC  <b>Name</b> Willie Blackmon Veronica Lehman Erika Sherman  <b>Department</b> Student Services  <b>Funding Source</b> Student Equity and Achievement Categorical Fund	<b>ATIXA's 2025 Summer Symposium Title IX Training</b>  <b>Dates of Travel/Conference</b> 6/08/2025 - 6/12/2025  <b>Location</b> Portland, OR  <b>Purpose</b> Certified training on Title IX. Cost for conference fees, training, workshop, flight, meals, lodging, miles, parking, etc.  <b>Estimated Cost Per Person</b> \$6,500.00





## Conference Requests

Submitted for Board Approval May 8, 2025

[v.4.30.2025.p.2|2]

Requestor	Conference
<b>Site</b> CHC <b>Name</b> Craig Eilander <b>Department</b> Public Safety <b>Funding Source</b> Student Equity and Achievement Categorical Fund	<b>NCORE 2025</b> <b>Dates of Travel/Conference</b> 5/26/2025 - 6/1/2025 <b>Location</b> New York, NY <b>Purpose</b> 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. <b>Estimated Cost Per Person</b> \$5,670.50

## **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:** May 8, 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 May 8, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30182	<b>Experis US Inc</b>	Services	SBCCD	ATPC	\$ 120,000.00		
	Professional Service - Web Developer for better accessibility; contract term from 07/29/2024 to 06/30/2026						
30124	<b>Colton Joint USD</b>	Amendment 01	SBVC	Adult Education	\$ 1,062,908.00		\$ 34,357.00
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives; this is to approve Amendment 01 to increase funding by \$34,357; contract term from 07/01/2024 to 06/30/2025						
26405	<b>Desert CCD</b>	Amendment 01	SBCCD	EDCT	\$ 1,299,584.00		\$ 435,000.00
	Subgrantee Agreement - Develop training program in Health Industry sectors; this is to approve Amendment 01 to increase funding by \$435,000; contract term from 08/14/2023 to 03/31/2026						
26403	<b>Barstow CCD</b>	Amendment 01	SBCCD	EDCT	\$ 131,500.00		\$ (435,000.00)
	Subgrantee Agreement - Develop training programs in Health Logistics and Water Industry Sectors; this is to approve Amendment 01 to decrease funding by \$435,000; contract term from 08/14/2023 to 03/31/2026						



**Contracts At or Above \$114,800**  
Submitted for Ratification May 8, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30817	<b>G/M Business Interiors</b>	Piggyback Bid	CHC	Admin Services	\$ 1,000,000.00		
	Piggyback bid - San Bernardino County Contract #22-1283; this is to set the not to exceed amount; contract term 12/13/2022 to 12/12/2027						
30409	<b>Two Q Inc dba Hyphen</b>	Amendment 01	CHC	Instruction	\$ 288,299.00		\$ 88,299.00
	RFP 2022-03 Professional services to develop a marketing campaign to drive student enrollment at CHC CTE program; this is to approve Amendment 01 to increase funding by \$88,299 and extend term date; contract term date 09/01/2024 to 06/30/2026						
30836	<b>Hallpass Capital Inc dba GonLED</b>	Piggyback Bid	SBCCD	Facilities	\$ 1,000,000.00		
	Piggyback Bid - Foundation for California Community Colleges Agreement number 00009952 for theatre equipment; this is to set the not to exceed amount; contract term 09/26/2024 to 05/29/2027						
30769	<b>Hallpass Capital Inc dba GonLED</b>	Piggyback Bid	SBCCD	Facilities	\$ 1,000,000.00		
	Piggyback Bid - CollegeBuys/CSU Consortium Agreement number 00004707 for theatre equipment; this is to set the not to exceed amount; contract term 06/24/2021 to 06/22/2026						

## **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:** May 8, 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

#### **SBCCD | Mission**

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



#### **SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

35160, it is the intent of the Legislature to give school districts, county boards of education, and county superintendents of schools broad authority to carry on activities and programs, including the expenditure of funds for programs and activities which, in the determination of the governing board of the school district, the county board of education, or the county superintendent of schools are necessary or desirable in meeting their needs and are not inconsistent with the purposes for which the funds were appropriated. It is the intent of the Legislature that Section 35160 be liberally construed to affect this objective. (c) The Legislature further declares that the adoption of this section is a clarification of existing law under Section 35160.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

Membership associated with this board item are included in the funding source as attached.



## Individual Memberships

Submitted for Approval May 08, 2025

[v.4.28.2025.p.1|1]

SITE, INDIVIDUALS, AND AMOUNT	MEMBERSHIP AND FUNDING SOURCE
<b>SBVC</b> Andrew Loera Martha Rojas Denise Todd \$220.00/person \$50.00 application fee/person	<b>California Association of Marriage and Family Therapists (clinical)</b> General Fund – Mental Health Services Support
<b>SBVC</b> Fawn Baxter Katherine Fonseca Ulises Velasco \$95.00/person	<b>California Association of Marriage and Family Therapists (pre-licensed)</b> General Fund – Mental Health Services Support
<b>SBVC</b> Jose Alvarez Jenifer Carl Shane Caudil Ronald Gordin Alfredo Martinez Cesar Rojas \$60.00/person	<b>Pesticide Applicators Professional Association</b> General Fund – Grounds
<b>SBVC</b> Jose Alvarez Jenifer Carl Shane Caudil Ronald Gordin Alfredo Martinez Cesar Rojas \$60.00/person	<b>Department of Pesticide Regulation</b> General Fund – Grounds

## AN 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: May 8, 2025

SUBJECT: Regular Meeting Calendar of the Board of Trustees

### RECOMMENDATION

It is recommended that the Board of Trustees approve the regular meeting calendar for the regular meetings of the Board of Trustees through July 2026.

### OVERVIEW

All regular and special meetings of the Board of Trustees are open to the public, must be accessible to persons with disabilities, and comply with the Brown Act provisions, except as otherwise required or permitted by law.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted 72 hours prior to the meeting and shall remain posted until the day and time of the meeting, as required by law. Meeting dates and times are subject to change and are posted on the district website [www.sbccd.edu](http://www.sbccd.edu).

### ANALYSIS

Boards of trustees exist to represent the general public for whom they hold the colleges in trust. They are responsible for balancing and integrating the wide variety of interests and needs into policies that benefit the common good and the future of the region. Representing the public means considering multiple viewpoints and discussing the issues in public.

The powers and duties of the Board include approval of college policy, community services of the college, interpreting the college needs to the public, adoption of an annual budget for the district, approval of expenditure of all District funds, acquisition of property for District purposes, and approval of employment of academic and classified personnel.





### 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 to this item.



## 2025-2026 Board Meeting Dates Submitted for Board Approval May 8, 2025

Date	Meeting Type
<b>07/10/2025</b>	<b>Dark</b>
07/24/25	Strategy Session
<b>08/14/25</b>	<b>Business Meeting</b>
08/28/25	Strategy Session
<b>09/11/25</b>	<b>Business Meeting</b>
09/25/25	Strategy Session
<b>10/09/25</b>	<b>Business Meeting</b>
10/23/25	Strategy Session
<b>11/13/25</b>	<b>Business Meeting</b>
<b>12/11/25</b>	<b>Business Meeting</b>
<b>01/08/26</b>	<b>Business Meeting</b>
01/19/26- 01/20/26	BOARD MID-YEAR RETREAT (Location TBD)
<b>02/12/26</b>	<b>Business Meeting</b>
02/26/26	Strategy Session
<b>03/12/26</b>	<b>Business Meeting</b>
03/26/26	Strategy Session @ SBVC B-100
<b>04/09/26</b>	<b>Business Meeting</b>
04/23/26	Strategy Session @ CHC LRC-231
<b>05/14/26</b>	<b>Business Meeting</b>
05/28/26	Strategy Session
<b>06/11/26</b>	<b>Business Meeting</b>
06/24/26	BOARD RETREAT (Location TBD)

## 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: May 8, 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 May 8, 2025

TASK ORDERS						
Firm	Pool Approval	Amount	Site	Project	Task Order	Date Executed
TYR, Inc Huntington Beach, CA	Division of the State Architect Inspector of Records Services 5/13/2021	\$438,780.00	SBVC	Student Services Building (SSB)	CC03-3640.10 (TO#12-033.0) Division of the State Architect Inspector of Records Services	3/25/2025
*DLR Group Riverside, CA	Architecture and Engineering Services 12/12/2021	\$45,090.00	CHC	New Performing Arts Center	CC03-3640.03 (TO#01-059.9) Architecture and Engineering Services	3/26/2025

\* Issued as a supplemental Task Order



## Master Services Agreements, Task Orders, and Professional Services Agreements for Bond Construction Submitted for Ratification May 8, 2025

PROFESSIONAL SERVICES AGREEMENTS					
Firm	Services	Amount	Site	Project	Date Executed
CPR1 Oceanside, CA	Automated External Defibrillator Equipment and Training	\$2,534.16	CHC	New Performing Arts Center	3/25/2025
CPR1 Oceanside, CA	Automated External Defibrillator Equipment and Training	\$2,529.16	CHC	Crafton Hall Renovation	3/25/2025
McMurray Stern Santa Fe Springs, CA	Furniture, Fixtures and Equipment and Installation Services	\$4,780.05	CHC	Crafton Hall Renovation	3/18/2025

\*Issued as an Amendment



## SBCCD CELEBRATES COMMUNITY PARTNERSHIP

SBCCD proudly participated in the annual Community Impact Breakfast hosted by Arrowhead United Way, a longstanding partner committed to serving families, children, and vulnerable populations throughout the Inland Empire.

*cont. on page 3*



5.8.2025

## CHANCELLOR'S REPORT



## SBCCD FEATURED IN CALIFORNIA'S NEW MASTER PLAN FOR CAREER EDUCATION

SBCCD's partnership with the County of San Bernardino was recently highlighted as a model in Governor Gavin Newsom's Master Plan for Career Education.

The event brought together key leaders including CSUSB President Tomás

*cont. on page 4*

## SBCCD PARTNERS WITH IEHP TO BOOSTS STUDENT HEALTH ACCESS

SBCCD, in partnership with Inland Empire Health Plan (IEHP), has launched a groundbreaking initiative to connect students with vital resources such as Medi-Cal, low-cost Covered California plans, and CalFresh food assistance.

This innovative program, officially

*cont. on page 3*







## CHC #1 IN SOUTHERN CALIFORNIA



CHC was the top community college in the region for transfer admission rates to the University of California (UC) during the 2023 application cycle. This achievement reflects CHC's commitment to providing accurate, efficient, and proactive counseling services, as well as robust transfer support services.

CHC recognizes that the transfer admission process is a critical milestone for students aiming to continue their higher education at prestigious institutions like the UC. The success in achieving high transfer admission rates is attributed to the dedication of CHC's Counseling Department and University Transfer Center, both of which play a pivotal role in guiding students through the complex transfer process.

An integral component of CHC's success is the noteworthy performance of its Latinx and African American/Black students. These students not only met but exceeded the achievements of other ethnic groups in successfully applying and being admitted to UC campuses.

CHC Dean of Student Services and Counseling Dr. Ivan Peña expressed gratitude for the collective efforts of the student services team, stating, "This recognition underscores our commitment to student success and the effectiveness of our counseling and transfer support services. We are particularly proud of the achievements of our Latinx and African American/Black students, highlighting the commitment to equity at Crafton Hills College."

## SBVC AWARDED \$125,000 GRANT



SBVC Foundation and the Athletics Department secured a \$125,000 grant from the LA84 Foundation! This exciting funding will support a new community outreach initiative aimed at connecting local youth to athletics, mentorship, and wellness programs. Special recognition goes to Mike Layne, Ken Lawler, and the entire team whose dedication helped bring this vision to life.

The grant will allow SBVC to expand its impact beyond the campus, using sports as a platform to build trust, foster leadership, and promote healthy habits among youth in the San Bernardino area. Through structured engagement, the program will introduce young people to college pathways and help strengthen their sense of belonging and possibility.

This partnership reflects the SBVC Foundation and Athletics team's ongoing commitment to empowering the next generation. By leveraging the power of athletics and community involvement, SBVC continues to grow as a central hub for youth development, education, and lifelong wellness.

With this grant from the LA84 Foundation, the college is well-positioned to make a lasting impact—one that inspires future leaders both on and off the field.



established with a Memorandum of Understanding signed at Crafton Hills College, aims to reduce financial and health-related barriers for students—particularly those from economically disadvantaged backgrounds. By ensuring access to healthcare and nutrition, the initiative helps students stay focused on their education and long-term goals.

The program also serves as a pilot model for the State of California, with plans for expansion based on its success.



If scaled across the Inland Empire, an estimated 164,750 students across twelve community colleges could benefit from this integrated approach to student wellness and success.

In alignment with the California Community Colleges' Vision 2030 framework, this partnership enhances both access to education and essential services. On-campus enrollment events will streamline access to health and food benefits, making it easier for students to receive the support they need without leaving campus.

"When our students have the health care they need, they're more likely to graduate, join the workforce, and give back to the community," said SBCCD leaders. With this program, SBCCD and IEHP are creating a new model for how educational institutions and healthcare providers can work together to build stronger, healthier communities.

## 10-YEAR-OLD TO BECOME CRAFTON HILLS' YOUNGEST GRADUATE



A 10-year-old girl from San Bernardino, Calif., is set to make Crafton Hills College history this May when she becomes the youngest Roadrunner ever to graduate from the Yucaipa-based community college.

Alisa Perales, who will have just turned 11 at the time of the ceremony, will cross the stage with not one, but two associate degrees—one in multiple sciences and another in mathematics—joining hundreds of Roadrunners who will become Crafton alumni. Her final GPA will be "close" to a 4.0.

"When I first started at Crafton [at the age of 8], I was a little bit nervous...because this was my first time going to a public school," said Alisa, "but then I met some really nice people, and that was super helpful."

Alisa began attending Crafton in spring of 2023. Before becoming a Roadrunner, she considered applying to California State University, San Bernardino, but a counselor encouraged her to explore community college first due to her homeschooling background. Crafton offered the support she needed to thrive, and she quickly found her place.

Alisa's father became an honorary Roadrunner, accompanying her early semesters and patiently waiting outside her classes. Eventually, she began attending classes independently and flourishing on her own.

Alisa has big plans after college. She hopes to work in the artificial intelligence tech industry, either by joining an established company or building a startup with her dad.

No matter what Alisa's future holds, it promises to be bright.

"Crafton wants everyone to succeed, but you have to work hard to get what you want," Alisa said. "Do not ever have any doubts over what you want to do in life. Just go out there and give it a shot."

We are proud to announce that Christopher Crew has been officially accepted into the Strategic Data Project (SDP) Fellowship, representing the San Bernardino Community College District (SBCCD) in the Minority Serving Institution Data Community of Practice and Fellowship.

This opportunity marks an exciting step in deepening our district's use of data to drive student success and equity. The fellowship will offer Christopher valuable resources, mentorship, and collaboration with data professionals from across the country.

As the fellowship kicks off, participants will begin preparations for the SDP MSI Orientation. Christopher will engage in onboarding activities to support a successful launch. We look forward to the insights and impact this fellowship will bring to SBCCD's strategic data initiatives.

*cont. from page 1*

The event brought together local leaders and community advocates to highlight the impact of collaborative efforts that create lasting change. For SBCCD, the partnership with Arrowhead United Way reflects a shared mission to uplift the community through access to education, resources, and support.

The breakfast also marked a special moment for SBCCD Chancellor Diana Z. Rodriguez, who concluded her four-year tenure as Chair of the Arrowhead United Way Board of Directors. She was recognized for her dedicated service and will continue to support the organization as Immediate Past Chair.

*cont. from page 1*

Morales, San Bernardino County Supervisor Joe Baca Jr., SBCCD Chancellor Diana Z. Rodriguez, and other local officials. Their presence underscored the importance of collaboration between educational institutions and government agencies in supporting student success.

A major highlight of the event was the signing of a ceremonial memorandum of understanding (MOU) between the County of San Bernardino, CSUSB, and SBCCD. This agreement is aimed at simplifying access to CalFresh food assistance benefits for students, allowing them to securely share FAFSA information with the county's CalFresh office to streamline the eligibility process. This effort addresses a critical barrier for students: food insecurity.

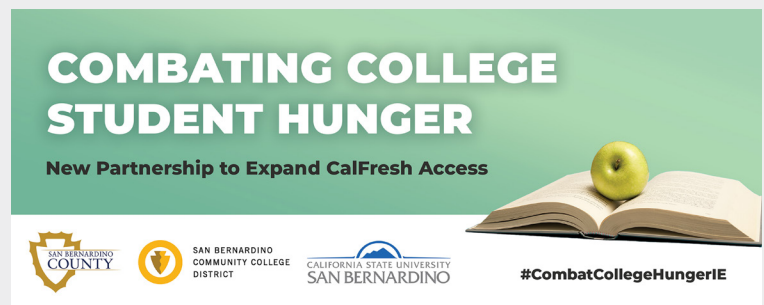
The Master Plan emphasizes connecting Californians to good-paying careers—regardless of having a college degree. Input from community stakeholders, including SBCCD, focused on improving statewide coordination and removing barriers within education and public benefit systems.

## SBVC ALUM FEATURED IN CRADLE-TO-CAREER STATE INITIATIVE



Giovanni Elizarraraz, a San Bernardino Valley College alum and former College Corps member, is featured on California's Cradle-to-Career website. Now a member of the SBVC marketing team, Giovanni's story highlights the impact of community college graduates in shaping educational and career pathways statewide.

His feature reflects the mission of the Cradle-to-Career Data System, a new state-launched tool designed to help students make informed decisions about their futures by offering personalized guidance and resources. Giovanni's journey serves as an inspiration for students navigating their own paths to success.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 2025

**SUBJECT:** Strategic Plan Goal-4 Status Updates

### **RECOMMENDATION**

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

### **OVERVIEW**

The current document provides a review of important actions and highlights related to Goal-4 (Ensure Fiscal Accountability/Sustainability).

### **ANALYSIS**

In ongoing efforts to ensure fiscal accountability and sustainability, SBCCD is making significant progress with bold strides in innovation, equity, and impact. Initiatives are being launched to streamline operations and enhance financial oversight as well as strengthen grant efforts to continue supporting emergency aid, reentry programs, and workforce training. Additionally, we are increasing strategic partnerships aimed at removing financial barriers and expanding access to education. Sustainability and workforce development remain at the forefront to meet the evolving needs of our students and the community.

### **INSTITUTIONAL VALUES**

4. Ensure Fiscal Accountability/Sustainability.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.



# MONTHLY STATUS UPDATE

SPRING 2025

## GOAL 4: ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY

### FUELING INNOVATION: GRANT TO SUPPORT STUDENT SUCCESS

- ✓ SBCCD has submitted **35** grants amounting to **\$29M**, reflecting an increase from the previous year's 28 grants totaling **\$18.5M**, a success rate of **63%**.
- ✓ SBCCD secured over **\$1.8M** in grants supporting justice-involved students, emergency aid, and EDCT workforce expansion.
- ✓ SBCCD has received **\$5,500** in funding from the Mexican Consulate, along with an additional **\$10,000** in sponsorships, to enhance our initiatives in student outreach and public events.
- ✓ SBCCD's Foundation awarded **\$254,000** in scholarships and \$40,000 in direct student support during the 2024-2025 academic year.

### BUILDING A GREENER FUTURE & INVESTING IN WORKFORCE DEVELOPMENT

- ✓ SBCCD's solar farm battery storage system is projected to generate \$712,000 in energy incentives over the next five years, supporting the district's commitment to environmental responsibility and fiscal efficiency.
- ✓ As of July 1, 2024, SBCCD has filled 34 positions and is recruiting 32 more. This recruitment effort highlights SBCCD's commitment to strengthening its workforce and meeting the community's needs.

### OUTCOME ACHIEVED

SBCCD has launched an initiative to implement an integrated Enterprise Resource Planning (ERP) to consolidate Oracle and Financial 2000 systems into a single, platform. This initiative reflects the District's strong commitment to innovation, resource stewardship, and fiscal accountability.

## **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:** May 08, 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.

#### **SBCCD | Mission**

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



#### **SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

## BOARD MASTER PLANNING ACTION CALENDAR\*

Presented for Information May 08, 2025

MONTHLY	Consent Agenda	<b>INSTRUCTION/STUDENT SERVICES</b>	<b>BUSINESS &amp; FISCAL SERVICES</b>	<b>FACILITIES</b>
		<ul style="list-style-type: none"> <li>Curriculum Modifications</li> <li>Donations</li> </ul> <b>HUMAN RESOURCES</b> <ul style="list-style-type: none"> <li>Classification Advancements for Academic Employees</li> <li>Non-instructional Pay, Stipends, and Reduced Workload</li> <li>Tuition Reimbursement</li> <li>Employment Contracts</li> <li>Promotions, Transfers, Reclassifications, Step Advancements</li> <li>New Hires (Adjuncts, Substitutes, Classified, Management, Temporary, Interim, Permanent)</li> <li>Job Descriptions and Revised Salary Schedules</li> <li>CSEA/CTA/POA Agreements</li> </ul>	<ul style="list-style-type: none"> <li>Alcoholic Beverages</li> <li>Board Policies (Final Approval)</li> <li>Conferences Over \$5K or Outside US</li> <li>District/College Expenses</li> <li>Individual Memberships</li> <li>Surplus Property &amp; Authorization for Private Sale or Disposal</li> <li>Contracts Above Bid Limit</li> <li>Resolution: Fund Balance Transfer</li> <li>Ratification of Interfund Transfers</li> <li>Signature List Changes</li> </ul>	<ul style="list-style-type: none"> <li>Informal Bid Award (UCCAP)</li> <li>CBOC Appointees</li> <li>Award RFQ/RFP/Bids &amp; Contracts</li> <li>Master Service Agreement &amp; Task Orders For Bond Construction</li> <li>Small Scale Construction Contract Award</li> </ul>
	Information Items Reports/Updates	<b>OFFICE OF THE CHANCELLOR</b>	<b>BUSINESS &amp; FISCAL SERVICES/FACILITIES</b>	<b>HUMAN RESOURCES</b>
		<ul style="list-style-type: none"> <li>Applause Recognition</li> <li>Retirements</li> <li>Board Committee Reports</li> <li>Reports from Represented Groups</li> <li>Board Master Planning Action Calendar</li> </ul>	<ul style="list-style-type: none"> <li>Board Policies (1st Reading)</li> <li>Budget Revenue &amp; Expenditure Summary</li> <li>General Fund Cash Flow Analysis</li> <li>Purchase Order Report</li> <li>Contracts Below Bid Limit</li> <li>Construction Change Orders and Amendments – Bond/Non-Bond</li> <li>KVCR Update</li> </ul>	<ul style="list-style-type: none"> <li>CSEA/CTA/POA MOUs</li> <li>Professional Expert, Short-Term, and Substitute Employees</li> <li>Resignations</li> <li>Retirements</li> <li>Volunteers</li> </ul>

### JANUARY

- Legislative Priorities and State Budget Priorities
- 2022-2027 SBCCD Strategic Plan Mid-Year Update (Goals 1-4)
- 2022-2027 SBCCD Strategic Plan (begin renewal mid-year for approval in August)
- § 53003. Updated District EEO Plan Presentation and ACTION (with comments from CCCCCO)
- EEO Plan (monitor, evaluate, and report annually)
- Adopt Budget Calendar (by 2/1)
- Budget Directives 1<sup>st</sup> Reading (BFC)
- Campus Advisory Committees

### FEBRUARY

- Apportionment Attendance and FTES Calculation Report (CCFS 320) P1
- 2022-2027 Strategic Plan Update (Goal 1)
- Sabbatical Leave Requests (name faculty, college, & term)
- Budget Directives (by 3/1)
- Nonresident Tuition and Capital Outlay Fees (by 3/1)
- Review and Affirmation of Guiding Principles for FCC Auction Proceeds PRST Account
- Review and Approve Guiding Principles for KVCR PRST Account

### MARCH

- Regular Meeting Dates for the Board of Trustees
- 2022-2027 Strategic Plan Update (Goal 2)
- CCC Classified Employee of the Year Nomination (by 3/15)
- Review Tenure/Tenure Contracts
- Selection of Auditor (before 4/1)
- Quarterly Certified Financial Status Report (Oct-Dec)
- Quarterly Investment & Deposit Report (Oct-Dec)
- CBOC Annual Report Presentation (by 3/31)

\*This guide is for internal use only and is subject to change.

## BOARD MASTER PLANNING ACTION CALENDAR\*

Presented for Information Map 08, 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)
- Board Ad Hoc Committee for Board Self-Evaluation and Evaluation of the Chancellor
- Resolution: Interfund Transfers for Next Fiscal Year (April or May)

### MAY

- Recognition of Outgoing Student Trustees
- P&Ps: 6320 (annual; last approved 4/2025); 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 (April or May)
- Board Self-Evaluation Tool

### 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)
- Resolution: Transfer of Appropriations for the Fiscal Year
- 2020-2023 District Technology Strategic Plan (2020)



## BOARD MASTER PLANNING ACTION CALENDAR\*

Presented for Information Map 08, 2025

### JULY

- **DARK**

### AUGUST

- P&Ps: 2745, 2435, 1100, 1200
- Reaffirm Mission, Vision, Values (2022)
- 2022-2027 Strategic Plan (begin renewal mid-year for approval in August)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P3
- Final Budget Presentation (strategy session last Thursday)

### SEPTEMBER

- Accreditation Midterm Report (due 10/15/24)
- Accreditation Comprehensive Review Occurs Fall 2027
- Prior Year Final Enrollment Fee Revenue Due (CCFS-323 by 9/15)
- Approval of Districtwide Sabbaticals (notice required to employees by 10/1)
- § 53004. EEO Plan Analyses and Annual Report to CCCCCO
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

### OCTOBER

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

### NOVEMBER

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



## BOARD MASTER PLANNING ACTION CALENDAR\*

Presented for Information Map 08, 2025

### DECEMBER | ANNUAL BUSINESS MEETING

- Education Code Section 5017 provides: Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his/her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified. The term of the successor shall begin upon the expiration of the term of his/her predecessor.
- Swearing in on or prior to the second Friday in December.
- In election years, Education Code Section 72000 subdivision (c)(2)(A), the annual meeting must occur within a 15-day period that commences with the second Friday in December.
- New Trustee Oath of Office
- Nomination and approval of SBCCD Executive Board
- Certification of Election of Board Chair and Clerk
- Board Member Assignment to the County Committee on School District Organization
- Board Member Assignment to the SBRETC JPA
- Board Member Assignment to Standing BOT Committees. (Note for information: BEC serves as Ethics committee and self-evaluation/chancellor evaluation committees)
- New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)
- Apportionment Attendance and FTES Calculation Report (CCFS 320 by 1/15) P1
- Audit Reports: District, CBOC, KVCR (by 12/31)
- Quarterly Financial Status Report, Jul-Sep
- Quarterly Investment & Deposit Report, Jul-Sep

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 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 April 14, 2025. As of that date, SBCCD was 78.9% through the fiscal year and had spent and/or encumbered approximately 74.8% 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 04/14/25

[v.4.17.2025.p.1|2]

### 78.9% of Fiscal Year Elapsed

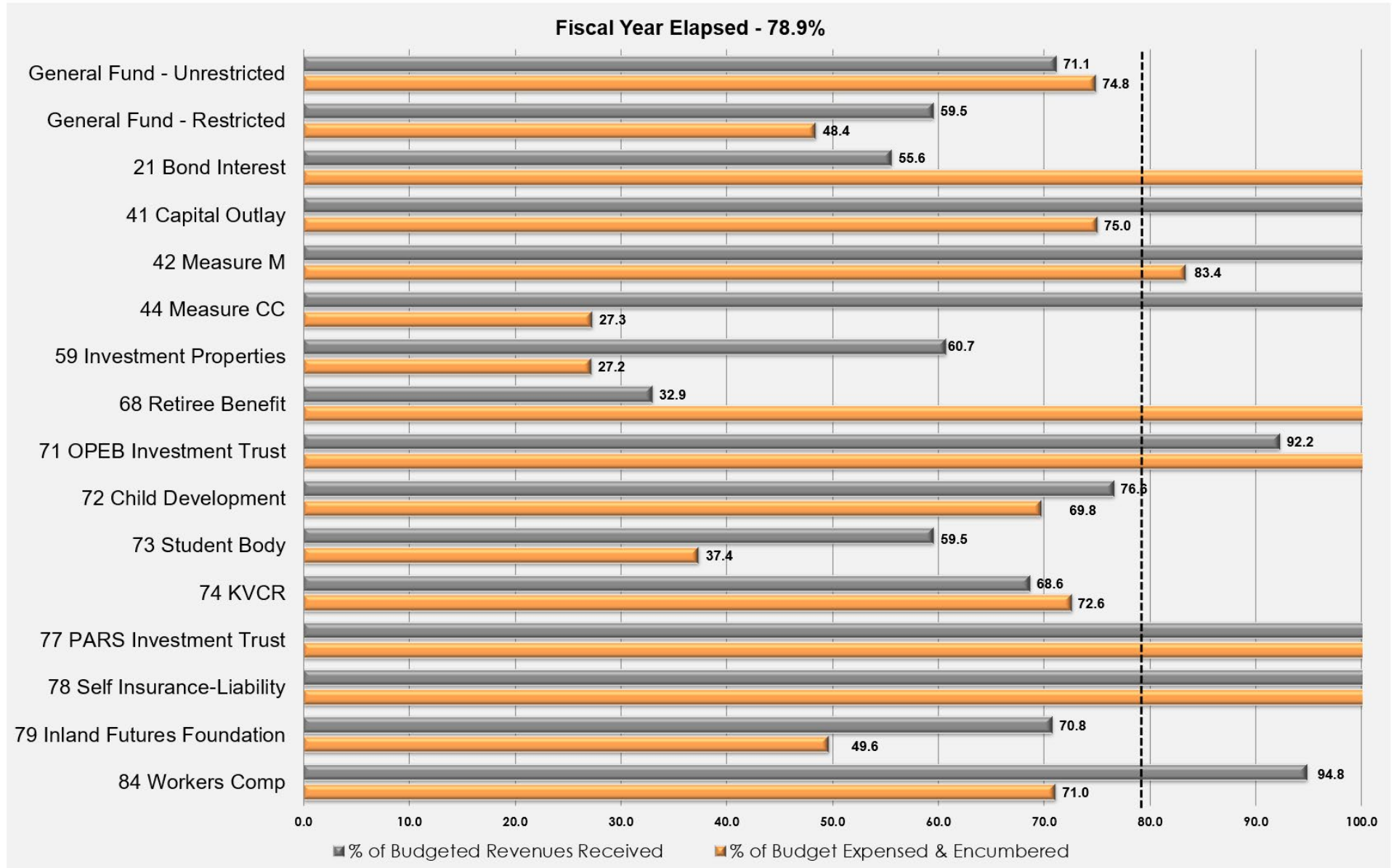
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund - Unrestricted	143,959,350	102,404,435	71.1%	144,880,956	108,431,817	74.8%	Expenditures are consistent with the needs of the fund given the current climate.
01 General Fund - Restricted	123,443,313	73,472,248	59.5%	124,791,438	60,417,977	48.4%	Some grants are multi-year and it is expected that those budgets will be carried over to the next fiscal year.
21 Bond Interest & Redemption	55,000,000	30,562,534	55.6%	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	5,340,548	143.8%	9,364,040	7,022,154	75.0%	Higher than budgeted tax revenue received for Q1 & Q2. Posting in progress for Q3 activity.
42 Measure M	800,000	1,684,686	210.6%	11,538,428	9,620,913	83.4%	Q1 & Q2 interest higher than estimated.
44 Measure CC	6,000,000	6,946,667	115.8%	297,489,492	81,170,350	27.3%	Interest earning for Q1 & Q2 were higher than estimated. A portion of the budgeted capital expenditures is expected to be spent in the last few months of the fiscal year with a significant portion to be carried over to the next fiscal year.
59 Investment Properties	5,201,007	3,156,589	60.7%	6,937,803	1,885,500	27.2%	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	122,238	32.9%	2,871,000	3,220,800	112.2%	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	4,289,351	76.6%	5,603,053	3,908,739	69.8%	Some grants are multi-year and it is expected that those budgets will be carried over to the next fiscal year.
73 Student Body Center Fee	346,950	206,575	59.5%	346,950	129,612	37.4%	Revenues are posted in arrears. Expenditures are consistent with the needs of the fund.
74 KVCR	9,782,111	6,712,111	68.6%	9,762,890	7,090,627	72.6%	
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	1,244,772	103.7%	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	1,049,689	70.8%	1,483,453	735,932	49.6%	Expenditures are consistent with the needs of the fund.
84 Workers Compensation	2,444,920	2,318,583	94.8%	2,986,865	2,121,719	71.0%	
<b>Total (All Funds)</b>	<b>365,749,833</b>	<b>246,965,626</b>	<b>67.5%</b>	<b>679,540,368</b>	<b>364,504,162</b>	<b>53.6%</b>	



## Budget Revenue & Expenditure Summary

Year to Date 04/14/25

[v.4.17.2025.p.2]2]



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 2025

**SUBJECT:** CCFS-320 Apportionment Attendance Report for FY 2025 Period 2

### **RECOMMENDATION**

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

### **OVERVIEW**

The CCFS-320 Apportionment Attendance Report for FY 2025, Period 2, has been submitted to the State Chancellor's Office. Please note, all FTES have been rounded to the nearest whole number.

### **ANALYSIS**

SBCCD reported 16,179 FTES at P2 for FY2025, exceeding the target of 15,626 FTES. This marks a 14.23% increase over FY2024's P2 total of 14,163 FTES, with a year-over-year gain of 2,016 FTES. These gains reflect SBCCD's innovation, leadership, and deep commitment to student outreach and engagement—demonstrating the district's resilience and ability to meet the evolving needs of its community.

	Fiscal Year 2025 Target	P2 Fiscal Year 2025 Reported	P2 Fiscal Year 2024 Reported	# Change P2 FY25 vs. FY24	% Change P2 FY25 vs. FY24
CHC	4,589	4,777	4,160	+617	+14.83%
SBVC	11,037	11,402	10,003	+1,399	+13.99%
SBCCD Total	15,626	16,179	14,163	+2,016	+14.23%

### **INSTITUTIONAL VALUES**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

These data will be used to make strategic decisions related to enrollment management, budgeting, multi-year forecasting, and other goal-setting processes.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 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
2110 Vacancies on the Board 2
3501 Campus Security and Access
5070 Attendance Accounting

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

This is an information item and does not have any direct financial implications.

# BP 2110 Vacancies on the Board-2



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

## Reasons for Review

> FYI to support review of AP.

## Level 1 Review Schedule

02/20/2025 ♦ Estimated Receipt of Recommendation

04/01/2025 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

04/17/2025 ♦ PPAC Approves Review Level

04/18/2025 ♦ Level 1 to Constituents and AS for Info Only

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ BOT Final Approval

## Begin Recommendation for BP 2110 Vacancies on the Board

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

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

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

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

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

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

### References:

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

## End Recommendation for BP 2110 Vacancies on the Board



# AP 2110 Vacancies on the Board-2



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

## Reasons for Review

> Legal Update 45: Clarify the requirements of Education Code Section 5092 and provide best practices regarding notices of provisional appointments pursuant to changes in the Education Code.

## Begin Recommendation for AP 2110 Vacancies on the Board

### Filling a Vacancy

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

The posted notice of vacancy ~~must~~ **should** contain the following:

- (1) The fact of the vacancy or resignation;
- (2) The date ~~of the occurrence of the~~ vacancy **occurred** or the date ~~the deferred resignation was filed of the filing of~~, and the effective date of, the resignation; and
- (3) ~~The full name of the provisional appointee to the board and the date of the provisional appointee's appointment.~~ **Relevant information about the provisional appointment process, including timeline to file an application.**

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

### Applying for an Appointment

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

### Interviewing and Selecting Candidates

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

The Board shall request interviews with candidates. Interviews will be conducted in a public meeting.

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

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

**The public notice of vacancy and provisional appointment must contain the following:**

- The fact of the vacancy or resignation;
- The date the vacancy occurred or the date the deferred resignation was filed and the effective date of the resignation; and



## 2110 Vacancies on the Board-2



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

- The full name of the provisional appointee to the Board and the date of the provisional appointee's appointment.
- A statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

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

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

### Term and Powers of Office

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

### References:

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

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



## 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 and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.

### 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

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ 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

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

04/17/2025 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

05/08/2025 ♦ BOT 1st Read

06/12/2025 ♦ 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.

During the academic year, administrators from the District Police Department/Safety & Risk Management Department, and Administrative Services shall meet periodically to discuss security, safety, and access issues such as: general safety issues, landscaping, locks, alarms, lighting, and communications.

#### 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. 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.

# AP 3501 Campus Security and Access



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

**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**



## 5070 Attendance Accounting



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

### Reasons for Review

- > BP requires an annual review; last updated 12/8/2023
- > Chapter Lead reviewed and recommends no changes.

### Level 3 Review Schedule

- 11/07/2024 ♦ 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
- 05/08/2025 ♦ BOT 1st Read
- 06/12/2025 ♦ BOT Final Approval

### Begin Recommendation for BP 5070 Attendance Accounting

**NOTE:** This policy is unique to SBCCD.

The District shall ensure that procedures are in place to document and retain all course enrollment, attendance, and disenrollment information. Procedures for implementation of this policy shall be maintained in the Admissions and Records Office and shall be reviewed annually and updated as necessary to reflect changes in state enrollment, attendance, and disenrollment reporting procedures.

References:

Ed. Code § 71020, 76300, 84040, 84040.5, and 84040.6;  
Title 5, Sections 58000 et seq.

### End Recommendation for BP 5070 Attendance Accounting



## 5070 Attendance Accounting



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

### Reasons for Review

> FYI. AP being forwarded to support annual review of BP

### Begin Recommendation for AP 5070 Attendance Accounting

Pursuant to Education Code Section 58000, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Attendance accounting requirements are administered by the appropriate District offices and include the following areas:

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
- Selection of a single primary term length for credit courses
- Reporting of FTES during the "first period" (between July 1 and December 31), the "second period" (between July 1 and April 15), and the "third period" (between July and June 30)
- Compliance with census procedures prescribed by the State Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
- Preparation of census day procedure tabulations
- Preparation of actual student contact hours of attendance procedure tabulations
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which the student served
- Maintenance of the colleges in the District for at least 175 days during the fiscal year
- Modification of account procedures in response to emergency condition as prescribed by the State Chancellor's Office

The Office of Research, Planning & Institutional Effectiveness shall verify compliance with prescribed State procedures for reporting attendance according to valid census dates and FTES calculations for all classes. Attendance is reported on the Apportionment Form CCFS-320 and Apprenticeship Form CCFS-321.

#### References:

Education Code Sections 84500-84501;  
Title 5 Sections 58000 et seq.

### End Recommendation for AP 5070 Attendance Accounting

## **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:** May 8, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or expense contract requests below this limit, including income contracts, shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

### **ANALYSIS**

The California Board of Governors sets the formal bid limit for procurement of goods and/or services on an annual basis. The formal bid limit for the current calendar year has been set at \$114,800. Construction services are not included in this board item.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

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







**Contracts Below \$114,800**  
Presented for Information May 8, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30773	Ecorp Consulting Inc	Consultants	SBCCD	Facilities	\$ 99,000.00		
30774	Datanetiix Solutions Inc	Consultants	DSO	TESS	\$ 4,140.00		
30775	H&L Charter Co Inc	Bus Rental	SBVC	Student Life	\$ 1,602.50		
30776	Burk Technology	Software/Licensing	KVCR	KVCR	\$ 345.00		
30777	Inanna	Broadcasting Rights	KVCR	KVCR	\$ 8,000.00		
30778	Party Plus Rentals	Rental	SBVC	Marketing	\$ 160.00		
30779	Honorlock Inc	Software/Licensing	DSO	TESS	\$ 35,000.00		
30780	Interworks Inc	Services	SBCCD	Research and Planning	\$ 50,000.00		
30781	Weiss, Kathryn	Services	DSO	Human Resources	\$ 14,550.00		



**Contracts Below \$114,800**  
Presented for Information May 8, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30782	Generac Power Systems Inc	Repairs	DSO	TESS	\$ 1,700.00		
30783	Seitz Aviation LLC	Services	SBVC	Applied Tech	\$ 1,000.00		
30784	Seitz Aviation LLC	Services	SBVC	Applied Tech	\$ 1,000.00		
30785	Emcor Service Mesa Energy	Repairs	KVCR	KVCR	\$ 2,235.00		
30786	Party Plus Rentals	Rental	SBVC	EOPS	\$ 776.00		
30787	G&R Machinery Services Inc	Repairs	SBVC	Applied Tech	\$ 18,412.83		
30788	Corporation for Manufacturing Excellence, The	Services	SBCCD	EDCT	\$ 91,770.00		
30789	KPBS Public Media	Broadcasting Rights	KVCR	KVCR	No Cost		
30790	Inland Empire Community Foundation	Income	KVCR	KVCR		\$ 40,000.00	



**Contracts Below \$114,800**  
Presented for Information May 8, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30791	Kornbluth, Jacob	Broadcasting Rights	KVCR	KVCR	No Cost		
30792	Jones Agency	Broadcasting Rights	KVCR	KVCR	No Cost		
30794	Volland, Shawn	Services	SBCCD	EDCT	\$ 7,310.00		
30795	Fitness Repair Shop Inc	Repairs	CHC	Admin Services	\$ 4,384.47		
30796	CDW LLC	Software/Licensing	DSO	TESS	\$ 57,000.00		
30797	Undocuscholars LLC	Services	CHC	EOPS	\$ 3,200.00		
30798	Harkins TSO LLC	Rental	SBVC	Film & Media	\$ 1,248.00		
30799	Snap-On Industrial	Repairs	SBVC	Automotive	\$ 301.24		
30800	Phonhsongkham, Emily	Performer	SBVC	Student Life	\$ 700.00		



**Contracts Below \$114,800**  
Presented for Information May 8, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30801	WL Entities LLC	Performer	SBVC	Student Life	\$ 1,052.00		
30802	Gravitas Ventures LLC	Broadcasting Rights	KVCR	KVCR	\$ 50,000.00		
27405	Hgagnon Distribution	Amendment 01	KVCR	KVCR	\$ 89,250.00		
30804	Houser, James	Purchase Agreement	SBVC	Applied Tech	\$ 113,100.00		
30805	Cidi Labs	Software/Licensing	DSO	TESS	\$ 19,250.00		
30806	Tomorrow's Talent LLC	Consultants	SBVC	Instruction	\$ 75,000.00		
30807	ConvergeOne Inc	Maintenance Agreement	DSO	TESS	\$ 7,035.02		
30808	Music Theatre International	Broadcasting Rights	SBVC	Theatre	\$ 3,575.00		
30809	Our Lady of Guadalupe	MOU	SBVC	English	No Cost		



**Contracts Below \$114,800**  
Presented for Information May 8, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30812	Rancho Cucamonga Fire Protection District	Clinical Site Agreement	CHC	EMS	No Cost		
30813	Emcor Service Mesa Energy	Repairs	SBVC	Applied Tech	\$ 815.00		
30814	Event Pixie	Rental	SBVC	First Year	\$ 2,580.00		
30815	Amudipe, William	Performer	SBVC	First Year	\$ 1,500.00		
30816	Wildlands Conservancy, The	Rental	CHC	SINS	No Cost		
30818	Sanders, Melissa Rose	Speaker Agreement	SBVC	Library	\$ 1,500.00		
30819	National Orange Show	Rental	SBVC	Nursing	\$ 400.00		
30820	Prestige Paving Company Inc	Site Improvement	CHC	Facilities	\$ 16,811.00		
30821	Boostr LLC	Services	SBVC	Student Life	\$ 27,394.00		



**Contracts Below \$114,800**  
Presented for Information May 8, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30822	CoachComm LLC	Services	SBVC	Athletics	\$ 13,564.76		
30823	Regents of the University of CA - Riverside	Partnership Agreement	SBVC	Social Science	No Cost		
30824	WCMU Public Media	Broadcasting Rights	KVCR	KVCR	No Cost		
30825	Solano, Alberto	Services	SBCCD	EDCT	\$ 30,000.00		
30826	Event Pixie	Services	CHC	Student Services	\$ 2,160.00		
30348	Public Health Institute	Amendment 01	SBVC	Health Services		\$ 10,000.00	Change budget period
30215	Munroe, Michael dba Macro Development	Amendment 01	SBCCD	EDCT	\$ 40,000.00		\$ 10,000.00
30830	Progress Software Corporation	Software/Licensing	DSO	TESS	\$ 7,803.00		
30831	Heligear Acquisition dba NorthStar Aerospace	Income	SBCCD	EDCT		\$ 5,600.00	



**Contracts Below \$114,800**  
Presented for Information May 8, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30832	King Pins	Services	SBCCD	Chancellor	\$ 13,019.60		
30833	Party Plus Rentals	Rental	SBVC	First Year	\$ 2,182.00		
30834	Rivian LLC	Services	SBVC	Automotive	No Cost		
30835	Baer, Monte W	Purchase Agreement	SBVC	Applied Tech	\$ 113,623.09		

## 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:** March 13, 2025

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

- Architectural & Engineering
- California Environmental Quality Act/National Environmental Policy Act
- Civil Surveying
- Commissioning
- Division of the State Architect Inspector of Record
- Estimating
- Facility Move Management
- Furniture, Fixtures, & Equipment (FF&E) Design, Procurement & Installation Coordination
- Geotechnical
- Hazardous Material Assessment
- Landscape Architecture
- Mechanical, Electrical, and Plumbing Engineering
- Special Inspection & Material Testing

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





**ANALYSIS**

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

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

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

**SBCCD GOALS**

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

**FINANCIAL IMPLICATIONS**

The costs will be included in the Bond Construction budget.



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

TASK ORDERS						
Firm	Pool Approval	Amount	Site	Project	Task Order	Date Executed
<b>*Burgess Moving and Storage</b>  <b>Riverside, CA</b>	Facility Move Management Services  8/8/2024	\$6,648.00	SBVC	Student Services Building – Swing Space	CC03-3640.18 (TO#01-002.1)  Facility Move Management Services	1/23/2025
<b>*Leighton Consulting</b>  <b>Rancho Cucamonga, CA</b>	Special Inspections and Material Testing Services  2/13/2020	\$217,567.00	SBVC	Technical Building Replacement	CC03-3640.09 (TO#03-058.4)  Special Inspections and Material Testing Services	1/10/2025

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



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

PROFESSIONAL SERVICES AGREEMENTS					
Firm	Services	Amount	Site	Project	Date Executed
A & I Reprographics Ontario, CA	Wayfinding Signage	\$5,043.18	SBVC	Student Services Building – Swing Space	12/17/2024
A & I Reprographics Ontario, CA	Wayfinding Signage	\$10,875.00	SBVC	Student Services Building – Swing Space	12/17/2024

\*Issued as an amendment.

## **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:** May 8, 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 May 8, 2025

[v.4.22.2025.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
Xeriscaping Landscaping Around Parking areas at SBVC	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
Xeriscaping Landscaping Around Parking areas at SBVC	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
Xeriscaping Landscaping Around Parking areas at SBVC	4 Seasons Landscaping Inc.	Change Order #3	\$398,000	\$2,842.66	0.71%	4.72%	\$416,804.89	3/24/2025	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:** Farrah Farzaneh, Executive Director, Facilities Planning, Construction & Sustainability

**DATE:** May 8, 2025

**SUBJECT:** Construction Contracts Subject to UCCAP

### **RECOMMENDATION**

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

### **OVERVIEW**

This Board item affects construction contracts subject to the SBCCD's Uniform Construction Cost Accounting Program, which have a total contract value between \$75,000 and \$220,000. 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.

### **ANALYSIS**

SBCCD has opted into the California Uniform Construction Cost Accounting Program (UCCAP) and maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$75,000 and \$220,000. Informal bids for projects, including this Board item, were solicited from those qualified contractors.

### **SBCCD GOALS**

Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The cost of this project will be included in the Bond Construction budget.





## Construction Contracts Subject to UCCAP (\$75,000 to \$220,000)

Presented for Information on May 8, 2025

[v.2.20.2023.p.1|1]

### Contract Awards

Contractor & Project	Amount	Funding
Square Signs LLC, dba Front Signs of Burbank, CA CC02-3626-07.02 CHC Wayfinding & Signage	\$188,231.13	The cost of this project will be covered in the Bond Construction budget.

## 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:** May 8, 2025

**SUBJECT:** Districtwide Grant Submissions and Awards

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Between July 1, 2024 and January 28, 2025 the San Bernardino Community College District (SBCCD), in collaboration with the Economic Development & Corporate Training Center, Crafton Hills College, San Bernardino Valley College, and KVCR, has actively pursued multiple grants to advance our educational mission towards student success.

By securing external funding through these grant applications, SBCCD is committed to ensuring fiscal sustainability while providing vital resources to support the implementation of SBCCD's 2022-2027 strategic plan and the colleges' master plans.

### **ANALYSIS**

- **Grant Application Period:** 37 applications were submitted districtwide from July 1, 2024, through April 22, 2025.
- **Total Grant Funding Applied:** \$22,069,869.00 collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.
- **Grants Awarded:** Grants awarded totaling \$4,606,985.00
- **Grants Awaiting Awards:** 13 grants pending for a total of \$17,462,884.00 in fiscal year 2024-25
- **Thank You to Funding Partners:**
  - Foundation for California Community Colleges: (2) \$10,000 awards
  - Inland Empire Community Foundation (Black Voices): \$20,000
  - The Governor's Office of Planning and Research: 449,400
  - California Community College Chancellor's Office (Nursing) \$179,053
  - California Community College Chancellor's Office (MC/HS) \$131,142
  - Fred Rogers Inc.: \$10,000
  - Inland Empire Community Foundation (Journalism Hub+): \$25,000





- California Endowment: \$50,000
- Edison SBVC (STEM): \$25,000
- Edison SBVC (Clean Energy) \$50,000
- SoCal Gas \$20,000
- Amazon: \$10,000
- CSUSB Local Subaward: \$35,534
- Chico State Subaward: \$171,888
- CA Department of Healthcare Access and Information: \$810,000
- Edison CHC: \$25,000 (STEM)
- Edison CHC: \$25,000 (Fire Academy)
- California Community College Chancellor's Office: \$200,000 (Institutional Effectiveness CHC)
- LA84 Foundation: \$125,000.00
- Foundation for Community Colleges: \$150,000 (Finish Line Scholars)-SBVC
- Foundation for Community Colleges: \$125,000 (Finish Line Scholars)-CHC
- Inland Empire Regional Education Collaborative (K-16): \$799,968.00
- California Community College Chancellor's Office (Nursing Infrastructure): \$1,150,000

### **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:** May 8, 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 37 grants in FY 24/25 totaling \$22,069,869.00
- **Total Grants Awarded: \$4,606,985.00**
- **Strategic Alignment:** All grants align with SBCCD's strategic directions and the colleges' educational master plans.

---

## New Grant Awards

### Rebuilding Nursing Infrastructure Grant, Round 1

**Purpose:** This initiative seeks to increase the number of qualified nursing graduates equipped to enter the workforce and ensure the sustainability of high-quality healthcare for California residents.

- **Grantor:** CCCCCO
- **Lead Entity –** SBVC
- **Application Status –** AWARDED \$1,150,000

#### 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.

### LA84 Foundation

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

- **Grantor:** LA84 Foundation
- **Application Amount:** \$125,000
- **Lead Entity** – San Bernardino Valley College 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.

### CCC Finish Line Scholars Program—CHC

**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:** \$125,000
- **Lead Entity** – CHC Foundation
- **Application Submitted** – December 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.

#### **CCC Finish Line Scholars Program - SBVC**

**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.

## Recent Grant Submissions

### Chick-fil-A True Inspiration Grant

**Purpose:** This grant was given to support the Valley Bound Commitment Program which removes economic barriers to low-income students by assisting with enrollment fees and textbooks for the first year of college attendance, boosting grades and college completion rates throughout the district.

- **Grantor:** Chick-fil-A
- **Application Amount:** \$300,000
- **Lead Entity –** SBVC Foundation
- **Application Submitted –** March, 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.

### California Opportunity Youth Apprenticeship Grant (COYA)

**Purpose:** COYA Grant funding seeks to improve access to training and employment opportunities for opportunity youth into Registered Apprenticeship and Registered Pre-Apprenticeship programs. We have applied to expand our apprenticeship programs at EDCT, SBVC, and CHC.

- **Grantor:** Department of Industrial Relations
- **Application Amount:** \$1,000,000
- **Lead Entity –** EDCT
- **Application Submitted –** April 10, 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.

### 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:** CCCCCO
- **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:** 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:** CCCCCO
- **Application Amount:** \$912,698
- **Lead Entity –** CHC
- **Application Submitted –** February 25, 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.

### Federal 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 Funds (Federal)
- **Application Amount:** \$5,000,000
- **Lead Entity –** SBVC
- **Application Submitted –** March 15, 2025
- **Application Status –** Waiting on Announcement, and submitting additional letters of support.

#### **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.

---

#### **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:** CCCCCO
- **Lead Entity** – SBVC
- **Application Amount:** \$179,053
- **Application Status** – **AWARDED**

**Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### Middle College High School Grant

**Purpose:** The goal of this program is to select at-promise high school pupils who are performing below their academic potential and place them in an alternative high school located on a community college campus to reduce the likely hood they will drop out of school prior to graduation.

- **Grantor:** CCCCCO
- **Lead Entity** – SBVC
- **Application Amount:** \$131,142
- **Application Status** – **AWARDED**

**Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
    - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
    - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
  - ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
-

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### Be My Neighbor Grant

**Purpose:** This grant was written to support our KVCR PBS Kids Camp in April of 2025.

- **Grantor:** Fred Rogers Productions
- **Application Amount:** \$10,000
- **Lead Entity:** KVCR
- **Submitted:** November 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.
- ✓ **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**

#### **Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

#### **Foundation for CA Community Colleges Line Fire Grant - SBVCF**

**Purpose:** This grant would give students experiencing hardship from the Line Fire up to \$500 in grant funds to immediately assist with housing, food, or other essentials.

- **Grantor:** Foundation for California Community Colleges
- **Lead Entity** – SBVC Foundation
- **Application Amount:** \$10,000
- **Application Submitted** – 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**

#### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### Edison Foundation – SBVC Clean Energy/EV Tech Grant

**Purpose:** This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** SBVC Foundation
- **Application Amount:** \$50,000
- **Application Submitted –** 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**

#### **Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

#### **Pathways to Success Grant**

**Purpose:** This grant creates opportunities in the fields of Arts and Humanities. It is a sub-award from CSUSB and provides stipends to students for projects that they have undertaken. Stipends to faculty are also provided through this grant for mentoring, workshops and experiential learning opportunities.

- **Grantor:** CSUSB Sub-Award
- **Lead Entity** – SBVC
- **Application Amount:** \$35,534
- **Application Status** - **AWARDED**

#### **Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional



community outreach and clear communications pathways.

- **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### CalFresh Grant

**Purpose:** This grant is a reimbursable grant to support basic needs services and is a 3-year allocation.

- **Grantor:** Chico State Sub-Award
- **Lead Entity –** SBVC
- **Application Amount:** \$171,888
- **Application Status -** **AWARDED**

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### Song-Brown Healthcare Grant

**Purpose:** This grant provides funding for the training of RN's in areas of unmet need, aiming to empower nursing students with the tools, support and resources necessary to excel in their academic pursuits and professional endeavors.

- **Grantor:** California Department of Healthcare Access and Information
- **Lead Entity –** SBVC
- **Application Amount:** \$810,000
- **Application Status -** **AWARDED**

**Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

**Edison Foundation – CHC STEM Scholarships Grant**

**Purpose:** This grant provides STEM scholarships for students at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** CHC Foundation
- **Application Amount:** \$25,000
- **Application Submitted –** 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**

### 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.

## Rebuild 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

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment

- **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### CPB Next Generation Warning System Grant

**Purpose:** Enhance capacity of local broadcast stations to receive, broadcast, and redistribute emergency alert messages from the Integrated Public Alert & Warning System using IPAWS Specification for Common Alerting Protocol (CAP); and Enhance technology infrastructure to ensure local public broadcast stations can launch new, enhanced broadcast services, that improve and expand the distribution of public alerts and warnings.

- **Grantor:** Climate Prediction Center (CPC)
- **Application Amount:** \$706,968
- **Lead Entity –** KVCR
- **Application Submitted –** 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 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.

## US EPA 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

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student

- employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

### CA Humanities Grant

**Purpose:** This grant is for the development of a documentary entitled “Lopez vs Seccombe.” This documentary tells the story of San Bernardino and how the Mexican community began a civil rights movement to desegregate public and recreational spaces.

- **Grantor:** California Humanities
- **Application Amount:** \$50,000
- **Lead Entity –** KVCR
- **Application Submitted –** October 2024
- **Application Status –** Waiting on Announcement

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### Thrive Inland SoCal Catalyst Fund

#### **Purpose:**

This grant would provide for the expansion of 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 –** Application Declined. To be resubmitted next grant cycle.

#### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

#### Public Works and Economic Adjustment Assistance Grant

#### Purpose:

This grant would provide for additional classroom space and infrastructure improvements at the EDCT campus site.

- **Grantor:** US EDA
- **Application Amount:** \$6,125,000
- **Lead Entity –** EDCT
- **Application Submitted –** November 15, 2024
- **Application Status –** Waiting on Announcement

#### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the



number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

### Regional Activity Fund – AI Bootcamp

#### Purpose:

This grant was written in partnership with San Bernardino Valley College, Crafton Hills College and Copper Mountain College to provide for an AI Bootcamp with certification for campus instructors, administrators and students.

- **Grantor:** Inland Empire Desert Regional Consortium
- **Application Amount:** \$50,000
- **Lead Entity –** SBCCD
- **Application Submitted –** December 10, 2024
- **Application Status –** Application Declined

#### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - **Supporting Action 1:** Strengthen a culture of inclusion.

### Foster Youth College Access Demonstration Grant – SBVC

**Purpose:** This grant fosters partnerships with local high schools to facilitate dual enrollment



and pathways into community colleges for foster care youth.

- **Grantor:** CCCCCO
- **Application Amount:** \$180,000
- **Lead Entity** – San Bernardino Valley College
- **Application Submitted** – December 20, 2024
- **Application Status** – **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 – CHC**

**Purpose:** This grant fosters partnerships with local high schools to facilitate dual enrollment and pathways into community colleges for foster care youth.

- **Grantor:** CCCCCO
- **Application Amount:** \$180,000
- **Lead Entity** – Crafton Hills College
- **Application Submitted** – December 20, 2024
- **Application Status** – **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.

### National Endowment for the Humanities

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

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

### Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

### California Local News Fellowship Program

**Purpose:** California newsrooms are a vital part of the [California Local News Fellowship](#) program, a state-funded initiative to support and strengthen local reporting, focusing on underserved

communities. We have asked for funding for two reporters – one for KVCR and one for FNX for the duration of two years.

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

#### **Alignment with Educational Master Plans:**

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - **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

### **K-16 Healthcare Grant, Round 2**

**Purpose:** The Inland Empire Regional K-16 Education Collaborative was created to streamline equitable pathways from high school to postsecondary education and into the workforce for the most marginalized and under-served students in the Inland Empire region. UC Riverside is the fiscal agent and will be managing subawards to regional partners that include K-12 schools/districts and community colleges across Riverside and San Bernardino counties, CSU San Bernardino, and UC Riverside.

- **Grantor:** Inland Empire Regional Education Collective (IEREC)
- **Lead Entity –** SBCCD
- **Application Amount:** \$1,000,000
- **Application Submitted –** March 2024
- **Application Status –** Awarded \$799,968

#### **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.

### Institutional Effectiveness Partnership Initiative—Dual Enrollment

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

- **Grantor:** CCCCCO
- **Application Amount:** \$200,000
- **Lead Entity –** CHC
- **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.
-



## **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:** May 8, 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 \$356,604 to \$82,167,024 from the previous estimate of \$82,523,628. 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 April 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	77,250	78,328	81,944		
Receipts														
Federal		186	4	5	53	135	192	307	402	545	101	1,020		2,951
State	13,261	8,157	13,652	7,282	7,800	42,359	7,277	10,535	15,139	10,084	15,227	17,893		168,666
Local	6,309	699	4,522	1,189	-932	31,849	6,177	-11,087	2,005	9,969	10,206	508		61,413
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	1,556	-154	-505	659		5,336
Total Receipts	16,525	9,480	21,268	13,821	11,511	67,496	14,405	7,449	19,102	20,443	25,383	28,106		254,989
Disbursements														
Academic Salaries	10	5,227	5,071	5,905	5,912	3,983	5,442	5,023	5,676	5,910	5,979	10,596		64,733
Classified Salaries	3,304	3,643	3,690	4,149	4,000	3,740	3,964	3,640	3,906	5,041	4,273	4,874		48,224
Benefits	1,699	3,102	3,189	3,419	3,583	-673	3,382	3,303	3,556	4,185	5,659	5,367		39,771
Supplies & Materials	136	195	119	262	216	27	197	458	271	640	383	315		3,220
Other Operating Exp	2,486	1,221	2,374	2,580	2,026	-276	3,373	1,097	2,833	2,037	2,430	9,107		31,286
Capital Outlay	521	-45	768	212	277	127	239	258	435	577	1,473	167		5,008
Other Outgo	1,099	589	2,054	1,833	1,794	2,610	1,295	2,094	1,032	909	1,586	3,686		20,580
Longterm Post-Employment Benefits	-5	-7	-7	-7	-7	-7	11	12	-7	-8	31	5		3
Accounts Payable/Accruals	1,853	5,778	-306	-64	-271	41,644	475	78	-186	73	-48	-6,234		42,793
Total Disbursements	11,103	19,702	16,953	18,288	17,529	51,173	18,379	15,961	17,517	19,365	21,768	27,882		255,618
Increase / (Decrease) in Cash Balance	5,423	-10,222	4,316	-4,467	-6,018	16,322	-3,973	-8,512	1,585	1,079	3,615	223		
Estimated Ending Cash Balance	88,219	77,997	82,313	77,846	71,827	88,150	84,177	75,664	77,250	78,328	81,944	82,167		

## **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:** May 8, 2025

**SUBJECT:** SBCCD Management Personnel Plan

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

The attached Management Personnel Plan has gone through the appropriate Management Association Team and Cabinet Review.

### **ANALYSIS**

The Management Professional Development/Evaluation Personnel Plan is designed to cover all full-time employees who have been designated as “management” or “supervisory” in accordance with the provisions of the California Education Code. The District recognizes the need for a comprehensive and fully integrated plan for SBCCD managers.

### **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.







# Management Personnel Plan

---

Process, Policy and Procedures for SBCCD Management

**Published by Human Resources**





## Management Personnel Plan

### TABLE OF CONTENTS

DIVERSITY COMMITMENT .....	3
I. INTRODUCTION .....	3
II. MANAGEMENT FUNCTIONS.....	4
III. RESPONSIBILITIES OF INDIVIDUAL MANAGERS .....	5
IV. THE PLAN OBJECTIVES.....	6
V. BASIC COMPONENTS OF THE PLAN .....	6
5.1 Classification Structure .....	6
5.2 Salary Structure .....	7
5.3 Salary Administration .....	8
5.4 Classification Review.....	9
ACTING AND INTERIM APPOINTMENTS	
5.5 Transfers and Promotions .....	9
5.6 Tenure and Performance .....	10
5.7 Health and Benefits .....	10
5.7.1 Benefit Coverage upon Retirement .....	10
5.8 Vacation.....	11
5.9 Sick Leave, Personal Necessity Leave and Other Leave .....	12
5.10 Work Week .....	20
5.11 Relocation.....	20
VI. MANAGEMENT PROFESSIONAL DEVELOPMENT/EVALUATION .....	21
7.1 Performance Evaluation .....	22
7.2 Manager's Self Evaluation .....	22
7.3 Supervisor's Evaluation .....	23
7.4 Performance Conference .....	23
7.5 Reconsiderations .....	24
7.6 Professional Growth .....	24
VII. SAVINGS CLAUSE .....	25
Appendix A: Classifications & Range.....	26
Appendix B : Evaluation Forms .....	(Coming Soon)
Appendix C: Objectives and Goals.....	(Coming Soon)
Appendix D: Campus/District Survey .....	(Coming Soon)



## Management Personnel Plan

### DIVERSITY COMMITMENT

The San Bernardino Community College District Management Association supports the San Bernardino Community College District (SBCCD) in recognizing that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. SBCCD and its Board of Trustees have committed to anti-racist policies and are committed to continue to work towards an environment that is discrimination-free in all of its operations and employment programs. As such, all employees and applicants shall be guaranteed the right of equal employment opportunity and shall be treated without regard to race, color, national origin, ancestry, religion, creed, sex, age (over 40), physical disability (including HIV and AIDS) or mental disability, marital status, medical condition (including cancer and genetic characteristics), sexual orientation, military status as a Vietnam-era Veteran, or the perception that a person has one or more of the foregoing characteristics.

### I. INTRODUCTION

The Management Professional Development/Evaluation Personnel Plan (herein after the Plan) is designed to cover all full-time employees who have been designated as “management” or “supervisory” in accordance with the provisions of the California Education Code. The positions are identified in Appendix A of the Plan. The need for a comprehensive and fully integrated plan for SBCCD managers is based upon the following.

1. Managers are excluded from collective bargaining rights. As a result, personnel, compensation policies, and procedures are established under the authority of the Board of Trustees and implemented under delegated authority by the Chancellor. This structure provides the required emphasis for the special needs of the management group.
2. The fiscal climate of the state and changes to SBCCD enrollment patterns present challenges for recruiting and retaining managers. Flexibility in the use of limited resources is one approach to manage the changing fiscal conditions.
3. Managers are essential and the district is taking steps to utilize planning for positions that includes accountability, cost effectiveness, application of new technologies, and maximizing of human, physical and fiscal resources. In an effort to exert leadership and enhance the educational mission of the district, this plan will aid in organization of the district and stimulate the development of personnel along with facilitate instructional and program/service objectives.
4. Major concerns that have weighed on managers include the complexity of public policy, educational futures and the changes to social, legal, and economic conditions, locally and at the state level. All of these concerns influence the environment surrounding higher education.
5. SBCCD strives to build a management team through the development of individuals who are qualified to manage programs. The district will need personnel and compensation policies that



## Management Personnel Plan

provide executives with the flexibility to recruit, retain, develop, and motivate managers and provide incentives that recognize achievement in academic, administrative, and management performance.

6. Change creates an opportunity to review existing practices and erodes the effectiveness of past practice. One central principle of the plan is to align authority, responsibility, and compensation for the district.
7. The Plan is an integrated personnel system covering: appointment, evaluation, advancement of managers, compensation, benefits, employment status, education and development, leaves, personnel rights, and conditions of employment.
8. Administration and implementation of the Plan are the responsibilities of Human Resources under delegated authority from the Chancellor.

## II. MANAGEMENT FUNCTIONS

Planning and decision-making are major responsibilities of management. The higher the position is in the management structure; the more time should be devoted to planning. Planning and decision making should both move SBCCD toward continuous improvement and result in a higher level of efficiency and effectiveness. Management structure will change as shifting forces and priorities require. The management functions include the following.

1. Developing and implementing plans, policies, and programs; establishing and monitoring progress toward program goals and objectives; evaluating accomplishments; and making necessary adjustments in plans, priorities, and objectives to meet specific needs or changing conditions.
2. Defining duties and positions; establishing organizational structures; and determining long-range staffing requirements (specialties, number of people, career paths, turnover, etc.) to meet program demands (through the program review process).
3. Developing, justifying, and administering program budgets and authorizing program expenditures and services.
4. Determining methods, techniques, systems, and materials required to meet program goals.
5. Assessing and recommending internal change based on the impact of substantive changes in funding, laws, policies, and program dynamics.
6. Representing SBCCD and its programs and services to the public, media, other educational institutions, and professional associations.



## Management Personnel Plan

7. Selecting, training, and evaluating staff; assigning and directing their work; providing leadership and stimulation for staff growth and development; and applying principles of equal opportunity in all personnel activities.

### III. RESPONSIBILITIES OF INDIVIDUAL MANAGERS

In addition to the functions listed in the previous section, managers as individuals have the following responsibilities.

1. **Interdependence of Operation:** Managers endeavor to operate as a team, recognizing that any action by one manager has an impact on others.
2. **Authority:** Managers are authorized to make judgments and decisions which commit the district and colleges to various courses of action within the scope of their position descriptions.
3. **Team Management:** Managers are an integral part of the total district operation who participate in and contribute to the broad educational and support processes. Managers must work together in the planning stages of district and campus wide programs for effective implementation, solution of problems, and the attainment of high quality in all services delivered.
4. **Cost Effectiveness:** Managers are responsible for integrating and coordinating all programs and services used that respond to program users and broad management needs of the district within a fiscally responsive environment.
5. **Planning and Awareness:** Managers are responsible for anticipating and responding to needs and problems, many of which are not covered by existing policy or guides and which require the development of new programs, techniques, or other innovative methods.
6. **Competence:** Managers are expected to possess the knowledge, skills, and abilities in their field of expertise to understand and to implement the principles and concepts underlying the program, to administer it effectively, to communicate its value to others, and to encourage colleagues to provide necessary courses of action for program support. Managers who fail to show competency in implementing principles, administering their program, evaluating employees and using knowledge, skills and abilities to lead their program will be subject to one-year contracts, notifications in their file, performance improvement plans and notices of non-renewal if incompetency continues.
7. **Collaboration and Networking:** Managers develop procedures and/or recommendations through collaboration and networking with all constituent groups to reach consensus that underscores the interest(s) of the district.



## Management Personnel Plan

### IV. THE PLAN OBJECTIVES

The Plan objectives include the following.

1. To recruit and retain well-qualified managers; to enhance their management capabilities in areas such as leadership and accountability; to provide opportunities for professional development; and to maximize the talents of each manager on behalf of the San Bernardino Community College District.
2. To facilitate and enhance effectiveness and productive efforts of managers through evaluation of performance and the recognition of accomplishments.
3. To provide a system in which the particular abilities, contributions, expertise, and effectiveness of the individual managers can be considered, along with the level of responsibility of the job performed, in determining appropriate compensation.
4. To enable the Chancellor, who is in a primary position to judge the accomplishments and value of an individual's performance and to approve the selective use of salary funds authorized by the Board of Trustees for the purpose of recognizing individual differences among managers.
5. To provide flexibility to accommodate the variations in job requirements which are a normal part of a changing environment in which the district must operate.
6. To establish a salary structure which is indexed to comparable institutions.
7. To provide a system of internal fiscal controls which the Chancellor or designee approves appropriate salaries for management classifications.
8. To establish a benefits program that complements the salary program, is appropriate for managers, and is indexed to comparable institutions.

### V. BASIC COMPONENTS OF THE PLAN

#### 5.1 Classification Structure

Managers are placed at two levels. The placement of the position in a particular level, as reflected in Appendix A, is premised on an assessment of the general skills, knowledge, and qualification requirements needed to perform the assigned duties and responsibilities. The following levels have been established to implement the Plan.

1. Executive Management - Chancellor, Executive Vice Chancellor, Vice Chancellor(s), College President(s), Associate Vice Chancellors



## Management Personnel Plan

2. Management - Executive Director(s), Vice President(s), Dean(s), District Director(s), District Associate Director(s) Campus Director(s), Manager(s), Campus Supervisor(s), District Supervisor(s), Program Administrator(s)

Management Employees are further classified as either Classified Administrators or Educational Administrators. The placement of the position in a particular level, is premised on an assessment of the general skill, knowledge, and qualification requirements needed to perform the assign duties and responsibilities.

Additional criteria which have been considered include, but are not limited to, nature and complexity of program or organizational unit; scope of management responsibility; level of planning required; special job demands; extent of authority for independent decision making; and accountability and impact of policies administered and/or decisions made.

### Management Employees in Classified Positions

Classified managers/supervisors are those classified administrators, regardless of job description on having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District. Classified administrators shall be employed by an appointment or contract [BP7260].

1. Executive Directors, Directors, Associate Directors, Managers, Supervisors, Administrators, Associate Deans, Deans, Vice Presidents shall receive up to two (2) year contracts.
2. Associate Vice Chancellors. Vice Chancellors, Executive Vice Chancellors, and College Presidents shall receive up to three (3) year contracts.

Executive Managers may assign a one-year contract for multiple reasons that include; (Interim) First year in the district; grant funded position; reorg; performance needing improvement.

### Management Employees/Academic and Classified

All employees designated as “Management Employees” by the Board of Trustees shall be covered by the provisions of this Handbook and other policies of the Board of Trustees.

## 5.2 Salary Structure

---

The salary structure consists of a classification salary schedule with a salary range including ten steps established for each management position.

The classification salary schedule shall be developed based upon a salary survey of the comparable community college districts used for salary comparison purposes by SBCCD for this employee group.



## Management Personnel Plan

Salary adjustments, authorized under the Plan, provide for annual step adjustments to individual salary rates. Managers who were hired prior to July 1, 2018 will receive available increase every July 1<sup>st</sup>. Those hired after July 1<sup>st</sup>, 2018 will receive a salary increase each year on their hire date.

The Board of Trustees may, at its sole discretion, approve salary adjustments other than the salary adjustments provided for in this Plan.

### 5.3 Salary Administration

---

Managers at the executive level are expected to function at or near the peak of competence and expertise immediately upon employment by the district. As a consequence of this expectation, the Board of Trustees supports the position to compensate managers commensurate with the market value of their expertise immediately upon placement.

All managers are contract employees; and as such, the initial salary placement shall be established through conferred agreement with the Chancellor or Designee. Managers are normally expected to have varying degrees of experience and proven capabilities. In order to provide the Chancellor or designee adequate flexibility in the hiring and placement of managers in the respective positions, initial salary placement shall be determined through conferred agreement with the Chancellor or designee.

All management employees covered by this handbook are defined as Exempt employees who, based on duties performed and manner of compensation are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Exempt employees shall be paid an established monthly or annual salary and are expected to fulfill the duties of their position regardless of hours worked. The workweek for full- time exempt employees is considered to be forty (40) hours. Notwithstanding any other provision of this Handbook, a management employee's pay shall not be subject to an adjustment of pay for absences of less than a day. Exempt employees are not eligible to receive overtime compensation or compensatory time off.

#### Overtime Compensation

Police Sergeants shall be included in the minimum wage and overtime provisions of the Fair Standard Act and the California Education Code, and shall also be entitled to compensatory time off.

#### Doctoral Stipend

The District will pay a doctorate stipend to all managers who have obtained the degree. Once the degree has been obtained and has been verified by HR, the manager will receive the doctorate stipend immediately following the Board of Trustee approval to be an addition to their base salary.





## Management Personnel Plan

### ACTING AND INTERIM APPOINTMENTS

#### 5.4 Classification Review

The district is a dynamic entity; and, as such, procedures must be in place that provide an opportunity for adjustment to classifications in order to meet the legitimate needs of the district. All classifications shall be reviewed routinely to determine appropriateness of duties. The procedures set forth herein will provide for classifications to be reviewed when it can be demonstrated that there has been a significant change(s) in duties/responsibilities and accountability.

Short-term and permanent change(s) must be documented by the employee and his/her immediate supervisor and forwarded to the Human Resources Department. In the event the change(s) is both permanent and significant, the Human Resources Department shall review the classification request and determine the impact of the changes. In the event of a change to the classification, the change will be presented for review and approval by Board of Trustees. All such changes shall be effective based on the day the request was received.

Requests for classification review, based upon changed conditions, are to be made on the Request for Reclassification Form. The request may be initiated by either the employee or the employee's immediate supervisor.

When the job is changed (e.g., upgrade, title change), an incumbent will at no time be expected to reapply for his/her incumbent job/position.

#### 5.5 Transfers and Promotions

Managers who hold a classification can request a transfer to the same classification at another location within SBCCD and should be treated as a lateral transfer as defined in Title 5: 53021C.2. Managers will be able to submit their resume and letter of interest to hiring manager indicating the transfer request. The hiring manager reserves the right to accept the lateral transfer or request the employee apply through the open recruitment process.

Managers may be promoted to a classification with a higher salary, in the event the incumbent is upgraded, reclassified or renamed without significantly altering the duties being performed by the individual. Such promotions must be towards classifications which have been officially established and classified and follows the guidelines set forth in Title 5:53021 regarding reorganizations and reclassification of positions.

For recruitments, the hiring manager may appoint members to the screening committee. In the event the manager needs assistance, they may ask the Management Association for appointments.



## Management Personnel Plan

### 5.6 Tenure and Performance

---

Members of the management group shall serve contract base service days (not including holidays) in academic, administrative, or other assignments at the pleasure of the Board of Trustees as prescribed by the California Education Code. They are not subject to probationary service and do not receive tenure or permanent status in management positions. Employees who are in management positions are evaluated, retained, and compensated on the basis of such factors as management performance, contribution, and value to the district. Managers who are classified permanent and are placed in or promoted to management positions will retain any earned permanency and retreat rights. Managers appointed to academic positions are entitled to retreat rights as adopted by the Board of Trustees, pursuant to the California Education Code §87548.

Managers who experience performance problems will be advised to attend training, show competency in decision making and program management and participate in performance improvement plans initiated by the hiring manager. Managers who fail to show improvement shall be subject to one-year contracts, have notifications placed in their file and potential discipline or termination.

### 5.7 Health and Benefits

---

Health and Benefits are available for employees categorized as full-time employees and employed for 50% or more in a full-time position.

1. Medical Insurance
2. Dental Insurance
3. Vision Insurance
4. Basic and Voluntary Life Insurance
5. Basic and Voluntary AD&D Insurance
6. Employee Assistance Program (EAP)

#### 5.7.1 Benefit Coverage upon Retirement

- A. Management/supervisory employees who separate from the district (in good standing as determined at the sole discretion of the Chancellor) prior to the age of 65 and who were participating in the district's health and welfare programs, may continue participation in the district medical program, subject to subsections (B) and (C). Spouses can participate in this plan if the manager meets the requirements, and will pay the entire cost of the benefit.
- B. Eligibility:
  1. Is younger than age 65 and at least fifty 55 years of age at the time of separation with at least 10 years of consecutive service as a full-time employee with the district; **AND**



## Management Personnel Plan

2. Does not participate in any other district program that provides health and welfare benefits; **AND**
3. Is eligible for coverage under the district medical group plans except as provided for in subsection (C) below.

### C. Conditions:

1. The district will contribute, on behalf of the qualifying employee only, at the time of separation, the amount of premium authorized by the Board of Trustees for active management/ supervisors for health and welfare programs. This amount may vary from year to-year depending upon modifications.
2. The contributions set forth in C.1. above shall apply to district-adopted health and welfare programs for active management/supervisory employees. Any modifications made at any time in such programs shall apply.
3. Once an employee reaches age 65 all benefits under this program shall terminate.
4. In the event that management/supervisory employees who separate from the district under this program become ineligible to participate in the district-adopted health and welfare programs for any reason other than residency, the district shall have no further obligations under this program, and all benefits shall terminate immediately.

### D. Educational Administrators

1. Pursuant to and consistent with applicable law, such as Education Code Section 7000-7003, once an educational administrator is retired from the District, they shall have the option to remain as an active participant in the District health and dental care benefit program as set forth in the Health and Benefits provision of this agreement unless:
2. a. The retired academic administrator fails to pay the full cost of all premiums for retired employees through payment at least one month in advance of the month of coverage, or
- b. The retired academic administrator becomes eligible for such benefits through another employer.

## 5.8 Vacation

---

Vacation time will be earned and used in whole days only, unless using to supplement during an approved leave of absence.



## Management Personnel Plan

Managers are entitled to accrue twenty-four (24) working days of vacation each year and accrued at two (2) days per month

Managers shall accrue up to but not more than forty-eight (48) vacation days.

Managers may interrupt or terminate their regular vacation leave in case of illness and use sick leave before continuing vacation leave or returning to work.

Managers may elect to cash out a portion of their vacation time providing that at minimum of twenty (20) days of accrued leave remain. An email must be submitted to the Payroll Manager or designee with the request of days to be cash out. The request will be processed on the next pay period following the request. All vacation payouts are subject to all mandatory federal and state withholdings (excluding STRS and PERS).

Upon leaving the employment of the district, managers shall be entitled to lump sum compensation for earned and unused vacation at his/her current salary. Payment shall be made up to the accrued number of vacation days not to exceed 48 days.

### 5.9 Sick Leave, Personal Necessity Leave, Other Leaves

#### A. Sick Leave

1. Manager's shall accrue sick leave, a total of twelve (12) days per year in accordance with Education Code, beginning with the first (1st) month in which the manager begins work in the DISTRICT. Such leaves can be taken for illness or injury, exclusive of days the manager is not required to render service to the DISTRICT.

2. A manager shall be credited once a fiscal year with the total of not less than 100 working days of paid sick leave, excluding sick days. Such days of paid sick leave in addition to those days of sick leave shall be compensated at 50% of the manager's salary. Such additional days shall be exclusive of any other paid leaves or vacation to which the manager may be entitled. The 100 working days of extended sick leave shall be allocated on July 1<sup>st</sup> of each fiscal year; the 50% (half pay) extended sick days will be utilized only after all accrued regular full-pay sick leave is exhausted. Any remaining 50% half pay extended sick leave will not carry forward to the next fiscal year. At the conclusion of the 100 working days of 50% half pay extended sick leave the manager may elect to use any other available leaves.

3. The DISTRICT may require a manager to provide to Human Resources written verification of illness or injury by a licensed physician for any absence that exceeds five (5) workdays for which entitlement to sick leave is claimed and reported on the manager's work report. The verification may include a statement that the manager is able to perform their duties with or without restrictions. The verification shall also include the date upon which the manager is released back to work.



## Management Personnel Plan

### B. Personal Necessity Leave

1. Absences due to personal necessity leave shall be recorded on the manager's work report. In an emergency, requests for personal necessity may be made orally to the immediate supervisor.
2. A manager may use any days of absence for illness or injury earned in cases of personal necessity, including any of the following:
  - a. Death of a member of immediate family when additional leave is required
  - b. Accident involving the person or property, or the person or property of a member of their immediate family.
  - c. Appearance in court as a litigant, party or witness under subpoena or any order made with justification. If the manager receives payment for this appearance, such payment will be forfeited to the DISTRICT.
  - d. A serious illness of a member of the family.
  - e. Such other reason approved by the DISTRICT
  - f. No earned leave in excess of seven (7) days may be used in any school year for leave under this Section.
  - g. Under no circumstances shall leave be available for purposes of recreation of any kind, engaging in other employment of any kind, including direct or indirect self-employment, social events, vacation, any concerted refusal to work, pursuit of other business, financial or economic interests of the unit member, or any illegal activity.

For purposes of this Section, members of the immediate family means, the mother, father, grandmother, grandfather, or a grandchild of the manager or of the spouse/registered domestic partner of the manager, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the manager, or any relative living in the immediate household of the manager.

### C. Extenuating Circumstances and Special Conditions

1. Management employees who are unable to perform their duties because of legally established quarantines shall be entitled to the same leave as though they were personally ill, provided a certificate from the County Health Department is filed verifying the quarantine.
2. In the event of the death of a management employee while absent because of illness, application for sick leave benefits may be made by their estate, heirs, or dependents by filing a properly executed certificate in the name of the estate, heirs, or dependents, at any time within thirty (30) calendar days after death.
3. Sickness While on Duty - An absence of less than four (4) hours for illness or injury shall not result in a management employee's pay or leave credits being reduced. If the leave request is for more than four (4) hours, the employee's immediate supervisor may request electronic submission of the time via the District approved timekeeping system to be



## Management Personnel Plan

submitted for those hours to be deducted from accrued sick leave credits. Management employees who report for duty and are unable to continue because of sudden illness or injury will be counted as absent for the number of hours and minutes not worked when the absence is one full day or more. Minutes shall be in increments of fifteen (15) minutes. For leaves under Family Medical Leave Act (FMLA) all time absence will be deducted.

- a. An employee may return to work only when fully cleared as prescribed in VI. B. above. However, during an illness or while convalescing, a manager may be temporarily reassigned or allowed to return on a limited basis only at the discretion of the District to a position that they are medically able to perform. A manager shall not suffer a reduction in pay or involuntary demotion as a result of such temporary medical reassignment.
- b. Service Credit for Retirement – Service Credit will be determined by your prospective retirement agency (e.g. CalPERS or CalSTRS).

### **D. PARENTAL LEAVE, FAMILY AND MEDICAL LEAVE**

Absences due to parental leave and family care and medical leave will be recorded on the manager's work report.

#### **1. PARENTAL LEAVE/BONDING**

The DISTRICT will allow the use of paid sick leave for parental leave bonding up to a period of twelve (12) weeks within the first year following the birth or adoption of a child. The manager shall not be provided more than one twelve (12) workweek period for parental/bonding leave during any twelve (12) month period.

- a. The manager must have served as an employee of the DISTRICT for a period of one (1) year, however, the unit member is not required to have 1,250 hours of service during the previous twelve (12) month period in order to take parental/bonding leave.
- b. If a manager exhausts all available sick leave, including all accumulated sick leave, and continues to be absent from their duties on account of parental leave, the manager shall be compensated at no less than fifty (50%) percent of the manager's regular salary for the remaining portion of the twelve (12) workweek period of parental leave.
- c. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and manager.
- d. Intermittent leave: A manager may request to use parental leave on an intermittent basis with duration of no less than two (2) weeks increments. However, the DISTRICT must grant a request for a leave of less than two (2) weeks' duration on any two (2) occasions.
- e. Parental leave will run concurrently with applicable state and federal leave laws.



## Management Personnel Plan

### 2. FAMILY AND MEDICAL LEAVE

Managers are entitled to family care and medical leave for a total of up twelve (12) weeks in a one (1) year (12 months) period as set forth in applicable federal and state law for the purpose of a birth of a child, an adoption, placement of a foster child, to care for a seriously ill family member, or because of an employee's own serious health condition.

- a. A manager must have served as an employee of the DISTRICT for a period of at least one (1) year and has at least 1,250 hours of service for the DISTRICT during the twelve (12) month period immediately preceding the leave.
- b. Leaves taken either individually or in combination, may not exceed a total of twelve (12) weeks in any twelve (12) month period.
- c. Upon exhaustion of sick leave, a manager may utilize difference in pay up to completion of the twelve-week period.
- d. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and manager.
- e. For purposes of this section, family member is defined as a manager's child, parent or, spouse/domestic partner.

### 3. FAMILY SCHOOL PARTNERSHIP LEAVE

In accordance with Labor Code 230.8 A manager who is a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to a child or children in kindergarten or grades one (1) to twelve (12), inclusive, or attending a licensed child care provider, may take off up to forty (40) hours each year, not exceeding one (1) in any calendar month of the year, to participate in activities of the school or licensed child care provider of any of their children. Absences due to participation in school activities of children shall be recorded on the manager's work report.

If more than one parent-of a child work is employed by the DISTRICT at the same worksite, the planned absence as to that child applies, at any one time, only to the parent who first gives notice to the employer.

Manager's may utilize existing vacation or personal leave off for the purposes of the planned absence.

If requested by the DISTRICT, the manager shall provide documentation from the school or licensed child care provider as proof that they are engaged in child-related activities a specific date and at a particular time. Documentation means whatever written verification of parental participation the school or licensed child care provider deems appropriate and reasonable.





## Management Personnel Plan

### 4. STATE AND FEDERAL LEAVE LAWS

Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL) benefits are available to management employees as entitled under current state and federal law. Upon request, the DISTRICT shall provide the unit member a copy of their rights and benefits. All Federal and State Leave benefits will be calculated for eligibility and use on a 12-month basis.

- a. In cases of non-pregnancy related illness applicable state and federal leave laws will run concurrently with Sick Leave if the manager meets the eligibility requirements.
- b. In cases of pregnancy related illness, applicable state and federal leave laws will run concurrently with Sick Leave if the manager meets the eligibility requirements.

#### **E. Catastrophic Illness or Injury Leave**

The purpose of this program is to permit managers with a catastrophic injury or illness to solicit individual donations of sick leave, and/or vacation, and/or leave from fellow employees.

All requests submitted to the Office of Human Resources are handled with confidentiality and upheld throughout the process. The District will make every effort to protect the identity and privacy of the catastrophic illness leave recipient.

**Definition of Catastrophic Leave:** The intent of this program is to permit fellow employees to donate eligible leave credits to a manager when that manager or a member of their family suffers from a catastrophic illness or injury. For purposes of a catastrophic illness or injury is defined as one which is expected to incapacitate the manager or a member of their family for an extended period of at least forty-five (45) or more calendar days, and taking extended time off work creates a financial hardship for the manager because they have exhausted all of their sick leave and other paid time off.

A catastrophic leave donation request may be initiated immediately, using the process defined below, at the moment the need is known. However, Catastrophic Leave will not begin until all leaves have been exhausted as defined the maximum amount of time for which donated leave credits may be used, but not to exceed use for a maximum period of twelve (12) consecutive months.

For purposes of this Section, "family" means the mother, father, grandmother, grandfather, or a grandchild of the manager or of the spouse/registered domestic partner of the manager and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the unit member, or any relative living in the immediate household of the manager.





## Management Personnel Plan

### 1. RECIPIENT REQUIREMENTS

- a. The illness/injury of the employee must be serious (life threatening or expected to incapacitate the employee for an extended period of time) as verified by a physician. The District may require the employee who is incapacitated to undergo an examination by a physician selected by the District, at the District's expense, to verify the injury or illness, the degree of disability, and the anticipated length of disability;
- b. The contributions will be on an individual solicitation basis by the Management Unit after the ill/injured employee makes the need known to the Payroll, Human Resources, and their President/Vice Chancellor, or unit representative;
- c. Vacation or sick leave days, for Management employees who are not in excess of their vacation accrual, donated will be paid at the salary level of the employee who receives such days
- d. A manager who has exhausted all accrued paid leave credits, including sick leave, vacation;
- e. Must use any paid leave credits that they continue to accrue on a monthly basis prior to using received paid leave pursuant to this section;
- f. Is incapacitated/absent for an extended period of time no less than 45 calendar days;
- g. Is incapacitated during assigned time. For example, in the case of 10 or 11-month employee only assigned time will be considered;
- h. Donated time in half day increments;
- i. May initially request not more than sixty (60) days. A manager may request an additional sixty (60) days by filing an additional request;
- j. Recipient must fill out the Catastrophic Leave Request Form. A fellow manager, supervisor, family member, Human Resources, or the Recipient's medical provider may request Catastrophic Leave benefits on behalf of the Recipient;
- k. Must include with the Catastrophic Leave Request Form, a written statement from the medical provider, which verifies catastrophic illness or injury of the Recipient or the Recipient's immediate family member
- l. Must use all donated leave within a twelve (12) consecutive month period following the donations. If the Recipient returns to work and has a reoccurrence of the same or related catastrophic injury or illness, after using any accrued vacation or sick leave, previously donated leave days may be used if time remains available, within the same twelve (12) month period.

The Office of Human Resources shall evaluate all requests for catastrophic leave and shall have authority for granting leave. Pledged donated leaves can be used only for the specified catastrophic injury or illness. A different catastrophic injury or illness must be handled as a separate second incident. If the District has reasonable cause to believe there is abuse of the catastrophic leave policy by a manager, the District may require additional medical verification from a physician selected by the District at District expense.



## Management Personnel Plan

The Office of Human Resources will notify District employees in writing of the need for donations of catastrophic leave credits and collect all signed Catastrophic Donation Forms. Human Resources will notify Payroll of donated days. Payroll will deduct donated days from the donor and credit donated days to the recipient. Human Resources and Payroll will keep a record of all donated leave credits.

If Recipient's request for catastrophic leave is denied, the Recipient or Recipient's agent or Association may request a review of the reason(s) for denial. If the denial is upheld the manager may appeal the decision to the Chancellor.

### 2. DONOR REQUIREMENTS

Managers may donate leave credits to an eligible classified, confidential, management or academic employee under the following conditions:

- a. Donors may volunteer no more than 50% of their accrued sick and/or vacation leave must have accrued no less than 15 days of leave credits prior to donation;
- b. Managers wishing to donate catastrophic leave credits must donate credits in writing on a signed Catastrophic Donation Form, distributed by the Office of Human Resources.
- c. The minimum amount of donated leave credits shall be one (1) day initially.
- d. The donor understands that donation of catastrophic leave credits is voluntary;
- e. Donations may be made by eligible classified, confidential, management or academic employees;
- f. All transfers of eligible leave credit are irrevocable. Unused leave credits will not-be credited back to the donor
- g. Donated leave is charged on a day for day basis.

### **BEREAVEMENT**

Management shall be entitled to a paid leave of absence. Absence without loss of salary for a period not to exceed three (3) days, or five (5) days if out-of-state travel or a round trip of over 250 miles is required, on account of the death of any member of their immediate family. A member of the immediate family means mother, father, grandparent, or grandchild of the manager or the spouse/registered domestic partner of the manager, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the manager or any relative living in the immediate household. Bereavement Leave-shall be recorded on the managers work report. Leave taken pursuant to this section does not need to be used consecutively. If a manager requires more time than allocated for bereavement leave, a manager may use other applicable leave(s) to extend their bereavement leave.



## Management Personnel Plan

### **JUDICIAL LEAVE**

Managers called for jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, during working hours, shall be entitled to paid leave in accordance with Education Code 87035 & 87036 excluding allowances for meals, mileage, or parking. Absences due to judicial leave shall be recorded on the manager's work report.

### **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE**

Absences due to Industrial leave shall be recorded on the manager's work report. Managers shall be entitled to industrial accident and illness leave in accordance with current Education Code and the following provisions.

A manager suffering an injury or illness arising out of, and in the course, of their employment, shall be entitled to a leave of sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulate from year to year, and when any leave will overlap a fiscal year, the manager shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation will then be used. If, however, a manager is still receiving Worker's Compensation benefits at the time of the exhaustion of benefits under this Section, they shall be entitled to use only so much of their accumulated and available normal sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.

When all available leaves of absence, paid or unpaid, have been exhausted, and if the manager is not medically able to assume the duties of their position they shall, if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months.

Leave under this Section shall commence on the first day of absence. The DISTRICT may select the examining physician and require a physician's report as verification of illness or injury due to industrial accident or illness.

Any manager receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the State.

#### **A. Leave Available Upon Expiration of Accident Leave**

Sick leave or vacation may be used in the following order:

1. The sixty (60) days' accident leave is paid first.
2. Half-salary sick leave and money from the temporary disability allowance is paid next, the aggregate amount of which shall not exceed the greater of the employee's partial sick leave compensation entitlement or temporary disability allowance.



## Management Personnel Plan

3. Vacation may be used if absence due to industrial injury or illness exceeds the sick leave benefits for which the management employee is eligible. Vacation may be used prior to half-salary sick leave, if requested by the management employee.
4. After all paid benefits are exhausted, the management employee receives any remaining temporary disability benefits directly from the District's compensation claims administrator.

### 5.10 Work-Week

---

Managers may utilize a 9/80 work schedule with supervisor's approval. Managers will need to ensure their area is covered by coordinating with other managers and sending appropriate notification to their team.

### 5.11 Relocation Policy

---

Relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period of not less than 12 months) of an existing employee or upon recruitment of a new employee. Relocation costs are allowable, subject to the limitations described in paragraphs (b), (c), and (d) of this section, provided that:

- (1) The move is for the benefit of the employer.
  - (2) Reimbursement to the employee is in accordance with an established written policy consistently followed by the employer.
  - (3) The reimbursement does not exceed the employee's actual (or reasonably estimated) expenses.
- (b) Allowable relocation costs for current employees are limited to the following:
- (1) The costs of transportation of the employee, members of his or her immediate family and his household, and personal effects to the new location.
  - (2) The costs of finding a new home, such as advance trips by employees and spouses to locate living quarters and temporary lodging during the transition period, up to maximum period of 30 calendar days.
  - (3) Closing costs, such as brokerage, legal, and appraisal fees, incident to the disposition of the employee's former home. These costs, together with those described in (4), are limited to 8 per cent of the sales price of the employee's former home.



## Management Personnel Plan

(4) The continuing costs of ownership (for up to six months) of the vacant former home after the settlement or lease date of the employee's new permanent home, such as maintenance of buildings and grounds (exclusive of fixing-up expenses), utilities, taxes, and property insurance.

(5) Other necessary and reasonable expenses normally incident to relocation, such as the costs of canceling an unexpired lease, transportation of personal property, and purchasing insurance against loss of or damages to personal property. The cost of canceling an unexpired lease is limited to three times the monthly rental.

(c) Allowable relocation costs for new employees are limited to those described in [paragraphs \(b\)\(1\) and \(2\)](#) of this section. When relocation costs incurred incident to the recruitment of new employees have been charged to a Federal award and the employee resigns for reasons within the employee's control within 12 months after hire, the non-Federal entity must refund or credit the Federal Government for its share of the cost. If dependents are not permitted at the location for any reason and the costs do not include costs of transporting household goods, the costs of travel to an overseas location must be considered travel costs in accordance with [§ 200.474](#) Travel costs, and not this relocations costs of employees (See also [§ 200.464](#)).

(d) The following costs related to relocation are unallowable:

(1) Fees and other costs associated with acquiring a new home.

(2) A loss on the sale of a former home.

(3) Continuing mortgage principal and interest payments on a home being sold.

(4) Income taxes paid by an employee related to reimbursed relocation costs.

## VII. MANAGEMENT PROFESSIONAL DEVELOPMENT/EVALUATION

No later than September 30th of each calendar year the supervisor and employee will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year. By October 31st of each year, the committee shall be formed. The committee will meet and review survey information. The committee will develop a summary of the survey for the supervisor. The final evaluation report shall be provided to the evaluate no later than January 30th of each calendar year.

Evaluations shall form the basis for the Chief Human Resources Officer or designee to make recommendations for management development, professional leaves, and other activities related to professional development and upward mobility.

In the case of campus Directors, Deans, and Vice Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA.



## Management Personnel Plan

In the case of the College Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA.

All supervisors and managers will be evaluated by the supervising manager.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the first committee meeting. Once the committee has met, no new members may be added.

At the discretion of the supervising manager, committee meetings may take place using teleconference and/or video conferencing.

### 7.1 Performance Evaluation

---

The evaluation process is designed to give constructive feedback to managers about their job performance, defining both areas of strength and areas of needed improvement. The goals of the performance evaluation process are:

1. To recognize and acknowledge individuals who are performing in an outstanding manner.
2. To identify standards whereby each employee's performance can be measured.
3. To identify and provide assurance to those individuals who are performing satisfactorily.
4. To identify and assist individuals whose performance needs significant improvement.
5. To clarify job expectations and develop a prioritization of responsibilities where needed.
6. To involve the manager's supervisor and the manager in a constructive dialogue focused on increased job effectiveness, job satisfaction, development of a professional growth plan, and career development.

The major components of the performance evaluation consist of self-evaluation of performance, supervisor's evaluation of performance, and behavioral ratings.

### 7.2 Manager's Self Evaluation

---

The manager will evaluate his/her own performance as it relates to the following areas:

1. Position description.
2. Management objectives, results – degree to which objectives have been completed.
3. Professional development.



## Management Personnel Plan

4. Other: community activities, unanticipated responsibilities, special projects, etc.

### 7.3 Supervisor's Evaluation

---

The supervisor will evaluate the performance of the manager, which shall include taking into consideration the manager's self-evaluation, as shown below.

1. Performance of responsibilities as defined in the position description.
2. Degree of success in completing management objectives (goals), taking into consideration the degree of difficulty inherent in the objectives
3. Optional areas for professional growth
4. Work behaviors (as measured by Behavioral Rating Scales)
  - a. Commitment to the management team.
  - b. Ability to engage in cooperative relationships.
  - c. Decision-making ability.
  - d. Ability to develop positive relationships.
  - e. Written and verbal skills.
  - f. Supervisory skills (if appropriate).
  - g. Time and resources management.
5. Other activities and responsibilities
  - a. Participation in community organizations and in the committees of the College.
  - b. Unanticipated activities.
  - c. Special assignments and projects.
  - d. Budget management including contributions to cost effectiveness.

### 7.4 Performance Conference

---

The supervisor and the manager will agree upon a mutually convenient time to review the manager's evaluation.

The manager, the supervisor(s), higher-level managers, and the Board of Trustees (when appropriate) may review the results. The manager should retain a copy of the supervisory evaluation, the manager's self-evaluation, and the behavioral rating scales (the listing of rater pool comments generated by the behavioral rating form should be given to the employee – no other copies are to be retained). The originals must be forwarded to the Human Resources Department who will arrange to place them in the manager's personnel file. The evaluation will be confidential with access limited to those persons who normally have access to the manager's confidential record.





## Management Personnel Plan

The results of the evaluation will be used for planning, institutional improvement, professional improvement, professional development activities, and clarifying expectations.

### 7.5 Reconsiderations

---

Should a manager believe that they have been evaluated unfairly, they can add additional written comments that will be kept with the evaluation.

### 7.6 Professional Growth

---

Managers are eligible for tuition cost reimbursement from an accredited institute. Reimbursement will only be given for courses with a grade of “C” or better, class credit or equivalent grade, and which pertain to their position. Reimbursement shall not exceed the cost of 18 semester units of course work per year. Reimbursement is not allowed for courses carrying zero units. All courses must have prior approval from their supervisor and the Chancellor.

Managers will be provided with a training plan/calendar every academic year. Training will include, but is not limited to, the following:

Discipline (specific all bargaining units)

Conducting research for education (T5, Ed Code, APs/BPs)

10+1

Effective Communication

Infusing DEI into the workplace

Addressing student complaints, BIT/CARE, Student Conduct due process, Title IX (What managers need to know)

Free Speech on College campuses – (how to address populations affected, hate speech, etc.)

How to diffuse situations (students, colleagues, parents, etc.)

Bargaining Unit contracts

Emotional Intelligence, RCCA and Conflict Management – Reducing Negativity in the workplace

All employees of the District are encouraged to participate in district wide professional development events. Managers may also utilize events related to diversity in the work place and through hiring by requesting Equal Employment Opportunity Funds.





## Management Personnel Plan

### VIII. SAVINGS CLAUSE

If during the life of this Plan, there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the district which shall render invalid or restrain compliance with or enforcement of any provisions of this Plan, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this Plan shall not invalidate any remaining portions which shall continue in full force and effect.



## Management Personnel Plan

### APPENDIX A: MANAGEMENT PERSONNEL PLAN – CLASSIFICATIONS AND RANGE

EXECUTIVE LEADERSHIP	RANGE
Chancellor	6
Executive Vice Chancellor	5
College Presidents	4
Vice Chancellor of Education and Instructional Services	4
Vice Chancellor, Human Resources and Police Services	4
Associate Vice Chancellor, Government Relations & Strategic Communications	2

MANAGEMENT	RANGE
Chief Technology Officer	26
Vice President, Administrative Services	26
Vice President, Instruction	26
Vice President, Student Services	26
Executive Director, Business and Fiscal Services	25
Executive Director, Economic Development & Corporate Training	25
Executive Director, Facilities, Planning, Sustainability & Construction	25
Executive Director, Research Planning Institutional Effectiveness	25
Executive Director, KVCR	25
Chief of Police	23
Dean, Student Services	23
Dean of Academic Success, Grants and Learning Services (SBVC)	23
Dean of Research, Planning, & Institutional Effectiveness	23
Dean of Research, Planning, & Institutional Effectiveness with Grants Oversight	23
District Dean, Educational and Student Support Services	23
District Director, Diversity, EEO, Employee Wellness, and Compliance	23
District Director, Human Resources, Environmental Health & Safety Administration, and Police Services	23
District Director, Human Resources, Retirement, and Payroll Services	23
Division Dean (Instructional)	23
Division Dean (Non-Instructional)	23
Executive Development Director	23
Executive Director, Institutional Advancement and Foundation	23
Associate Dean, Student Health and Wellness	21
Associate Dean, Health Sciences and Director of Nursing	21
Associate Dean, Student Support Services	21
Associate Dean, Public Safety/Allied Health (CHC)	21
Business Manager	21
Director, Fiscal Services	21
District Director of Research, Planning & Institutional Effectiveness	21



## Management Personnel Plan

### APPENDIX A: MANAGEMENT PERSONNEL PLAN – CLASSIFICATIONS AND RANGE

MANAGEMENT	RANGE
Director, Human Resources, EEO and Labor Relations	21
Police Lieutenant	21
Director of Administrative Application Systems	20
District Director, Technology Services	20
Associate Director of Bond Program Planning and Construction	19
Associate Director of Facilities Planning, Sustainability & Construction	19
Director, Corporate & Strategic Relations - KVCR	19
Director, Development & Community Relations	19
Director, Facilities, Maintenance & Operations	19
Director of Institutional Advancement	19
Director, KVCR Broadcast Media Systems	19
Director, Security and User Services	19
Director, Student Accessibility Services (SAS), SBVC	19
Director, Student Accessibility Services and Health & Wellness Center, CHC	19
Director, Student Life	19
District, Director of Grants	19
Development Director	18
Director of Athletics	18
Director of Operations	18
Director, Admissions & Records	18
Director, Development & Strategic Relations - KVCR	18
Director, EOPS & CARE, SBVC	18
Director, Financial Aid & Scholarships	18
Director, MESA	18
Director, Outreach & Educational Partnerships	18
Director, Secondary Educational Partnerships (SBVC)	18
Director, STEM-MESA	18
College Director, Technology Services	18
Associate Director, Fiscal Services	17
Associate Director, Employee Health & Wellness, Compliance, and College Support Services	17
Associate Director, Human Resources	17
Associate Director of Legislative & Community Relations	17
Campus Director of Marketing, Creative Services & Public Affairs	17
Campus Project Manager	17
Director, Alternative Text Production Center	17
Director, Economic Development Corporate Training	17
Director, Library and Learning Support Services	17
Director, Police Academy	17



## Management Personnel Plan

### APPENDIX A: MANAGEMENT PERSONNEL PLAN – CLASSIFICATIONS AND RANGE

MANAGEMENT	RANGE
Director, Television	17
Director, Workforce Development DSN ICT	17
Director of Audits and Analysis	17
Director of Enterprise Application Systems	17
Facilities Project Manager	17
Head Football Coach	17
Local Business Outreach Administrator - Measure CC	17
Manager, Programming – KVCR TV/FM	17
Police Sergeant	16
Director, Adult Education Block Grant (AEBG)	15
Business Services Administrator	14
Director, Child Development Center	14
Director, Workforce Development	14
Environmental Health & Safety Administrator	14
Manager, CalWORKs & Workforce Development	14
Manager, Production	14
Payroll Manager	14
Manager, Marketing and Media	13
Manager, Regional Employer Engagement	13
Assistant Director of Development	12
Project Administrator, Career Education	11
Apprenticeship Program Administrator	10
Aquatics Director	10
Braille Program Manager	10
College Corps Program Manager	10
Community Engagement Manager, KVCR	10
Food Services Supervisor	10
Maintenance & Grounds Supervisor	10
Manager, Workforce Development	10
Police Compliance Manager	10
Printing & Graphic Services Supervisor	9
Custodial Supervisor	8
Circulation Supervisor	8
Assistant Manager, Workforce Development	6
CalTrans Work Crew Supervisor	6
Tool Room Supervisor	6

## **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:** May 8, 2025

**SUBJECT:** MOU 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 MOU.

### **ANALYSIS**

The attached MOU constitutes the full and complete Agreement between the District and the CSEA.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

The cost associated with an MOU is included in the appropriate budgets, where applicable.



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**April 8, 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."

**Bilingual and Bi-Literate Stipend: Article 7.3.2.1 and Article 7.3.3.1**

The Parties mutually agree that effective May 1, 2025, all unit members listed shall be compensated at the rate of \$50.00 per month for their **Bilingual** services and will be added to the eligibility pool list.

- |                        |                    |                          |
|------------------------|--------------------|--------------------------|
| • Evelyn Ruiz Trujillo | • Irene Menchaca   | • Maria Esparza Gastelum |
| • Wendy Nahuat         | • Rocio Cortez     | • Ariadna De Niz Pelayo  |
| • Nolby Cayetano       | • Alfredo Martinez |                          |
| • Laura Gowen          |                    |                          |

The Parties mutually agree that effective May 1, 2025, all unit members listed shall be compensated at the rate of \$50.00 per month for their **Bi-Literate** services and will be added to the eligibility pool list.

- |                   |                  |                         |
|-------------------|------------------|-------------------------|
| • Oscar Rodriguez | • Irene Menchaca | • Maria Esparza         |
| • Wendy Nahuat    | • Rocio Cortez   | Gastelum                |
| • Nolby Cayetano  | • Yadira Quintal | • Ariadna De Niz Pelayo |

In accordance with Article 7.3.2.1, the Parties mutually agreed that sixty (60) eligible unit members will receive the bilingual stipend. In the event that the eligibility pool exceeds this number, the Parties will use the criteria outlined in Article 7.3.2.2 to review eligibility; therefore, the Parties mutually agree that the following unit members will be removed and no longer receive a stipend for their **Bilingual** services, effective May 1, 2025.

- |                  |                   |                         |
|------------------|-------------------|-------------------------|
| • Cesar M. Rojas | • Yesica Alatorre | • Luisa Martinez-Guzman |
| • Fermin Ramirez | • Raquel Rivera   |                         |

Attached is a list of the unit members who are approved to receive the Bilingual/Bi-literate stipend in accordance with Article 7.3.

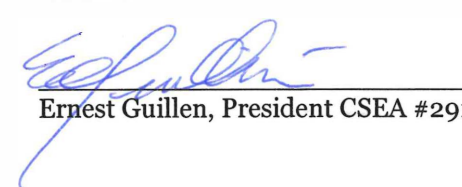
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

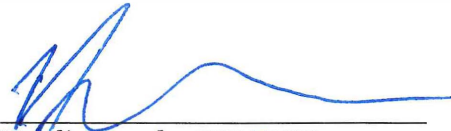


Kristina Hannon, SBCCD  
 Vice-Chancellor, Human Resources,  
 Payroll, Police Services and Health and  
 Safety Administration

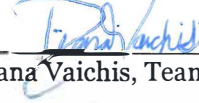
For CSEA



Ernest Guillen, President CSEA #291



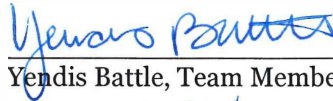
Natalie Dorado, CSEA LRR



Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member

<b>Bilingual Eligibility Pool *Spanish</b>			
<b>#</b>	<b>Name</b>	<b>Department</b>	<b>Site</b>
1	Bojorquez, Ana	DSP&S	SBVC
2	Davila, Maria	Bookstore	CHC
3	Rodriguez, Natividad	EOPS/CARE	CHC
4	Romo, Maria Silvia	Admissions/Records	SBVC
5	Frausto, Jeanette	Financial Aid	SBVC
6	Garcia, Gabriela	Financial Aid	SBVC
7	Peraza, Zayne	Library	CHC
8	Campos, Norma	Vocational Education	SBVC
9	Martinez, Anabel	CBO	SBVC
10	Moreno, Juana	CDC	SBVC
11	Perez-Ponce, Blanca	CDC	SBVC
12	Rojas, George	CDC	SBVC
13	Williams, Sophia	CDC	SBVC
14	Portillo, Maritza	Student Activities	SBVC
15	Rosales Jr., Manuel	Technology Services	SBVC
16	Morales, Martha	CDC	SBVC
17	Lagrima, Luna	Student Services	SBVC
18	Arteaga, Lorena	Food Services	SBVC
19	Gomez, Tanya	Food Services	SBVC
20	Hayton, Claudia	Financial Aid	CHC
21	Gil, Aida	STAR Program	SBVC
22	Vasquez, Nancy	CDC	SBVC
23	Castaneda, Lupita	Office of Instruction	SBVC
24	Ramirez Jazmin, Lucia	CDC	SBVC
25	Acosta, Priscilla	CDC	SBVC
26	Abeyta, Rebecca	Counseling	CHC
27	Lopez, Angelica	CDC	SBVC
28	De Loera, Priscilla	Financial Aid	SBVC
29	Bulgarelli, Nancy	Counseling	SBVC
30	Garcia, Raquel	Social Science/CDC	SBVC
31	Molina, Liliana	Business Office	SBVC
32	Green, Nancy A	Payroll	DIST
33	Elizalde, Noemi	Fiscal Services	DIST
34	Salas, Nancy	Social Science/CDC	SBVC
35	Delgado, Rocio	Financial Aid	SBVC
36	Blanquet, Frank	KVCR	DIST
37	Rodriguez, Oscar	Counseling	SBVC
38	Sanchez, Alvaro	Facilities	CHC
39	Perez, Jeanette	Payroll	DIST
40	Bernal, Cynthia	Student Services	SBVC
41	Soto, Jacqueline	CDC	SBVC
42	Serrano, Patricia	CDC	SBVC
43	Villegas, J Manuel	Financial Aid	CHC
44	Nevares, Juan	TESS	DIST
45	Molina, Allison	Admissions & Records	SBVC
46	Mora, George	EOPS	CHC
47	Arellano, Yesenia	CDC	SBVC
48	Cortez-Roman, Blanca	CDC	SBVC
49	Treto, Fabiola	Counseling	SBVC
50	Treto, Pablo	EDCT	DIST
51	Ruiz Trujillo, Evelyn	Dreamers Resource Center	SBVC



52	Nahuat, Wendy	CalWorks	SBVC
53	Cayetano, Nobly	KVCR	DIST
54	Martinez, Alfredo	Grounds Caretaker	SBVC
55	Menchaca, Irene	Child Development	SBVC
56	De Niz Pelayo, Ariadna	Child Development	SBVC
57	Esparza Gastelum, Maria	Food Services	SBVC
58	Cortez, Rocio	Financial Aid	SBVC

<b>Bilingual Eligibility Pool *ASL</b>			
<b>#</b>	<b>Name</b>	<b>Department</b>	<b>Site</b>
1	Sullivan, Laurie	DSP&S	SBVC
2	Gowen, Laura	Instruction	SBVC

<b>Bi-Literate Eligibility Pool *Spanish</b>			
<b>#</b>	<b>Name</b>	<b>Department</b>	<b>Site</b>
1	Bojorquez, Ana	DSP&S	SBVC
2	Delgado, Rocio	Financial Aid	SBVC
3	Elizalde, Noemi	Fiscal Services	DIST
4	Frausto, Jeanette	Financial Aid	SBVC
5	Green, Nancy A	Payroll	DIST
6	Lopez, Elizabeth	Instruction	CHC
7	Molina, Liliana	Business Office	SBVC
8	Garcia, Gabriela	Financial Aid	SBVC
9	Peraza, Zayne	Library	CHC
10	Ramirez, Fermin	Financial Aid	SBVC
11	Rodriguez, Natividad	EOPS/CARE	CHC
12	Salas, Nancy	Social Science/CDC	SBVC
13	Campos, Norma	Vocational Education	SBVC
14	Davila, Maria	Bookstore	CHC
15	Parada, Osman	Computing Services	DIST
16	Rojas, Cesar M	Maintenance Operations	SBVC
17	Martinez, Anabel	CBO	SBVC
18	Moreno, Juana	CDC	SBVC
19	Perez-Ponce, Blanca	CDC	SBVC
20	Rojas, George	CDC	SBVC
21	Romo, Maria Silvia	Admissions/Records	SBVC
22	Portillo, Maritza	Student Activities	SBVC
23	Alvarez, Jose	Grounds	SBVC
24	Lagrima, Luna	Culinary Arts	SBVC
25	Alatorre, Yesica	KVCR	DIST
26	Sanchez, Carmen	Print Shop	CHC
27	Arteaga, Lorena	Food Services	SBVC
28	Gomez, Tanya	Food Services	SBVC
29	Navarrete, Belinda	Admissions & Records	CHC
30	Hayton, Claudia	Financial Aid	CHC
31	Morales, Martha Celia	CDC	SBVC
32	Vasquez, Nancy	CDC	SBVC
33	Rosales, Manuel	Campus Technology Services	SBVC
34	Acosta, Priscilla	CDC	SBVC
35	De Loera, Priscilla	Financial Aid	SBVC
36	Bulgarelli, Nancy	Counseling	SBVC
37	Ramirez Jazmin, Lucia	CDC	SBVC
38	Rose Powers, Yvonne	KVCR	DIST

39	Blanquet, Frank	KVCR	DIST
40	Sanchez, Alvaro	Facilities	CHC
41	Perez, Jeanette	Payroll	DIST
42	Rivera, Raquel	Facilities	CHC
43	Soto, Jacqueline	CDC	SBVC
44	Arellano, Yesenia	CDC	SBVC
45	Cortez-Roman, Blanca	CDC	SBVC
46	Lopez, Angelica	CDC	SBVC
47	Mora, George	EOPS	CHC
48	Navarro, Jazmin	CDC	CHC
49	Treto, Fabiola	Counseling	SBVC
50	Treto, Pablo	EDCT	SBVC
51	Villegas, J Manuel	Financial Aid	CHC
52	Cayetano, Nolby	KVCR	DIST
53	Cortez, Rocio	Financial Aid	SBVC
54	De Niz, Aiadna	Child Development	SBVC
55	Esparza-Gastelum, Maria	Food Services	SBVC
56	Menchaca, Irene	Child Development	SBVC
57	Nahuat, Wendy	CalWorks	SBVC
58	Quintal, Yadira	Child Development	CHC
59	Rodriguez, Oscar	Counseling	SBVC

**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:** May 8, 2025

**SUBJECT:** MOUs between SBCCD and the San Bernardino College District Police Officers Association (POA)

**RECOMMENDATION**

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

**OVERVIEW**

The District and the POA met and entered into the attached Memorandum of Understanding, also known as MOUs.

**ANALYSIS**

The attached MOUs constitute the full and complete Agreement between the District and the POA.

**SBCCD GOALS**

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

**FINANCIAL IMPLICATIONS**

The cost associated with an MOU is included in the appropriate budgets, where applicable.



**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT POLICE OFFICERS  
ASSOCIATION**

**April 18, 2025**

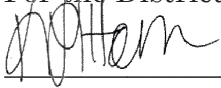
**Terms and Conditions:** This Memorandum of Understanding ("MOU") is entered by and between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ("District") and the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT POLICE OFFICERS ASSOCIATION, ("Association"), collectively, "the Parties."

The Parties agree to approve the interim Out-of-Class assignment for Angelica Arechavaleta-Gomez, College Police Officer to the Police Sergeant, District, under the following stipulations:

1. The length of the assignment will be March 24, 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 16, Step A. The salary range and step referenced in this MOU have been predetermined by the POA Collective Bargaining Agreement.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with POA; however, the Employee will be ineligible to receive the following special compensation: corporal premium.
4. If the Employee, while performing the Out-of-Class assignment, signs up for a holiday overtime shift via 'Overtime Sign-up Sheet' based on their College Police Officer seniority, the Employee shall receive compensation at the College Police Officer regular rate of pay, plus two (2) times their regular rate of pay for their hours worked or earn compensatory time off (see section 12.2 of the SBCCDPOA collective bargaining agreement).
5. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Police Sergeant or be evaluated during this Out-of-Class service.
6. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the College Police Officer.
7. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the College Police Officer will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
8. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Angelica Arechavaleta-Gomez.

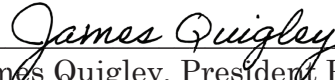
This Agreement is made and entered into on the 18<sup>th</sup> day of April 2025.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll, Police Services and Health and  
Safety Administration

For POA



James Quigley, President Police  
Officers Association

**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT POLICE OFFICERS  
ASSOCIATION**

**April 18, 2025**

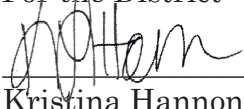
**Terms and Conditions:** This Memorandum of Understanding ("MOU") is entered by and between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ("District") and the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT POLICE OFFICERS ASSOCIATION, ("Association"), collectively, "the Parties."

The Parties agree to approve the interim Out-of-Class assignment for Edwin Carbajal, College Police Officer to the Police Sergeant, District, under the following stipulations:

1. The length of the assignment will be March 24, 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 16, Step A. The POA Collective Bargaining Agreement has predetermined the salary range and step referenced in this MOU.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with POA; however, the Employee will be ineligible to receive the following special compensation: corporal premium.
4. If the Employee, while performing the Out-of-Class assignment, signs up for a holiday overtime shift via 'Overtime Sign-up Sheet' based on their College Police Officer seniority, the Employee shall receive compensation at the College Police Officer regular rate of pay, plus two (2) times their regular rate of pay for their hours worked or earn compensatory time off (see section 12.2 of the SBCCDPOA collective bargaining agreement).
5. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Police Sergeant or be evaluated during this Out-of-Class service.
6. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the College Police Officer.
7. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the College Police Officer will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
8. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Edwin Carbajal.

This Agreement is made and entered into on the 18<sup>th</sup> day of April 2025.

For the District

A handwritten signature in black ink, appearing to read 'KHannon', written over a horizontal line.

Kristina Hannon, SBCCD

Vice-Chancellor, Human Resources,  
Payroll, Police Services and Health and  
Safety Administration

For POA

A handwritten signature in black ink, appearing to read 'James Quigley', written over a horizontal line.

James Quigley, President Police  
Officers Association

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 2025

**SUBJECT:** Professional Expert, Short-Term, and Substitute Employees

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

### **ANALYSIS**

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.





## **SBCCD GOALS**

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

## **FINANCIAL IMPLICATIONS**

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



# Professional Expert, Short-Term & Substitute Employees

## Presented for Information on May 8, 2025

[v.4.17.2025.p.1|2]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Brewer, Rae Ann</b> CHC Allied Health	Program Assistant	03/26/25	06/30/25	\$20.00
<b>Camilo, Marc A</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	03/26/25	06/30/25	\$20.00/ \$25.00/ \$30.00
<b>Hartshorn, Caden P</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	03/28/25	06/30/25	\$20.00/ \$25.00/ \$30.00
<b>Jaquez, Israel E</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	04/18/25	06/30/25	\$20.00/ \$25.00/ \$30.00
<b>Madrid, Moises</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	04/08/25	06/30/25	\$20.00/ \$25.00/ \$30.00
<b>Preston, Adame D</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	03/28/25	06/30/25	\$20.00/ \$25.00/ \$30.00
<b>Ellison, Winston E</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	03/25/25	06/30/25	\$60.00
<b>Iniguez, Karla V</b> DIST Fiscal Services	Program Assistant	04/15/25	06/30/25	\$34.50
<b>Averbach, Vanessa M</b> SBVC Marketing Creative Services & Public Affairs	Content Specialist	04/01/25	06/30/25	\$25.00
<b>Barzak, Amber J</b> SBVC Marketing Creative Services & Public Affairs	Content Specialist	04/15/25	06/30/25	\$30.00
<b>Juedes, Joy E</b> SBVC Marketing Creative Services & Public Affairs	Content Specialist	04/15/25	06/30/25	\$25.00
<b>Cruz, David</b> SBVC STEM-MESA	Tutor I	03/24/25	06/30/25	\$17.00
<b>Kirkendoll, Selief Jarroll S</b> SBVC STEM-MESA	Tutor I	03/28/25	06/30/25	\$17.00



# Professional Expert, Short-Term & Substitute Employees

## Presented for Information on May 8, 2025

[v.4.17.2025.p.2|2]

### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Cecena, Rosy</b> CHC Facilities <i>Ext: Vacancy</i>	Custodian	02/07/25	04/06/25	\$22.47
<b>Williams, Miriam</b> CHC Health and Wellness Center <i>Ext: Vacancy</i>	Administrative Assistant II	04/11/25	06/10/25	\$27.34
<b>Cabrera, Moris</b> CHC Student Accessibility Services <i>Ext: Vacancy</i>	Assistive Technology & Alternative Media Specialist	04/18/25	06/17/25	\$35.90
<b>Rodriguez, Saul</b> SBVC Applied Technology <i>Ext: Vacancy</i>	Student Services Technician II	02/20/25	04/21/25	\$25.38
<b>Rodriguez, Saul</b> SBVC Applied Technology <i>Ext: Vacancy</i>	Student Services Technician II	04/22/25	06/20/25	\$25.38
<b>Rodriguez, Saul</b> SBVC Applied Technology <i>Ext: Vacancy</i>	Student Services Technician II	06/21/25	06/30/25	\$25.38
<b>Rachal, Nichelle</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Assistant	04/14/25	06/30/25	\$18.42
<b>Rachal, Nichelle</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Teacher	04/14/25	06/30/25	\$26.01
<b>Badillo, Amanda</b> SBVC Student Health Services <i>Ext: Vacancy</i>	Administrative Assistant II	03/31/25	05/30/25	\$27.34

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 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 3/13/2025 – 4/14/2025 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The attached purchase orders are included in the appropriate budgets.



Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2503850	GET NOTICED PROMOS LLC	1,743.02
PO2503851	FOLLETT CORPORATION	3,801.29
PO2503852	FOLLETT CORPORATION	653.84
PO2503853	FOLLETT CORPORATION	684.08
PO2503854	SAN BERNARDINO CCD	3,018.90
PO2503855	STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES	2,875.00
PO2503856	ANTHEM SPORTS	222.30
PO2503857	4IMPRINT INC	2,691.22
PO2503858	BSN SPORTS INC	747.77
PO2503859	ASSOCIATED STUDENTS OF PASADENA CITY COLLEGE	600.00
PO2503860	FARONICS TECHNOLOGIES USA INC	4,499.26
PO2503861	EDU BUSINESS SOLUTIONS	8,480.00
PO2503862	CONSTANT CONTACT INC	3,889.20
PO2503863	FOLLETT CORPORATION	86.20
PO2503864	CDW LLC	2,498.22
PO2503865	CAROLINA BIOLOGICAL SUPPLY CO	1,949.67
PO2503866	JOSE'S MEXICAN FOOD INC	3,407.63
PO2503868	PANERA LLC	925.68
PO2503873	COLORADO TIME SYSTEMS	7,838.06
PO2503875	STAPLES BUSINESS ADVANTAGE	154.23
PO2503876	SUPERIOR SERVICE CORP	3,500.00
PO2503877	KHOVROVSKY ENTERPRISES INC	7,051.79
PO2503878	NATIONAL BUSINESS FURNITURE LLC	707.75
PO2503879	EMBROIDERY IN MOTION	499.16
PO2503881	HYMAN ENTERPRISES LLC	1,000.00
PO2503882	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	720.00
PO2503883	BARRIENTOS, LESTER	400.00
PO2503884	SAN BERNARDINO CCD	192.70
PO2503885	GRAINGER INC	675.92
PO2503886	SAN BERNARDINO CCD	512.32
PO2503887	SAN BERNARDINO CCD	3,354.06
PO2503888	GLOBAL EQUIPMENT COMPANY INC	1,278.94
PO2503889	STAPLES BUSINESS ADVANTAGE	99.10
PO2503890	STAPLES BUSINESS ADVANTAGE	595.92
PO2503891	SAN BERNARDINO CCD	4,069.09
PO2503893	TACOS CHICANX LLC	5,600.00
PO2503895	STATE WATER RESOURCES CONTROL BOARD	1,635.00
PO2503896	VASQUEZ, ROBERT	10,163.75
PO2503897	VASQUEZ, ROBERT	830.55
PO2503898	CDW LLC	142.94
PO2503899	GRAINGER INC	241.16
PO2503902	4IMPRINT INC	529.23
PO2503903	PRIME PROMOS LLC	3,271.07
PO2503904	GREEN BUSINESS CERTIFICATION	2,068.15
PO2503905	IRWIN INTERNATIONAL INC	1,473.86
PO2503906	STAPLES BUSINESS ADVANTAGE	132.41

Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2503907	MERCADANTE, DOMINIC	1,486.24
PO2503909	ZAMUDIO, MARTIN	170.51
PO2503910	CDW LLC	1,096.00
PO2503912	PANERA LLC	815.00
PO2503913	CDW LLC	1,165.83
PO2503914	EVENT PIXIE	2,080.00
PO2503915	STAPLES BUSINESS ADVANTAGE	86.14
PO2503916	IDEAL PRODUCTS LLC	11,959.90
PO2503917	FERRELLGAS LP	3,900.00
PO2503918	CDW LLC	9,650.82
PO2503919	IRWIN INTERNATIONAL INC	2,524.00
PO2503920	GRAINGER INC	1,000.00
PO2503921	IE GOURMET FOOD TRUCKS LLC	3,084.80
PO2503922	MARTINEZ, WALTER	1,600.00
PO2503923	RANCHO SANTIAGO CCD	69.00
PO2503925	ULINE INC	1,134.66
PO2503926	ULINE INC	707.74
PO2503927	EMPIRE WELDING SUPPLY INC	3,980.13
PO2503929	GRAINGER INC	495.69
PO2503930	SAN BERNARDINO CCD	3,403.00
PO2503931	EMPIRE WELDING SUPPLY INC	1,220.23
PO2503933	PENNINGTON DESIGNS	2,247.67
PO2503934	4IMPRINT INC	5,262.39
PO2503935	DMG MORI USA INC	400.00
PO2503936	4IMPRINT INC	544.42
PO2503937	4IMPRINT INC	9,848.67
PO2503939	MCMURRAY STERN LLC	4,780.05
PO2503940	SAN BERNARDINO CCD	587.25
PO2503943	MARTINEZ, WALTER	1,600.00
PO2503944	SAN BERNARDINO CCD	344.41
PO2503945	BARRIENTOS, LESTER	600.00
PO2503946	BARRIENTOS, LESTER	800.00
PO2503947	CONTROL AIR ENTERPRISES LLC	8,104.00
PO2503948	SOFTERWARE INC	2,148.00
PO2503949	R.E. MICHEL COMPANY	630.54
PO2503950	SAN BERNARDINO CCD	659.78
PO2503951	STAPLES BUSINESS ADVANTAGE	566.96
PO2503952	XPRESS RENT-A-CAR	197.33
PO2503953	SAN BERNARDINO CCD	430.92
PO2503954	DEMCO INC	1,183.91
PO2503955	CROWN PROMOTIONS GROUP, INC	12,865.00
PO2503956	4IMPRINT INC	678.17
PO2503957	4IMPRINT INC	5,998.33
PO2503958	DICKEYS BARBECUE PIT	970.00
PO2503959	4IMPRINT INC	538.78

Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2503960	RALLY FACTORY	1,333.50
PO2503961	DUCK & OWL LLC	511.81
PO2503962	LORTONDATA	6,400.00
PO2503963	RENEGADE BRANDS USA INC	2,039.06
PO2503964	GENUINE AUTO PARTS	694.67
PO2503965	COLOR CONSULTANTS INC	2,074.90
PO2503966	COLOR CONSULTANTS INC	7,911.90
PO2503967	COLOR CONSULTANTS INC	4,418.51
PO2503968	COLOR CONSULTANTS INC	1,039.65
PO2503969	MOBILE GLASSBLOWING STUDIOS LLC	29,818.16
PO2503970	PACIFIC ARTGLASS CORP	2,828.04
PO2503971	STAPLES BUSINESS ADVANTAGE	77.48
PO2503972	MARTINEZ, JOSE CARMEN	850.00
PO2503973	LEE, TIFFANY	500.00
PO2503974	STAPLES BUSINESS ADVANTAGE	608.98
PO2503975	STAPLES BUSINESS ADVANTAGE	273.44
PO2503976	SAN BERNARDINO CCD	1,763.59
PO2503977	RIDDLE, MATTHEW	368.00
PO2503978	BAUGH, NICOLE	368.00
PO2503979	MAYA, GENESIS	368.00
PO2503980	VAN STEE, VICTORIA	368.00
PO2503981	NATOUR, HADI	368.00
PO2503982	BARRINGER, KATRINA	368.00
PO2503983	SHAW, JARED	368.00
PO2503984	SAN BERNARDINO CCD	476.75
PO2503985	SAN BERNARDINO CCD	476.75
PO2503986	SAN BERNARDINO CCD	476.75
PO2503987	SAN BERNARDINO CCD	476.75
PO2503988	JJUUKO, RONALD	395.00
PO2503989	ALBAN, KEVIN	395.00
PO2503990	THOMAS, JONATHAN	395.00
PO2503991	SOTO, CASANDRA	395.00
PO2503992	KEIDEL, PHILIP	395.00
PO2503993	ABARCA, NATIVIDAD	395.00
PO2503994	ALMARAZ, JUAN DIEGO GARCIA	395.00
PO2503995	GUTIERREZ, ILEANA	395.00
PO2503996	MULGANNON, ERIC	395.00
PO2503997	HOLGUN, DOMINGO	395.00
PO2503998	CAROLINA BIOLOGICAL SUPPLY CO	2,574.94
PO2503999	DOING GOOD WORKS	305.09
PO2504000	IDSCAN.NET INC	1,643.19
PO2504001	CHERRY VALLEY NURSERY AND LANDSCAPE SUPPLY	115.00
PO2504002	ACHIEVERS INC	7,291.29
PO2504003	AXON ENTERPRISE INC	3,175.77
PO2504004	HONORS TRANSFER COUNCIL OF CA, THE	600.00

Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2504005	RIVERSIDE, COUNTY OF	272.00
PO2504006	BARRIENTOS, LESTER	800.00
PO2504007	HARVEST TABLE CULINARY GROUP	10,440.59
PO2504008	NAVARRO, JAZMIN	318.44
PO2504009	STAPLES BUSINESS ADVANTAGE	1,346.19
PO2504010	STAPLES BUSINESS ADVANTAGE	160.49
PO2504011	STAPLES BUSINESS ADVANTAGE	404.94
PO2504012	STAPLES BUSINESS ADVANTAGE	71.00
PO2504013	STAPLES BUSINESS ADVANTAGE	138.62
PO2504014	SAN BERNARDINO, CITY OF	422.00
PO2504015	GRAINGER INC	836.01
PO2504016	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	5,578.12
PO2504017	CPR1 LLC	2,556.58
PO2504019	CPR1 LLC	2,561.58
PO2504020	ASB SPORTS	3,118.21
PO2504021	BSN SPORTS INC	1,495.54
PO2504027	UNISOURCE SOLUTIONS INC	30,440.45
PO2504028	RATIGAN, JAMES C	600.00
PO2504029	RATIGAN, JAMES C	800.00
PO2504030	RATIGAN, JAMES C	500.00
PO2504031	RATIGAN, JAMES C	600.00
PO2504032	TROPHY STORE, THE	1,187.41
PO2504033	4IMPRINT INC	726.44
PO2504034	DUCK & OWL LLC	580.69
PO2504035	DUCK & OWL LLC	467.55
PO2504037	DUCK & OWL LLC	121.67
PO2504038	SOUTHERN CALIFORNIA EDISON CO	138,164.50
PO2504039	MPG CONSTRUCTION LLC	11,420.00
PO2504040	FONSECA, KARINA ABEGAIL	850.00
PO2504041	SAN BERNARDINO CCD	476.75
PO2504043	SAN BERNARDINO CCD	988.75
PO2504044	MARTINEZ, DIAMOND	368.00
PO2504045	GUEVARA, RICARDO	368.00
PO2504046	RUIZ-MARTINEZ, NELVA	368.00
PO2504047	RUIZ-MARTINEZ, DYAMI	368.00
PO2504048	CIMINO, JOSEPHINE	368.00
PO2504049	BABINO, ERIC	368.00
PO2504050	DEE'S CHOCOLATE COVERED TREATS LLC	484.50
PO2504051	TITAN TENT & EVENT RENTALS	2,505.63
PO2504052	SAN BERNARDINO CCD	332.17
PO2504053	4IMPRINT INC	502.20
PO2504056	SWEETWATER SOUND HOLDINGS LLC	1,524.78
PO2504057	R DEPENDABLE CONSTRUCTION INC	17,127.55
PO2504058	4IMPRINT INC	576.48
PO2504059	SAN BERNARDINO CCD	354.69



Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2504060	4IMPRINT INC	1,184.68
PO2504061	4IMPRINT INC	1,320.27
PO2504062	4IMPRINT INC	559.16
PO2504063	ORIGINAL MOMMIE HELEN'S BAKERY, THE	273.00
PO2504064	ESPINOZA MARKET	2,487.66
PO2504065	MASON, SIERRA	368.00
PO2504066	SAKELLAR, SOCRATES	368.00
PO2504067	FLANNAGAN, HUGO	368.00
PO2504068	FELIX, KIMBERLY	368.00
PO2504069	WILBUR'S POWER EQUIPMENT	678.81
PO2504070	PRIME PROMOS LLC	5,756.50
PO2504071	STAPLES BUSINESS ADVANTAGE	89.68
PO2504072	HABIT RESTAURANTS LLC, THE	7,355.63
PO2504073	UNISOURCE SOLUTIONS INC	46,064.97
PO2504074	SID TOOL INC	2,964.10
PO2504075	LAERDAL MEDICAL CORPORATION	38,553.37
PO2504076	ASB SPORTS	1,824.56
PO2504077	OLYMPIC COLOR RODS	9,598.00
PO2504078	HENRY SCHEIN INC	116.97
PO2504080	MUSICIAN'S FRIEND	858.04
PO2504081	SAN BERNARDINO CCD	984.19
PO2504082	STAPLES BUSINESS ADVANTAGE	812.85
PO2504083	STAPLES BUSINESS ADVANTAGE	964.37
PO2504085	SAN BERNARDINO CCD	1,229.36
PO2504086	SAN BERNARDINO CCD	50,963.41
PO2504088	GRAM'S BBQ RESTAURANT & CATERING	1,768.48
PO2504090	CDW LLC	357.51
PO2504091	DELL INC	4,265.53
PO2504092	RDM ELECTRIC CO INC	17,910.00
PO2504093	QUANTUM PROMOTIONS	7,847.82
PO2504094	DELL INC	501.27
PO2504095	CDW LLC	1,484.40
PO2504096	SMARDAN SUPPLY CO	3,000.00
PO2504097	SAN BERNARDINO CCD	10,000.00
PO2504098	GOSIGER MACHINE TOOLS LLC	271.88
PO2504099	HONORLOCK INC	35,000.00
PO2504100	ASSISTANCE LEAGUE OF SAN BERNARDINO	2,050.00
PO2504101	SAN BERNARDINO CCD	269.91
PO2504102	INLAND EMPIRE ECONOMIC PARTNERSHIP	5,000.00
PO2504103	KIND DIGITAL MARKETING	650.00
PO2504104	BAER, MONTE W	113,623.09
PO2504105	UTJ HOLDCO INC	5,066.75
PO2504106	IHEARTMEDIA ENTERTAINMENT INC	1,988.00
PO2504108	REDLANDS COMMUNITY MUSIC ASSOC	4,000.00
PO2504110	STAPLES BUSINESS ADVANTAGE	217.49

Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2504111	STAPLES BUSINESS ADVANTAGE	260.99
PO2504112	STAPLES BUSINESS ADVANTAGE	201.05
PO2504113	STAPLES BUSINESS ADVANTAGE	122.17
PO2504114	PANERA LLC	906.89
PO2504115	LOS ANGELES ENGINEERING INC	6,960.42
PO2504116	TYR INC	20,000.00
PO2504117	OLYMPIC COLOR RODS	12,158.03
PO2504118	HUMANWARE USA INC	1,809.98
PO2504122	DELGADO, ARLEEN	45.71
PO2504123	MCMASTER-CARR SUPPLY CO	508.38
PO2504124	SID TOOL INC	431.31
PO2504125	TECHNICAL ASSOCIATED SERVICES LLC	2,056.46
PO2504126	SID TOOL INC	845.48
PO2504127	GRAINGER INC	943.08
PO2504128	ULINE INC	3,188.68
PO2504129	GRAINGER INC	102.83
PO2504130	DELL INC	1,395.56
PO2504132	ABR IMAGERY	6,179.91
PO2504137	CAMERON WELDING SUPPLY	9,454.57
PO2504138	STAPLES BUSINESS ADVANTAGE	1,163.02
PO2504139	COLOR CONSULTANTS INC	7,759.67
PO2504140	COLOR CONSULTANTS INC	7,283.54
PO2504141	DUCK & OWL LLC	6,465.00
PO2504142	PROFORCE LAW ENFORCEMENT	6,561.06
PO2504143	ELECTRONIX EXPRESS	17,175.98
PO2504144	BLANCAS, MARIO	395.00
PO2504145	STAPLES BUSINESS ADVANTAGE	869.29
PO2504146	STAPLES BUSINESS ADVANTAGE	223.34
PO2504147	BOUND TREE MEDICAL LLC	893.24
PO2504148	CHICK-FIL-A YUCAIPA	2,144.76
PO2504149	PANERA LLC	476.81
PO2504150	SOUTH COAST AQMD	174.26
PO2504151	GET NOTICED PROMOS LLC	3,989.86
PO2504152	DAN LYMAN CONSTRUCTION	6,710.00
PO2504154	WORLDVIZ INC.	113,990.00
PO2504155	NATIONAL ASSOCIATION OF EMS EDUCATORS (NAEMSE)	5,950.00
PO2504156	STAPLES BUSINESS ADVANTAGE	7,987.23
PO2504157	PANERA LLC	476.81
PO2504160	ALWAYS KIND CO	2,045.00
PO2504163	STAPLES BUSINESS ADVANTAGE	227.03
PO2504166	ASB SPORTS	1,759.18
PO2504167	ASB SPORTS	46,257.50
PO2504168	ASB SPORTS	298.88
PO2504169	AXON ENTERPRISE INC	12,247.43
PO2504170	ASB SPORTS	75.78

Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2504171	CDW LLC	8,260.00
PO2504172	STAPLES BUSINESS ADVANTAGE	228.49
PO2504173	STAPLES BUSINESS ADVANTAGE	77.20
PO2504174	WENGER CORPORATION	27,252.32
PO2504176	CROWN PROMOTIONS GROUP, INC	5,042.70
PO2504177	BMI SUPPLY	597.77
PO2504178	AARDVARK CLAY & SUPPLIES INC	665.01
PO2504179	DOING GOOD WORKS	1,198.80
PO2504180	SAN BERNARDINO CCD	173.13
PO2504181	FOLLETT CORPORATION	1,160.00
PO2504182	CALIFORNIA, STATE OF	13,950.00
PO2504183	RP LANDSCAPE & IRRIGATION	5,878.83
PO2504184	STAPLES BUSINESS ADVANTAGE	943.85
PO2504185	MCMASTER-CARR SUPPLY CO	13,210.25
PO2504186	HEALTH CARE LOGISTICS	16,167.82
PO2504187	CDW LLC	2,958.33
PO2504188	STAPLES BUSINESS ADVANTAGE	769.11
PO2504189	STAPLES BUSINESS ADVANTAGE	206.01
PO2504190	MELLIN, LINDA MARIE	653.59
PO2504191	WOLFRAM RESEARCH INC	4,520.00
PO2504192	AEROSPACE MAINTENANCE COUNCIL	500.00
PO2504195	GOSIGER MACHINE TOOLS LLC	845.00
PO2504197	CRUZ, ARLENE	30.80
PO2504198	CRUZ, ARLENE	58.03
PO2504199	WAXIE SANITARY SUPPLY	7,636.46
PO2504200	ULINE INC	34.84
PO2504201	ENDURA STEEL INC	10,000.00
PO2504202	DELL INC	49,787.38
PO2504203	MCMASTER-CARR SUPPLY CO	342.60
PO2504204	ULINE INC	539.88
PO2504205	GRAINGER INC	1,200.40
PO2504206	GAS TECHNOLOGY ENERGY	679.73
PO2504207	LETTERHEAD FACTORY	5,883.38
PO2504208	DAVIS, JESSICA C	150.00
PO2504209	4IMPRINT INC	295.46
PO2504210	D2G GROUP LLC	464.79
PO2504211	ESPINOZA MARKET	1,500.00
PO2504212	DELL INC	5,971.86
PO2504213	MURPHY, JAZNIA	150.00
PO2504214	SUMMERLAND BAGS, LLC	826.27
PO2504215	UNIDENT/UNIMED (USA) LTD	6,134.10
PO2504216	D2G GROUP LLC	1,173.02
PO2504217	D2G GROUP LLC	936.18
PO2504220	DONOVAN, MICHAEL	1,120.00
PO2504221	SAN BERNARDINO CCD	983.31

Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2504222	HIDALGO PLUMBING INC	9,184.00
PO2504224	STAPLES BUSINESS ADVANTAGE	121.82
PO2504225	STAPLES BUSINESS ADVANTAGE	145.82
PO2504226	CDW LLC	11,421.60
PO2504227	PANERA LLC	170.49
PO2504229	DUCK & OWL LLC	146.99
PO2504230	ULINE INC	5,000.00
PO2504231	COALITION OF COMMUNITY COLLEGE ARCHITECTURE PROGRAMS INC	325.00
PO2504232	ALFARO CATERING	3,831.77
PO2504233	ASSISTANCE LEAGUE OF SAN BERNARDINO	1,600.00
PO2504234	CIDI LABS LLC	19,250.00
PO2504235	CDW LLC	57,000.00
PO2504237	FREEDOM U.S. ACQUISITION CORP.	10,000.00
PO2504238	CDW LLC	217.50
PO2504239	STAPLES BUSINESS ADVANTAGE	122.24
PO2504240	EVIDENT SCIENTIFIC INC	6,445.61
PO2504241	DELL INC	3,646.97
PO2504242	BALLOON CART COMPANY, THE	5,802.00
PO2504243	BLACKHAWK NETWORK INC	4,020.00
PO2504245	ULINE INC	1,581.90
PO2504246	ULINE INC	196.78
PO2504247	MATAUTIA, VAISUATOTO	2,000.00
PO2504248	SAN BERNARDINO CCD	188.30
PO2504249	DELGADO, ARLEEN	111.16
PO2504250	HUNT, SYNTIOA K	4.34
PO2504251	HUNT, SYNTIOA K	31.36
PO2504252	STAPLES BUSINESS ADVANTAGE	29.81
PO2504255	MEDIFY AIR LLC	6,225.72
PO2504256	HARDY DIAGNOSTICS	2,020.49
PO2504257	VWR INTERNATIONAL LLC	2,030.73
PO2504259	SAN BERNARDINO CCD	3,525.34
PO2504260	SAN BERNARDINO CCD	1,415.65
PO2504261	LETTERHEAD FACTORY	1,821.56
PO2504262	STAPLES BUSINESS ADVANTAGE	296.65
PO2504263	STAPLES BUSINESS ADVANTAGE	351.56
PO2504264	STAPLES BUSINESS ADVANTAGE	54.36
PO2504265	STAPLES BUSINESS ADVANTAGE	392.14
PO2504266	STAPLES BUSINESS ADVANTAGE	75.07
PO2504267	STAPLES BUSINESS ADVANTAGE	323.24
PO2504268	STAPLES BUSINESS ADVANTAGE	201.41
PO2504269	STAPLES BUSINESS ADVANTAGE	118.72
PO2504270	STAPLES BUSINESS ADVANTAGE	509.89
PO2504271	STAPLES BUSINESS ADVANTAGE	106.19
PO2504272	STAPLES BUSINESS ADVANTAGE	1,518.89
PO2504273	STAPLES BUSINESS ADVANTAGE	68.08

Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2504274	GENUINE AUTO PARTS	2,533.11
PO2504275	SAN BERNARDINO SYMPHONY ASSOCIATION	2,500.00
PO2504276	HISPANIC COALITION OF SMALL BUSINESSES	750.00
PO2504280	MARTINEZ, WALTER	1,600.00
PO2504281	MAZAK CORPORATION	1,000.00
PO2504282	MAZAK CORPORATION	1,000.00
PO2504283	BOOT BARN	10,080.00
PO2504285	AMUDIPE, WILLIAM	400.00
PO2504286	GRAINGER INC	1,039.87
PO2504287	FASTSIGNS	721.77
PO2504290	BPS TACTICAL INC	772.13
PO2504291	SEWINGMACHINESPLUS.COM INC	10,986.27
PO2504294	ICS SERVICE CO	4,837.58
PO2504295	VIVA LA BOBA LLC	2,032.35
PO2504296	ARROWHEAD UNITED WAY	320.00
PO2504297	STAPLES BUSINESS ADVANTAGE	242.66
PO2504299	GENUINE AUTO PARTS	111.53
PO2504300	GENUINE AUTO PARTS	764.49
PO2504301	SID TOOL INC	4,600.15
PO2504303	STUDIO 19 PHOTO BOOTH LLC	550.00
PO2504304	EAB GLOBAL INC	895.00
PO2504305	BARRIENTOS, LESTER	400.00
PO2504306	ALLSTAR FIRE EQUIPMENT	58,106.80
PO2504307	DICK BLICK HOLDINGS INC	1,404.31
PO2504308	DESIGN SOURCE USA, INC	13,701.56
PO2504309	FLEET FEET SPORTS	1,430.06
PO2504310	WENGER CORPORATION	2,747.56
PO2504311	FLEET FEET SPORTS	261.00
PO2504312	MULTIMEDIA LED INC	500.00
PO2504313	CONVERGEONE INC	7,035.02
PO2504314	SID TOOL INC	142.68
PO2504315	SID TOOL INC	568.49
PO2504316	GENUINE AUTO PARTS	723.24
PO2504317	CALIFORNIA SOCIETY FOR RESPIRATORY CARE	1,950.00
PO2504318	SNAP-ON INDUSTRIAL	6,155.97
PO2504319	SID TOOL INC	381.28
PO2504320	SAN BERNARDINO CCD	463.49
PO2504321	FORMLABS INC	91.19
PO2504322	ULINE INC	300.64
PO2504323	MULTIMEDIA LED INC	19,273.50
PO2504324	SNAP-ON INDUSTRIAL	1,664.77
PO2504325	SNAP-ON INDUSTRIAL	2,269.13
PO2504326	STAPLES BUSINESS ADVANTAGE	83.06
PO2504327	STAPLES BUSINESS ADVANTAGE	196.77
PO2504328	CDW LLC	512.09

Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2504329	SAN BERNARDINO VALLEY COLLEGE FOUNDATION	2,875.00
PO2504330	CHICK-FIL-A YUCAIPA	1,929.05
PO2504331	DIESEL LAPTOPS LLC	24,387.19
PO2504332	SNAP-ON INDUSTRIAL	20,937.90
PO2504333	CDW LLC	6,473.22
PO2504334	PANERA LLC	671.80
PO2504335	PANERA LLC	1,087.96
PO2504336	DELL INC	22,749.55
PO2504337	STAPLES BUSINESS ADVANTAGE	48.93
PO2504338	STAPLES BUSINESS ADVANTAGE	70.47
PO2504339	PLACEWORKS INC	4,158.64
PO2504340	VERNIER SOFTWARE & TECHNOLOGY INC	3,762.68
PO2504341	GLOBAL EQUIPMENT COMPANY INC	1,282.59
PO2504342	SAN BERNARDINO CCD	152.73
PO2504344	PANERA LLC	947.51
PO2504346	WIRZ & COMPANY PRINTING INC	141.38
PO2504347	MOUSER ELECTRONICS	446.41
PO2504348	MATTERHACKERS INC	511.34
PO2504349	TYR INC	9,800.00
PO2504350	TROPHY STORE, THE	215.80
PO2504351	CDW LLC	2,642.20
PO2504352	STAPLES BUSINESS ADVANTAGE	2,275.07
PO2504353	STAPLES BUSINESS ADVANTAGE	993.59
PO2504354	ALLIED REFRIGERATION INC	3,732.09
PO2504355	KRUEGER INTERNATIONAL INC	23,008.37
PO2504356	CDW LLC	483.46
PO2504357	COMMUNITY COLLEGE INTERNAL AUDITORS	200.00
PO2504358	COMMUNITY COLLEGE INTERNAL AUDITORS	200.00
PO2504359	SNAP-ON INDUSTRIAL	9,523.24
PO2504360	STAPLES BUSINESS ADVANTAGE	65.90
PO2504361	STAPLES BUSINESS ADVANTAGE	347.98
PO2504362	STAPLES BUSINESS ADVANTAGE	1,435.37
PO2504363	STAPLES BUSINESS ADVANTAGE	2,466.11
PO2504367	CDW LLC	1,627.44
PO2504368	DELL INC	8,562.43
PO2504369	CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ASSOCIATION	75.00
PO2504370	SAN BERNARDINO CCD	500.00
PO2504371	LINCOLN ELECTRIC COMPANY, THE	10,000.00
PO2504372	SID TOOL INC	219.24
PO2504373	UP IN SMOKE WELDING APPAREL USA LLC	2,248.00
PO2504374	SILVERSTONE SYSTEMS LLC	2,016.23
PO2504375	SILVERSTONE SYSTEMS LLC	2,464.28
PO2504376	ALLIED REFRIGERATION INC	131.07
PO2504377	VIVA LA BOBA LLC	609.00
PO2504378	PACIFIC ARTGLASS CORP	222.83

Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2504382	BALLOON CART COMPANY, THE	2,340.00
PO2504383	PROPHET CORPORATION, THE	1,113.30
PO2504386	IE GOURMET FOOD TRUCKS LLC	2,085.76
PO2504390	BLACKHAWK NETWORK INC	21,250.00
PO2504391	CHAVEZ, FERNANDO RAMIREZ	1,900.00
PO2504392	ALLIED REFRIGERATION INC	242.30
PO2504393	FELIX, KIMBERLY	368.00
PO2504394	STAPLES BUSINESS ADVANTAGE	2,375.50
PO2504395	FOLLETT CORPORATION	134.85
PO2504396	CDW LLC	479.57
PO2504397	CDW LLC	259.36
PO2504398	STAPLES BUSINESS ADVANTAGE	464.17
PO2504399	STAPLES BUSINESS ADVANTAGE	115.04
PO2504400	STAPLES BUSINESS ADVANTAGE	695.96
PO2504401	IE GOURMET FOOD TRUCKS LLC	956.29
PO2504402	HOLABIRD SPORTS	1,500.59
PO2504403	TUFF SHED INC	6,073.69
PO2504404	DICK BLICK HOLDINGS INC	717.75
PO2504405	PBK ARCHITECTS INC DBA LEAF ENGINEERS	16,201.03
PO2504406	HOWARD INDUSTRIES INC	73,569.38
PO2504407	SAN BERNARDINO CCD	1,202.44
PO2504408	CDW LLC	13,936.66
PO2504409	TORRES, LETICIA IRENE	600.00
PO2504410	SAN BERNARDINO CCD	1,066.23
PO2504411	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	6,895.00
PO2504412	DUCK & OWL LLC	6,465.00
PO2504413	SAN BERNARDINO CCD	306.60
PO2504414	CDW LLC	32,792.98
PO2504415	PAPAS EL GUERO	1,957.50
PO2504416	ORTIZ ICE CREAM	399.60
PO2504417	STAPLES BUSINESS ADVANTAGE	2,714.57
PO2504418	BALLOON CART COMPANY, THE	3,180.00
PO2504419	DICKEYS BARBECUE PIT	1,973.89
PO2504421	STAPLES BUSINESS ADVANTAGE	483.08
PO2504423	CALIMESA TECH SERVICES	2,638.22
PO2504424	BALLOON CART COMPANY, THE	1,630.00
PO2504425	BLACKHAWK NETWORK INC	3,999.03
PO2504426	FISHER SCIENTIFIC COMPANY LLC	2,153.64
PO2504427	MCMASTER-CARR SUPPLY CO	484.39
PO2504428	SAN BERNARDINO CCD	178.89
PO2504429	T.S. ENTERPRISE ASSOCIATES INC	7,252.50
PO2504430	STAPLES BUSINESS ADVANTAGE	174.35
PO2504432	CDW LLC	80.04
PO2504434	FASHIONABLE SCRUBS FOR LESS	451.04
PO2504435	FISHER SCIENTIFIC COMPANY LLC	2,421.86

Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2504436	FISHER SCIENTIFIC COMPANY LLC	1,382.51
PO2504437	BLACKHAWK NETWORK INC	3,990.00
PO2504438	KRUEGER INTERNATIONAL INC	4,852.85
PO2504439	SAN BERNARDINO CCD	377.03
PO2504440	ULINE INC	1,120.59
PO2504441	MCMASTER-CARR SUPPLY CO	191.45
PO2504442	CPR1 LLC	3,506.20
PO2504443	SAN BERNARDINO CCD	33,300.00
PO2504445	VELGEN ENTERPRISES LLC	6,000.00
PO2504446	CPR1 LLC	22,488.55
PO2504447	STATE WATER RESOURCES CONTROL BOARD	673.00
PO2504449	STAPLES BUSINESS ADVANTAGE	287.46
PO2504450	GEYSER EQUIPMENT LLC	2,000.00
PO2504451	DOING GOOD WORKS	23,161.82
PO2504452	BETTS, STEVEN F	1,534.50
PO2504453	SNAP-ON INDUSTRIAL	1,761.49
PO2504454	GENUINE AUTO PARTS	1,480.06
PO2504455	STAPLES BUSINESS ADVANTAGE	269.69
PO2504456	STAPLES BUSINESS ADVANTAGE	46.21
PO2504457	AIRGAS INC	2,881.35
PO2504460	CROWN LIFT TRUCKS	870.00
PO2504461	R DEPENDABLE CONSTRUCTION INC	7,400.00
PO2504462	TACOS CHICANX LLC	4,900.00
PO2504464	VASQUEZ, ROBERT	7,456.94
PO2504466	KAUSA PERUVIAN RESTAURANT LLC	787.75
PO2504467	STAPLES BUSINESS ADVANTAGE	260.99
PO2504468	POSITIVE PROMOTIONS INC	20,024.50
PO2504470	FLEET FEET SPORTS	326.25
PO2504472	FREITAS, GERALD W	200.00
PO2504473	GWEN MARLOWE FOODS & CATERING	1,318.82
PO2504474	SAN BERNARDINO CCD	3,064.03
PO2504475	ASB SPORTS	298.88
PO2504476	BSN SPORTS INC	3,295.69
PO2504477	ASB SPORTS	2,629.25
PO2504478	ASB SPORTS	3,787.63
PO2504479	ASB SPORTS	2,052.15
PO2504480	SWEETWATER SOUND HOLDINGS LLC	3,730.10
PO2504481	CDW LLC	12,038.63
PO2504482	ASB SPORTS	2,995.07
PO2504483	STAPLES BUSINESS ADVANTAGE	655.16
PO2504484	STAPLES BUSINESS ADVANTAGE	114.24
PO2504485	ASB SPORTS	3,008.82
PO2504486	ASB SPORTS	879.73
PO2504487	ASB SPORTS	3,378.28
PO2504488	DELL INC	2,346.12



Purchase Order Report  
May 8, 2025

PO#	Supplier Name	Amount
PO2504489	ASB SPORTS	3,760.58
PO2504490	STAPLES BUSINESS ADVANTAGE	228.11
PO2504492	EXTRON ELECTRONICS	2,500.00
PO2504493	DELL INC	2,028.96
PO2504494	STAPLES BUSINESS ADVANTAGE	168.71
PO2504495	POCKET NURSE ENTERPRISES INC	1,196.80
PO2504496	APPLIANCE SHOWROOM	3,401.58
PO2504497	BSN SPORTS INC	753.34
PO2504498	STAPLES BUSINESS ADVANTAGE	255.55
PO2504499	CROWN LIFT TRUCKS	870.00
PO2504500	STATE WATER RESOURCES CONTROL BOARD	673.00
PO2504501	KONA ICE OF REDLANDS LLC	2,000.00
PO2504502	COMPUTERIZED EMBROIDERY COMPANY INC	415.97
PO2504503	ASB SPORTS	904.80
PO2504504	ASB SPORTS	2,271.68
PO2504505	CARAVAN CANOPY INT'L INC	679.51
PO2504506	CDW LLC	9,723.34
PO2504507	JOHNSON CONTROLS FIRE PROTECTION	5,078.90
PO2504508	FOLLETT CORPORATION	5,921.44
PO2504509	DELL INC	4,431.27
PO2504510	TROPHY HOUSE	952.65
PO2504511	BLACKHAWK NETWORK INC	25,037.84
PO2504512	HARLOW'S KITCHEN CONCEPTS	1,662.90
PO2504513	MAGLIN CORPORATION	7,639.13
PO2504514	SID TOOL INC	229.51
PO2504515	CANISALEZ, MARILU	400.00
PO2504516	ULINE INC	303.97
PO2504517	PLATINUM VISUAL SOLUTIONS	4,905.72
PO2504518	HAMILTON MEDICAL INC	25,941.70
PO2504519	BLACKHAWK NETWORK INC	5,000.00
PO2504520	ASB SPORTS	191.38
PO2504521	ASB SPORTS	1,762.27
PO2504522	ASB SPORTS	1,904.03
PO2504523	MOBILE MODULAR MANAGEMENT CORP	12,543.00
PO2504524	EVENT PIXIE	4,580.00
PO2504525	EVENT PIXIE	2,160.00
PO2504526	SYNERGY TECHNICAL NETWORK INC	212.06
PO2504527	SAN BERNARDINO CCD	988.75
PO2504528	BRYANT RANCH PREPACK	735.00
PO2504529	ASSOCIATION OF CLASSROOM TEACHER TESTERS	538.31
PO2504530	RIVERSIDE ART MUSEUM	850.00
PO2504531	TROPHY HOUSE	339.84
PO2504532	STAPLES BUSINESS ADVANTAGE	359.11

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** May 8, 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 employee on the attached list has submitted in writing their intention to resign.

### **SBCCD GOALS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





## Resignations

Presented for Information May 8, 2025

[v.4.28.2025.p.2]2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
<b>Erving, Alan</b> Coordinator, Outreach & Relations with Schools	SBVC EOPS	6	06/30/25

## **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:** May 8, 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 May 8, 2025

[v.4.22.2025.p.2]2]

	Location Assignment	Department	From	To
<b>Alvarado, Ivan*</b>	SBVC	Police Academies-Criminal Justice	4/10/2025	06/30/25
<b>Brown, Marlena*</b>	SBVC	Communicatioin Studies	1/25/2025	05/22/25
<b>Chester, Brian*</b>	SBVC	Football	5/9/2025	06/30/25
<b>Gonzalez, Brandon*</b>	SBVC	Police Academies-Criminal Justice	4/10/2025	06/30/25
<b>Rios, Jiselea*</b>	SBVC	Police Academies-Criminal Justice	4/10/2025	06/30/25

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



# BOARD OF TRUSTEES REPORT

May 2025



## Crafton Hills College Graduates 105th Paramedic Class



Crafton Hills College celebrated the graduation of its 105th Paramedic Program on March 14 at the Finkelstein Performing Arts Center. Thirteen graduates, proudly wearing scorpion-embossed uniform patches, completed the rigorous program with each other's support.

This ceremony marked the last to be held in the soon-to-be-demolished PAC and the final hybrid class before the program's format changed. Families and friends enthusiastically cheered on their graduates, encouraged by EMS instructor Glen Thronson.

Highlights included the class plaque presentation, remarks from Dr. Phong Nguyen—who humorously performed *You Raise Me Up*—and inspiring words from Class Speaker Tyler Lloyd and Guest Speaker John Grounds.

"Go forward with confidence. Serve with humility and lead with courage. You are ready," Grounds told the graduates.

The evening concluded with a pinning ceremony and student awards: Medical Director's Award: Marc Camilo, Dwight Jones, Yucaipa Rotary Scholarship & Clinical and Director's Awards: Marc Camilo, Tony Giordano Memorial Scholarship & Cardiology Award: Angel Gonzalez, Field, Pharmacology & Patient Assessment Awards: Sergio Quiroga, Theory Award: Tyler Lloyd, and Skills Award: Riley Patterson

*Photo: Paramedic graduates with staff.*

## CHC Fire Academy 112 Cadets Support Run Through Redlands



Crafton Hills College Fire Academy 112 cadets showcased their commitment to service by volunteering at the Run Through Redlands, benefiting the Kiwanis Club of Redlands.

Former SBCCD Trustee Donna Ferracone praised their efforts, stating, "They represented the Academy very well. My Kiwanis Club loves them."

The cadets played a vital role in event logistics and safety, embodying professionalism and teamwork. CHC is proud of their dedication, which reflects the high standards of the Fire Academy and its commitment to community service.

*Photo: Cadets from Fire Academy 112 at the Run through Redlands.*



## Dr. Gio Sosa Appointed to Lead Statewide Reporting Initiative



Dr. Gio Sosa, Dean of Institutional Effectiveness, Research, and Planning at Crafton Hills College, has been chosen to co-lead the statewide Vision-Aligned Reporting Academy by the California Community Colleges Chancellor's Office.

Dr. Sosa's leadership at Crafton has refined data practices, improving decision-making and student success.

The initiative aims to enhance how colleges report on key student success metrics,

and Dr. Sosa will help share best practices across the state.

"This is a great opportunity to build on the work we've done at Crafton," said Dr. Sosa. His appointment highlights Crafton's leadership in data-driven decision-making within the California Community Colleges system.

Dr. Sosa's expertise in institutional research and his commitment to student equity make him a valuable asset to the academy. His appointment highlights Crafton's leadership in data-driven decision-making within the California Community Colleges system and reinforces the college's dedication to continuous improvement and student success.

*Photo: Gio Sosa.*

## EOPS Scholars Luncheon Honors Student Achievement and Dedication



The EOPS Department hosted a Scholars Luncheon on March 12 to celebrate the academic achievements of 244 students from the EOPS, CARE, CalWORKs, NextUp, and DREAMer programs who earned a GPA of 2.7 or higher.

This special event recognized students' dedication and perseverance in their educational journey. Each honoree received a certificate and success kit as a testament to their hard work and commitment.

Surrounded by faculty, peers, and family,

these students were celebrated in an uplifting environment that fostered pride and motivation for future success.

Speakers shared words of encouragement, highlighting the resilience these students have demonstrated. The luncheon is a celebration of past achievements and serves as inspiration for students to continue striving toward their goals.

*Photo: EOPS, CARE, CalWORKs, NextUp and DREAMer program faculty and staff.*

## Crafton Hills College Celebrates Women's History Month



This March, Crafton Hills College honored Women's History Month with events celebrating women's achievements and resilience.

The theme "Moving Forward Together! Women Educating & Inspiring Generations" emphasized amplifying women's voices and fostering community.

Highlights included a kickoff video featuring women across campus, guest speaker Ann

Martgan, Senior Manager, San Manuel Fire Dept., on navigating male-dominated fields, an empowerment through movement dance workshop with Lisa Swells, a virtual panel with female entrepreneurs, and the film screening of He Named Me Malala.

The month's events united the campus in celebration, empowerment, and inspiration for future generations.

*Photo: WHM organizers.*



## CHC's Thrive Fest Brings Wellness and Community Together



On March 26, Crafton Hills College hosted its inaugural Thrive Fest, a wellness and resource fair organized by the College Basic Needs Office. Students enjoyed free food, live music, games, and giveaways while

accessing vital support services.

The event distributed 515 meals, 200 açai bowls, and 200 Farm Fresh-To-You boxes. Forty students received Narcan kits with

life-saving training. The Wildwood Women's Center provided health screenings, and a student proudly shared their ultrasound—expecting in August!

Campus garden tours, free clothing from the Music Club, and exciting raffles added to the experience. In addition to health and wellness resources, students connected with community organizations offering financial assistance, housing support, and mental health services. Faculty and staff also participated, reinforcing the college's commitment to student well-being.

With its overwhelming success, Thrive Fest is set to become an annual tradition, growing even bigger in the years to come!

*Photo: CHC student with her children and Ryker at Thrive Fest.*

## 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, recognizing her dedication to equitable student success and Vision 2030.

A key member of the counseling office, Abeyta is praised for her professionalism, leadership, and commitment to students. With over five years of service, she's instrumental in improving student services and fostering staff collaboration.

Abeyta, a re-entry student herself, earned an associate in arts for transfer in Sociology and is pursuing a bachelor's degree in leadership studies at Cal Poly Humboldt. She is active in CHC's Classified Senate and Student Services Council, and volunteers in the community.

Winners will be announced at the Board of Governors meeting on May 20, 2025.

*Photo: Rebecca Abeyta.*

## Crafton Hills College Hosts STEM Transfer & Career Fair



On March 6, CHC hosted the STEM Transfer & Career Fair, connecting students with opportunities in science, technology, engineering, and mathematics.

Over 200 students engaged with 24 university and industry partners, including CSU, UC, private institutions, and STEM-related companies. Representatives provided guidance on transfers, degree programs, research opportunities,

internships, and career pathways.

Through one-on-one conversations, panel discussions, and interactive booths, students gained valuable insights into STEM careers, reinforcing CHC's commitment to their academic and professional success.

*Photo: CHC students at STEM and Career Fair.*



## Crafton Hills College Foundation Hosts Exclusive Legacy Event with Patti Cotton



On March 18, the CHC Foundation hosted an exclusive event featuring distinguished alumna Patti Cotton, who led an engaging and interactive session titled *Your Legacy Starts Now*. Designed for President's Circle members, retirees, and Legacy Society donors, the event encouraged attendees to reflect on the deeper meaning of legacy beyond career achievements.

Cotton explained that legacy isn't just about what we leave behind—it's about how we live each day. The session encouraged self-reflection, prompting participants to consider how their core beliefs shape their legacy and influence others. As individuals transition from career-focused milestones to the next chapter of life, finding deeper meaning and fulfillment becomes essential.

Cotton also shared a heartfelt personal story about how her journey toward finding purpose began at Crafton Hills College. In the summer of 1972, at just 16 years old, she took a Psychology of Women class with Professor Gloria Cowen that profoundly changed her outlook on life. Inspired by Cowen who encouraged her to dream bigger, she discovered her potential and found her path toward making a meaningful impact.

The event underscored CHC's commitment to lifelong learning and personal growth, reinforcing the idea that legacy is built in the present through our values, actions, and the lives we touch.

*Photo: Patti Cotton.*

## Girls Empowerment Camp Inspires Future Firefighters



On March 15, 22 young women participated in the transformative Girls Empowerment Camp, designed to explore careers in the fire service. Led by Captain Theresa Rivera and Amanda Ward, the event offered hands-on training in chainsaws, rappelling, nail guns, aerial ladder climbs, and victim search techniques.

Community partners like Calimesa Fire, Cal Fire/Yucaipa Fire, Redlands Fire, and others helped make the event a success, with female firefighters serving as mentors

and role models.

One participant shared, "This camp changed my perspective so positively! I now trust that with time, effort, and passion, I can achieve my goals in the fire industry." The camp's success has led to plans for it to be an annual event, further inspiring young women to pursue careers in the fire service.

*Photo: Attendees at the empowerment camp.*

## Crafton Hills College Hosts 4CS Board Meeting



On March 28-29, Crafton Hills College welcomed the California Community Colleges Classified Senate (4CS) for its spring board meeting, bringing together classified professionals from across the state. The meeting served as a collaborative space for 4CS leaders to strategize initiatives, plan the annual Classified Leadership Institute, and enhance support for classified professionals within the California Community College system.

As a proud host, Crafton Hills College provided a welcoming environment for productive discussions and forward-thinking solutions. Attendees engaged

in sessions focused on leadership development, advocacy, and best practices to support student success. The meeting also highlighted the essential role classified professionals play in shaping the student experience and fostering institutional excellence.

By hosting this important gathering, Crafton Hills College continues to demonstrate its commitment to professional growth and statewide collaboration, reinforcing the value of classified professionals in higher education.

*Photo: 4CS Board members.*

# EDCT



## *Employment Training Panel-* **Serving Small Businesses**

San Bernardino Community College District's Employment Training Panel (ETP) team is dedicated to supporting local industries, enhancing workforce skills, and helping employers stay in California through training.

Highlights of the ETP team's March activities include delivering a customized "Women in Leadership" training at logistics provider DSV Solutions in Fontana for 12 women leaders. This new training content was the centerpiece of DSV's celebration of Women's History Month and International Women's Day. Designed to inspire success as a woman leader, the training included communication, branding, and empowerment.

SBCCD's ETP team also coordinated participation for a recent focus group of California community college ETP contract holders on small business participation. Manager Jon Fox took the lead in contacting 20 Upskill California community colleges that deliver employee training and workplace education, explaining the goals and process. The focus group met on March 19 with ETP staff to discuss how to maximize support for small businesses through ETP services, and the results will be compiled into a "Best Practices" document for ETP contractors.







May 2025

## KVCR And The Community

### **Dairy Council tour March 6th-**

California Dairy Council toured KVCR & would like to produce a show on nutrition. Part of the vision is to show children where their food comes from by visiting a community garden or farm and then showing simple ways to cook the food.

### **Grand Opening of Applied Technology Building Ribbon Cutting March 6th -**

KVCR hosted a booth to share information about upcoming events, programs, and memberships. Executive Director, Connie Leyva, who was serving as a California State Senator when the state budget allocation was approved, spoke about the program. KVCR's production staff documented the event on film

**Pauma Tribal Farm Visit on March 19th-** KVCR visited Pauma Tribal Farm, which is a sustainable agricultural enterprise that grows citrus, avocados, olives for their own olive oil, & grapes for their own wine. They will also be joining KVCR FNX board.

**KVCR Legacy Society Financial and Estate Planning Seminar-** KVCR hosted a valuable Financial & Estate Planning Seminar on March 21, offering attendees insights into critical topics like retirement income and investment strategies, estate planning essentials, charitable giving, and legacy planning.

## Your KVCR Newsroom

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

KVCR Reporters spoke to a local farmer to gain insight into the impacts of federal funding cuts on agriculture, shedding light on the challenges faced by the farming community. In addition, KVCR covered a press conference where Riverside Mayor, Patricia Lock Dawson, announced that the city has stressfully reached "function zero" in youth homelessness.

A KVCR reporter represented the station admirably on a solutions-oriented journalism panel at CJUSB.

KVCR staff are investigating 23 and Me to inform listeners that individuals in the company database can request their information and bio-samples be deleted or destroyed

KVCR Radio will promote the May 1st FNX App, Red Carpet Gala event, being held at Agua Caliente Casino, Rancho Mirage at 6 p.m.





## KVCR Financial Statement

### Estimated Revenues & Expenditures For 9 Months Ended 3/31/2025

#### Revenues

Contributions and Grants	1,027,508
Contracted Services	800,000
Underwriting	157,506
Rentals and Leases	374,100
Estimated Revenues*	2,283,000
Interest Revenue	20,839
Interfund Transfers In-SBCCD	798,895
Transfers In-PARS Endowment	1,300,000
Total Revenues	6,761,848

#### Expenditures

Classified Salaries	1,887,091
Employee Benefits	830,202
Books and Supplies	17,772
Services and Operating Expenditures	3,605,184
Capital Outlay	8,956
Interfund Transfers Out-SBCCD	-
Total Expenditures	6,349,205

**Revenues Less Expenditures** 412,644

# President's Board of Trustees Report

The President's Monthly Report to the Board of Trustees, Campus & Community

Celebrating 99 Years of Community, Growth & Transformation

May 2025

## SBVC Says Goodbye to Liberal Arts Building After 55 Years

Ahead of its scheduled demolition in August, the SBVC campus paid tribute to the Liberal Arts Building on March 26, celebrating its 55 years as a hub of learning, community and creativity.

The building has served generations of students since opening in 1970, and during his remarks, SBVC President Dr. Gilbert Contreras shared that visitors can "really feel a sense of the 1970s with the courtyard and in areas where the offices are located. It's so important to understand the psychology of space: how space creates community, how space can advance learning, and how space can help advance what we stand for at SBVC."

Students, alumni, and current and former professors came out in force to bid farewell to the building, with many using markers to write messages and sign their names on the walls. They also had a chance to take a sneak peek at the new Liberal Arts Building, putting on headsets and taking a virtual reality walkthrough developed by SBVC's Marketing Department.

The Liberal Arts Building was not just for academics. For 11 years, it was also home to the Dreamers Resource Center (DRC) and its iconic butterfly mural. "This center and the L.A. building has very much been the home for all undocumented students," DRC Counselor Evelyn Ruiz said to IE Community News. "It's a space that has become a hope, an opportunity, a place where students have found not just resources but community, empowerment, and resilience."



### GOAL 1

ELIMINATE BARRIERS TO  
STUDENT ACCESS & SUCCESS.



### GOAL 2

BE A DIVERSE, EQUITABLE, INCLUSIVE,  
& ANTI-RACIST INSTITUTION.



### GOAL 3

BE A LEADER & PARTNER IN  
ADDRESSING REGIONAL ISSUES.



### GOAL 4

ENSURE FISCAL ACCOUNTABILITY  
& SUSTAINABILITY.



## UPCOMING EVENTS

**April 24** 12pm **Botanical Gardens Grand Reopening**  
Gardens near HLS building

**April 25** 5:30pm **Spotlighting Our Success Awards 2025**  
Applied Technology Building

**April 25** 7pm **Planetarium Show**  
JPL Missions

**ends April 24** **Art Gallery Exhibit**  
From the Sasse Collection • [valleycollege.edu/artgallery](http://valleycollege.edu/artgallery)

**May 6** 6pm **Scholarship Awards Ceremony 2025**  
Auditorium

More Events:

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





# Senior Day 2025 Introduces Hundreds of Local High School Seniors to Life at SBVC



San Bernardino Valley College rolled out the welcome mat for the Class of Fall 2025 in April, hosting Senior Day 2025: an annual open-house that turns the 90-acre campus into an interactive showcase of academic programs, student services and campus life.

Throughout the morning, busloads of high-school seniors moved between information fairs, lab demonstrations and guided tours. Faculty members staffed program booths from the sciences to the arts, while peer ambassadors highlighted resources such as the Valley-Bound Commitment, EOPS, and the Valley 360° student-support center.

"Senior Day gives prospective students a tangible sense of belonging and possibility," SBVC President Dr. Gilbert Contreras said. "The moment they step on campus, they can see themselves succeeding here, and that changes futures." Planning for the outreach effort began months in advance under the direction of Outreach and Recruitment office, whose team coordinated logistics with dozens of academic departments and service units. Volunteers greeted visiting students with welcome bags.

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

# SBCCD Enters Historic Health Partnership with IEHP

The Inland Empire Health Plan (IEHP), San Bernardino Community College District (SBCCD), and California Community Colleges has launched the IEHP College Care Program, a first-of-its-kind partnership to ensure students at SBVC and Crafton Hills College have affordable, quality health care.

The Inland Empire Health Plan Equitable Support Demonstration Project aims to enroll all eligible students in Medi-Cal, Covered California, and CalFresh; make it easier for them to receive health care and behavioral health services; and strengthen campus infrastructure to provide Medi-Cal services. When students have access to medical care and fresh food, it helps them stay healthy, motivated, focused on their studies, and more likely to graduate.

"This means healthier families, a stronger local economy, and a workforce ready to support our businesses," SBCCD Chancellor Dr. Diana Z. Rodriguez said. "It's about building a healthier, more vibrant Inland Empire, one student at a time."

This is a pilot program, and if successful will be replicated across California. To kick off the partnership, a signing ceremony was held on April 3 at Crafton Hills College, with SBVC President Dr. Gilbert Contreras among the leaders who participated.



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



# SBVC Earns 6th Year of Finish Line Grant Funding with \$150K Bonus for Student Achievement

SBVC has once again been recognized for its commitment to student success. Thanks to strong outcomes and diligent stewardship, the SBVC Foundation has secured a 6th year of funding through the Finish Line Scholars Program, bringing in an additional \$150,000 to support emergency scholarships for students on the path to graduation.

SBVC was one of the original community colleges selected in 2020 by the California Community Colleges Foundation to receive Finish Line funding, which provides direct financial support to help students overcome barriers and stay on track to complete their degrees. Over the last five years, the SBVC Foundation has received a total of \$750,000, distributing emergency micro-grants to hundreds of students in need.

Now, thanks to continued student achievement outcomes, SBVC has been awarded an additional round of funding, making it one of only a handful of colleges statewide to receive a sixth year of support.

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

# BSI Convening Jumpstarts Efforts for SBVC to Become Black-Serving Institution



SBVC has taken a decisive first step toward formal recognition as a Black-Serving Institution (BSI), a designation for California colleges that excel at providing Black students with the resources and support they need for academic success. In late March, more than 40 faculty, classified professionals, and managers packed SBVC's Student Lounge for the BSI Convening: an intensive discussion that kicked off the campus-wide push toward BSI status.

Conversations were co-facilitated by April Dale, Carmen Rodriguez, and Samantha Homier. A BSI designation can unlock targeted grant funding, professional development networks, and statewide visibility, all aimed at closing equity gaps. "SBVC has an opportunity to be a leader in California by showing what it looks like to be Black-student-centered," Dale said. "It isn't in competition with other groups but an expression of inclusive excellence."

## GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION

# FTVM Class Project Wins BEA Festival Award

Accolades are coming in for Viviana Bivian's "Ghoul-Be-Gone," a video project she produced in the fall for her FTVM 130: Film and TV Production Basics class with Prof. Kevin Lyons. Bivian received the Best of Two-Year Colleges award during the Broadcast Educators Association (BEA) Annual Festival of Media Arts in April, a competition with 2,285 entries from more than 300 participating schools. Prof. Lyons and Prof. Lucas Cuny joined Bivian at the BEA Festival in Las Vegas, with her trip covered by the Film, Television, and Media Department.

Bivian, an FTVM major, wrote, directed, edited, and made graphics for "Ghoul-Be-Gone," a Halloween commercial promo. She worked on the project with several other students, including Alexander Salas, Faustino Gonzalez Enrique, Damian Romero, Letisha Williams, Juan Brambila, Caleb Gifford, Tushar Oza, and Rory Ferranto.





# Campus Spotlights

## From SBVC to Cal Poly Pomona: Savanah Howze's Journey in Chemical Engineering



For Savanah Howze, education has been a journey of exploration, perseverance, and growth. As a first-generation college student, her time at San Bernardino Valley College not only shaped her career aspirations but also provided invaluable experiences that set the foundation for her future in chemical engineering.

The Colton native's passion for science was sparked by a high school chemistry teacher, but it was at SBVC where she truly found her path. After meeting Prof. Sheri Lillard, "she encouraged me to explore physical chemistry and engineering," Howze said. "That guidance helped solidify my decision."

One of Howze's most rewarding experiences at SBVC was securing an internship in materials science, which led to an opportunity to present her research at the American Chemical Society (ACS) conference in Atlanta. "Presenting my research on a national stage was surreal," she said. "It gave me confidence and showed me what's possible in this field."

Now in her third and final year, Howze is set to graduate this spring with associate degrees in chemistry, math, and physics before transferring to Cal Poly Pomona, with aspirations of pursuing a Ph.D. in physical chemistry. Looking back, she is incredibly proud of how far she has come. "Being the first in my family to earn a college degree and transfer to a four-year university is huge," she said. "Sometimes I feel like I should be further along, but then I remind myself, I'm 21, and I'm about to earn a bachelor's degree. That's something to be proud of."